



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

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

2013 Hunting Season

Welcome to the start of our 22nd season!

Whether you are a veteran HSH deer processor who has served the program for years, or one who is looking to join this worthwhile cause, you're probably aware of the increasing economic hardships that exist in our communities today. According to the PA Dept of Agriculture, two-thirds of our counties requested and received venison from Hunters Sharing the Harvest in 2012. Because of this continued need, the HSH program team will make every effort to accept the challenge of expanding the program. We also know it will only succeed with your participation, and we thank you for your interest and professional services.

2013 Signed Deer Processor Agreement Please sign and return to us no later than September 15, 2013. This form must be received by HSH prior to receiving any reimbursements for deer processing via the HSH program. Once your agreement is approved we will send you the Donor Receipts, and if requested promotional materials, meat bags, etc.

As a participating processor, it is important that you fill out each Processor Reimbursement form carefully and include all deer donor receipts pertaining to the reimbursement. This helps us keep track of the donations and assists us in the processing of your reimbursement quickly and efficiently. If you have any questions please feel free to contact HSH at 866-474-2141, or your local HSH coordinator. (A list of Coordinators by county is available on our website www.sharedeer.org)

Please read carefully as there have been changes made in the forms. Detailed instructions follow. Please call or email if you have any questions. The worst thing you can do is nothing. HSH needs your participation!

APPROVED FORMS AND REIMBURSEMENT PROCEDURES

Deer Processing Reimbursement Form This is a two-part form and the only form that HSH will accept for cost reimbursement of your donated venison. When completing this two-part form, please fill out completely and send all deer donor receipts with the white copy of the form to the address in red on the form. Be sure to add the total pounds of donated meat turned over to food banks where indicated. The yellow copy is for your records. Please remit as soon as you've concluded all HSH processing.

Deadline is March 1, 2014 for 2013 Season Reimbursement Payments. Processing reimbursements to be received at Hunters Sharing the Harvest, 6780 Hickory Lane, Harrisburg, PA 17112

Hunter Donor Receipts This is a three-part form filled out by the hunter donating the deer, or portion of the deer, and sent with the reimbursement form for payment by the end of the season. No reimbursements can be made without a copy of the donor receipt pertaining to the processed deer meat included with the reimbursement form. First copy is for the hunter/donor; Second copy is for the Meat Processor; Third copy is sent with the HSH reimbursement form. *For example: If you are requesting reimbursement for 10 processed deer – 10 donor receipts signed by the donors must accompany the reimbursement form.*

Special Reminder: all information on the receipt needs to be completed and legible (name, address, email, etc.) – these forms are the only tracking method we have to follow up with a thank you letter and decal to the hunter for donating the deer!

Federal Form W-9 included and to be filled out completely if you are a new processor or make changes in your business name, address and Federal Identification Number. For your convenience we added a line requesting your Tax ID number on the processor agreement form. Please contact us if questions.

Other Recommendations Donor receipts, extra 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 lb version if serving mostly needy families and smaller local food banks or food assistance operations.

Reminder about the new 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 in the 2013 season as an HSH deer processor. A copy is enclosed for your convenience.

Starting in 2012 otherwise unregistered deer processors were to be inspected by the PA Dept of Agriculture if involved with accepting deer to be donated to public food bank programs. This requirement is waived if you are currently licensed by the PA Dept. of Agriculture for other retail or wholesale food or meat facility registrations.

This new 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 the highest priority. Our main goal with this state-required change 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, understanding, 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, President
John Hamilton, Vice President
Lorne Peters, Secretary-Treasurer



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

2013 SEASON PARTICIPATING PROCESSOR AGREEMENT

Please check all that apply:

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

Note: as of 2012 participating deer processors handling venison for public food assistance charities under the HSH program must be inspected and licensed with the specific new deer processor registration. This requirement is waived if your business is already registered by other county health dept. or state Ag Dept. licenses (examples: Retail Food Facility registration; Meat or Food Establishment registration; Wholesale registration; Eating & Drinking Establishment License, etc.) We thank our deer processors for their patience and cooperation on this matter. For more information on the inspection and registration program, please contact the PA Dept. of Agriculture, Bureau of Food Safety at 717-787-4315 or online at www.EatSafePA.com, or the HSH office.

I/we do have adequate cold storage facilities. See Self Inspection Checklist

I/we agree to collect \$15 or more up to my full fee from each hunter who donates a whole deer and provide a Donor Receipt to be completed for EACH deer. (If processing is for a DMAP Deer, PA Game Commission or mistake -killed deer or other category, HSH will pay 100%. No deposit required).

Our rate minus the \$15 (or other amount) paid by the hunter will be \$ _____ to process a whole deer into 2 lb. or 5 lb. packages of ground meat.

Business Name _____

Business Tax ID# (EIN or SSN) _____

Contact Person _____

County _____

Address _____

City _____ State _____

Phone _____ Fax _____

Email _____

Signed _____ Date _____

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 September 15, 2013.

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: 2 lb. _____ / 5 lb. _____

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.

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
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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

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

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