



**Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)**

Documenting Export Certification Tasks Quick Reference Guide

Version 5.2

Public Health Information System

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PHIS Quick Reference Guide: Documenting Export Certification Tasks

This quick reference guide explains how to schedule and document PHIS-generated export certification tasks from the View Export Records grid and the Task Calendar page. As the 9060 record grid is updated, comparable updates are made to the Task List and the Task Calendar. The guide is intended for users with Consumer Safety Inspector (CSI), Supervisory Consumer Safety Inspector (SCSI), or Public Health Veterinarian (PHV) user roles.

View Export Records										
Key Word Search: <input type="text"/>										
Application Type: <input type="text"/> Status: <input type="text"/> Importing Country: <input type="text"/>										
Date Range: <input checked="" type="radio"/> Two Days <input type="radio"/> One Week <input type="radio"/> One Month <input type="radio"/> Date Range <input type="button" value="Search"/> <input type="button" value="Reset"/>										
Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	CSI Task	PHV Task	
0017280	New	ABC Exports	COUNTRY A	Submitted	05/21/19 09:47 AM					
0017281	New	ABC Exports	COUNTRY A	Submitted	05/21/19 10:06 AM					
0017282	New	ABC Exports	COUNTRY A	Submitted	05/21/19 10:16 AM					
0017283	New	ABC Exports	COUNTRY A	Approved	05/21/19 10:23 AM	CSI				
0017286	New	ABC Exports	COUNTRY B	Reviewed by CSI	05/21/19 10:54 AM	CSI				
0017287	New	ABC Exports	COUNTRY B	Reviewed by CSI	05/21/19 11:06 AM	CSI				
0017288	New	ABC Exports	COUNTRY B	Reviewed by CSI	05/21/19 11:13 AM	CSI				
0017291	New	ABC Exports	COUNTRY B	Approved	05/21/19 12:14 PM	PHV 1				
0017294	New	ABC Exports	COUNTRY C	Signed by First PHV	05/21/19 12:26 PM	PHV 1				
0017295	New	ABC Exports	COUNTRY C	Signed by First PHV	05/21/19 12:35 PM	PHV 1				
0017296	New	ABC Exports	COUNTRY C	Signed by First PHV	05/21/19 12:44 PM	PHV 1				
0017297	New	ABC Exports	COUNTRY C	Approved	05/21/19 12:54 PM	PHV 2				

- Last Updated** - Date and time of the last update of the application record by the application submitter or of the last action (Approve, Reject, and so on) applied to the related task by In-Plant Personnel (IPP).
- Reviewer** - Name of the reviewer associated with the most recent approval action applied to export record.
- PDF** - Prior to approval, the PDF icon opens a copy of the export application package in a separate browser window. Downloading of the application PDF allows the IPP to review and verify application data before documenting the inspection task. Once the final inspection task is completed, selecting the PDF icon opens a copy of the Export Certificate package with a watermark *Approved Copy – Not for Distribution*.
- Black Calendar icon** - Indicates that the assigned inspection task has not been scheduled. Upon selection, the icon opens a calendar window to schedule the assigned inspection task.
- Blue Calendar with checkmark icon** - Indicates that the assigned inspection task has been scheduled. The scheduled date can be viewed by hovering over the icon with your cursor. Upon selection, the icon opens the inspection task allowing the IPP to begin documenting the inspection task.
- Yellow folder icon** - Indicates that documentation of the inspection task has begun. Once the task is started, updates to the export application record by the applicant or broker are limited. See the Updating an Application section.
- Green checkmark icon** - Indicates that the assigned inspection task has been completed.
- PHV Task column** - Depending upon the requirements of the importing country and whether the first task was completed by a CSI or a PHV, upon completion of the first task, PHIS may insert a second inspection task into the PHV column. These tasks must be completed by a PHV.

For technical assistance, contact the FSIS Service Desk at 1-800-473-9135, 24 hours a day.

If calling from outside of the United States, please dial +1-929-279-8190.

Inspection Results Page

Inspection Results

TEST COMPANY
MXXX + PXXX

Inspection Result#: UYH47160739021 Status: Not Opened
 Start Date*: 7/2/2020 Create Date: 7/2/2020
 End Date*: 7/2/2020 Update Date:

Type of Inspection: Exports
 Task Name: PHV Export Task
 Inspector Name: TEST INSPECTOR NAME
 Concern: Other Consumer Protection

Task HATS VuLPts Activity Regulations Findings Approvals Questionnaire Attachments

Application Number: 0077704 **1** **3** [Export Destination Country Requirements](#)
 Application Status: Reviewed by CSI **2** **4** [Final Destination Country Requirements](#)
 5 [View Certificate Package](#)
 6 [View Application Package](#)
 7 [View Application History](#)

Justification (required for Rescind or Reject) **8**

Approve and Sign **9** Reject **10** Rescind CSI Approval **11**

Attachments:

12 Add New File

File Name	Title	View	Download	Delete
No records to display.				

Inspection Completed **13**

Save Create/Edit MOI Create/Edit NR Cancel Close

History of justifications made:

1. **Application Number** - The 9060-6 application number. Once the application is approved, this application number serves as the certificate number.
2. **Application Status** - The current status of the application.
3. **Export Destination Country Requirements** - A link to the FSIS Export Library webpage that lists export requirements for the destination country.

4. **Final Destination Country Requirements** - A link to the FSIS Export Library webpage that lists the export requirements for the final destination country. When the importing country intends to further export the product to another country, PHIS refers to this country as the Final Destination Country. This link is available only if there is a final destination country.
5. **View Certificate Package** - Opens a draft PDF that has the Export Certificate including any selected or typed statements and any uploaded supplemental documents.
6. **View Application Package** - Opens a draft PDF that has the Application for Export Certificate including any selected or typed statements and any uploaded supplemental and supportive documents.
7. **View Application History** - Opens a PDF indicating whether any data updates related to exporter, importer, commercial container and seal, statements, and/or remarks have been made by the applicant after the initial submission. In addition, the PDF displays values before and after the update for changes to the Total Net Weight field and the following product-related fields: Product Name(s), Net Weight of Lot(s), Number of Packages in Lot, and when applicable per importing country Slaughter and Processing Establishment values.
8. **Justification** - Enter a reason for rescinding or rejecting an application.
9. **Approve and Sign button** - Provides the ability to download, print, sign, upload, and approve an export certificate for wet signatures and signs and uploads certificate package for digital signatures.
10. **Reject button** - Provides the ability to reject an application. The Justification field is required if you are rejecting an application.
11. **Rescind CSI Approval button** - Enables a PHV to return the application to the CSI for further verification. In doing so, PHIS removes all related PHV export task(s) previously scheduled or updated.
12. **Add New File button** - Provides the ability to upload any additional required documents (for example, if an attachment file exceeds 5MB and must be split into smaller files) related to the export certificate. These files are viewable by the foreign users with the Certificate Signature Viewer role.
13. **Inspection Completed and Save** - Checking the Inspection Completed checkbox and then **Save** completes and closes the task.

CSI Approval Only

Follow these steps to schedule the export task and approve the export application when only a CSI approval is required. **Note: Using the View Export Records page requires fewer steps.**

Approving Task from the Task Calendar

1. Log on to PHIS with the Consumer Safety Inspector role.
2. From the menu, select **Task Calendar**.
3. On the Task Calendar page, ensure that the appropriate assignment and establishment are selected.
4. For the Filter Task field, select **Export**.
5. Under the Directed column, select **Add** for the export application task you need to schedule.
6. Choose a date to schedule the task and select a reason for the task.
7. Select **Save**.
8. Right-click the task you scheduled and select **Document**.
9. On the Inspection Results page, enter the mandatory information on the Activity and Regulations tabs.
10. Select the Approvals tab.
11. Depending on the country requirements, follow the instructions for wet and digital signatures documented in the Signing Export Certificates section of this guide. For additional details on signature options, see the Signing Export Certificates section of this guide. After you have completed this step, the signed certificate package appears in the Attachments grid.
12. Select the Inspection Complete check box.
13. Select **Save**.

Approving Task from the View Export Records page

1. Log on to PHIS with the Consumer Safety Inspector role.
2. From the menu, select **Export > 9060**.
3. On the View Export Records page, filter records, if necessary.
4. Identify the record in the CSI Task column that requires action and select the **black calendar** icon associated with record and schedule the task.
5. Select the **blue calendar** icon that replaced black calendar icon in the CSI Task column to open the Inspection Results page.
6. At this point, the steps for documenting the task are the same. Once the export task is started, a **yellow folder** icon replaces the blue calendar

icon on the View Export Records page. To re-open a started task, select the **yellow folder** icon.

7. Once the Inspection Complete checkbox is selected and the task is successfully saved, a **green circle with checkmark** icon replaces the yellow folder displayed in the CSI column. PHIS updates the status of the record to Approved and inserts the name of the CSI into the Reviewer column.

CSI and PHV Approval

If a PHV is required to sign the Export Certificate, a CSI can schedule the export task and approve the application. Once that is complete, PHIS creates a PHV task for the PHV to sign the certificate. A PHV can also schedule any CSI Export task and approve and sign the certificate. If the PHV completes the CSI Export task, PHIS does not create a PHV task unless two PHV approvals are required.

Approving Task as CSI

1. Log on to PHIS with the Consumer Safety Inspector role.
2. Schedule the Export task via the View Export Records page or the Task Calendar.
3. Open the scheduled task via the View Export Records page or the Task Calendar.
4. On the Inspection Results window, enter the mandatory information on the Activity and Regulations tabs.
5. Select the Approvals tab.
6. Select **Approve**.
7. Select the Inspection Complete check box.
8. Select **Save**.
9. On the View Export Records page, PHIS updates the Status to Reviewed by CSI and inserts the name of the CSI into the Reviewer column.

Note: When logged in with the Supervisory Consumer Safety Inspector (SCSI) role, export tasks can only be accessed and completed from the Task Calendar page.

Next, the PHV must also schedule the PHV task and approve and sign the certificate.

Approving Task as PHV

1. Log on to PHIS with the Public Health Veterinarian role.
2. Schedule the Export task via the View Export Records page or via the Task Calendar.
3. Open the scheduled task via the View Export Records page or via the Task Calendar.
4. On the Inspection Results page, enter the mandatory information on the Activity and Regulations tabs.
5. Select the Approvals tab.
6. Depending on the country requirements, follow the on-screen instructions and upload the PDF. After you have completed this step, the signed certificate package appears in the Attachments section. For additional details on signature options, see the Signing Export Certificates section of this guide.
7. Select the Inspection Complete check box.
8. Select **Save**.
9. PHIS updates the status of the record to Approved. On the View Export Records page, PHIS replaces the name of the CSI who first approved the application with the name of the PHV in the Reviewer column.

Notes:

- If a PHV completes a CSI task from the View Export Records grid, PHIS displays the icons in the CSI column. Once the task is completed and successfully saved, PHIS displays the name of the PHV in the Reviewer column.
- If a PHV completes a PHV task from the View Export Records grid and **two** PHV approvals are required, then PHIS begins the color icon workflow again. Once the first PHV task is completed and successfully saved, PHIS displays the name of the PHV in the Reviewer column and updates the status to Signed by First PHV.

Signing Export Certificates

There are two ways to sign export certificates: Manually or Digitally. PHIS provides one of these options for all export certificate packages.

If the importing country requires a manual signature, PHIS offers only this option and you must do the following:

Manually Signing Export Certificates

1. Select Approve and Sign.
2. Download the certificate from PHIS.

3. Print the certificate on security paper.
4. Sign the certificate.
5. Print any supplemental documentation by selecting the **Supplemental Document** or **Transit Letterhead** links.
6. Sign and date (if not already dated by the applicant) the documents.
7. Scan all of the pages including Transit Letterheads as **one** PDF file and save it to your computer.
8. Upload the PDF file to PHIS.

If the importing country accepts digital signatures, the system offers only this option and you must do the following:

Digitally Signing Export Certificates – NEW workflow!

1. Select **Review Certificate Package** button.
2. PHIS opens a copy of the Certificate in a new window.
3. Review the certificate package and close the window without saving.
4. Return to the Export task browser.
5. The Approve and Sign and Reject buttons are now enabled.
6. If the certificate is ready for approval, select Approve and Sign button.
7. PHIS applies a printed digital signature to each page.
8. PHIS uploads the signed PDF to the Attachments grid and updates the Application Status to Pending Upload.
9. To print digitally signed certificate package, select **View**.
10. The digitally signed package opens in a new window and can be printed.
11. Select the Inspection Complete check box.
12. Select **Save**.
13. PHIS updates the status of the record to Approved.

Note: The digitally signed certificate package cannot be deleted from the grid. The Rescind option must be used to delete the document. The Delete icon is available for documents manually uploaded to the attachments grid using the Add New File option.

Completing a Transit Letterhead Certificate

1. Download the Transit certificate using the link in the signature box.
2. Complete the signature according to the transit country requirements.
3. Upload the Transit Certificate PDF along with the other completed certificate documents.

Rejecting an Export Application

To reject an export application, follow these steps.

1. From the View Export Records grid or from the Task Calendar, schedule the task.
2. From the View Export Records grid, select the blue calendar icon to open the Inspection Results page or on the Task Calendar, right-click the task you scheduled and select **Document** to open the Inspection Results page.
3. On the Activity and Regulations tabs, enter the mandatory information.
4. Select the Approvals tab.
5. In the Justification field, enter your reason for rejecting the application.
6. Select **Reject**.
7. Select the Inspection Complete check box.
8. Select **Save**.

Note: Applications with a Rejected status are not eligible for replacement type. However, these same applications are eligible for Rescind or Reject actions.

Removing and Replacing Mistakenly Uploaded Approval-Related Documents from the Attachments grid

PHIS provides approving officials the ability to delete mistakenly uploaded approval-related documents. Only documents uploaded through the wet signature workflow or individually added to the attachments grid can be deleted:

- If the CSI or PHV task has not been completed, you can delete a document from the Attachments grid using the Delete icon and when applicable, you can select the Add New File option to upload another document.
- When you update a CSI or PHV task (applies to final approval only) to a completed status, PHIS verifies that the Attachments grid contains at least one document with the Signed Document title.
- If the status of the record is already Approved (assuming the task has been unlocked by another or the same user), when you delete the selected file, PHIS confirms that there is at least one document remaining with the Signed Document title. If no Signed Documents remain in the Attachments grid, PHIS reverts the status of the export record to Pending Upload.

Follow these steps to delete approval-related documents from the Attachments grid:

1. Open the task associated with the export application with the documentation that needs to be removed and possibly replaced.
2. If the task was previously marked as Inspection Complete, unlock the task, and provide a reason for doing so; otherwise, go to the next step.
3. Select the Approvals tab.
4. Select **Delete icon**.
5. On the confirmation message select OK
The associated document is removed.
6. When applicable, select **Add New File** and upload the correct document file(s) using Signed Document as the document title.
7. Select the Inspection Complete check box.
8. Select **Save**.

Rescinding a Decision for an Export Application

PHIS provides approving officials the ability to rescind their export application decisions under the following circumstances:

- If the exporting country requires a PHV approval, the approving CSI can rescind their approval before the PHV schedules the PHV export task for review.
- If the exporting country does not require a PHV approval, the Rescind button is available after selecting Approve and Sign.
- For PHVs, the Rescind button is available after selecting Approve and Sign or after selecting Reject.
- Upon selecting Rescind, PHIS removes all task updates and all files previously uploaded to the Attachments grid.

Follow these steps to rescind an approved certificate (or a rejected application):

1. From the Task Calendar or Inspection Verification menus, open the task associated with the export application you want to rescind.
2. If the task was previously marked as Inspection Complete, unlock the task, and provide a reason for doing so.
3. Select the **Approvals** tab.
4. In the Justification field, enter your reason for rescinding the previous decision.
5. Select **Rescind**.

6. Select **Approve and Sign** or **Reject** as appropriate. If you select **Reject**, type a reason for rejecting the application in the Justification field.
7. Select the Inspection Complete check box. Select **Save**.

Returning Application to CSI (Rescinding CSI Approval)

When PHVs are reviewing applications, they can return an application to the CSI, if necessary. This process is also called Rescinding the CSI Approval. Once the CSI approval is rescinded, PHIS reverts the application status to Submitted and re-opens the CSI task. Any started or completed PHV tasks are removed from the View Export Records grid and the Task Calendar. Once the CSI export task is completed again, PHIS resumes the applicable workflow per importing country signature requirements.

1. Log on to PHIS with the Public Health Veterinarian role.
2. Schedule the PHV Export task via the View Export Records page or via the Task Calendar.
3. Open the scheduled PHV task.
4. On the Inspection Results page, select the Approvals tab.
5. In the Justification field, type why you are returning this application to the CSI.
6. Select **Rescind CSI Approval**.
7. On the confirmation message, select **OK**.
PHIS closes the Inspection Results page.

Updating an Application

After the applicant or broker has submitted an application, and the related export task has been scheduled and started, edits to the application are limited to Exporter and Importer data, commercial container and seal, statements, and/or remarks. In addition, updates are allowed to Total Net Weight and the following product-record fields: Product Name(s), Net Weight of Lot(s), Number of Packages in Lot and when applicable per importing country Slaughter and Processing Establishment values. No value increases are allowed to Replacement type records.

PHIS allows these updates until the final FSIS approver selects the Approve and Sign button for the associated export task. Updates cannot be made when the status is Pending Upload, Approved, Pending Replacement, or Replaced.

A record of all updates made to the application can be viewed on a PDF downloaded from the task Approvals tab using the **View Application History** link.

Export Task Events

Actions completed by a CSI, SCSi and PHV relative to an export certificate task including reviewing, approving, rescinding, rejecting, and uploading and deleting documents to the Attachments grid are also part of the View Application History PDF. CSI, SCSi, and PHV-related history events are available only to FSIS personnel.

Justifications related to taking over a task scheduled or started by another and unlocking a completed task are maintained in the *History of justifications made* grid that is viewable at the bottom of the task page. These justifications are task events and are not included in the application history record.