



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

September 2024

Dear HSH Participating Processors:

Thanks for yet another outstanding year for HSH during the 2023-24 hunting season! A record-breaking and nation-leading 261,672 pounds of venison were processed from 6,905 deer and 6 elk! That's an 11% increase over our previous record!

Please take the time to read the following points about the attached annual processor renewal and documentation request materials:

- The Commonwealth and the IRS require HSH to be able to confirm the complete accuracy of participating processors' information if requested and to protect public health and safety. You can use the processor renewal form option (attached) that will lessen the amount of paperwork required **as long as** we have all required documents from last year's packet and that **no information has changed**.
- You **MUST** complete a new W-9 every year. Our accountants and the IRS require it.
- If **anything** has changed relative to your PA Workers Compensation Insurance Compliance Form you must complete a new one.
- If we do not have a copy of your USDA inspection/license or Pa. Dept. of Ag. Custom Deer Processor license/certificate, you will need to furnish one or complete and return the attached Custom Deer Processor Application.

Please carefully read the program notes and important updates included in this packet! There are new items this year that are important for you to know and comply with starting this season – specifically the new **Venison Pickup Record (VPR)** that all processors will need to complete every time venison leaves your shop, and the new officially designated **HSH operating season**.

Thanks once again for all you do on behalf of the hungry in Pennsylvania! If you have any questions, feel free to email me at randy@sharedeer.org or call 866-474-2141.

Best regards,

Randy K. Ferguson
Executive Director

Participating Deer Processors Registration/Renewal for 2024-25 Hunting Season

IMPORTANT PROGRAM NOTES AND UPDATES

To Renew For 2024-25 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 is 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.

NEW – Venison Pickup Record Required for Reimbursement

All HSH participating processors will need to complete the **NEW Venison Pick-up Record (VPR)** included in this packet. Every time an agency or HSH coordinator picks up venison at your shop, they will need to sign the form, complete the contact information and how many pounds of venison they received. Do not lose this form! It must be submitted along with your **Processor Reimbursement Form** and **Hunter Donor Receipts** at the end of the season.

NEW – HSH Operating Season Defined

The HSH Board of Directors recently implemented a policy officially defining our operating season as **August 1 through April 15 annually**. **HSH will only accept deer harvested and donated during this period**. We will not accept deer harvested from April 16 – July 31. This policy is in effect as of August 1, 2024.

Partial Deer Donations

If a hunter wants to donate a portion of their deer, **they must pay you the full processing fee** and **you cannot submit that deer for reimbursement**. 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.

HSH is your only compensation for donated deer

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 and the hunter or any other entity without an agreement signed by all parties. You will need to acknowledge and agree to this on the annual agreement/renewal form.

CWD Protocol – Know it and follow it

Please note the PGC's rules on transporting deer from Disease Management Areas (DMAs), the Established Area (EA) and across state lines changed in 2023, 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 harvested in a DMA, EA 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. **ALL deer harvested for donation in one of the CWD special areas must follow the CWD Protocol, including Ag Tag, DMAP, USDA culls and depredation permit deer!**

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. 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.

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.

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

Again, **you do not need to complete the CDP application if you are already inspected or certified by USDA or PDA.** If so, simply include a copy of your current inspection/certification with your agreement/application materials.

Hunters Sharing the Harvest Three-Step Process for Participation

Please read carefully before completing your registration materials. We urge you to call **866-474-2141** or email **randy@sharedeer.org** if you have any questions.

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, 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 it. 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 to be completed only if we don't have one on file or if there are changes from the form on file.** It is NOT included in this packet. Let Randy know if you need one.
4. **Please submit all materials by September 27, 2024.** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags.

STEP TWO - GET DONOR RECEIPTS SIGNED and COMPLETE NEW VENISON PICKUP RECORD (VPR)

The deer donor receipt is a three-part form filled out by the hunter donating the deer. One copy is for the hunter, one copy is sent with the HSH Reimbursement Form for payment, and you keep one copy 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 for payment to be made.**

IMPORTANT: Information on the donor receipt needs to be complete and clearly legible, including name, address, email, method of take, sex of deer, special tags/permits (if applicable), etc. These forms are how we track the meat and our way to follow up with a thank you letter and HSH Donor Decal to the hunter for donating the deer!

The NEW Venison Pick-up Record (VPR) must be **signed by each group/agency or HSH coordinator who picks up venison** from your shop. To be reimbursed, you must return this completed form along with your Processor Reimbursement Form and all Deer Donor Receipts at the end of the season.

STEP THREE - GET PAID!

Complete the **Processor Reimbursement Form** and submit it with copies of **Hunter Donor Receipt(s)** for EACH deer donated as well as the completed **Venison Pick-up Record (VPR)**. Mail all materials to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

The deadline to submit reimbursement requests for the 2024-25 season is April 30, 2025.

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

2024-2025 PARTICIPATING MEAT PROCESSOR AGREEMENT RENEWAL

BUSINESS NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ COUNTY _____

PHONE _____ EMAIL _____

Please mark all acknowledgments below in order to renew your processor agreement with Hunters Sharing the Harvest for this season. You acknowledge by signing this form that all information from last season's signed HSH agreement (or renewal) is current including Workers Compensation Compliance Form and insurance certificates, contact information, PDA or USDA inspection and processing rate. If not, you agree to send the necessary paperwork to renew in good standing by downloading the forms from www.sharedeer.org/resources or requesting them from headquarters, and mailing them to **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125** or email to info@sharedeer.org.

____ There are no changes to information on my HSH Agreement/Renewal from last season (name, address, phone, email, etc.)

____ I agree the **reimbursement I receive from HSH is the ONLY compensation I will receive** for processing donated deer.

____ I have a current PDA Custom Deer Processor inspection/certificate, Retail Processing Certificate or USDA inspection.*

____ I have adequate freezer and/or cold storage space to safely store processed venison until pickup.

____ I agree to have hunters fill out a Donor Receipt **for each deer donated** and include a copy with my Reimbursement Form.

____ I will document all venison that leaves my shop on the **NEW Venison Pickup Record** per the instructions therein.

____ I will comply with the **HSH CWD Protocol**. If unable, I will opt-out of accepting deer harvested in a DMA or other state.

REQUEST FOR MATERIALS:

____ I need HSH Promotional Brochures/Literature. List quantity needed: _____

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

____ I need HSH Donor Receipts. List quantity needed: _____

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

SIGNATURE _____ PRINT NAME _____

DATE _____

ALL AGREEMENTS MUST BE RECEIVED BY SEPTEMBER 27, 2024

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.). For information on necessary inspection or registration specific to HSH, please contact the PA Dept. of Agriculture Bureau of Food Safety, 717-787-4315 or HSH, 866-474-2141.*



HUNTERS SHARING THE HARVEST

218 Vernon Road, Greenville, PA 16125

www.sharedeer.org | 1-866-HSH-2141

info@sharedeer.org

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.

Social security number																
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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.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.



CWD Safety Protocol for Hunters and HSH Participating Processors

Controlling the spread of CWD is of paramount importance to the health and sustainability of Pennsylvania's deer herd. While there has been no connection made between the consumption of deer with CWD and human contraction of the disease, the Centers for Disease Control (CDC) recommend refraining from consumption of CWD-infected deer. For this reason, HSH has long had a protocol in place to ensure that no CWD-infected venison reaches the public food system. The following document is meant to make clear the process by which a hunter can safely and legally donate a deer harvested out-of-state, in a Disease Management Area (DMA) or Established Area (EA). It also details the required handling of donated deer by HSH Participating Processors who are on the Pennsylvania Game Commission's (PGC) list of Approved Cooperators for processing of out-of-state and DMA-harvested deer.

For Hunters:

For deer harvested outside of Pennsylvania, in a Disease Management Area (DMA) or Established Area (EA), please follow these steps:

- Legally harvest and tag your deer.
- Follow PGC guidelines for responsible field dressing and handling of high-risk parts. See the following link for more information: www.arcg.is/1G4TLr under "What Hunters Should Know."
- Transport your deer to a HSH Participating Processor that is also a PGC Cooperator – ***Note: deer from out-of-state or from a DMA or EA can only be donated at processors who are on both HSH's list of participating processors and the PGC's list of approved cooperators.***
- **You must inform the processor** the deer came from a DMA, EA or out-off-state. You must also check the "Other" box in the Special Tag/Permit area on the HSH donor receipt and write "DMA", "EA" or "OOS" to indicate the donated deer came from a DMA, EA or Out-of-State.
- **You must have your deer tested for CWD** by placing the head (with harvest tag) in a head collection bin (free of charge) or by sending it directly to the lab (a fee will apply). Learn more about this process here: www.arcg.is/1G4TLr under "Head Bins & Dumpsters."
- **You must provide a copy of the test results to the processor** when you receive the results of the CWD test so the donated venison can be released for distribution or disposed of. The PGC no longer mails "not detected" results. You will need to print the screenshot of your results from the lookup page or otherwise share those results with the processor. This communication back to the processor is critical, as donated venison will be destroyed if the processor doesn't receive test results within a reasonable period.

(continued)

For HSH Participating Processors:

To accept deer harvested out-of-state, from a Disease Management Area (DMA) or Established Area (EA), please follow these steps:

- **Your business must be on the PGC's list of approved cooperators.** The PGC will be sending letters to all processors in August of 2023 with requirements and an application/agreement for you to submit for review and approval.
- Make sure the hunter or your staff check the "Other" box in the Special Tag/Permit area on the HSH donor receipt and write "DMA", "EA" or "OOS" to indicate the donated deer came from a DMA, EA or Out-of-State.
- **The deer must be quarantined** in cold storage while a head test is performed.
 - Testing is the hunter's responsibility.
 - The hunter must provide you with a copy of the head test results when received.
 - If CWD is not detected, the meat can be released to the food banks.
 - If CWD is detected, the meat must be disposed of according to PGC guidelines.
- If a deer found to be positive for CWD was processed before being quarantined, HSH will reimburse you at the agreed rate, even though it had to be destroyed/disposed of.
- If a deer found to be positive for CWD was quarantined as a whole deer, HSH will not reimburse processing expenses.
- You may determine a reasonable period that you will quarantine donated venison, considering that average turnaround times for head tests can approach 4 weeks or more. If a hunter hasn't reported test results back within that time, you can either contact the hunter as a courtesy to check on the status or dispose of the donated venison. ***We ask that every reasonable attempt be made to secure the test results before resorting to disposing of donated meat.***
- To be reimbursed, **you must include a copy of CWD test results with the associated donor receipts** when submitting receipts and your reimbursement form to HSH.

As an HSH Participating Processor, you have the right to refuse donated deer that were harvested out-of-state, in a DMA or EA if you do not have adequate cold storage to quarantine processed venison or whole deer while awaiting head test results, or if you do not feel you can comply with the above requirements.

If you do not wish to accept donated deer from a DMA, EA or out-of-state, please inform HSH at info@sharedeer.org or 866-474-2141. We will add that note to your business listing on our website.

Opting out of accepting donated deer does not affect your ability to accept deer for personal consumption as a PGC Approved Cooperator.

If you have questions about this protocol, please call 866-474-2141 or email info@ShareDeer.org.

Special Savings for Hunters!

UltraSource®

CHECK OUT THESE EXCLUSIVE SAVINGS BY ULTRASOURCE!



10% OFF
List Mineral Oil



11% OFF
List Pouches



10% OFF
List UltraKnives
& Steels



5% OFF
List Bekina
Stepelite EASYGRIP
Boots

PROUD PARTNER OF **HUNTERS SHARING THE HARVEST**

UltraSource is proud to partner with Hunters Sharing the Harvest. Hunters Sharing the Harvest connects deer hunters with local butchers and meat processors where venison can be safely prepared as a donation. All venison is donated locally to food banks, soup kitchens, and shelters.

Take advantage of these special savings offered exclusively to processors participating in the program. First time customers purchasing \$100 or more will also receive a New Customer Welcome Kit!

If you have questions about these offers or need assistance with placing an order, feel free to contact an Operational Supplies Specialist near you.

NEW CUSTOMER WELCOME KIT

**Eligible for brand new customers with a purchase of \$100 or more.*

*INCLUDES:

- 1 Colored Spray Nozzle
- Gloves (1 Box)
- 1 Heavy Duty Nitrile Apron
- 4 Knives
- Mineral Oil (4 oz.)
- Seasoning
- Sleeves
- String Knit Gloves
- 1 UltraTote
- 1 UltraTote Lid



**CONTACT YOUR
SUPPLIES SPECIALIST
TO LEARN MORE!**

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OPERATIONAL SUPPLIES SPECIALIST

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E: Carol.Kraft@UltraSourceUSA.com



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