



PHIS Exports
Student Notebook
and Course Materials



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Common Export References

FSIS Directive 9000.1
FSIS Directive 13,000.5
Electronic Export Quick Reference Guide
FSIS Notice 39-18*
FSIS Notice 10-20*
FSIS Notice 40-20*
FSIS Notice 66-20*
FSIS Notice 16-21*
FSIS Notice 26-21*
FSIS Notice 33-21*
FSIS Notice 22-22*
FSIS Notice 26-22*
FSIS Notice 49-22*
FSIS Notice 09-23
FSIS Notice 16-24
FSIS Notice 22-24
FSIS Notice 42-24
FSIS Notice 05-25
FSIS Notice 11-25
FSIS Imports & Exports webpage
FSIS Export Library
AskFSIS
Export Policy Staff
District Export Point of Contact

*Expired, but included for historical background

Background

On June 29, 2016, FSIS issued the final rule regarding the PHIS Export component, which ultimately would allow inspection program personnel (IPP) to approve and certify export paperwork (applications and certificates) destined for participating countries. The component allows FSIS to accurately track and inventory exports of meat, poultry, and egg products, and it allows IPP, exporters, and consignees in foreign countries to view these documents in digital form. Additionally, the rule provides that PHIS-based exports will include new export marks with unique 7-digit numbers, and that hard copies of certificates that are manually signed are to be printed on special sequentially numbered sheets of security paper. Finally, the PHIS Export component provides for a digital signature option for certifying officials, as well as a “statements module” to insert letterhead statements and other supplemental information directly on to the export certificate.

FSIS Directive 13,000.5 was issued on May 29, 2018, to provide instructions to IPP on the use of the PHIS Export component, and the first phase of importing countries became active in PHIS exactly one month later. Since that time, over 100 additional countries and foreign overseas territories have been added to the system in 8 phases.

This self-paced course is designed to help familiarize you with the PHIS Export functionality using a combination of infographics, text, and narrated tutorials. The course is roughly organized as follows:

- Overview and Workflows
- Scheduling, Documenting, Approving and Rejecting Applications and Certificates
- Applying Signatures and Uploading Documenting
- Replacement Certificates
- Application for Export (Form 9080-3)

The course is repetitive by design in order to ensure that you understand the different workflows from start to finish and understand how they interrelate, i.e., how they are similar and how they are different. While there is some reference to the paper-based export certification system for comparison purposes, the course does not provide much detail on the physical verification, approval, and certification procedures outlined in FSIS Directive 9000.1.

Overview

Currently, 150 sovereign foreign countries and foreign overseas territories accept the U.S. Certificate of Export (FSIS Form 9060-5) generated through the PHIS Export component; however, the process is not entirely different from the paper-based method of verifying and certifying export shipments. There are 3 main steps that inspection program personnel (IPP) must follow when certifying all exports:

- Review the export application package, including export application Form 9060-6, required supplemental documents (if any), and any other supporting documentation
- Review the destination country requirements in the FSIS Export Library
- Perform physical verification of the export shipment (including verifying application of the export marks) in accordance with FSIS Directive 9000.1

When using the PHIS Export component, IPP will approve or reject the Application for Export (FSIS Form 9060-6) and, ultimately, the Certificate of Export (FSIS Form 9060-5) in PHIS. When manual (“wet ink”) signature is required, IPP print the export certificate Form 9060-5 (9060-5S for *Siluriformes* fish) and continuation pages (9060-5A and 9060-5B) on special security paper, print required supplemental documents on standard letter paper, sign them manually and re-upload them into PHIS. The majority of the participating countries now require digital signatures, which eliminate the need for security paper and re-uploading signed documents. Finally, each shipment is certified by completing and saving the PHIS task.

Additionally, while the process of physically verifying and stamping shipping units for export remains essentially the same, PHIS will generate new and unique 7-digit export numbers for each shipment (export marks for the paper-based process use 6-digit numbers). Therefore, IPP may need to acquire a new 7-digit stamp from the FSIS Supply Center if they have not already done so.

Establishments using the PHIS Export component will no longer have to submit a paper application (9060-6) to the reviewing FSIS official—they will generate the applications directly through PHIS. IPP will no longer have to sign out individual certificate forms and log the certificate numbers—PHIS will assign the certificate number automatically.

Country Roll-out Phases

The following table shows the phases of countries and territories currently using the PHIS Export component:

Phase 1 June 29, 2018	Phase 2 May 20, 2019	Phase 3 Jan. 27, 2020	Phase 4 July 26, 2021	Phase 5 Aug. 30, 2021
Afghanistan Andorra Bahamas Bolivia Burundi Cape Verde Cook Islands Ethiopia French Guiana Gambia Guinea Liberia Mozambique San Marino Tanzania Uganda	Angola Antarctica Aruba Bhutan Bouvet Islands 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 Vietnam	People's Republic of China	Bangladesh Bermuda British Indian Ocean Territory British Virgin Islands Bosnia and Herzegovina Burkina Faso Cameroon Central African Republic Chad Democratic Republic of the Congo Djibouti Equatorial Guinea Gabon Georgia Guinea-Bissau Laos Libya Madagascar Malawi Maldives Micronesia Cocos (Keeling) Islands Palau Samoa Sierra Leone Togo Tonga	Benin Cambodia Cayman Islands Curaçao Grenada Guyana Honduras Macao Myanmar Panama Qatar Sri Lanka St. Kitts and Nevis United Arab Emirates (UAE) Venezuela

Phase 6 June 13, 2022	Phase 7 Sept. 26, 2022	Phase 8 March 6, 2023	
Canada	St. Vincent & the Grenadines French Polynesia (Tahiti) Turks & Caicos Islands	Albania Antigua and Barbuda Armenia Bahrain Bonaire Colombia Republic of the Congo (Brazzaville) Dominica Dominican Republic Ecuador Egypt Fiji Ghana Guatemala Haiti India Indonesia Jamaica Jordan Kenya Kiribati Kuwait Kyrgyzstan Lebanon Malaysia Mauritius Moldova	Namibia Nicaragua Oman Pakistan Paraguay Saba Seychelles Senegal Sint Maarten Solomon Islands St. Eustatius St. Lucia Sudan Suriname Thailand Timor-Leste Trinidad and Tobago Uruguay

Phase 9 May 20, 2024	Phase 10 November 4, 2024	Phase 11 May 19, 2025
Barbados Belize Cabo Verde Costa Rica El Salvador eSwatini Mali Marshall Islands Mongolia Nauru Niger Rwanda São Tome & Príncipe Somalia Tunisia South Sudan Tuvalu Vanuatu Zambia Zimbabwe	Mexico	Philippines

Notes: As of Phase 5, countries and territories that require supplemental documents such as letterheads will no longer require IPP to print those documents on standard white paper. Instead, IPP will use the **PHIS Statements Module**, which will automatically insert the contents of the letterheads on to Forms 9060-5A and/or B. Always consult the FSIS Export Library to see whether any letterheads or statements are required.

IPP are to be aware that PHIS will not post an “alert” each time an export application is submitted through the system. Exporting establishments may notify the reviewing official (usually the CSI) when an application is submitted and ready for review; however, IPP should be checking PHIS regularly for new submissions so as not to delay the process. This frequency is often specified by the supervisor. Each application will generate a PHIS export task utilizing the 7-digit application number (e.g., “(0001234) CSI Export Task”).

IPP may then notify the establishment of the certificate number and may either sign out the 7-digit stamp or authorize the printing of export stickers or labels—note that this is not unlike the procedure for paper-based exports.

Note: You do not need to print, sign, or upload the application Form 9060-6.

Security Paper and 7-Digit Stamp

Once the application is approved and you have performed physical inspection verification of the shipment, the establishment may proceed to apply the export marks to the shipment. IPP will print the Export Certificate (9060-5) and any continuation pages on security paper (except when digital signature is required), and any supplemental documents, such as letterhead certificates, on standard 8.5 x 11” white paper. Note that this latter step is being replaced by use of the Statements Module, which applies these supplemental statements directly to the certificate form in PHIS (unless the destination country explicitly requests a separate letterhead form). The security paper is a controlled item, much like the FSIS-issued paper Export Certificates. It is characterized by the following features:

- Sequentially numbered with an 8-digit number in red ink in the lower righthand corner (e.g., “0000-0001”)
- A full background pantograph “Void Not Official Copy” that appears if the paper is copied or scanned
- An eagle watermark in the center of the page, visible when the paper is held at a 45° angle, but *not* visible if the paper is copied
- Chemically treated so that the text cannot be altered by a pencil eraser

Note that, as of January 2025, all countries active in PHIS are requiring digitally signed certificates, which are printed on standard white paper. IPP are not to use the security paper and are to keep it secured, pending further instructions from FSIS.

Always remember that the 7-digit export stamp and security paper are accountable items and must be logged out when used. IPP can acquire both items from the FSIS Materiel Management Service Center (MMSC):

www.bsc.usda.gov
cfpdc@dm.usda.gov
 (301) 394-0300 (fax)

FSIS Notices 10-20 and 33-21 discuss the policy regarding the security paper and 7-digit stamp in detail. The instruction has been subsequently reiterated in more recent notices as well.

Unique Identifier (UI)

If the importing country permits (reference the FSIS Export Library), establishments may choose to use a UI in lieu of the standard 7-digit export mark. If used, a statement must be included in the “Remarks” section of the certificate which reads **“The products covered by this certificate are marked with Unique Identifier _____.”** Additionally, they will check the box “Unique Identifier” rather than the “USDA Export Mark” box.

Withdrawal / Cancellation

PHIS allows the applicant to withdraw or cancel an application after it is submitted, up until the point at which the certifying official (CSI or PHV applying the final signature, depending upon importing country requirement) approves the certificate package and the status changes to “Approved” in PHIS. If the applicant withdraws or cancels an application after it has been scheduled, it will appear on the Task Calendar as gray with a diagonal red line through it. IPP will no longer be able to perform any actions on the task, and the applicant would need to submit an entirely new application for the shipment.

Conversely, once the certifying official approves the package and the status changes to “Approved,” the task will appear green on the task calendar, and the applicant will no longer be able to withdraw, cancel, or edit the application.

Signature Block

PHIS will generate the certificate (9060-5) with the certifying official’s name and title (either “CSI” or “DVM”) and the District of the exporting establishment (e.g., “Alameda District”). The

“Date Signed” is automatically entered in Block 21 based on the date the certificate package was approved and cannot be changed. Do not write anything in the “Date Signed” block. Note also that when signing/dating any supplemental documents, the certifying official *must* use the same date that appears on the certificate.

When a manual or “wet ink” signature is required by the importing country, IPP should use a color other than black (usually blue is preferred). The certifying official should only sign his/her name—do not add the circuit name or number or any other information into Block 20.

Summary

The procedure for certifying exports through PHIS is fundamentally similar to the standard paper-based method described in FSIS Directive 9000.1. IPP must receive an application package, review the documents provided, review the FSIS Export Library for destination country requirements, assign the stamp and certificate number physically verify the shipment of product, approve or reject the application, and sign off on the certificate package when it is found to be accurate and complete. FSIS Directive 13,000.5 prescribes the specific procedures for processing exports using the PHIS Export component. These procedures should be used for all countries and territories currently active in the component.

CSI Workflow (No PHV Signature Required)

Every country that imports meat, poultry, and egg products from the United States specifies whether or not they require the signature of a Public Health Veterinarian (PHV) on the Export Certificate and supplemental documents. Many countries do not require PHV signatures or may only require PHV signatures for certain types of products. In these cases, the CSI will serve as both the reviewer—performing all verification duties—and as the final approver (certifying official).

Application Status

When notified of a new export application in PHIS, the CSI will schedule the task on the Task Calendar as an “unplanned routine task” and perform physical verification of the shipment. During this phase, the application is in a **Submitted** status. The task may be added to the Task Calendar using the calendar icon from the PHIS main navigation menu (“Export” > “9060” > “View Export Records” grid). Once the task is scheduled, the CSI will document on the Inspection Results page as follows:

- **Activity tab:** Select “Review/Observation”, “Recordkeeping”, or “Both”
- **Regulations tab:** Select appropriate verified regulations; click “Save” before proceeding
- **Findings tab:** Document the quantity of product physically verified (follow FSIS Directive 9000.1)
- **Approvals tab:** Review the application package, importing country requirements, and preview the certificate package

Finally, the CSI will select either the “Approve and Sign” button or the “Reject” button. If the application is rejected, the process stops, and the applicant can make no further edits. When the CSI approves the application, prints and signs the certificate and supplemental documents, and then uploads the documents into PHIS, the shipment is in a **Pending Upload** status. (Recall that once the application is approved, it may no longer be edited, cancelled, or withdrawn by the applicant).

If the CSI selects “Approve and Sign,” PHIS will then direct him/her to sign either manually or digitally (dictated by the importing country). Finally, once the signed documents are uploaded and the CSI completes and closes the task, the status will change to **Approved**. The CSI will then provide the signed documents to the applicant. Recall that printing, signing, and uploading is not required when the destination country requires a digital signature. The term “Pending Upload” is still used because after approval and digital signature, the certificate package is automatically uploaded into the grid.

Note: For any countries or territories that require letterheads, IPP are to verify that the applicant has selected the appropriate statements from the Statements Module during review of the application. Those letterhead statements will automatically be inserted on to Forms 9060-5A and/or B (continuation pages) and should *not* be printed separately.

CSI and PHV Workflow (PHV Signature Required)

Currently, U.S. meat, poultry, and egg products establishments are eligible to export products to well over 200 countries and territories around the world. Of those, a sizeable number require the signature of a Public Health Veterinarian on our export certificates and supplemental documents, which is specified in the FSIS Export Library.

In the paper-based system, the CSI signs off on the application form (9060-6), affirming that the shipment presented for export includes only inspected and passed product, and that all quality, labeling, eligibility, and documentation requirements have been met. The application and certificate packages are then forwarded to the PHV for review and signature (or if information is found to be inaccurate or incomplete, he/she may reject it and ask the CSI to perform further verification and/or request a new application).

For those countries and territories accepting PHIS-generated export certificates *and* requiring a PHV signature, the CSI will approve the application in PHIS and thereby automatically generate a task for the PHV to complete. The PHV in turn will review the application and certificate packages in PHIS, and, if found to be accurate and complete, will select the “Approve and Sign” option. If deficiencies are found, the PHV also has the option to “Rescind CSI approval” of the application. In this case, he/she is effectively rejecting the export shipment, which will require the establishment/applicant to either (a) rectify the deficiency, if possible, (b) request a replacement certificate to correct errors isolated to the 9060-5 itself, or (c) withdraw the application and submit an entirely new one.

One main difference in this workflow is that the CSI will not see an “Approve and Sign” option on his/her Inspection Results page in PHIS. Instead, the CSI can only “Approve”, which will generate the task for the PHV. This is automatically set by PHIS based on the country profile in the system.

While the export application is in the **Submitted** status, the CSI is still responsible for scheduling the CSI Export task, performing physical verification, completing all the tabs on the Inspection Results page (Activity, Regulations, Findings, Approvals), reviewing the application package, and selecting either “Approve” or “Rescind.” At that point, the CSI has completed his/her task, and the export is in the **Reviewed by CSI** status. Once the PHV initiates the PHV Export task and reviews the application and certificate packages, the task is in the **Pending Upload** status. Finally, once the certificate and supplemental documents are signed, uploaded, and the task completed, the export moves to the **Approved** status. The PHV will then provide the signed documents to the applicant.

The image below demonstrates how the “View Export Records” grid will look when a PHV signature is required. Particularly focus on the “CSI Task” and “PHV Task” columns (far right):

You are here: Home > 9060 Applications

View Export Records

Key Word Search:

Application Type: Status: Importing Country:

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	CSI Task	PHV Task
0055301	New	United States Cold Storage	VIETNAM	Reviewed by CSI	03/04/20 03:07 PM	SUN			
0055077	New	United States Cold Storage	BAHAMAS	Submitted	03/03/20 01:08 PM				
0055068	New	United States Cold Storage	BAHAMAS	Submitted	03/03/20 01:02 PM				

Page size: 10 3 items in 1 pages

Note in the image above (using export number 0055301 as the example) that once the CSI completed the CSI Task—by approving the application—a calendar icon appeared in the “PHV Task” column.

CSI Approval Steps PHV Signature Required

When using the PHIS Export component, you will be able to review both the application and certificate packages. Keep in mind that even though the application (9060-6) and certificate (9060-5) are distinct forms, they both contain identical information. PHIS will also provide all required supplemental documents based on the country profile—you will not need to acquire them from the Export Library.

The CSI is to follow these steps in PHIS:

1. When on the homepage, find the **Export** tab on the left navigation menu;
2. Click on it—it will expand to show you two types of export applications (9060 and 9080-3);
3. Click on **9060** and it will open the **View Export Records** grid—click on the calendar icon and it opens the Task Calendar;
4. Schedule the task as "Unplanned Routine Task";
5. Return to the **View Export Records** grid and see the calendar icon changes (now it has a check mark)—click on it and it takes you directly to the **Inspection Results** page;
6. When on the **Inspection Results** page, click on the 4 tabs:
 - a. **Activity:** Select activity component (Review & Observation, Recordkeeping or Both);
 - b. **Regulations:** Check regulations you are verifying;
 - c. **Findings:** Record the amount of product that was verified; for example, "verified 5 of 20 pallets" or "verified 100 of 1,000 boxes" (per FSIS Directive 13,000.5);
 - d. **Approval:** Review the importing country requirements and then view the application and certificate packages (including correct letterhead statements selected from the statements module, where required);
7. Perform physical verification—"Approve" the 9060-6 if it is complete and meets all the physical and documentation requirements ("Rescind" if it does not meet requirements);
8. Complete and Save the CSI Task;
9. PHIS creates a new task for the PHV.

The completed CSI Task will appear green on the Task Calendar. The PHV may now schedule the PHV Task, review the application and certificate packages, and either "Approve and Sign" or "Reject" based on his/her findings.

CSI Approval Steps No PHV Signature Required

When the importing country does not require the signature of a Public Health Veterinarian, the CSI will serve as the approver (certifying official) for presented shipments of product. The process is similar to that described above, except that the CSI will have the “Approve and Sign” option in PHIS:

The CSI is to follow these steps in PHIS:

1. Access and schedule the CSI Task in PHIS as "Unplanned Routine Task" using one of the two methods described above;
2. When on the **Inspection Results** page, click on the 4 tabs:
 - a. **Activity:** Select activity component (Review & Observation, Recordkeeping or Both);
 - b. **Regulations:** Check regulations you are verifying;
 - c. **Findings:** Record the amount of product that was verified; for example, “verified 5 of 20 pallets” or “verified 100 of 1,000 boxes” (per FSIS Directive 13,000.5);
 - d. **Approval:** Review the importing country requirements and then view the application and certificate packages.
3. Perform physical verification of the shipment;
4. If it meets the physical and documentation requirements, select “Approve and Sign” (note that you would not have this option if a PHV signature was required);
5. Instructions for the required signature method will appear—the importing country will dictate whether manual or digital signature is to be used (signature and upload procedures will be covered in more detail later);
6. Complete, Save, and close the CSI Task;
7. Give a copy of the signed documents to the applicant.

Note that in this case, a PHV Export task will *not* be generated by PHIS.

A final note about the **Approvals** tab on the PHIS Inspection Results page:

- When the CSI is the final approver (no PHV signature required), he/she will have the option to either “Approve and Sign” or “Reject.” If the application is rejected, the process stops, the task ends, and the applicant will need to submit a new application for the shipment.
- When the PHV is the final approver (PHV signature required), he/she will have the option to either “Approve and Sign”, “Reject”, or “Rescind CSI Approval.” If the package is rejected, the process stops, the task ends, and the applicant will need to submit a new application for the shipment. If the PHV selects “Rescind CSI Approval,” the task does *not* end, but rather is reverted back to the CSI for further verification. If the applicant can rectify the deficiency, then the CSI can again approve the application and the PHV can approve and sign—thus the applicant would *not* need to submit a new application for the shipment.

Always keep in mind that when an application is rejected, IPP must provide the applicant with an MOI documenting the reason(s) for rejection. Refer to FSIS Directive 9000.1.

Applying Signatures

This section covers in more detail the procedures the CSI or PHV will follow after selecting “Approve and Sign” in PHIS. Recall that each importing country will require either manual (“wet ink”) or digital signatures on the U.S. Certificate of Export, and that preference will be indicated to you by PHIS.

Manual Signature

Since all countries *currently* require certificates with digital signatures printed on standard white paper, the following instructions are not currently in use:

For countries requiring manual signatures, after the final approver selects “Approve and Sign,” a dialogue box will open directing you to retrieve (via hyperlinks), print, and sign the documents. Remember to sign the Form 9060-5 or 9060-5S, as well as any continuation pages (Forms 9060-5A and 5B) on security paper and print any supplemental documents and transit letterheads on standard white letter paper. To upload the documents, do as follows:

- In your “My Documents” folder, create a sub-folder named with the corresponding 7-digit export certificate number, e.g., “0001234”;
- Stack the documents with the 9060-5 on top, followed by any continuation pages, and then by any supplemental documents;
- Scan the stack into your computer as a single file;
- Save the scanned file in the newly created sub-folder as a PDF document with the file name the same as the certificate number, e.g., “0001234.pdf”

Note: Scanned files may not exceed 5MB. If the file is too large, divide the stack into two parts, scan them separately, and name them, for example, “0001234a.pdf” and “0001234b.pdf.”

- Once you have saved the scanned file (or files), you will click “Select” next to the **Upload** prompt and select the appropriate file(s);
- Click the “Upload” button;
- The Attachments Grid is displayed with the uploaded file name;
- Click the “View” icon to verify that the correct document(s) have been uploaded;
- If there are any additional attachments to upload, click on **Add New File** at the top left of the grid;
- Once you have verified all the documents are correct, check **Inspection Completed**, Save and Close;
- Provide the paper copy of the certificate package to the applicant.

Digital Signature

For countries requiring digital signatures, which is the majority, after the final approver selects “Approve and Sign,” which will automatically apply the digital signature to the Form 9060-5 or 9060-5S, as well as any continuation pages (Forms 9060-5A and 5B), which incorporate any required supplemental statements and transit letterheads. For countries and territories which require supplemental documents, ensure the Statements Module inserts the requisite statements on the continuation pages. PHIS will prompt you with a dialogue box to sign the document. Recall that you no longer need to use the Adobe PDF “Digitally Sign” function to do

this, and that hard copies of certificate packages with digital signatures are now to be printed on plain white letter paper.

Replacement Certificates

The procedure and reasons for issuing paper replacement certificates are described in detail in FSIS Directive 9000.1. Inspection personnel in establishments where exports are certified through PHIS also may issue replacement certificates for the same reasons. This section of the course discusses the procedure using the PHIS module. IPP should recall that any activities related to replacement export certificates, including issuing the certificate, reinspection of the product (if needed), and re-certification, are considered to be outside of normal duties, and are therefore to be billed as voluntary reimbursable services (reference FSIS Directive 12,600.1).

Establishments or exporters may submit an application (9060-6) for a replacement certificate for any one or more of the following:

- (1) The original certificate **did not contain required information**;
- (2) The original certificate **contained incorrect information**;
- (3) The **importer, exporter, consignee or consignor changed**, but is within the same country that appears on the original certificate. The foreign country on the original and replacement certificates is to remain the same unless circumstances described in item 5 below arise;
- (4) The original certificate was **lost or damaged**;
- (5) The **country of destination has changed**. This is permitted, provided the product shipment meets the requirements of the new country (per the FSIS Export Library). This includes the following:
 - (a) If the shipment falls under the first country's Agricultural Marketing Service-Equivalence Verification (AMS-EV) requirements, it must also meet any AMS-EV requirements prescribed by the new country. (IPP may find this information in the FSIS Export Library).

Keep in mind that IPP are permitted to issue—or in this case, assign through PHIS—replacement certificates without reinspecting the product, provided the request is made within the following timeframes:

- **90 calendar days** for non-frozen or non-shelf stable product
- **364 calendar days** for frozen or shelf stable product

*Note that the days are counted from the date of issue of the original certificate, not the date the product was produced.

Just like with paper export certificates, requests for replacement certificates are to be accompanied by the original export certificate (including any copies made). If the original certificate was lost, the applicant must provide a letter on establishment letterhead affirming that the original certificate will be returned to FSIS if it is found.

Replacement Certificate Task Flow Overview

Submitted Stage

- (1) The application for a replacement certificate is submitted through PHIS.
- (2) The CSI will enter the PHIS Export module, find the replacement application, and schedule an unplanned routine Export Certification task on the Task Calendar.
- (3) The CSI reviews the replacement application (via the hyperlink under the “Approvals” tab) and ensures
 - (a) The “Replacement” box (2) is checked
 - (b) The original certificate number and date is included in the “Remarks” block

“This certificate replaces certificate no. [original certificate number(s)] dated [date(s) of the original certificate(s)]. The export mark on the product covered by this certificate shows certificate no. [original certificate number(s)]”

- (4) The original certificate, if not lost, should have been returned to the CSI.
- (5) The CSI approves the replacement application if all requirements are met.

Pending/Approved Stage

- (1) The CSI (or PHV) prints, signs, scans, and uploads the replacement certificate, if a manual signature is required.
- (2) If the importing country requires digital signature, the certifying official selects “Approve and Sign” and follows the prompts to apply the digital signature.
- (3) The replacement certificate is printed and issued to the applicant.

If for some reason the replacement application does not meet the requirements, IPP are to reject the replacement application (selecting the appropriate reason from the dropdown menu), complete the task in PHIS, and document an MOI for the establishment explaining why the application was rejected.

Establishment Application for Export (Form 9080-3)

All official establishments and facilities paying for voluntary services listed in the Meat, Poultry and Egg Product Inspection Directory are eligible to export their products to other countries. However, some countries require pre-approval or registration of eligible establishments via an Establishment Application for Export (FSIS Form 9080-3). For those countries, the FSIS Export Library provides information on the country requirements for establishment approval or registration.

All Applications for Export (9080-3) must be submitted through PHIS, though not all countries require these forms. All previously approved paper-based 9080-3s are still valid, so long as the information is current, and the establishment appears on the corresponding “eligible plants” list in the FSIS Export Library.

It is the applicant’s responsibility to review the FSIS Export Library and determine if this form is required. If an applicant does not have access to the PHIS industry component, the 9080-3 will need to be submitted through an FSIS Proxy (the Proxy is an FSIS official who is assigned to enter export information on behalf of the exporter).

To check for any new submitted Establishment Applications for Export, IPP should go to the **Export** tab on the left navigation menu and select **9080-3**.

Applications for Export are reviewed by the Inspector-in-Charge (IIC)(either a CSI or SPHV), the Frontline Supervisor, and finally the District Manager (DM) or designee. The procedure is as follows:

- (1) IPP log in to PHIS using the appropriate role (“Consumer Safety Inspector” or “Public Health Veterinarian”).
- (2) On the left navigation menu, select **Export** and then select **9080-3**.
- (3) On the **View Establishment Application for Export** grid, look for any applications with the status “Submitted.”
- (4) Click on the icon in the “Review” column to view the details of the application.
- (5) At the bottom of the **Establishment Application for Export – Approvals** page, select either “Approve” or “Reject.” The status will show as updated on the View Establishment Application for Export grid.
- (6) If you approve the 9080-3 application, be sure to notify your next-level supervisor so that they can proceed with the review process. If you reject the application, notify the applicant and document an MOI.