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Animal Product  
Manual

# Introduction

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## Purpose

The *Animal Product Manual* (APM) provides the background, procedures, and regulatory actions to enforce the regulations governing the import and export of animals, animal products, and animal by-products. These regulations attempt to reduce the risk of introducing exotic animal diseases into the United States and facilitate the exportation of animal products.

The primary purpose of the APM is to enable Customs and Border Protection-Agriculture Inspectors (CBP-AI) at ports of entry to do the following for animal products offered for importation:

- ◆ Identify and classify the importation
- ◆ Determine if any entry requirements are to be met
- ◆ Identify and validate the accompanying documents
- ◆ Take final regulatory action

The secondary purpose of the APM is to enable Plant Protection and Quarantine (PPQ) Officers to do the following for animal products offered for export:

- ◆ Identify which animal products PPQ is authorized to certify
- ◆ Certify animal products for export
- ◆ Refer other animal products to the government agency responsible for regulating importations of animal products

## Scope

The APM covers background information, procedures, and regulatory actions related to animals, animal products, and animal by-products. The procedures listed in this manual concentrate **only** on regulating the importations of animals, animal products, and animal by-products. Procedures for clearing carriers and passengers and controlling garbage and cargo are covered in the *Manual for Agricultural Clearance*.

This manual is divided into three tabbed chapters:

- ◆ Introduction
- ◆ Procedures
- ◆ Reference

The manual also includes tabbed appendixes, a glossary, and an index.

The *Introduction* chapter provides basic information about the manual. The information includes purpose, scope, users, related documents, how to use the manual, and a description of conventions (unfamiliar or unique symbols and highlighting that are used throughout the manual).

The *Procedures* chapter lists the general steps to regulate imports of animal products. This chapter also includes special procedures for disinfecting, authorizing transshipment, clearing mail importations, safeguarding live animals, handling pet birds, and certifying the export of animal by-products. The categories of the *Procedures* chapter are organized into sections as follows:

- ◆ Preparation
- ◆ Cargo
- ◆ Passenger Baggage
- ◆ Special Procedures

The *Reference* chapter provides the regulatory action to take on animal product importations. This chapter is organized by categories of animal products that have similar regulatory actions to take. Titles of the categories are as follows:

- ◆ Introduction
- ◆ Animal Waste and Related By-Products
- ◆ Blood and Related By-Products
- ◆ Bones and Related By-Products

- ◆ Casings
- ◆ Eggs, Egg Products, and Egg By-Products from Poultry, Game Birds, or Other Birds
- ◆ Hides and Related By-Products
- ◆ Live Animals
- ◆ Meat and Meat Products
- ◆ Milk and Milk Products
- ◆ Miscellaneous Products Associated with Animals
- ◆ Organs and Related By-Products
- ◆ Trophies
- ◆ Pet Food, and Livestock, Poultry, and Aquaculture Feed

The *Appendix* is divided into sections containing information such as animal classes, countries' disease status, Spanish terms, label descriptions, approved establishments, Area Veterinarians in Charge, examples of certificates and forms, directions to keep the manual updated, directions for completing and distributing forms, and procedures for collecting user fees.

The *Glossary* defines specialized words, abbreviations and acronyms, and other difficult terms used to regulate animal products.

The *Index* contains topics and page numbers for quick reference.

### What the APM Does Not Cover

Some of the guidelines, directions, and policies for clearing carriers and passengers and crew related to the animal product regulations have **not** been included in this manual. Guidelines, directions, and policies for controlling garbage and cargo are **not** included. The following topics are covered in the *Manual for Agricultural Clearance* and will **not** be duplicated in the APM:

- ◆ Allowing movement of residue cargo
- ◆ Controlling cargo
- ◆ Developing compliance agreements for regulated garbage handlers, including companies that handle garbage (transport) and process garbage (sterilize or incinerate)
- ◆ Inspecting the aircraft and vessels including galley areas, stores, quarters, decks, and cargo holds
- ◆ Monitoring and controlling foreign garbage
- ◆ Monitoring caterers and cleaners
- ◆ Processing violations

- ◆ Removing and disposing of regulated garbage
- ◆ Sealing containers and vessels' stores
- ◆ Taking action on live or dead animals **not** intended for entry
- ◆ Transferring meat in vessels' stores

### What the APM Covers That Is Also Covered in the *Manual for Agricultural Clearance*

For easier reference, the following topics are covered in this manual as well as in the *Manual for Agricultural Clearance*:

- ◆ Authorizing the transit of animal products or by-products for export
- ◆ Cleaning and disinfection
- ◆ Cooperating with other federal agencies
- ◆ Handling pet birds in baggage and aboard vessels
- ◆ Taking action on prohibited animal products in cargo

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## Users

CBP-AI and PPQ Officers use this manual to assist them in deciding regulatory issues. The APM spans airport, maritime, and border operations. While primarily for regulatory decisions associated with imported cargo, the manual has an appendix that deals with baggage and the mail. The APM also has sections on procedures that cover such things as disinfection, export certification of animal products, handling pet birds, collecting user fees, and a glossary that provides some background on the variety of animals products the CBP-AI and PPQ Officers may encounter.

PPQ, Veterinary Regulatory Services (VRS), uses this manual to inform and guide PPQ Officers. VS, TTSPS primarily will access the *Reference* chapter to verify the entry status of animal products and by-products.

Secondary users have **no** direct responsibility for regulating importations of animal products and by-products. Therefore, their access to this manual is informational and limited to the *Introduction* and *Reference* sections. Secondary users are as follows:

- ◆ Animal and Plant Health Inspection Service (APHIS) International Services personnel
- ◆ Agricultural Attaches
- ◆ PPQ, Headquarters staff
- ◆ Personnel in other governmental departments

The experience of users will vary, and CBP-AI and PPQ officers having a working knowledge of the following is assumed:

- ◆ APHIS regulatory philosophy
- ◆ Regulatory decision making
- ◆ Codification of animal product regulations
- ◆ Consequences of disease outbreaks
- ◆ Detection and regulation principles
- ◆ Characteristics of viruses

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## Related Documents

The following act, regulations, VS memorandums, and PPQ manuals relate to the APM. The documents may provide the rules that govern your regulatory action. They may provide the guidelines and procedures for processing animal product importations. Also, they may operationally support the procedures and regulatory actions presented in this manual. The related documents include the following:

- ◆ Tariff Act of 1930
- ◆ Title 9 of the Code of Federal Regulations (CFR) Parts 93, 94, 95, 96, 98, 104, 122, and 156
- ◆ VS Memorandums 516.10, 590.3, 592.111, 593.2, 593.4, 593.5, 593.8, 593.9, 593.10, 593.15, 593.16, and 594.1
- ◆ PPQ Manuals

The Tariff Act of 1930, Section 1306(a) prohibits the importation of fresh (chilled or frozen) meat of ruminant or swine from any country affected with foot-and-mouth disease or rinderpest.

Title 9 of the CFR provides the rules that govern animals and animal products. Chapter I of 9CFR provides the authority for the regulatory programs of APHIS. The following parts of Chapter I, 9CFR give the authority to regulate imports of animals and animal products and to certify animal by-products for export.

These parts provide the basis for the background, procedures, and regulatory actions presented in this manual:

- ◆ Part 93, which is enforced by VS, regulates the importation of live animals and birds. PPQ helps enforce the regulations that deal with live animals, pet birds, hatching eggs, semen, and dogs that are imported to handle livestock

- ◆ Part 94 regulates edible animal products such as meat, milk and milk products, and eggs. This part lists the animal disease status of foreign countries
- ◆ Part 95 regulates inedible animal by-products, such as bones, hides, and skins; animal parts imported for manufacturing; contaminated material such as hay, straw, and meat covers; and provides for the cleaning and disinfection of carriers
- ◆ Part 96 regulates animal parts that are imported to make casings
- ◆ Part 98 regulates the importation of semen and embryos
- ◆ Part 104 regulates the importation of animal by-products as biological products
- ◆ Part 122 regulates the importation of organisms and vectors
- ◆ Part 156 provides certification of animal by-products for export. PPQ is responsible for certifying exports of animal by-products, primarily with reference to freedom from specific animal diseases. The Food Safety and Inspection Service (FSIS) certifies meat products, and VS certifies live animals and animal by-products

The procedures for handling, processing, and treating animal products and animal by-products are described in VS memorandums. VS memorandums are accessible at the following Internet address:

<http://inside.aphis.usda.gov/vs/downloads/memos/>

The following VS memorandums provide the basis for the procedures presented in this manual:

- ◆ VS Memorandum 590.3 re-emphasizes the prohibition established on animals and meat aboard vessels and aircraft
- ◆ VS Memorandum 591.55 provides the procedures and responsibilities for handling legally and illegally imported pet birds arriving in passenger baggage
- ◆ VS Memorandum 592.111 provides the procedures for disinfecting returned animal semen containers
- ◆ VS Memorandum 593.2 provides the procedures to regulate the importation of meat
- ◆ VS Memorandum 593.4 provides the guidelines to inspect and handle imported wool
- ◆ VS Memorandum 593.5 provides the procedures to handle and disinfect restricted imports
- ◆ VS Memorandum 593.8, Exhibit A provides a list of establishments approved to import restricted animal by-products

- ◆ VS Memorandum 593.9 provides the procedures to regulate the importation of horse meat and horse meat by-products
- ◆ VS Memorandum 593.10 provides the procedures to regulate, disinfect, and handle the importation of hay, straw, grasses, and similar materials
- ◆ VS Memorandum 593.15 provides the procedures to regulate the importation of cooked beef. Attachment A provides a list of approved foreign establishments
- ◆ VS Memorandum 593.16 provides instructions regarding VS Form 16-28 (please note that this is an obsolete form) that authorizes the use of VS Form 16-121 (please note that this is an obsolete form)
- ◆ VS Memorandum 593.19 provides guidelines to process VS Form 16-78
- ◆ VS Memorandum 594.1 provides the procedures to certify animal products and by-products for export

Other documents that include information related to regulating the import of animals, animal products, and animal by-products and certifying animal by-products for export are as follows:

- ◆ *Manual for Agricultural Clearance*
- ◆ *PPQ Treatment Manual*
- ◆ *Federal Noxious Weed Inspection Guide* (instructions for inspecting specified animal products to find the propagules of noxious weeds)

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## Application

Use the APM to regulate importations of animal products and by-products and to certify the export of animal by-products. The *Introduction*, *Procedures*, and *Reference* sections of the APM apply as follows:

- ◆ *Introduction* provides general background information about the manual's purpose, scope, and related documents. The *Introduction* also gives instructions on how to use the manual. This chapter is beneficial for knowledge and education and provides the framework within which the users can apply the manual
- ◆ *Procedures* provide the general steps to follow to regulate imports and to certify exports of animal products. The procedures were written with the understanding that ports operate differently.

Because of the differences, this chapter allows ports the flexibility to regulate animal products within established national policies

- ◆ *Reference* provides the directions necessary to determine the entry status of all animal related importations

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## How to Use This Manual

Use the APM on the job as a reference when regulating animal product importations. Review other parts of the *Introduction* to understand the scope of the material covered. What is **not** covered in this manual is important. Some policies and procedures that relate to animal product importations are in the *Manual for Agricultural Clearance* and are **not** duplicated here.

You will use the *Reference* chapter most frequently; this contains the regulatory actions to take on animal products and by-products that are imported. This chapter is further divided into sections alphabetically organized by categories of animal products and by-products. Each section has its own table of contents.

Use the *Procedures* chapter to identify general steps and special procedures which relate to processing animal product importations. The general procedures are divided into two parts: clearing regulated cargo and clearing regulated passenger baggage. Therefore, depending on where your tour of duty is, you will access **only** one of the general sections. On the baggage floor, you may access **only** the quick guide to entry status in passenger baggage which is **Appendix A** on **page A-1-1**.

The appendixes are used as they relate to the *Procedures* and *Reference* sections. In some places, an appendix is referenced; while in other places, your accessing an appendix to get the necessary information before taking regulatory action is assumed.

If any table of contents is **not** specific enough, use the index to find a topic and its page number.



## Reporting Problems

Use **Table 1-1-1** to report suggestions, problems, situations, and disagreements which directly affect the content of the APM.

**TABLE 1-1-1 Procedures to Report a Problem with the Manual**

If you:	And the problem is:	Then:
Have a situation that requires an immediate response regarding a procedure or regulatory action	→	CALL PPQ-VRS-HQ, VMO at 301/734-7633
Have comments, suggestions, or complaints about the content of the APM or disagree with a policy, procedure, or regulatory action identified in the manual	→	CONTACT PPQ-VRS-AQI or PPQ-VRS-HQ (see <a href="#">Appendix H</a> ) personnel through channels describing why you disagree and what you recommend
Have a suggestion for improving the formatting (design, layout, composition) grammar, spelling, of your APM or you have a problem with accessing or the availability of the on-line APM	<b>Not urgent</b>	CONTACT the Manuals Unit, either John Patterson at <john.l.patterson@aphis.usda.gov> or Deborah Briggs <deborah.j.briggs@aphis.usda.gov> or COMPLETE and MAIL the Comment Sheet which is located at the back of the APM
	Urgent	CALL the Manuals Unit, either John Patterson at 240/629-1934 or Deborah Briggs at 240/629-1928

## Conventions

Conventions are established by custom and are widely recognized and accepted. Conventions used in this manual are listed below.

### Advisories

Advisories are used throughout the manual to bring important information to your attention. Please carefully review each advisory. The definitions have been updated so that they coincide with ANSI and are in the format shown below.



DANGER indicates that people could **easily** be hurt or killed.



WARNING indicates that people could **possibly** be hurt or killed.



CAUTION indicates that people could possibly be endangered and slightly hurt.



NOTICE indicates a possibly dangerous situation where goods might be damaged.



IMPORTANT indicates helpful information.

### EXAMPLE

Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples will always appear in a box.

### Boldfacing

Boldfaced type is used to highlight negative or important words throughout the APM. These words are: **cannot, did not, do not, does not, lacks, must, never, no, not, only, other than.**

### Bullets

Bulleted lists indicate that there is **no** order to the information being listed.

## Chapters

This manual contains the following chapters: *Introduction*, *Procedures*, *Reference*. The manual also has appendixes, a glossary, and an index.

## Table of Contents

Most every chapter section has a table of contents that lists the heading titles at the beginning of each chapter section to help facilitate finding information.

## Control Data

Information placed at the top and bottom of each page helps users keep track of where they are in the manual and of its updates. At the top of the page is the chapter, section, and first-level heading. At the bottom of the page is the month, year, manual version, title, page number, and unit responsible for content.

## Heading Levels

Within each section there are three headings. The first heading is indicated by a horizontal line followed by its title that continues across both the left and right columns. The second heading is in the right-hand column with the text beginning below. The third heading is in the left-hand column and used to easily scan topics.

## Highlighting Tables, Figures, and Sections

When tables, figures, or other sections are referenced in the body of the manual, they are emphasized in bold print. For example, refer to the **Glossary** for a definition of albumin.

## Indentions

Entry requirements which are summarized from CFRs, permits, or policies are indented on the page.

## Numbering Scheme

A three-level numbering scheme is used in this manual for pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for easier updating and adding of pages **without** having to reprint an entire chapter. Dashes are used in page numbering to differentiate page numbers from decimal points.

## Section

Some of the larger chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual. The manual chapters with sections are *Procedures* and *Reference*.

