



REQUIREMENTS AND INFORMATION FOR PROCESSORS

Thank you for helping feed families in New Mexico by participating in the New Mexico Hunters Helping the Hungry (NM-HHH) program. Through NM-HHH, hunters can donate legally harvested game to a participating meat processor. Processors will prepare the game for New Mexico food banks and be reimbursed through the program.

Processors participating in the program must be properly and currently licensed and certified by the New Mexico Environment Department.

Roadrunner Food Bank will administer the program. Please send questions to:

Joe Phy, VP Strategic Initiatives
Roadrunner Food Bank
(505) 369-2310
joe.phy@rrfb.org

How to participate:

1. Complete the New Mexico Environment Department Environmental Health Bureau "Plan Review Application for Hunters For the Hungry."
2. Once licensed and certified by the state, contact Roadrunner Food Bank (see above) to submit a W-9 form for reimbursement.
3. Hunters donate approved game meat for processing.
 - a. Allowed game meat includes deer, elk, antelope, ibex, oryx, and barbary sheep, per The Food Donors Liability act (41-10-1 NMSA).
4. Donating hunters complete and sign form attesting carcass was properly cared for in the field and during transport (see "Donation Form – Hunter").
5. Processors authorize if game meat donations can be accepted. Processors may refuse donations at their discretion if they believe the animal being donated has not been properly in the field or during transport to the processor.
6. Processors complete donation form for hunters. One form per animal.
7. Processors grind meat and complete NM-HHH forms. All meat must be ground.
8. Hunters may elect to pay NM-HHH processing fee directly to the processor as part of their donation or processors send an invoice for reimbursement by mail or email to Roadrunner Food Bank. All animals must be individually invoiced. If a hunter covers the fees, a \$0 invoice should still be sent.

Payment:

NM-HHH will pay approved processors their respective published rate for grinding and bagging with 15% beef or pork fat added. All wild game meat donated through the program will be ground. Packaging size is at the discretion of the processor, but is not to exceed 10-pound packages.

Storing and Processing Donated Meat:

All NM-HHH Program meat must be labeled “not for sale” and indicate the animal’s species. Specific labeling of program meat will include a NM-HHH processing number and the hunter identification number (hunting license number).

New Mexico Hunters Helping the Hungry Meat Processor Registration Form



Mail this Meat Processor Registration Form and your W-9 to:

Roadrunner Food Bank
c/o Joe Phy – NM Hunters for the Hungry
5840 Office Blvd. NE
Albuquerque, NM 87109

Questions? (505) 369-2310 or joe.phy@rrfb.org

Business Name	
NMED Certification Number	
Owner/ Proprietor Name	
Physical Address of Business	
Mailing Address	
Phone:	Phone:
Email Address:	

I (_____) as proprietor of (_____) attest that my business is currently certified by the New Mexico Environment Department to process and package wild game meat in the State of New Mexico. I agree to the provisions outlined below regarding food safety, handling, packaging, fee schedule, and invoicing guidelines set by the New Mexico Hunters helping the Hungry Program. I also understand that by agreeing to participate in the New Mexico Hunters Helping the Hungry Program I am giving Roadrunner Food Bank, and the New Mexico Department of Game and Fish, permission to advertise and publish our business's name, address, and phone number as a participating meat processor in the program.

Signature

Date

Mail registration form and W-9 to Roadrunner Food Bank to receive reimbursement for processing and participate in the NM-HHH program.

INVOICE

NM-HHH PROCESSOR



From _____
Address _____
City, ZIP _____
Hunter
License
Number _____

To: Roadrunner Food Bank
5840 Office Blvd NE
Albuquerque, NM 87109
Attn: Hunters Helping the Hungry Program

**Invoices can also be emailed to
ap@rrfb.org**

Itemized invoices are acceptable. Hunter donation form should be submitted along with invoice. Only one line item per animal.

Allowed game meat includes deer, elk, antelope, ibex, oryx, and barbary sheep, per The Food Donors Liability act (41-10-1 NMSA).

Item Description	NM Hunting License # of Animal	Total Pounds	# of Bags	Total
			Subtotal	\$
Net 30 days			Total	\$

Agency: _____ Signature: _____ Date: _____

DONATION FORM - PROCESSOR

NM HUNTERS HELPING THE HUNGRY



Donated product will not be sold, transferred or bartered for money, other products or services. Donor is released from any liability based on Bill Emerson Good Samaritan Food Donation Act.

Roadrunner Food Bank has received the following products from:

Date:

Donor:

Address:

Phone:

Contact person:

QUANTITY	DESCRIPTION	PACK	CASE WEIGHT	TOTAL

Value of donated product is to be set by the donor. This receipt confirms only the quantity and weight of the donation.

**For further information please contact Joe Phy at Roadrunner Food Bank:
(505) 369-2310 or joe.phy@rrfb.org.**

DONATION FORM - HUNTER

NM HUNTERS HELPING THE HUNGRY



THANK YOU FOR YOUR DONATION

Official Use Only
NM-HHH Processor ID:

Food Safety Protocol for Wild Game Donation

In order for your harvested game animal to be eligible for donation, you must attest the following carcass care protocol was followed and submit this completed form with your donated carcass. All of the following points must be answered either "yes" or "no".

One hunger donation form should be completed for each animal donated. Form should be submitted to Roadrunner Food Bank.

YES	NO	
		The animal appeared to be healthy and did not exhibit obvious signs of illness.
		The animal was field dressed (eviscerated) within one hour of harvest.
		The meat was chilled or placed in refrigeration at temperatures below 41 degrees Fahrenheit quickly after field dressing.
		The meat was protected from contamination during transport and separated from non-food items.
		During transportation the meat was maintained a temperature below 41 degrees Fahrenheit.
		Hunter elected to pay the NM-HHH processing fee directly to the processor.

I hereby affirm the condition, handling and care of the carcass I am donating followed the protocol listed above.

Signature

Date

Last Name

First Name

Middle Initial

NM Hunting License #

Species

Date Harvested