

Procedures and Documentary Process - Import of Pet Foods from the USA

1. Canadian importer applies for an import permit to bring in pet food containing ruminant (bovinae) material.
2. CFIA provides the applicant a questionnaire and a facility inspection checklist.
3. The applicant sends the questionnaire and the facility inspection checklist to the U.S. exporter with a request for the exporter to complete the questionnaire, hold it for review by APHIS Veterinary Services, and request the Veterinary Services (VS) Area Office to conduct an inspection of their facility. The exporter's request for inspection must be accompanied by the facility inspection checklist which the VS Area Office will complete following an inspection of the premises.
4. At the time of inspection, the APHIS VS Veterinary Medical Officer (VMO) reviews the facility's completed questionnaire; inspects the facility and completes the facility inspection checklist; and endorses (sign) and officially seals both the questionnaire and the facility inspection checklist. The originals are given to the exporter. Copies of the documents are kept by the facility and the VS Area Office; and copies are also forwarded to the VS National Center for Import and Export (NCIE), Animal Products Export Staff.
5. The executed originals of the questionnaire and the checklist are returned to the Canadian importer applicant who forwards them to the CFIA permit issuing office for review, approval, and issuance of the permit.
6. The Canadian importer forwards a copy of the CFIA import permit to the U.S. exporter for use in the preparation of shipping documents for loads to Canada. The U.S. exporter provides a copy of the import permit to the appropriate VS Area Office. The permit conditions include the attestations that must be included on the official veterinary health certificate and endorsed by an APHIS VS veterinarian. Each shipment must be accompanied by an original health certificate endorsed and sealed by an official APHIS VS veterinarian, as well as a copy of the import permit.

Shipping Procedures & Document flow

7. Prior to each shipment the U.S. exporter will alert the Canadian importer and provide him with copies of the documentation covering the specific shipment [i.e. signed/sealed health certificate, import permit, and invoice duly prepared tying the shipment to the products covered by the permit and health certificate e.g., pet food as described on the permit, permit number, lot numbers].

8. Upon receipt of the copied documents (originals always accompany the actual shipment) the Canadian importer will contact his customs broker to arrange for the clearance of the shipment. The customs broker will contact the CFIA Import Service Center concerned (there are 3 in Canada –Vancouver, Toronto and Montreal) to obtain release of the shipment prior to its arrival at the border. The Import Service Center reviews the documentation against the permit requirements and if all is in order issues the release notice. Shipments can be released up to 72 hours prior to the arrival of the truck at the border post. The release notice is provided to the Canadian Border Services Agency (CBSA) to permit verification of the shipment and clearance at the border.