

August 16, 2022

## Hayride Attraction Submission Checklist

When submitting your Hayride Attraction to the Pennsylvania Department of Agriculture's Bureau of Ride and Measurement Standards please ensure you include the following:

\_\_\_\_\_A completed, signed Owner's Registration form.

\_\_\_\_\_Proof of current and compliant insurance coverage, certificate to be received from the insurance company or agent. The PA Dept of Agriculture to be listed as certificate holder.

\_\_\_\_\_A completed, signed Hayride Attraction Owner Checklist form.

\_\_\_\_\_A completed, signed Itinerary form.

\_\_\_\_\_A completed owner's/operator's manual for the attraction.

We are not asking for the owner's manual that the manufacturer issued for the wagon or tractor. This is a manual that you create, that provides information specific to the operation of the hayride attraction. We've provided an example of a manual and what it should include. You can use the provided example to help you complete a manual specific to your hayride attraction. We are here to help you fill out the details. Please note that the suggested information provided is just a guideline and you, the owner, decide how you will run your attraction. We are asking that you submit a manual that details how you run your attraction.

\_\_\_\_\_A detailed inspection checklist outlining areas and frequency on how the attraction is to be inspected (we've included an example you may use).

\_\_\_\_\_Photographs fully depicting the attraction to include an overall photo and a clear photo of the manufacturer's ID plate or other unique identifying markings.

The forms listed above are available through the Department's website [Hayride Attractions \(pa.gov\)](https://www.pa.gov/hayride-attractions). Only complete submissions, as determined by the Department, will be considered for approval. You may mail your submission to:

Pennsylvania Department of Agriculture  
Bureau of Ride & Measurement Standards  
2301 North Cameron Street  
Harrisburg, PA 17110-9408



For electronic submission, the Department has the following options:

1. For submissions less than 7 MB, email to [RA-amusementrides@pa.gov](mailto:RA-amusementrides@pa.gov). Please add “New Ride Submission” to the subject line and list the owner, location and the manufacturer in the body of the email. Please be sure to attach all the required documents.
2. For submissions larger than 7 MB, please contact any of the staff listed below and they will provide instructions for posting information to the Department’s FTP site.

Technical questions concerning your submission are best directed to the reviewing official, Mr. Joseph Filoromo, at [jfiloromo@pa.gov](mailto:jfiloromo@pa.gov) or 717-215-4316. All other questions can be directed to Mrs. Yvonne Brown at [yvbrown@pa.gov](mailto:yvbrown@pa.gov) or 717-787-2291.