



## HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

August 2022

New and Potential HSH Participating Processors:

Thank you for joining HSH as a participating processor! You and your counterparts across Pennsylvania are truly the cornerstone of our success. We could not do what we do without you!

Generous Pennsylvania deer hunters donated 187,426 pounds of venison from 4,691 deer across the Commonwealth during the 2021-22 season thanks to our participating processors! That's within 1.5% of the amount donated during our record 2020-21 season!

A couple notes about the attached Processor Agreement and documentation materials request:

- The Commonwealth and the IRS require HSH be able to confirm the complete accurateness of participating processors' information if requested and to protect public health and safety. You **MUST** complete a new Form W-9 every year. We also need a Workers Compensation Insurance Compliance Form. This does not need to be completed every year if nothing changes from year-to-year. We require a copy of your USDA or Pa. Dept. of Ag. Custom Deer Processor license/certificate. If you do not have either, please complete and return the attached Custom Deer Processor Application. There is a \$35 fee payable to the Pa. Dept. of Ag. upon inspection. **Do not send any money with your application.**
- We have a limited supply of 5# chub bags. We prefer you use 1# and 2# chub bags as they are easier for food banks to handle and distribute and are more convenient for recipients to use at home. If you still need some of these remaining 5# bags, please note the quantity requested on the agreement and I will send them if available.
- We are working with a vendor to supply stickers for processors who do not have the equipment to put ground venison in HSH-provided chub bags. If you are one of these, please indicate such on the enclosed agreement and I'll follow up with you.
- I'm happy to announce we have secured a discount program with UltraSource that's available to all HSH participating processors to save you 5% to 11% off many of your common shop supplies. See the attached flyer for details on this new benefit.
- We will be sending all participating processors a shop banner courtesy of our new banner sponsor Excalibur Seasoning! We hope you will visit Excalibur at [www.excaliburseasoning.com](http://www.excaliburseasoning.com) or call them at 800-444-2169 to see how their highest quality seasonings, rubs and marinades can boost your sales.

Feel free to contact me with any questions about the enclosed or about participating with HSH.

Thanks once again for helping HSH feed the hungry through the generosity of Pennsylvania deer hunters!

Best regards,

Randy K. Ferguson  
Executive Director



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### Participating Deer Processors Registration 2022-2023 Hunting Season

## HSH PARTICIPATING PROCESSORS HELPED US DISTRIBUTE 187,426 POUNDS OF VENISON LAST SEASON!

It's time to complete your annual HSH DEER PROCESSOR AGREEMENT with Hunters Sharing the Harvest for the 2022-2023 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 4,691 deer yielding 187,000+ pounds of ground venison burger last season and distributed to the food bank system throughout Pennsylvania. That's nearly on-par with the previous season's record donation numbers!

### To Renew For 2022-2023 Season

If **nothing** has changed since last year's agreement, you can complete the attached Processor Renewal Agreement and return it. We DO need a new W-9 completed every year. Please complete the attached W-9 and return it with your renewal. If **anything** has changed on your agreement, your Workers Compensation Insurance Compliance Form, or if we do not have a copy of your USDA or Pa. Dept. of Ag license/certification, you will need to complete and return those items, so I have everything on file with accurate information. 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, banner and supplies as requested on your renewal form. When approved, you will be added to the 2022-2023 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 [randy@sharedeer.org](mailto:randy@sharedeer.org) the 2022 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 included in this packet and available ready to download and print on our website. You can also call toll free 866-474-2141 or contact 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, 2022 for the 2022-2023 season**

## Partial Deer Donations

If a hunter wants to donate a portion of their deer, they must pay you for the processing. This is the only way for HSH to control our costs when donors keep part of their deer. Our reimbursement agreement is negotiated at a whole deer rate. We have no mechanism to reimburse for partial deer. If you or a deer donor have any questions, please feel free to contact HSH at 866-474-2141 or email [randy@sharedeer.org](mailto:randy@sharedeer.org).

## Reminder about the state-required deer processor inspection and registration

As a participant in Hunters for Sharing the Harvest your deer processing establishment must be compliant with federal and/or state laws. Enclosed is the Custom Deer Processor application from the Pennsylvania Department of Agriculture for compliance with the Food Safety Act of 2010 (3 C.S. §§5721 – 5737). This registration application and inspection requirements were specifically developed in partnership with and in consultation with HSH. 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 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.

If you previously completed the Custom Deer Processor application, you do not 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

Please read carefully AND FILL OUT COMPLETELY. We urge you to call **866-474-2141** or email [randy@sharedeer.org](mailto: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 (or Renewal Form)** and email it, or mail back ASAP.
2. **Fill out Form W-9** Please fill it out completely and include it with your **Agreement or Renewal** form. **This form must be completed annually.**
3. **PA Workers Compensation Compliance Form** 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 needs completed only if we do not have one on file or if there are changes from the form on file.**
4. **Please submit all materials by September 15, 2022** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags.

## 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. 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 be 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 the hunter or State Game Warden donating the deer with the reimbursement form.*

**IMPORTANT:** Information on the donor receipt needs to be complete and clearly legible (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!

The 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 copies of donor receipt(s) for EACH deer donated and charitable organization and contact receiving the ground venison. Mail to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

**Deadline for reimbursement payments for the 2022-2023 season is April 1, 2023.**

**ADDITIONAL BAGS & SUPPLIES:** Additional donor receipts, forms, meat bags, shop banners and materials are available by calling the HSH office at 866-474-2141, ordering online at [www.sharedeer.org/resources/](http://www.sharedeer.org/resources/) or by emailing [randy@sharedeer.org](mailto:randy@sharedeer.org). Regarding our NRA-sponsored meat bags, please use the 1 and 2 lb. bags. **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.

# HUNTERS SHARING THE HARVEST

## PENNSYLVANIA'S VENISON DONATION PROGRAM

### 2022-2023 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](http://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".  
\*\*See request for materials below for stickers.

#### 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 \_\_\_\_\_ County \_\_\_\_\_ 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](mailto:randy@sharedeer.org)

**DEADLINE FOR SUBMITTING THE AGREEMENT TO HSH IS SEPTEMBER 15, 2022.**

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

Request for materials:

I need HSH Promotional Brochures/Literature Qty.: \_\_\_\_\_

I need HSH Meat Bags: List quantity needed: 1 lb. \_\_\_\_\_ 2 lb. \_\_\_\_\_ 5 lb. (limited supply) \_\_\_\_\_

I need HSH Donor Receipts. Qty.: \_\_\_\_\_

I can't use chub bags, need stickers instead. Randy will contact me.





# HUNTERS SHARING THE HARVEST

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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.

**\*\*Complete the following application only if you do not already have a USDA or Pa. Dept. of Ag. inspection or certificate\*\***

2012a

**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 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](http://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 \_\_\_\_\_

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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.

# Special Savings for Helping Hunters

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