



WYOMING HUNGER INITIATIVE

## 2022 PROCESSOR HANDBOOK









## Solutions don't have to be complicated.

*Food from the Field* brings together our hunting heritage, our stewardship of natural resources, and the spirit of service to our neighbors that has existed for over 130 years. Wyoming people support and rely on each other because we know that's how we thrive. *Food from the Field* is a Wyoming solution to a Wyoming challenge because it's built on the **best in us**. With over 13,000 lbs of game donated in just two years, we know this simple solution works.

The premise of donating back to the community has always been at the center of my and Danny's heart. We've tried to give back as much as we can over the years.

CHRIS CLARK, DAN'S MEAT PROCESSING



We as Wyomingites are about paying it forward. It's great to be part of something bigger than yourself.

PAUL KEARL, RIVERTON PACKING



View firsthand the impact *Food from the Field* has on Wyoming families by visiting <https://bit.ly/foodfromthefieldsuccess>.

# TABLE OF CONTENTS

LETTER FROM FIRST LADY JENNIE GORDON	4
WYOMING DEPARTMENT OF AGRICULTURE PARTICIPATION GUIDELINES	5
WYOMING HUNGER INITIATIVE REIMBURSEMENT	10
SAMPLE REIMBURSEMENT INVOICE	12
PROCESSOR MEMORANDUM OF UNDERSTANDING	13
CHRONIC WASTING DISEASE	15
FREQUENTLY ASKED QUESTIONS	16
FLOWCHARTS OF PROCESSES	17
HUNTER LOG FORM	21



Dear Wyoming Processor,

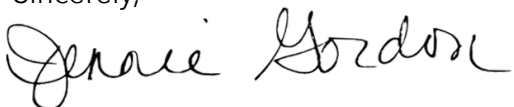
What do you get when you pair a great love of hunting with passion for helping those in need? Food from the Field, an innovative program to help our most vulnerable neighbors in Wyoming. Now in its third year, Wyoming Hunger Initiative, the Wyoming Game & Fish Department, Wyoming Department of Agriculture, and participating processors work together to streamline game meat donations to food pantries statewide. Food insecurity is an all-too-real challenge in Wyoming and I have a way for you to get involved in a Wyoming solution to hunger.

Raised in a family of 10 children, we always had enough (but just enough) to eat. My parents instilled in me how important it was to be grateful for what we had, never waste anything, and to give back if we were fortunate enough to have extra. When Mark and I traveled around the state campaigning in 2018, we learned many communities were already providing food to folks in the state. When he was elected, I knew immediately my initiative as First Lady would be to support the work of anti-hunger organizations and work towards solving hunger, together.

We understand that so many of you are already engaging in practices to provide for your local food pantries. We do not wish to discourage you as we truly appreciate your willingness to consider those most in need. We understand the cost of processing and the nature of business and therefore want to offer an option where you can continue to make a living while doing good for the community. Lastly, in regard to storage capacity in your facilities, Wyoming Hunger Initiative is committed to providing solutions for those who are willing to participate.

In 2021, 9,996 pounds of game meat was donated to local food pantries in Wyoming. That translates to 39,984 meals provided from just the second year of this program. This handbook outlines the guidelines as set forth by the Wyoming Department of Agriculture and the Wyoming Game & Fish Department for participation. We want to invite you to be part of this statewide effort and look forward to working with each of you.

Sincerely,



Jennie Gordon  
First Lady of Wyoming



## WYOMING DEPARTMENT OF AGRICULTURE PARTICIPATION GUIDELINES

Wyoming Department of Agriculture sincerely appreciates your willingness to help with this critical program to address hunger issues in Wyoming. The purpose of this document is to safeguard public health and assure consumers that food is safe, unadulterated, and presented in the most transparent way possible while also providing protections for processors. Establishments participating in the *Food from the Field* program must be licensed by the Wyoming Department of Agriculture. Participating establishments need to handle the wild game in accordance with The Wyoming Food Safety Rule not only to prevent foodborne illness outbreaks but also to provide our processors protection. The donation of home processed meat cannot be allowed as we need to ensure wildlife disease testing and safe processing and storage have occurred.

This document is only intended for guidance, and the complete set of regulations with additional details can be found here: <http://agriculture.wy.gov/images/stories/pdf/chs/foodrule/2012foodrule.pdf> or <https://ecfr.io/Title-09/cfrv2#300>. The most pertinent components are addressed herein as follows:

1. Definitions
2. Licensing
3. Receiving
4. Sanitary Conditions
5. Packaging and Labeling
6. Storage
7. Transporting
8. Documentation
9. Restrictions

Any wild game animal, harvested by a licensed hunter or seized by Wyoming Game & Fish Department, may be donated to a nonprofit organization under the provisions of Wyoming Statute 35-7-1301 and 1302 to feed individuals in need.





## SECTION 1: DEFINITIONS

### **Adulterated**

Adulterated means game meat is adulterated if it was prepared, packed, or held under unsanitary conditions; is for any reason unsound, unhealthful, unwholesome or unfit for human food; consists in whole or part of any filthy, putrid, or decomposed substance; may have been rendered injurious to health; or bears or contains any poisonous or deleterious substance which may render it injurious to health (i.e. undeclared allergen, chemical residue).

### **Carcass**

Carcass means all or any part of a slaughtered animal, including viscera, which is capable of being used for human consumption.

### **Custom carcass or meat**

Custom carcass or meat means carcasses, meat, meat food products, or meat by-products which were slaughtered, dressed, or otherwise processed by license holders.

### **Game animals**

Game animals for the purposes of this document means elk, deer, antelope, or moose.

### **Processing plant**

Processing plant means a commercial operation that manufactures, packages, labels, or stores food for human consumption, and provides food for sale or distribution to other business entities such as processing plants or establishments, and may provide food directly to a consumer.

### **Unwholesome**

Unwholesome means any animal, carcass, meat, meat food product, or meat by-product which:

- (A) Is unsound, injurious to health, contains any biological residue not permitted under these rules, or is otherwise unfit for human consumption; 1-30
- (B) Consists in whole or in part of any filthy, putrid, or decomposed substance;
- (C) Was processed, prepared, packed, or held under unsanitary conditions so that the same may have become contaminated or may have become injurious to health;
- (D) Was produced in whole or in part from animals that died other than by slaughter.

### **Wild Game Meat**

Wild game meat for the purposes of this document means meat obtained from elk, deer, antelope, or moose.



## SECTION 2: LICENSING

Establishments participating in the Food from the Field program are required to be licensed by the Wyoming Department of Agriculture. In this way, we can ensure that wild game meat is accepted from an inspected facility subject to food safety regulations to help ensure clean, wholesome meat. We request that participating processors package the game meat into portions that require no further processing or cutting by the food bank or food pantry.

## SECTION 3: RECEIVING

Processors should examine the carcass or quarters for general cleanliness and quality, and determine whether the carcass should be further processed. We ask processing facilities to **refuse any animals for the program that may have been unhealthy at the time of harvest or were handled in such a manner in the field that the meat appears to be unwholesome.** All elk, deer, and moose carcasses utilized for the *Food from the Field* program will be tested for chronic wasting disease (CWD) prior to processing.

Road-killed game animals shall not be accepted (wild game animals killed by impact with vehicles) for donation as the intestines or stomach may rupture, contaminating the meat, along with a host of other reasons.

## SECTION 4: SANITARY CONDITIONS

Any product commingled with meat that has not been tested for CWD should not be included in the *Food from the Field* Program. The facility clearly needs to be operated and maintained in a manner sufficient to prevent the creation of unsanitary conditions and to ensure that product is not adulterated. Primary concerns regarding otherwise healthy wild game animals are pathogens such as *Salmonella* and *Escherichia coli*. These pathogens could contaminate the meat if the animal is not slaughtered, dressed, transported, and processed under sanitary conditions and if not stored at temperatures to preclude bacterial growth. The wholesomeness of the product is critical and can be maintained by using proper temperature controls and preventing cross-contamination. We ask that processors follow these guidelines to help ensure sanitary conditions throughout the *Food from the Field* Program:

- Completely separate the processing of donated wild game meat from other wild game meat or other meat processing by space and time.
- Disassemble, clean, and sanitize equipment and food preparation surfaces prior to and following processing and packaging to preclude any cross-contamination.
- All meat for this program shall be produced into raw ground.





## SECTION 5: PACKAGING AND LABELING

Wild game meat that is being processed for donation by a facility needs the following labels on each container:

- Species identification
- “Not For Sale” and “Donated Game Meat”

Processors participating in this program should label each individual package of wild game meat for individual distribution. Labeling content is as follows:

- Species identification
- Name and address of the meat processing facility; and
- The words “Not For Sale” and “Donated Game Meat ” in letters at least 3/8 inch in height; and

The carcasses and parts prepared shall be marked as “Not for Sale,” or if placed in immediate containers, they should also be labeled with “Not for Sale,” until delivered to the owner.

In order to maintain the integrity of our program, we ask that the participating processing facility to provide documentation showing that all packaging is food grade and meets the requirements as safe or food-grade as defined by FDA.

## SECTION 6: STORAGE

The wholesomeness of the donated meat must be maintained by using proper temperature controls and preventing cross-contamination.

- During processing, wild game meat should be maintained at 41° Fahrenheit or less.
- All processed and packaged wild game meat for donation needs to be maintained frozen at temperatures of 32° Fahrenheit or less.
- Guard against cross-contamination by covering the meat and storing separately from raw, ready-to-eat products, or other possible contaminants until delivered to the end-user.

## SECTION 7: TRANSPORTATION

Utilize an internal thermometer and have an active temperature retention system such as a refrigerated vehicle for the safe transport of chilled food to maintain foods at no more than 32° Fahrenheit.



## SECTION 8: DOCUMENTATION

Processors and receiving facilities shall keep certain records as a part of their *Food from the Field* program to maintain a system of checks and balances to document that the food is safely managed. Up-to-date and accurate record keeping is an essential part of our control system that ensures consumers are provided food that is safe and unadulterated while also documenting the various facilities' (processing, transportation, storage, delivery) compliance with food safety regulations.

Each processor should record the date, source, and species of the donated wild game. Please retain this information in plant records for no less than three years.

Each food pantry receiving donations should also record the date received, name of the processor, and the species of the donated wild game. Please retain this information for no less than three years.

## SECTION 9: RESTRICTIONS

There are some requirements by which the Department of Agriculture must adhere in order to maintain compliance with federal law. Donated wild game meat products may not be bought, sold, or offered for sale or barter by any person. They may be served as a meal or entrée by the nonprofit organization to feed a particular group of the public. Monetary donations may be requested by the nonprofit organization. However, if a person chooses not to monetarily donate to the meal, they may not be excluded from receiving the meal. Wild game meat may not be raffled.

Pursuant to W.S. 23-3-303.

**(d)** An animal may not be received for sale or service if it is a species of wildlife that is listed in 50 CFR 17 Endangered and Threatened Wildlife and Plants.

**(e)** Meat or meat food products capable of use as human food shall meet the requirements specified in 9 CFR 325, Transportation.





## WYOMING HUNGER INITIATIVE REIMBURSEMENT

Processors who choose to participate in the *Food from the Field* program are eligible for reimbursement from Wyoming Hunger Initiative.

For reimbursement from Wyoming Hunger Initiative, approved processors will:

1. Agree to accept donations and process donated wild game meat (deer, elk, antelope, or moose).
2. Agree to have hunters fill in the Hunter Log Sheet when dropping off their carcass and submit the log sheet with the reimbursement invoice.
3. Agree to submit CWD samples to the Game and Fish Wildlife Health Lab.
4. Agree to give wild game donations to the authorized local donation recipient to include a local food pantry or distribution site.
5. Agree to have their local donation recipient sign and date your reimbursement invoice to confirm that they have received the wild game donation.
6. Agree to submit the carcass coupon (or copy) and WHL lab record for each donation.
7. Agree not to exceed authorized processing allotment limit without prior approval from Wyoming Hunger Initiative.

### How to receive reimbursement:

1. If you are a new processor, please ensure that Wyoming Hunger Initiative has received a completed W-9 form for tax purposes.
2. Submit the Hunter Log Sheet along with an invoice to Wyoming Hunger Initiative (tax-exempt). Use the blank invoice template to include the required signatures provided by Wyoming Hunger Initiative. **Please note:** Invoices can be submitted as soon as wild game has been processed and received by your local donation recipient, or if you choose, submit all invoices at once before the end of the season. Generally, reimbursement checks take 1-2 weeks to be mailed to your business as long as all proper documentation has been submitted.



3. Ensure that invoices submitted have been signed by your local donation recipient to confirm that your wild game donations have been received.
4. Wyoming Hunger Initiative will not reimburse for processing fees above the authorized allotment, without prior approval. Please contact Wyoming Hunger Initiative to request approval for an increased allotment.
5. If elk, deer, or moose carcass was CWD positive processors are eligible for reimbursement, please include a copy of the carcass disposal receipt and copy of the WHL report with the invoice template.

Hunters who choose to donate their meat are strongly encouraged to make a donation of \$45 at the time of donation; these funds will contribute to the long-term sustainability of the program. All donations made to Wyoming Hunger Initiative are eligible for a tax receipt.

**Participation in this program is voluntary by the processor and hunter.**





INVOICE NUMBER

DATE OF ISSUE

BILLED TO

Wyoming Hunger Initiative

5001 Central Avenue

Cheyenne, WY

82009

Dan's Meat Processing

PO Box 116

Evansville, WY 82636

307-235-3157

[danmusa@hrcwmi.net](mailto:danmusa@hrcwmi.net)

DESCRIPTION	UNIT COST	# of Head	AMOUNT
(Cost per animal determined by processor)			
Deer			\$0.00
Elk			\$0.00
Moose			\$0.00
Antelope			\$0.00
			\$0.00
			\$0.00
If a carcass was CWD positive, please include a copy of the carcass disposal receipt and copy of the WHL report.			
			\$0.00

INVOICE TOTAL

\$0.00

Did donor pay the flat rate of \$45/Head?

#of Head

\$0.00

TOTAL

\$0.00

Food Pantry Representative:

Must be signed before submitting to WHI for reimbursement

For deer, elk and moose meat:

I acknowledge this is uninspected meat from a deer, elk or moose and no assurance of carcass quality is made or implied. This animal was harvested within a Wyoming hunt area where chronic wasting disease (CWD) may or may not have been detected. Tissue samples from this deer, elk or moose have been tested for CWD and no evidence of the disease was found. A negative test result does not guarantee that an individual animal is not infected with CWD, but it does make it considerably less likely and may reduce your risk of exposure to CWD.

Signature of Food Pantry Representative

Date





## Meat Processing Program Partner

Processing Facility	Contact Person
Email	Phone
Mailing Address	

**For participation in Wyoming Hunger Initiative program *Food from the Field*, certified processors agree to:**

1. Process donated game animals into 1 or 2 lbs finished packages of grind.
2. Only process deer, elk, antelope, and moose donated through Wyoming Hunger Initiative by individuals. No road killed or game animals obtained in any other manner shall be processed using these funds.
3. Contact local anti-hunger organizations for distribution or Wyoming Hunger Initiative when game meat is ready for distribution. A full list of pantries within your area will be provided upon the return of this document.
4. Take and submit CWD samples for deer, elk, and moose to the Game and Fish Wildlife Health Lab if no sample has already been submitted.
5. Require all hunters to fill out and sign the Hunter Log Sheet.

6. Require signature of local donation recipient(s) on all invoices for wild game processed through Wyoming Hunger Initiative.
7. Retain all carcass coupons or a copy for animals donated for processing through Wyoming Hunger Initiative and give carcass coupons (or copy) to local donation recipients when meat is picked up.
8. Include signed invoices and Hunter Log Sheets when submitting to Wyoming Hunger Initiative reimbursement. Wyoming Hunger Initiative will not reimburse until copies of the Hunter Log Sheet and verification of receipt from local donation recipient(s) are received with the invoice submitted to Wyoming Hunger Initiative for payment.
9. Receive reimbursement from Wyoming Hunger Initiative for processing fees above and beyond the encouraged \$45 donor flat rate fee. A disposal fee of \$50 will be issued if the carcass is disposed of due to a positive CWD test. Please submit a copy of the CWD positive lab report with your invoice.
10. Submit all Wyoming Hunger Initiative reimbursement invoices by the end of the season.
11. Be listed on Wyoming Hunger Initiative's website as a program partner and designed drop-off location for game animal donations.

I understand the requirements presented above and agree to abide by them.

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**Processing Facility**

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**Signature of Owner/Proprietor**

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**Date**

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**Printed Name of Owner/Proprietor**





## CHRONIC WASTING DISEASE

Chronic Wasting Disease (CWD) is a chronic, fatal disease of the central nervous system in mule deer, white-tailed deer, elk, and moose. This disease belongs to a group of diseases called transmissible spongiform encephalopathies (TSEs) that are caused by abnormal proteins called “prions”. Other TSEs include scrapie in domestic sheep, bovine spongiform encephalopathy (BSE) in cattle, and Creutzfeld-Jakob disease (CJD) in humans. There is no known cure for TSEs, and they are always fatal in susceptible host species.

Since 1997, the World Health Organization has recommended that agents of all known prion diseases be prevented from entering the human food chain. Therefore, any elk, deer and/or moose that is processed and donated through *Food From the Field* shall be processed by a state of Wyoming licensed processor and shall be sampled and test negative for CWD prior to processing and donation. Processors will be responsible for taking CWD samples and sending them to the Game and Fish Wildlife Health Lab (WHL) if no sample has already been submitted.

Samples should be submitted in a timely manner to WHL and at least twice a week. Wyoming Game & Fish field staff can help facilitate sending CWD samples to WHL.

- **If a sample cannot be taken, the meat shall not be accepted in the donation program.**
- **If the hunter submitted their own CWD sample, the processor must wait to receive the WHL report from the hunter before proceeding with processing the carcass.**

Each CWD sample data sheet shall be marked in bold marker “Donation” with the processor’s name affixed to the sample information sheet. The processor is responsible for tracking the CWD sample in a manner they deem appropriate in accordance with their business practices.

Processor should store the carcass in a designated area waiting for CWD results.

If CWD results are negative, the processor can move ahead with processing. The WHL lab report should be printed and retained for their records.

If the CWD result is positive, the processor is responsible for properly disposing of the carcass in an approved landfill or approved incinerator in Wyoming. The processor is eligible for a carcass disposal reimbursement upon submitting a receipt and a copy of the WHL report with the Processor Reimbursement Invoice.

## FREQUENTLY ASKED QUESTIONS

### How quickly will payment be processed?

If all paperwork is in order and correctly completed, Wyoming Hunger Initiative will submit payment to processors within 7 days of receipt of the invoice. This paperwork includes:

- Processors' W-9
- Wyoming Hunger Initiative MOU
- Processor Reimbursement Invoice including all of the following:
  - ✦ Date of transaction
  - ✦ Bill to Wyoming Hunger Initiative
  - ✦ Poundage
  - ✦ Dollar amount
  - ✦ Signature of local donation recipient confirming receipt of game meat
  - ✦ Carcass coupons—copies are acceptable

### How long do I need to retain records?

A copy of the Hunter Log Sheet or list of individuals who donated game animals containing the name, current address, and game animal(s) donated must be retained by the meat processor and open to inspection for a period of 3 years.

### How do I know which food pantries are in my area and can accept donated game meat?

Wyoming Hunger Initiative will connect local food pantries and other social service agencies with participating processors. If you have questions about which food pantry you should donate to, or if multiple pantries exist in your area, please contact **Wyoming Hunger Initiative at (307) 777-7398**.

### What if I don't know how to take CWD samples?

Call the Game and Fish contact listed here and a training will be arranged to assist you and your staff on how to properly remove CWD samples.

### What if I do not have enough storage to hold meat until the Chronic Wasting Disease test results come back?

Wyoming Hunger Initiative has access to refrigerated trucks that can be made available to individual processors during peak seasons in specific areas to ensure enough storage. This also allows Wyoming Hunger Initiative meat to be stored together.



## FLOWCHARTS FOR PROCESSES

### Flow Chart for the Hunter

1. Hunter harvests animal.
2. A CWD sample is required to participate in this program. Hunters have a few options listed in order of most preferable:
  - (a) Hunter transports the carcass to a participating processor for CWD sample removal. The processor then submits the CWD sample to the Wyoming Game & Fish Department's (WGFD) Wildlife Health Lab (WHL).
  - (b) Hunter stops at a WGFD check station. A CWD sample is removed at the check station. Hunter retains the CWD sample with the carcass to drop off at the processor.
  - (c) Hunter is contacted in the field by WGFD personnel and the CWD sample is collected. Hunter retains the sample and drops off with the carcass at the processor.
  - (d) Hunter submits their own sample to WHL (direct submission to WHL, or through check station or WGFD field personnel) and is responsible for sending a copy of the CWD lab results to the processor.
3. Hunter fills out Hunter Log Sheet releasing the carcass to the processor for the meat donation program. The form releases the hunter from meat abandonment.
4. The carcass coupon is retained with the meat while at the processor. If there is a partial carcass donation, the original carcass coupon should stay with the hunter and the processor retains a copy of the coupon for the meat that is being donated.
5. If the hunter submitted his or her own CWD sample, the WHL will report CWD results to the hunter via email (if address is available) or USPS. If no results have been reported in ten days since submission, contact the WHL at (307) 745-5865 for sample tracking and results. The hunter is then responsible for sending the results to the processor.

## Flow Chart for the Processor

1. The processor evaluates the carcass to determine if it is acceptable to be taken for donation in accordance with WS 35-7-1302.
  - (a) If the meat is acceptable for donation, the processor takes or submits CWD sample and sends to WHL. If the hunter submitted his or her own CWD sample, the processor must wait to receive the WHL report from the hunter before proceeding with processing the carcass.
  - (b) The processor submits the CWD sample to WHL in a timely manner. Samples should be submitted at least once a week; Cody region WGFD ships samples twice a week during peak hunting season.
  - (c) If a sample cannot be taken, the meat shall not be accepted in the donation program.
  - (d) WGFD field staff can help facilitate sending CWD samples to the WHL.
  - (e) Each CWD sample data sheet shall be marked in bold marker "Donation" with the processor's name affixed to the sample information sheet.
2. If the processor submitted the CWD sample, the WHL will report CWD results to the processor via email (if address is available) or USPS. If no results have been reported in ten days since submission, contact the WHL at (307) 745-5865 for sample tracking and results.
3. The processor requires the hunter to fill out the Hunter Log Sheet releasing carcass to the processor for the meat donation program. The form releases the hunter from meat abandonment.
4. The carcass coupon is retained with the meat while at the processor. If there is a partial carcass donation, the original carcass coupon should stay with the hunter and the processor retains a copy of the coupon for the meat that is being donated.
5. The processor tracks the CWD sample in a manner they deem appropriate in accordance with their business practices.
6. Processor stores carcass in a designated area waiting for CWD results.
  - (a) If CWD results are negative, the processor moves ahead with processing.
    - (i) CWD lab report should be printed and retained for their records.

7. If the CWD result is positive, the processor is responsible for properly disposing of the carcass in an approved landfill or approved incinerator in Wyoming. The processor is eligible for a carcass disposal reimbursement upon submitting a receipt and a copy of the WHL report with the Processor Reimbursement Invoice.
8. The processor processes the carcass and packages the meat and labels "Not for Sale" and "Donated Game Meat" as outlined in the handbook.
9. Processor notifies Wyoming Hunger Initiative at (307) 777-7398 or local anti-hunger organization to communicate meat is ready to be picked up.
10. Food pantry recipient signs the Processor Reimbursement Invoice acknowledging they received the reported pounds of meat and acknowledging deer, elk or moose meat was tested for CWD.
11. Processor retains a copy of the carcass coupon and passes along carcass coupon (or copy) with CWD lab records to food pantry.



## **Flow Chart for Food Pantries**

1. Food pantry receives notification meat is ready to be picked up from local processor or Wyoming Hunger Initiative.
2. Food pantry signs Processor Reimbursement Invoice acknowledging the pounds of meat donated and that deer, elk and moose meat has been tested for CWD.
3. Meat is donated in accordance with food pantry processes/procedures.

PROCESSOR CONTACT NAME

[illegible]

Forms should be mailed to: **Wyoming Hunger Initiative, 5001 Central Avenue, Cheyenne, WY 82009**







**First Lady Jennie Gordon**  
(307) 777-7398  
info@nohungerwyo.org



**Nish Goicolea, Communications Director**  
(307) 777-4594  
nish.goicolea1@wyo.gov



**Doug Miyamoto, Director**  
(307) 777-6569  
doug.miyamoto@wyo.gov

Wyoming Hunger Initiative is the official initiative of Wyoming's First Lady Jennie Gordon and is governed by the Board of Directors of the Wyoming Governor's Residence Foundation, a registered 501(c)(3) nonprofit organization.