FSIS NOTICE	26-21	7/7/21

FSIS SECURITY PAPER, SEVEN-DIGIT EXPORT STAMP, AND ENHANCED DIGITAL SIGNATURE FOR USE WITH THE EXPORT MODULE OF THE PUBLIC HEALTH INFORMATION SYSTEM - PHASE FOUR

NOTE: Implementation Dates: July 9, 2021 – Enhanced digital signature implementation; July 26, 2021 – Phase IV of the export module.

I. PURPOSE

This notice provides instructions to inspection program personnel (IPP) for a new, enhanced digital signature on July 9, 2021 for all countries and territories active in the Public Health Information System (PHIS) export module that accept digital signatures. The notice also lists the 28 countries and territories included in Phase Four of the PHIS export module rollout that will begin on July 26, 2021. In addition, this notice also provides the same instructions issued previously for the first three phases for the ordering and use of FSIS security paper and seven-digit export stamps for exports processed through the PHIS export module. Instructions for security paper and export stamps remain the same for Phase 4.

II. BACKGROUND

A. Phase One: On June 29, 2018, FSIS implemented the PHIS export module with the following initial group of 16 countries: Afghanistan, Andorra, Bahamas, Bolivia, Burundi, Cape Verde, Cook Islands, Ethiopia, French Guiana, Gambia, Guinea, Liberia, Mozambique, San Marino, Tanzania, and Uganda.

B. Phase Two: The second group of countries and territories added to the PHIS export module on May 20, 2019 included: Angola, Antarctica, Aruba, Bhutan, Botswana, Bouvett Island, Brunei Darussalam, Christmas Island, Comoros, Eritrea, Falkland Islands, Faroe Islands, French Southern and Antarctic Islands, Greenland, Guernsey, Heard Island and McDonald Islands, Isle of Man, Jersey, Lesotho, Liechtenstein, and Vietnam.

C. Phase Three: The People's Republic of China (China) was added to the PHIS export module on January 27, 2020.

D. Phase Four: Beginning on Monday, July 26, 2021, FSIS is adding the following countries and territories to the PHIS export module: Bangladesh, Bermuda, British Indian Ocean Territory, British Virgin Islands, Bosnia & Herzegovina, Burkina Faso, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Gabon, Georgia, Guinea-Bissau, Laos, Libya, Madagascar, Malawi, Maldives, Mauritania, Micronesia, Cocos (Keeling) Islands, Palau, Samoa, Sierra Leone, Togo, and Tonga.

E. The complete list of all countries active in the PHIS export module is also available in the export section of the PHIS Components page of the FSIS website.

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F. FSIS IPP will use PHIS to print all FSIS Form 9060-5 series (except for FSIS Form 9060-5EP) export certificates on FSIS security paper as described below for all countries and territories in the PHIS export module.

G. FSIS is implementing an enhanced digital signature for IPP when approving export applications and issuing export certificates for countries that accept a digital signature. After IPP review and approve the certificate package, PHIS will automatically apply the enhanced digital signature to all pages and upload a PDF of the signed export documents into the export task.

III. AWARENESS MEETING WITH ESTABLISHMENT MANAGEMENT

Immediately upon receipt of this notice, the inspector-in-charge (IIC) is to have a meeting with establishment management to make them aware of the contents of this notice. During the meeting, the IIC is to inform establishment management that:

1. The fourth group of countries listed above will be added to the PHIS export module on Monday July 26, 2021;

2. Beginning Monday July 26, 2021, all meat and poultry export applications for these countries are to be processed in PHIS;

3. All meat and poultry export certificates approved for any of the countries and territories active in PHIS, listed above and in the export section of the PHIS Components page, will be printed and issued by the FSIS certifying official on FSIS security paper;

4. If not already known, IPP will need the name of the establishment individual who serves as the Establishment Administrator, in addition to a current e-mail address. IPP are to enter the Establishment Administrator into the Contacts page of the Establishment Profile as outlined in FSIS Directive 5300.1, *Managing the Establishment Profile in The Public Health Information System*; and

5. The PHIS Components page of the FSIS website provides additional information for exporters on gaining access to PHIS, as well as additional information regarding the PHIS export module.

IV. IPP RESPONSIBILITIES

A. IPP are not to process paper applications and are not to issue the quadruplicate paper export certificate for meat or poultry exports to any of the countries and territories active in PHIS. All export applications (FSIS Form 9060-6) for meat and poultry exports to countries active in PHIS are to be processed through PHIS with the resulting export certificate (FSIS Form 9060-5 or 9060-5S) and any continuation pages (FSIS Form 9060-5A and/or 9060-5B) issued by the FSIS certifying official on FSIS security paper.

B. IPP are to use FSIS security paper to print all export certificates and associated continuation pages for meat and poultry exports certified through PHIS to any of the countries and territories listed above. Once IPP approve an export application in PHIS, they are to print one original copy of the signed export certificate and any continuation pages onto the 8.5" x 11" FSIS security paper.

C. Upon receipt of this notice, IPP that certify exports to any of the new countries listed above are to order an initial quantity of 8.5" x 11" FSIS security paper to ensure export certificates can be printed upon the implementation of the fourth phase of the PHIS export module beginning on Monday, July 26, 2021.

D. IPP are to maintain a sufficient inventory supply of FSIS security paper to fulfill anticipated export certification requests and are not to stockpile security paper for future use. IPP are to maintain ongoing communication with establishment management to determine the number of expected exports to countries

and territories active in PHIS. This will help IPP determine the amount of security paper to order and maintain.

E.   The blank FSIS security paper is an accountable item. IPP are to record the serial numbers in the property log associated with the corresponding export certificate number issued by PHIS. IPP are to maintain blank security paper under FSIS control and are not to distribute the paper outside of FSIS for any reason. FSIS security paper is only to be used for printing one original copy of the approved export certificate and associated continuation pages from PHIS.

F.   The security paper has the following features:

1.   Sequential numbering beginning with "0000-0001" with the numbers in red ink;

2.   Full background pantograph of "Void Not Official Copy" on a horizontal angle that appears when copied;

3.   Artificial eagle watermark centered on the page and is viewable when held at a 45-degree angle and is not visible when copied or scanned; and

4.   Chemically treated so that a pencil eraser will not alter the text.

G.   For all meat and poultry exports to any of the countries and territories active in PHIS, the system will automatically generate and complete the appropriate export certificate and any continuation pages, based on the data entered by the export applicant during the application process.

V. ENHANCED DIGITAL SIGNATURE

A.   FSIS will implement an enhanced digital signature beginning on Friday, July 9, 2021 for all countries active in the PHIS export module that accept a digital signature. With the enhanced digital signature, IPP will no longer manually apply a digital signature or manually upload any signed export documents for countries that accept a digital signature. FSIS will also use the enhanced digital signature for meat and poultry export approvals to the new countries listed above once they are added to PHIS on Monday, July 26, 2021.

B.   The instructions in this section of the notice cancel and replace previous guidance for applying the digital signature in Section DI of Chapter V and Attachments A and B of FSIS Directive 13,000.5, *Public Health Information System Export Certification*.

C.   Before approving the export and applying the enhanced digital signature, IPP are to click the **Review Certificate Package** button on the **Approvals** tab of the export task. Clicking this button opens a separate window with a PDF of the export document(s), which IPP are to review prior to approval. After reviewing the export document(s), IPP are to close the PDF window without saving or printing the PDF.

NOTE: The **Approve and Sign** button is greyed out and not accessible until IPP click the **Review Certificate Package** button. If IPP close out their current PHIS session after clicking the **Review Certificate Package** button and before clicking the **Approve and Sign** button, they will need to click the **Review Certificate Package** button again before they are able to access and click the **Approve and Sign** button.

D.   Once the FSIS certifying official (Consumer Safety Inspector (CSI), when a veterinary signature is not required or Public Health Veterinarian (PHV) when a veterinary signature is required) has reviewed the export document(s) and is ready to approve and digitally sign the export certificate in PHIS, they are to click the **Approve and Sign** button on the **Approvals** tab of the export task. Clicking this button will

enable PHIS to automatically apply the enhanced digital signature to all pages and upload a PDF of the signed export document(s) into the export task.

E.   Upon approval, the uploaded PDF will appear in the **Attachments** grid below the **Review Certificate Package** and **Approve and Sign** buttons. The uploaded PDF of the signed export document(s) will have a file name of the export certificate number (e.g., 1234567.pdf) and will be titled as "Signed Document." IPP are to print one official paper copy of the signed export document(s) by clicking the certificate icon under the **View** column of the attachments grid. Clicking the **Certificate** icon opens a separate window with the PDF of the signed export documents. Once the PDF is open, IPP are to print the signed export documents on FSIS security paper as described above. After printing the signed export document(s), IPP are to close the PDF window without saving a copy of the PDF. IPP are to check the **Inspection Completed** box and save and close the export task.

VI. SEVEN DIGIT EXPORT STAMP

For all exports processed through PHIS, the system will automatically generate a seven-digit (numbers only) export certificate number upon creation of the export application by the export applicant. This seven-digit export certificate number will be used as the USDA export stamp number to mark the products for export. Upon receipt of this notice, IPP certifying exports to any of the new countries or territories listed above are to order a seven-digit export stamp if they do not already have one. This is an accountable item and is to be securely handled in the same fashion as the six-digit export stamp.

VII. ACCOUNTABLE FORMS AND SUPPLIES

Accountable export supplies, including the 8.5" x 11" FSIS security paper (item number ECP-11) and seven-digit export stamp (item number FSIS-03-7), are available from the Materiel Management Service Center (MMSC). IPP are to use the following link for ordering instructions: www.bsc.usda.gov. IPP are to send their orders via e-mail to cfpdc@dm.usda.gov or via fax to (301) 394-0300.

VIII. QUESTIONS

Refer questions regarding this notice or any other export questions to the Office of Policy and Program Development through askFSIS or by telephone at 1-855-444-9904. When submitting a question, complete the web form and select Export for the inquiry type.

Assistant Administrator
Office of Policy and Program Development