# FSIS NOTICE	03-13	1/23/13

DOCUMENTATION PROCEDURES FOR CERTIFYING EXPORTS TO THE PEOPLE'S REPUBLIC OF CHINA

I. PURPOSE

This notice provides instructions for Public Health Veterinarians (PHV) to use when an exporter does not intend to notify the People's Republic of China of an export through USDA's Electronic Trade Document Exchange system (eTDE system). The notice updates the procedures from FSIS Notice 38-12 to clarify that when the exporter uses the eTDE system to transmit the certificates to the People's Republic of China, the PHV is only to enter the export certificate number into the Public Health Information System (PHIS). This notice cancels FSIS Notice 38-12.

II. BACKGROUND

A. The government of the People's Republic of China has raised concerns about the potential for falsified export certificates arriving with product presented for entry to China. To address those concerns, China has agreed to receive certificates through the eTDE system prior to arrival of the product in China. Information on the eTDE system can be found in the Export Requirements for China.

B. When an exporter elects not to use the eTDE system, PHVs will follow the additional certification procedures described in Part IV of this notice to directly provide supplemental information about the hard-copy certificates signed by FSIS personnel. The Chinese authorities will use this information to assess the validity of the hard-copy certificates that accompany exported products from the U.S. PHVs will use a specific inspection task in the PHIS to document the details of each certificate signed for exports to China. The Office of International Affairs (OIA) will then report the details of certificates that are not entered into the eTDE system to the Chinese authorities independently of the hard-copy paper certificate that accompanies the shipment.

III. THE eTDE SYSTEM AND PHV RESPONSIBILITIES

A. The PHV is to review Block 14 of the FSIS Form 9060-6 (Application for Export Certificate) to determine whether the exporter intends to use eTDE to notify China of the shipment. The PHV is to advise the applicant that if the establishment fails to enter the certificate information into eTDE after affirming that it is the establishment's intent to do so, the shipment likely will not be cleared to enter the People's Republic of China.

B. If FSIS Form 9060-6 contains a statement that the eTDE system will be used to notify the People's Republic of China of the shipment, the PHV is to proceed with issuing the certificates.

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Following the instructions outlined in Part IV of this notice, the PHV is only to record the export certificate number into the PHIS.

C. If FSIS Form 9060-6 contains a statement that the eTDE system will not be used to notify China of the shipment, the PHV is to record all the certificate information in PHIS as outlined in Part IV of this notice.

IV. PHV INSTRUCTIONS FOR RECORDING EXPORT CERTIFICATION INFORMATION IN PHIS

A. When the PHV signs FSIS Form 9060-5 and FSIS Form 9295-1, the PHV is to follow the steps below to record export certification information into the PHIS, using his/her copy of the forms:

1. Log into PHIS and select the PHV role from the dropdown at the upper left of the PHIS page. If the veterinarian signing the certificate does not already have the PHV role in PHIS, he or she is to contact Resource Management and Planning Staff (RMPS) of OFO to request the PHV user role in PHIS. An RMPS staff member with the PHIS System Admin role will add the PHV role to the signing veterinarian;

2. Navigate to the PHIS task calendar;

3. Choose the assignment that includes the exporting establishment or facility in the "Assignments" dropdown box at the top of the task calendar page. This establishment or facility will appear in the "product exported from" box on the certificate. If the PHV does not have the correct assignment available in dropdown box, he or she is to ask the district Resource Management Analyst (RMA) to add him or her to coverage for the applicable assignment;

4. Choose the exporting establishment or facility from the "Select Establishment" drop-down box;

5. Locate the task named "PHV – Export Certificate Data" or "PHV – Export Certificate Data (V)" in the establishment task list and click on the "Add" link under the Directed column (far right);

6. In the "Assign Task" pop-up window, add one directed task for each export certificate signed that day on the applicable date in the calendar;

7. Choose the reason "Unplanned Routine Task" in the "Reason" drop-down box in the lower left of the "Assign Task" window and click the Save button;

8. Find the tasks on the applicable day on the Task Calendar, right click on it, and select "Document." PHIS will open the Inspection Results page for that task;

9. Edit the "Start Date" and "End Date" fields to reflect the date the export certificate was signed;

10. On the "Activity" tab, choose "Record Keeping" in the Verification Activity field;

11. On the "Qnaire" tab, enter the information into PHIS exactly as on the export certificate. The information entered into the PHIS must match the information on the export certificate.

a. If FSIS Form 9060-6 contains a statement that the eTDE system **will be used** to notify China of the shipment, the PHV is to only answer the question on the PHIS questionnaire regarding the certificate number. The PHV will only enter the export certificate number into PHIS and save the answer.

b. If FSIS Form 9060-6 contains a statement that the eTDE system **will not be used** to notify China of the shipment, the PHV is to answer each question on the PHIS questionnaire and save the answer to each question before going on to the next one. The PHIS questionnaire requests the following information from the export certificate: Certificate Number; District Office name from the upper left corner of the certificate; Est./Plant Number from which the product will be exported; Name of the PHV that signed the certificate; Date Issued (from FSIS Form 9295-1); container number and seal number (from FSIS Form 9295-1); and for each product listed, the product name, marked weight of lot, number of packages in lot, and Est./Plant number on the product;

c. If an export certificate is replacing an original export certificate, the number of the original export certificate is to be entered into the PHIS. The PHV is to answer "Yes" to the question on the PHIS questionnaire that asks whether the export certificate is an "in lieu of" and save the answer. When the PHIS questionnaire asks for the export certificate number of the original export certificate, the PHV is to enter the original export certificate number and save the answer.

12. When all the required information has been entered, click the "Inspection Completed" check box at the bottom left of the Task Results page and click the Save button below it; and

13. Repeat steps 3 -12 for any remaining certificates.

B. These certification activities are in addition to FSIS regulatory requirements (e.g., certification required by the importing country to any fact other than that the product was inspected and passed (see 9 CFR 350.3(b)) and are reimbursable services (see FSIS Directive 12,600.1 and 9 CFR 350.7). PHVs are to include the time required to record this information in PHIS as part of the reimbursable time charged to the establishment or exporter.

C. The PHIS questionnaire only accepts information for 15 separate products per certificate. The PHV is not to sign an export certificate to China with more than 15 separate products, including letterhead continuation sheets. The PHV is to return certificates with more than 15 separate products to the applicant to be split into multiple certificates.

V. DATA ANALYSIS

The Data Analysis and Integration Group (DAIG) within the Office of Data Integration and Food Protection (ODIFP) and the Agriculture Marketing Service (AMS) will provide OIA with reports on China export data. These reports will identify the export certificates posted in eTDE that will be compared with the export certificates entered into the PHIS to ensure consistency. OIA will share any data entry discrepancies requiring correction with the Office of Field Operations (OFO) liaison. The OFO liaison will work with the District Offices to ensure that corrections are made. Additionally, through access to the eTDE system, OIA and the Office of Program Evaluation, Enforcement, Review will assess vulnerabilities related to export certificate

notifications sent to the People's Republic of China through eTDE.

VII. QUESTIONS

A. Refer questions regarding this notice through [askFSIS](#). When submitting a question to the International Policy Division via askFSIS, use the Submit a Question tab and enter the following information in the fields provided:

Subject Field: Enter FSIS Notice 03-13 Documentation Procedures for Certifying Exports to the People's Republic of China
Question Field: Enter your question with as much detail as possible;
Product Field: Select **Exports** from the drop-down menu;
Category Field: Select **Export Certificates** from the drop-down menu;
Policy Arena: Select International (Import/Export) from the drop-down menu;

 When all fields are complete, press the **Submit** button.

B. Export questions are to be referred to the Export Programs Staff by calling the toll free telephone number at 1-855-444-9904.

Assistant Administrator
Office of Policy and Program Development