

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

39-18

7/30/18

ESTABLISHMENT APPLICATION FOR EXPORT (FSIS FORM 9080-3)

I. PURPOSE

A. This notice cancels FSIS Notice 38-18 and reissues its content to include missing information. The missing information is in section III. D.

B. For most countries, all FSIS authorized meat, poultry, and egg product establishments are eligible to export meat, poultry, and egg products, provided all requirements indicated in the FSIS Export Library are met. A small number of countries however, require additional certification provided by the establishment and approved by FSIS before exporting can commence. This prior approval is obtained using FSIS Form 9080-3, *Establishment Application for Export*. If a country requires this prior approval, the [FSIS Export Library](#) will reflect this need.

C. Upon implementation of the Public Health Information System (PHIS) export component on June 29, 2018, FSIS eliminated the review and approval process of the paper version of FSIS Form 9080-3. As such, establishments wishing to export to those countries that require prior approval to export need to submit FSIS Form 9080-3 through PHIS. All FSIS Forms 9080-3, regardless of country, are to now go through PHIS. IPP are not to confuse the FSIS Form 9080-3, *Establishment Application for Export*, with FSIS Form 9060-6, *Export Application*. Please refer to [FSIS Directive 13,000.5](#), *Public Health Information System Export Certification*, for more information.

II. ESTABLISHMENT PREAPPROVAL FOR EXPORT

A. The [FSIS Export Library](#) will provide the necessary information regarding the preapproval or registration process that needs to be completed for a specific country in order for an establishment to appear on an eligible plant list and become eligible to export to that particular country.

B. New Establishment Applications for Export, FSIS Form 9080-3, only needs to be submitted when an establishment is requesting pre-approval for the first time or if a previously approved establishment has an administrative change to their information (e.g., name change, address change, DBA change).

III. REVIEW AND APPROVAL OF THE ESTABLISHMENT APPLICATION FOR EXPORT

A. IPP are to be aware that paper based review and approval of the Establishment Application for Export has been converted to an electronic review and approval process in PHIS. For all new Establishment Applications for Export or updates to an approved Establishment Application for Export for a country, establishment management is to submit the Establishment Application for Export through PHIS. FSIS IPP are to no longer accept paper copies of FSIS Form 9080-3.

B. All previously approved paper-based FSIS Form 9080-3s are still valid as long as the information is current and the establishment accurately appears on the corresponding eligible plant list in the [FSIS Export Library](#).

DISTRIBUTION: Electronic

NOTICE EXPIRES: 8/1/19

OPI: OPPD

C. PHIS will maintain the three-level approval that is required for the Establishment Application for Export. Following the instructions in [FSIS Directive 13,000.5](#), IPP and district management are to review and approve or reject the Establishment Application for Export.

D. The Inspector in Charge (IIC) is to review the form and verify it is complete and the information is correct (e.g., the establishment conducts the type of operations checked and products are produced under the HACCP categories that are checked). The IIC is to review the [FSIS Export Library](#) and verify the establishment meets all additional requirements for eligibility to export to the country listed on the application. Upon approval by the IIC, the Establishment Application for Export in PHIS will be forwarded to the Frontline Supervisor (FLS) and then to the District Manager (DM) or designee for their approval.

E. IPP are to be aware that export applicants that do not have access to or use PHIS are to send a fully completed paper copy of FSIS Form 9080-3 to the FSIS Proxy, using one of the three options listed below, for entry into PHIS on the applicant's behalf. FSIS Proxy information is located on the [FSIS Export Library](#) page.

1. Email: FSCEXport.Recon@fsis.usda.gov;
2. Mail: U.S. Department of Agriculture, Food Safety and Inspection Service, FMD, Financial Services Center, P.O. Box 9205, Des Moines, IA 50306-9948; or
3. Fax: 1-844-378-1048

IV. QUESTIONS

Refer export questions regarding this notice or any export questions to the Import Export Policy Development Staff (IEPDS) through askFSIS, by emailing the question to ImportExport@fsis.usda.gov, or by telephone at 1-855-444-9904. When submitting an askFSIS question, use the Submit a Question tab and enter the following information into the fields provided:

Subject Field: Enter **Notice 39-18**.
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; and

When all fields are complete, press **Continue** and at the next screen press **Finish Submitting Question**.

NOTE: Refer to [FSIS Directive 5620.1](#), *Using askFSIS*, for additional information on submitting questions.



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