



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

2016 Hunting Season

THANK YOU FOR HELPING US PROCESS AND DISTRIBUTE 109,750 POUNDS OF VENISON DURING OUR 2015-2016 SEASON; And over 1 million pounds since the program started 25 years ago!

This is Great News! Celebrating our 25th Season, Hunters Sharing the Harvest has processed and distributed over 1 million pounds of donated venison to the hungry and those in need. As one of the most vital parts of the program, you, our registered deer processors helped to make those numbers real.

The elimination of the \$15.00 co-pay was a huge gamble for the HSH team as the money was needed to pay you, our processors for your services. Most hunters contributed this volunteer co-pay willingly, but the policy remained a real barrier for encouraging more donations. We are very happy to report that for the second season in a row due to the continued support and financial contributions from the PA Department of Agriculture, PA Game Commission, the unbelievable support from the many hunting and non-hunting communities, as well as business and industry and hundreds of individual donors, we are proud to announce an all-time record of 109,750 pounds of processed venison from 2664 donated deer last season. Our annual goal is 100,000 pounds and we hope to exceed that again this year.

Whether you are a veteran HSH deer processor or would like to join this worthwhile cause, this is the year to step up, get involved and send in these forms. Everything you need to become part of the team and get registered is enclosed.

Legible Deer Donor Receipts are Vital to Our Program! There is No \$15 Co-pay Required of Hunters Again this Year.

As we start the 2016 season, HSH will continue its policy of eliminating the \$15 co-pay collected in the past from hunters donating deer. Once registered with us, your reimbursement will be paid in full at the "agreed to" rate, times the pounds processed. (*Agreed to RATE x pounds processed*) **However, for food safety, tracking and acknowledgement purposes each deer donor is still required to fill out the donor receipt FOR EACH WHOLE DEER DONATED. We ask that you encourage your donors to fully and legibly complete forms.** Your attention to this detail assists us in processing your reimbursement quickly, helps us determine statewide season totals and allows us to thank those who have donated meat. It is very important that we are able to read the receipt in order to acknowledge their donation. When filling out the Processor Reimbursement form carefully and include a deer donor receipt for each deer pertaining to the reimbursement. If you have any questions please feel free to contact HSH at 1-866-474-2141, or your local HSH coordinator. A list of our volunteer coordinators is available on our website www.sharedeer.org/area-coordinators/

Deer Processor Agreements Must be Returned No Later than October 15, 2016

Your agreement form must be received & approved by HSH prior to receiving any reimbursements for deer processing via the HSH program. You can email it to jwp@sharedeer.org or send in the mail. When received, you will be contacted and once your agreement is approved you will receive a supply of HSH Donor Receipts, Reimbursement Forms and if requested promotional materials, meat bags etc.

Hunters Sharing the Harvest Convenient

3 Step Process for Registration

Please read carefully as there have been changes made in the forms. We urge you to call [1-866-474-2141](tel:1-866-474-2141) or email jwp@sharedeer.org if you have any questions. Remember - **the worst thing you can do is nothing!** HSH needs your participation to reach our venison donation goal of 100,000 pounds during the 2016-17 season. We look forward to working with you again.

STEP ONE - GET APPROVED!

1. **Fill out and sign the Processor Agreement form** and email it, or mail back ASAP. Deadline is October 15, 2016.
2. **Fill out the Form W-9** Be sure to include with your signed agreement a completed W-9 form we have enclosed. If you are registering for the first time or have made changes in your business name, address and/or Federal Identification Number (either an EIN# or social security number is needed. We don't need both.) Please fill it out completely and include it with your agreement form. Be sure to write the name or business name to whom checks are to be made payable to on the agreement form.
3. **SWIF Form** (State Workers Insurance Fund) If you have employees and pay workers compensation for them, please fill out and return this form with a copy of your insurance certificate. If you are a Sole Proprietor without employees you are not required to carry workers compensation insurance. Just fill out the form, write **"NO EMPLOYEES"** and return to us.
4. **Forms and Receipts** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags. If you think you need extra please let us know.

STEP TWO - GET SIGNED DONOR RECEIPT!

The deer donor receipt is a three-part form filled out by you or the hunter donating the deer, or a portion of the deer. One copy is for the hunter; one copy is sent with the HSH Reimbursement Form for payment; and one copy is kept for your records. **PLEASE NOTE! You will not get reimbursed without a "readable" 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 who donated the deer or meat, and include with the reimbursement form.

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

STEP THREE - GET PAID! (Processor Reimbursement Forms)

This two-part form that we supply is the only form that HSH will accept for reimbursement along with deer donor receipts of your donated venison. When completing this form, please fill it out completely and mail to:
Hunters Sharing the Harvest, 6780 Hickory Lane, Harrisburg, PA 17112

Deadline for reimbursement payments for the 2016-2017 season is March 1, 2017.

OTHER INFORMATION: Donor receipts, additional forms, meat bags, promotional banners and materials are available by calling the HSH office at 717-545-1188 or by emailing jwp@sharedeer.org. Regarding our NRA-sponsored meat bags, we suggest using the 2 lbs version if serving mostly needy families and smaller local food banks or food assistance operations.

Reminder about the state-required deer processor inspection and registration

If you are familiar with the HSH program and have not already done so, please remember that registration applications required by the PA Dept of Agriculture (PDA) must be completed in order to participate as an HSH deer processor. A copy is enclosed for your convenience. Starting in 2012, deer processors were to be registered and inspected by the PA Dept. of Agriculture. If involved with accepting deer to be donated to a public food bank program this requirement is waived if you already are licensed by the PA Dept. of Agriculture with other retail or wholesale food or meat facility registration programs. This registration application and inspection has been developed specifically for HSH, in partnership with the PA Dept of Agriculture and the HSH board of directors. Working together with the PDA, our intent remains to minimize the inconvenience to our valued processors, make registration as easy as possible, while ensuring uniform food safety criteria and quality control in our future venison donations. Please understand that the integrity of the HSH venison charitable donation program is our highest priority. Our main goal with this staterequired registration will yield long-term positive benefits for you as an HSH Processor, as well as for the individual consumers receiving food assistance. For more information on the inspection and registration requirements, please call us or the PDA Region office listed on your notification or visit www.agriculture.state.pa.us and click on the Regional Office Information link.

Thank you for your help and support as we work toward achieving our mission of delivering wholesome, high protein meat to those in need. Future changes now under consideration will include a new state income tax credit program for HSH butchers and standardization of per-deer processing costs. More information on this will be announced at a later date.

Looking forward to another successful year,

Sincerely,



John Plowman, Executive Director
Hunters Sharing the Harvest

Rick Fetrow, Chairman; Bill Sordoni, Vice Chairman; Craig Kauffman, Secretary-Treasurer

Enclosed: Processor Agreement form (white); Federal W-9 form (white); HSH Self Inspection List (blue); PA Dept. of Agriculture's Registration application (yellow) and SWIFT Compliance for Insurance (white); PA Dept of Agriculture Inspection & Registration Information



sharedeer.org

HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

2016 SEASON PARTICIPATING PROCESSOR AGREEMENT

Please check and complete all that apply and return ASAP. **Highlighted areas are IMPORTANT!:**

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

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

For information on the necessary inspection and registration program specific to HSH, please contact the PA Dept. of Agriculture Bureau of Food Safety @ 717-787-4315/www.EatSafePA.com or the HSH office at the toll free number listed above.

_____ **I/we do have adequate cold storage facilities.** See the Self Inspection Checklist for further details.

_____ **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.**

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 2 lb. or 5 lb. packages of ground meat.

Business Name _____

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

Business Tax ID# (EIN or SSN) _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Signed _____ Printed _____

Return signed agreement to:

John Plowman, Executive Director
6780 Hickory Lane, Harrisburg, PA 17112
Telephone: 717-545-1188
Email: jwp@sharedeer.org

Deadline for submitting the agreement to HSH is October 15, 2016.

NO REIMBURSEMENT REQUESTS CAN BE PAID UNTIL A SIGNED AGREEMENT IS RECEIVED AND APPROVED.

Request for materials:

_____ I need HSH Brochures/Literature

_____ I need HSH Meat Bags: List quantity needed: 1 lb. _____ / 2 lb. _____ / 5 lb. _____

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶ _____

Exemptions (see instructions):

Exempt payee code (if any) _____

Exemption from FATCA reporting
code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

				-				-				
--	--	--	--	---	--	--	--	---	--	--	--	--

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 on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

To: HSH Processors

PA Workers Compensation Insurance Compliance Form (SWIF)

Deer 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.

Name _____

Business Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Please check one: I am

☐ **Sole Proprietor w/o employees. No certificate required.**

☐ **Sole Proprietor with employees. Enclosed is PA Workers Compensation Insurance Certificate.**

Definitions of Sole Proprietor from SWIF website

What If I Use Subcontractors?

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

What If the Subcontractor is a Sole Proprietor?

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

Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315 • www.EatSafePA.com

Dear Owner of a Deer Processing Establishment,

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

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

The enclosed material must be fully completed and returned to the appropriate Regional Office as listed below. Please note failure to provide all required information could delay your application approval. The Department of Agriculture, Regional Food Sanitarian and/or Supervisor, will review the application and contact you to if further information or clarification is needed, or if approved to schedule a registration inspection prior to your opening for operation. If your application is disapproved, you will receive a written letter stating the reasons for the application disapproval. Applications can be resubmitted at any time. Please allow 3 – 4 weeks for processing.

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

Sincerely,
 The Bureau of Food Safety & Laboratory Services Staff

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

Followed by the address below....

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

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

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

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

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

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

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

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: _____

2012a

☐ 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	
Legibly Print Name		Legibly Print Name	
Signature – Member		Date	
Legibly Print Name		Legibly Print Name	

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

<input type="checkbox"/> APPROVAL , DATE _____	Owner was contacted with approval on _____
<input type="checkbox"/> DISAPPROVAL , DATE _____	Owner was sent a denial letter on _____
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.



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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



sharedeer.org

PROCESSOR REIMBURSEMENT FORM

Processor Name _____

Season: **2016-17**

Business Name _____

Date _____

Check payable to _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____

Qty	Donation Source Description:	Unit Price	TOTAL
	Deer Donated From Private Hunters		
	Deer Donated From DCNR / DMAP		
	Deer Donated From Other Sources: (PA Game Commission, Municipal Control Programs, Hunting Preserves etc)		
➤ ➤ ➤	Total Pounds Donated:	◀ ◀ ◀	
	Receiving Charitable Organization Information: (Must be included for payment.) Name: _____ Address: _____ City/State/Zip: _____ Telephone Number: _____		
DEADLINE FOR PAYMENT IS MARCH 1, 2017			TOTAL

REMIT TO: Hunters Sharing the Harvest
6780 Hickory Lane
Harrisburg, PA 17112
Telephone: 1-866-474-2141 or 717-545-1188

Office Use Only

***** REMINDER: Completed Hunter Donor Receipt (one copy) must be included for each deer. *****