



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

August 2023

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!

A record-breaking and nation-leading 235,532 pounds of venison were processed from 6,201 deer during the 2022-23 hunting season! That's a nearly 25% increase over our previous record!

A few 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 the previous year. We require a copy of your USDA or Pa. Dept. of Ag. license/certificate. If you do not have either, please complete the attached Custom Deer Processor Application and **mail to your regional PDA office** as instructed on the cover letter of the application. There is a \$35 fee payable to the Pa. Dept. of Ag. upon inspection. **Do not send payment with your application.**
- Please note the changes to the PGC's rules on transporting deer from DMAs, the Established Area (EA) and across state lines this year, as detailed in the attached letter and CWD Protocol. You will need to be able to comply with the protocol **and** be on the PGC's list of cooperating processors in order to accept donated deer from DMAs or out-of-state. If you're not on the approved processor list, or you don't have sufficient freezer space to hold quarantined venison awaiting test results, you can opt-out of accepting donated deer from these areas. Just let me know so we can notate it on your listing on the HSH website.
- **HSH participating processors cannot accept additional compensation for the processing of donated deer from any other sources but HSH.** In other words, you can't "double-dip" by accepting payment from HSH in addition to the hunter or any other entity without an agreement signed by all parties. While that should be common-sense to most reasonable people, you will need to acknowledge and agree to this on the annual agreement/renewal form starting this year.

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/Renewal for 2023-24 Hunting Season

HSH PARTICIPATING PROCESSORS HELPED US DISTRIBUTE A RECORD-BREAKING AND NATION-LEADING 235,532 POUNDS OF VENISON LAST SEASON!

It's time to complete your annual HSH DEER PROCESSOR AGREEMENT with Hunters Sharing the Harvest for the 2023-24 season.

To Renew For 2023-24 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 2023-24 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 return the enclosed 2023 Participating Processor Agreement form 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 24, 2023

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.

Reminder about deer processor inspection/registration for HSH purposes

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). The registration application and inspection requirements were specifically developed between HSH and the Pa. Dept. of Ag. Our goal is to minimize any inconvenience and make registration easy and affordable, while ensuring uniform food safety criteria and quality control in the future. The integrity of the HSH venison charity is a foremost concern. This is a state requirement that will yield positive benefits for you as a processor and ultimately the consumers receiving food assistance. The CDP certification costs only \$35.

If your processing establishment is approved and inspected by USDA 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 already inspected by USDA or PDA 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.

When completed, mail your CDP Application to your regional PDA office as directed on the cover letter of the application. Do not mail to HSH! Do not send payment at the time of application.

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 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 24, 2023** 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 2023-24 season is April 1, 2024.

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/ or by emailing 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

2023-24 SEASON PARTICIPATING PROCESSOR AGREEMENT

By signing below, you agree to the following conditions:

- **I am inspected or licensed. 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, the state Agricultural Licensing Departments or USDA.** (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 necessary inspection/registration 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 have adequate cold storage facilities.**
- **I agree to have each hunter who donates a deer fill out a Deer Donor Receipt for EACH donated deer and give them their copy.**
- **I agree to use HSH-provided meat bags. If I cannot use HSH-provided meat bags, I will label all bags or packages with "Keep Frozen" and "Not for Sale" and "Donated Venison". **See request for materials below for stickers.**
- **I agree that HSH is my only source of compensation for donated deer. I will accept no additional compensation for donated deer processing from the hunter or any other individual or entity without a signed agreement by all parties.**
- **I have reviewed and will comply with HSH's CWD Protocol. If I cannot meet the requirements, I will opt-out of accepting donated deer from DMAs, the EA or out-of-state by contacting Randy Ferguson at 866-474-2141 or by email at randy@sharedeer.org.**

PLEASE PRINT LEGIBLY

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

Business Name _____

Make 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

DEADLINE FOR SUBMITTING THE AGREEMENT TO HSH IS SEPTEMBER 24, 2023.

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, but will use HSH-provided stickers instead. Randy will contact me.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[] [] [] - [] [] - [] [] [] [] [] [] [] []
or
Employer identification number
[] [] - [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____		Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding, later*.



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218 Vernon Road,
Greenville, PA 16125
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. Do NOT mail to HSH! Mail to the PDA Regional office per below. Do not send payment with your application.****

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

Followed by the street address for your regional office listed 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, Martinsburg, 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, Collegetown, 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: _____

***Do NOT mail to HSH!** Mail this completed application to the PDA Regional office as instructed in the cover letter at the beginning of the application.

****Do not send payment with your application.**

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

**** Do not return this form to HSH. It is for your personal reference. ****

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