



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

218 Vernon Road,
Greenville, PA 16125
1-866-474-2141

August 23, 2021

Dear HSH Participating Processors:

First and foremost, THANK YOU for the crucial role you played in yet another record-smashing venison donation season last year. Generous Pennsylvania deer hunters donated 190,302 pounds of venison from 4,896 deer across the Commonwealth! You were busy last year. And we appreciate your efforts!

It's been a busy six months here at the NEW Hunters Sharing the Harvest headquarters in Greenville, Mercer County as well. Our friend John Plowman retired at the end of February, and I assumed the executive director role March 1. It has been a true blessing to have this opportunity to lead HSH – an organization I have loved and been involved with as a county coordinator for 20 years.

With the deer seasons approaching, I want to draw your attention to a few changes in the attached forms:

- The Commonwealth and the IRS require HSH be able to confirm the complete accurateness of participating processors' information if requested. We will now require that you complete a processor agreement each year rather than the renewal form many of you have used in the past. It's no more difficult to complete the agreement than it is to complete a renewal form, and your cooperation will ensure our compliance with applicable laws. This also applies to the W-9 and SWIF form (if applicable). Both forms will also need to be completed annually.
- We are phasing-out the 5# meat bags beginning this year. The food bank system prefers smaller 1# and 2# bags for distribution to families who typically use these packages for single meals. I have a very limited supply of 5# bags for processors who have a compelling need. Please call or email me if you must have some of these 5# bags.
- We have added a requirement in the agreement that processors use HSH-provided meat bags. If you can't use our bags due to incompatibility with the machines you use in your business, you must include the phrases "Not for Sale," "Keep Frozen" and "Donated Venison" on any non-HSH packaging. This measure is necessary as part of HSH's obligation to ensure that all donated venison enters the charitable food distribution network directly from our processors and that no donated venison inadvertently enters the private consumption or retail market.

We appreciate your cooperation with these necessary changes. Feel free to contact me with any questions and/or concerns.

Best regards,

Randy K. Ferguson
Executive Director



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Participating Deer Processors Registration 2021-2022 Hunting Season

HSH PARTICIPATING PROCESSORS HELPED US DISTRIBUTE 190,000 POUNDS OF VENISON LAST SEASON!

It's time to complete your annual HSH DEER PROCESSOR AGREEMENT with Hunters Sharing the Harvest for the 2021-2022 season.

Because of continued support from the PA Dept of Agriculture, the PA Game Commission, and partnerships with hunting and non-hunting communities, plus business and individual financial support, we accepted 4,896 deer yielding 190,000+ pounds of ground venison burger last season and distributed to the food bank system throughout Pennsylvania. That's a 19% increase over the previous season!

To Renew For 2021-2022 Season

Please be aware that you must **fill out a Processor Agreement form, W-9, and SWIF form annually, in order to be reimbursed.** The integrity of the HSH venison charitable donation program is our highest priority and our records are completely transparent. We will send you the necessary reimbursement form, deer donor receipts, banners and supplies as requested on your renewal form. When approved, you will be added to the 2021-2022 list of participating processors published on our website and in our information packets.

For New First-Time Processors

If you would like to join our team, please fill out and mail or email info@sharedeer.org the 2021 Participating Processor Agreement forms found in this packet or on the website at [www.sharedeer.org/resources/Participating Meat Processor Agreement](http://www.sharedeer.org/resources/Participating%20Meat%20Processor%20Agreement). Everything you need to get registered and become part of the HSH processor network is ready to download and print. You can also call toll free 1-866-474-2141 or an HSH county coordinator in your area listed on the website at <https://www.sharedeer.org/area-coordinators/> for more information.

Agreements must be received by September 15, 2021 for the 2021-2022 season

Partial Deer Donations

Every hunter's deer is important whether kept for themselves or donated to HSH. When a hunter wants some of the meat, they need only pay for that prorated processed portion they take home, then donate the rest to HSH at no cost. We communicate directly with you every season and make it clear that HSH is grateful for all donations - even partial deer. If you have any questions please feel free to contact HSH at 1-866-474-2141, or your local HSH county coordinator available on our website www.sharedeer.org/area-coordinators/

Reminder about the state-required deer processor inspection and registration

HSH prefers your shop to be licensed and inspected to become a participating HSH deer processor. Inspection applications must be completed prior to registering with HSH. They are available at the PA Dept. of Agriculture (PDA) 717-787-4315 or www.eatsafepa.com. An application is enclosed for your convenience. **NOTE: if involved with accepting deer to be donated to a public food bank program this requirement is waived if you are currently licensed by the PA Dept. of Agriculture with other retail or wholesale food or meat facility inspection programs.** The deer processor application and inspection has been developed specifically for HSH, in partnership with the PA Dept of Agriculture. Working together with the PDA, our intent remains to minimize the inconvenience to our valued processors, make registration as easy as possible, while ensuring uniform food safety criteria and quality control in our future venison donations. Again, we hope you understand that the integrity of the HSH venison charitable donation program is our highest priority. For more information on the inspection and registration requirements, please call us or the PDA Region office listed on your notification or visit <https://www.agriculture.pa.gov/> and click on the Regional Office Information link.

If you previously completed the application for custom deer processing, you do no need to do so again.

Here's to another great year. We sincerely appreciate the vital role you play in allowing us to fulfill our mission to feed the hungry in Pennsylvania.



Randy K. Ferguson, Executive Director
Hunters Sharing the Harvest

Hunters Sharing the Harvest Convenient 3 Step Process for Registration

Please read carefully AND FILL OUT COMPLETELY. We urge you to call **1-866-474-2141** or email **randy@sharedeer.org** if you have any questions. HSH needs your participation. We look forward to working with you.

STEP ONE - GET APPROVED!

1. **Fill out and sign the Processor Agreement Form** and email it, or mail back ASAP. **This form needs to be completed annually whether you are a new or renewing processor.**
2. **Deadline is September 15, 2021.**
3. **Fill out the Form W-9** Please fill it out completely and include it with your AGREEMENT form. **This form also must be completed annually.** Be sure to write the person's name or business name to whom checks are to be made payable on the agreement form. Forms are available at www.sharedeer.org/resources - Participating Meat Processor Application.
4. **SWIF Form (State Workers Insurance Fund)** If you have employees and pay workers compensation for them, please fill out and return this form with a copy of your insurance certificate. If you are a Sole Proprietor without employees you are not required to carry workers compensation insurance. Just fill out the form, write **"NO EMPLOYEES"** and return to us. If you didn't have employees last year and do this year, we will need the form filled out and a copy of the insurance certificate. **This form also must be completed annually.**
5. **Necessary Forms, Supplies and Receipts** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags. If you think you need extra please let us know.

STEP TWO - GET DEER DONOR RECEIPT SIGNED and clearly legible.

The deer donor receipt is a three-part form filled out by you or the hunter donating the deer, or a portion of the deer. One copy is for the hunter; one copy is sent with the HSH Reimbursement Form for payment; and one copy is kept for your records. **PLEASE NOTE! You will not get reimbursed without a legible copy of a donor receipt included for EACH deer processed. These must be returned with your Reimbursement Form in order for payment to be made.**

For example: If you are requesting reimbursement for 10 processed deer, be sure there are 10 donor receipts signed by either a PGC representative or by the hunter donating the deer or meat with the reimbursement form.

IMPORTANT: Information on the donor receipt needs to be complete and able to be read (name, address, email, type of tag used for harvesting the deer, etc.) These forms are the only method of tracking the meat and our way to follow up with a thank you letter and HSH Donor Decal to the hunter for donating the deer!

STEP THREE - GET PAID!

This two-part reimbursement form supplied by HSH is the only form that HSH will accept for reimbursement along with deer donor receipts of donated venison. Must include: Processor Reimbursement Form with copy(copies) of donor receipt per deer donated and Charitable Organization and Contact receiving the ground venison and mail to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

Deadline for reimbursement payments for the 2021-2022 season is April 1, 2022.

ORDER BAGS & SUPPLIES: Donor receipts, additional forms, meat bags, promotional banners and materials are available by calling the HSH office at 1-866-474-2141, ordering online at www.sharedeer.org/resources/ or by emailing randy@sharedeer.org. Regarding our NRA-sponsored meat bags, we suggest using the 1 and 2 lbs bag if serving mostly needy families and smaller local food banks or food assistance operations. **We are phasing out the 5lb bags due to costs and increased demand for 1lb and 2lb bags from the food banks.** If you cannot use 1# or 2# bags, please call Randy Ferguson at 866-474-2141 to discuss options.

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2021 SEASON PARTICIPATING PROCESSOR AGREEMENT

Please check and complete all that apply and return ASAP.

_____ **I/we are inspected or licensed. If yes, please attach a copy of certificates.**

NOTE: As of 2012 HSH participating deer processors handling venison for public food assistance charities must be inspected and certified with a specific PA Dept of Agriculture deer processor registration. **Note: This requirement is waived if your business is already registered by another county health department or the state Agricultural Licensing Departments.** (Examples include Retail Food Facility registration; Meat or Food Establishment registration; Wholesale registration; Eating & Drinking Establishment License, etc.). We want to thank our dedicated processors in advance for their patience and cooperation while we work to bring uniform food safety criteria and quality control to all of our venison donations.

For information on the necessary inspection and registration program specific to HSH, please contact the PA Dept. of Agriculture Bureau of Food Safety @ 717-787-4315 www.EatSafePA.com or the HSH office at the toll free number 866-474-2141. For your convenience, a PDA Application and list of Regional offices is enclosed.

_____ **I/we do have adequate cold storage facilities.**

_____ **I/we agree to have each hunter who donates a whole deer fill out a Deer Donor receipt to be completed for EACH donated deer and provide them with a copy of the receipt.**

_____ **I/we agree to use HSH-provided meat bags. If we cannot use HSH-provided meat bags, we will label all bags or packages with "Keep Frozen" and "Not for Sale" and "Donated Venison".**

THIS FORM MUST BE LEGIBLE AS WE NEED TO TRACK THE LOCATION OF THE DEER FOR FOOD SAFETY.

If processing is for a DMAP Deer, PA Game Commission, Mistake-Killed deer or other categories, please check the box on the receipt so HSH can process accordingly.

Our rate will be \$ _____ to process a whole deer into 1 lb. or 2 lb. packages of ground meat.

Business Name _____

Checks Payable to (must match the SSN or the Tax ID number) _____

Business Tax ID# (EIN or SSN) _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Signed _____ Printed _____ Date _____

Return signed agreement to:

Randy Ferguson, Executive Director
218 Vernon Road, Greenville, PA 16125
Telephone: 724-813-0839
Email: randy@sharedeer.org

DEADLINE FOR SUBMITTING THE AGREEMENT TO HSH IS SEPTEMBER 15, 2021.

REIMBURSEMENTS CAN NOT BE PAID UNTIL YOUR SIGNED AGREEMENT IS RECEIVED AND APPROVED.

Request for materials:

_____ I need HSH Brochures/Literature QTY: _____

_____ I need HSH Meat Bags: List quantity needed: 1 lb. _____ 2 lb. _____



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1-866-474-2141

To: HSH Processors

PA Workers Compensation Insurance Compliance Form

Dear Processor:

Please fill out and mail back with copy of insurance certificate if needed, to the address above as quickly as possible. Business name should be the same as on form W-9. Thank you for helping HSH be in compliance.

Statement:

As a participating HSH Processor I hereby state that I am not an employee of Hunters Sharing the Harvest charitable venison donation program, but a subcontractor (sole proprietor) who has signed a valid agreement with HSH for donated deer meat processed and distributed to area Food Banks. I work my own schedule, supply my own tools and work in my own facility inspected and registered by the PA Dept of Agriculture Bureau of Food Safety. In addition I am fully responsible for decisions on how best to complete the task for my customers, the hunters donating deer to the HSH program.

Please check one: I am

Sole Proprietor w/o employees. No certificate required.

Sole Proprietor with employees. Enclosed is Workers Compensation Insurance Certificate.

Name _____

Business Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Signed _____ Printed _____ Date _____

Definitions of Sole Proprietor from SWIF (State Workers' Insurance Fund) website

What If I Use Subcontractors?

Pennsylvania Workers' Compensation Act Section 302 (a) & (b) provides that a contractor is responsible for the payment of compensation benefits to employees of uninsured subcontractors. Contractors shall not subcontract all or any part of contract unless the subcontractors used have presented proof of insurance. Consequently, all contractors should keep workers' compensation certificates of insurance on file to prove coverage.

What If the Subcontractor is a Sole Proprietor?

Sole Proprietors with no employees are not required to carry workers' compensation insurance. However, detailed information must be provided to SWIF to prove that the individual is a true independent contractor. If SWIF determines that the sole proprietor is your employee, you will be charged for his/her payroll as per the appropriate classes on your policy. It is your responsibility to provide SWIF with all appropriate documentation to resolve their employment status. Currently workers compensation coverage for sole proprietor(s) is available through the State Workers' Insurance Fund.

Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315 • 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 change is a state requirement that will yield long-term positive benefits for you as a 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 to 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 3 – 4 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 4N/4S (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
226 Donohoe Road, Suite 101, Greensburg, PA 15601 | 724-832-1072 | Fax: 724-832-1013

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
Martinsburg Commons, 403 East Christiana Street, Martinsburgh, PA 16662 | 814-793-1849 | Fax: 814-793-1869

Region 6E/6W (Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry, Schuylkill and York)
Room G-11, 2310 North Cameron St, Harrisburg, PA 17101 | 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

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services**

717-787-4315 • www.EatSafePA.com

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

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

APPROVAL, DATE _____ Owner was contacted with approval on _____

DISAPPROVAL, DATE _____ Owner was sent a denial letter on _____

Reasons for denial: _____

Reviewing Sanitarian: _____

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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.



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6780 Hickory Lane
Harrisburg, PA 17112
1-866-HSH-2141

Hunters Sharing the Harvest Program Venison Donations on Track Despite Lower 2014 Deer Harvest



HARRISBURG, PA – May 15, 2015 – Final reports filed by the 100 or so butchers participating in the Hunters Sharing the Harvest Program (HSH) show the statewide effort to provide high quality protein to needy Pennsylvanians nearly achieved its annual goal, despite a significant drop in the statewide deer harvest. Hunters donated over 2,400 deer last hunting season, resulting in 97,000 pounds of ground venison burger for distribution to food banks and pantries. HSH's yearly goal is to channel 100,000 pounds of venison to the needy through community-based food programs.

Thanks to hunter generosity and certified butcher participation, the 97,000 pounds of donated venison is now providing about 450,000 meals to hungry Pennsylvanians. One hunter-donated deer yields up to 200 meals of ground burger, which is more adaptable for a wide range of uses and recipes than all other cuts. Shelters or needy families themselves can use the ground meat to make everything from meatloaf to spaghetti sauce. Ground venison is a versatile, high-protein, low-fat and nutritious food that is, in many cases, the only red meat available to some struggling families facing food insecurity.



From the forest to the Food Banks... donate your deer to help feed the hungry of Pennsylvania

The near achievement of the 100,000-pound threshold is significant considering the Game Commission's report that the overall 2014 statewide deer harvest was 15 percent below the take in 2013. Commission officials observed that heavy and continual rain across much of the state during the gun season likely resulted in lower hunter turnout. HSH credits the continuing loyalty and growing support among hunters who still enabled the program to nearly reach its annual goal of donated meat from a lower statewide harvest.

HSH, a registered 501c3 non-profit charity, is celebrating its 23rd year in 2014 helping Pennsylvanians in need. An improved financial situation within the program may also have helped to boost the total of donated venison. For many years HSH asked hunters to make a deposit of \$15 toward butchers' processing fee when donating a deer. But generous funding support from the Pennsylvania Game Commission, Departments of Agriculture and Conservation & Natural Resources, Consol Energy, Richard King Mellon Foundation, Wal-Mart, Safari Club's PA Chapters, the Marcellus Shale Coalition and many of its industry member companies, plus over 50 other business and organization sponsors eliminated the need for the hunter deposit, although most hunters contributed the deposit willingly. An updated list of HSH partners and supporters is available on our website, www.sharedeer.org, as well as links to all components of the program.

Ongoing needs for HSH within Pennsylvania include attracting new sponsorship and partner support to further defray processing costs, and continuing to build the network of meat processors, local coordinators and media contacts in underserved counties. Currently, HSH has no meaningful or effective outreach infrastructure in Warren, McKean, Potter, Forest, Venango, Elk, Clarion, Cameron, Jefferson, Clinton, Mifflin, Juniata, Snyder and Northumberland/Montour Counties. HSH would like to feed the hungry families in those areas too. Please help by volunteering or contacting us at 717-545-1188 or jwp@sharedeer.org. Visit www.sharedeer.org.

HSH is a 501C3 charitable organization and our contribution is tax deductible. The official registration and financial information of Hunters Sharing the Harvest may be obtained from the PA Dept. of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.



sharedeer.org