

# Export Certification Job Aid

**Instructions:** Review this Job Aid and policy documents, regulations, and inspection methodologies with a mentor.

## Acronyms/Definitions

- FSIS Form 9060-6 – Application for Export Certificate
- FSIS Form 9060-5 – Meat and Poultry Export Certificate of Wholesomeness
- FSIS Form 9060-5S – Fish and Fish Products Export Certificate of Wholesomeness
- FSIS Form 9060-5EP - Egg Products Export Certificate of Wholesomeness
- FSIS Form 9080-3 – Establishment Application for Export
- FSIS Export Library – Lists the requirements of the receiving (importing) country
- PHIS – Public Health Information System
- Pre-stamping – Establishment applies the export mark and completes the export certificate while IPP is on duty but not present at the establishment. Requires prior FSIS approval.
- AMS EV Program – Agricultural Marketing Service Export Verification Program – A program that some foreign countries require an establishment to implement in order to export product to those specific countries.

## Task Overview

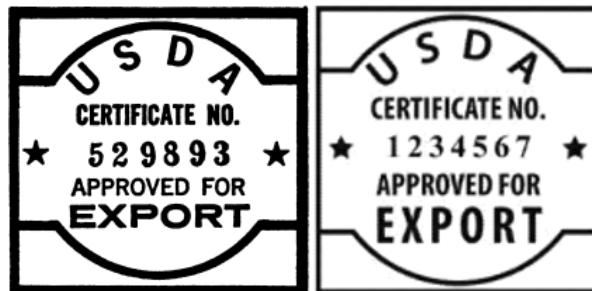
- All official establishments and all facilities paying for voluntary services listed in the [Meat, Poultry and Egg Product Inspection Directory](#) are eligible to export meat (including Siluriformes fish), poultry and egg products.
  - Some countries require establishment pre-approval or registration of eligibility to import products into the foreign country.
    - Exporters complete and submit FSIS Form 9080-3 – Establishment Application for Export in PHIS to obtain pre-approval.
    - FSIS IPP review and approve or reject the 9080-3 through PHIS. The 9080-3 is then reviewed by the supervisor, District Office, Office of International Coordination (OIC) and the foreign country before approval.
    - **Note:** FSIS encourages establishments to wait for full approval of the 9080-3 before producing products intended for export to the country that requires pre-approval
- The [FSIS Export Library](#) covers export requirements, by country, including:
  - Eligible and/or ineligible products
  - Certificate requirements
  - Labeling requirements
  - Type of signature needed; CSI or PHV
  - Establishments eligible to export, if country approval is required
- IPP will complete export certification either within or outside of PHIS depending on whether exports to the specific importing country are digitally generated, signed, and maintained in PHIS.
  - IPP will follow the directions in [FSIS Directive 9000.1](#) for all non-PHIS specific export certifications.

- IPP will follow the directions in [FSIS Directive 13000.5](#) for export certifications for countries active in PHIS.
- **Note:** Exports for casings and egg products still utilize the paper export certificates and are completed outside of PHIS, even if the foreign country is active in PHIS for meat or poultry exports.

## Basic Procedure

The focus of this section will be on the issuance of the paper FSIS Form 9060-5.

- When an establishment submits an FSIS Form 9060-6, *Application for Export*, review to determine that the application is complete, correct, and that the requirements of the receiving country as listed in the [FSIS Export Library](#) have been met. Verify the accuracy of statements on the application and any supplemental export documents (e.g., letterhead certificate) requiring FSIS signature.
- If a country is not listed in the [FSIS Export Library](#) or if the country Export Library does not specify whether the product is eligible or ineligible, after completing the below steps, IPP issue the export certificate (FSIS 9060-5, 9060-5S, or 9060-5EP) with no additional supplemental certificates, statements, or attestations.
- After verifying product eligibility and that all export requirements are met, including establishment eligibility to export:
  - Sign the 9060-6 and retain a copy for filing.
  - Return original 9060-6 to applicant.
  - Issue the blank, unsigned FSIS Form 9060-5 series Export Certificate, to the exporter to complete.
  - Permit the establishment to apply the export mark to the products (i.e., rubber stamp, computer-generated export stickers, direct printing).
    - Non-PHIS exports bear a 6-digit number.
    - PHIS exports bear a 7-digit number.
    - Computer-generated stickers and inkjet printing must be an exact impression of the rubber export stamp ([9 CFR 312.8](#) or [381.104](#)).



- Once mark is applied, secure the rubber stamp, destroy any excess computer-generated stickers, or destroy/deface the mark on excess boxes with inkjet mark.
- Perform export verification on part of the product in the shipment.
  - Verify the export mark (e.g., correct mark is applied and legible).
  - Verify the label meets the requirements of the receiving country, if applicable.
  - Re-inspect product, if applicable.

- Record the amount of product verified on the FSIS copy of the 9060-6.
- Verify the 9060-5 is completed and accurate, including supplemental documentation per [FSIS Directive 9000.1](#) and sign in other than black ink.
  - Ensure information on the 9060-5 matches what is on the 9060-6 (e.g., package count, weight)
  - Sign name
  - If not already typed by applicant, enter the district name or number
  - Print or type name
  - Enter the current date
  - File the triplicate copy in the FSIS files with a copy of the FSIS 9060-6 and give the rest back to the exporter

### Replacement Certificates

- Issued for one of five reasons as outlined in [FSIS Directive 9000.1](#)
  - Original certificate did not contain required information
  - Original certificate contained incorrect information
  - Importer, exporter, consignee or consignor changed, but country of destination is the same
  - Certificate was lost or damaged
    - If lost, exporter must provide a letter of assurance stating if the original is found it will be returned
    - Replacement can only restate the information contained on the original certificate
  - Country of destination has changed, provided:
    - New country requirements listed in the [Export Library](#) have been met
    - New country does not have different AMS EV requirements
- Issued with the current date and the appropriate statement in the remarks section
- Can be issued for consolidation or subdivision/split consignments under specific guidelines outlined in [FSIS Directive 9000.1](#).
- IPP are not to approve a replacement certificate request where the package count or the weights are more than the amounts listed on the original certificates.

### PHIS Task

- Each day IPP issue a non-PHIS export certificate at official establishments, they are to schedule and document one domestic Export Certification task on the PHIS Task Calendar.
  - One task each day, per shift, regardless of the number of certificates issued

### Electronic Exports in PHIS

- **Note:** Information on electronic export certification through PHIS can be found in [FSIS Directive 13000.5](#). There is also an AgLearn course on electronic export certification.
- Export Application Review (see [FSIS Directive 13000.5](#), Sec. IV.)
  - Applicant submits an export application in PHIS for meat or poultry.
  - PHIS validates the application and eligibility of product.

- PHIS generates an export task in the establishment task list on the task calendar for each application.
- PHIS generates a unique 7-digit application number which is associated with the task.
- IPP schedule the export task to their task calendar following the instructions listed in the FSIS Directive 13000.5, Sec. IV., C.
  - **Note:** The applicant can continue to edit the application even after IPP schedule the task, up to the point the task has been opened and saved in PHIS by IPP.
- IPP review the importing country's requirements in the [Export Library](#) using one of the following methods:
  - Follow instructions in [FSIS Directive 9000.1](#), Ch. II Sec. II.
  - Inside the PHIS export task on the approvals tab, select the link to the Export Library page for the foreign country where there are additional export requirements for that country.
- IPP:
  - Verify product eligibility
  - Verify foreign country requirements have been met
  - Allow product to be marked with 7-digit export mark
- IPP follow the steps in FSIS Directive 13000.5, Sec. IV., M. & N. to review and approve the export application and any attached supplemental documents required.
- Issuance of the Export Certificate (see FSIS Directive 13000.5, Sec. V.)
  - PHIS generates the FSIS Form 9060-5 upon IPP approval of the export application, along with any continuation pages needed (FSIS Form 9060-5A and 9060-5B).
  - **Note:** IPP approval, signing, and issuance of the FSIS Form 9060-5 is all connected in PHIS as one step.
  - IPP review and approve the FSIS Form 9060-5 Export Certificate when a PHV signature is not required (see FSIS Directive 13000.5, Sec. IV., O.).
    - **Note:** When a PHV signature is required on the FSIS Form 9060-5, a separate export task will be generated in PHIS upon review and approval by the CSI.
  - IPP follow the instructions in [FSIS Notice 04-26](#) for application of the electronic signature to the export certificate.
    - On July 9, 2021, FSIS implemented an enhanced digital signature for IPP when approving export applications and issuing export certificates for countries that accept digital signatures. These instructions replace the instructions in FSIS Directive 13000.5 to apply a digital signature with a LincPass. 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.

- **Note:** All countries at this time accept electronic signatures, unless specified differently in the FSIS Export Library. FSIS no longer uses the security paper to print the export certificate.

### Discussion Points

- Discuss the various methods of applying the export mark and the requirements for their use.
  - Rubber stamp, computer-generated mark, direct printing of the mark (i.e., inkjet)
- Discuss the option of a pre-stamping program for establishments, including the requirements for the program.
- Discuss the reasons for issuing a replacement export certificate listed in [FSIS Directive 9000.1](#).
- Discuss the charging of time for completion of export certification activities and the different T&A codes used ([FSIS Directive 12600.1](#)).

### Knowledge Check

- Where do IPP find the requirements for products to be exported to a foreign country?
- Which part of the paper FSIS Form 9060-5 is kept and filed in the FSIS files with a copy of FSIS Form 9060-6?

### Resources

- [FSIS Directive 9000.1](#) – *Export Certification*
- [FSIS Directive 9000.2](#) – *Inspection and Export Certification of Livestock Casings*
- [FSIS Directive 9000.6](#) – *Export Certification of Egg Products from Other than Official Egg Products Plants*
- [FSIS Directive 13000.5](#) – *Public Health Information System Export Certification*
- [FSIS Export Library](#)
- [PHIS Help: Export Tutorials](#)
- [FSIS Directive 12600.1](#) – *Voluntary and Other Reimbursable Inspection Services*