

# 2

Animal Product  
Manual

# Procedures

## *Special Procedures*

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## Introduction

The Special Procedures section provides direction and guidance for additional tasks you are responsible for doing. These additional tasks supplement the general procedures for clearing regulated cargo and passenger baggage.

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## User Fees

See [Appendix L](#) for directions for setting and collecting user fees. These fees are collected each time an officer signs a certificate or an endorsement for the export of animal products.

## Certifying Animal Products and By-Products for Export

### Introduction

In general, PPQ officers are responsible for certifying both edible and inedible animal products for export. Some special considerations follow.

### European Union

The majority of animal products and by-products exported to the European Union<sup>1</sup> (EU) require a veterinary certificate endorsed by an APHIS veterinarian. In those instances, PPQ Officers may **not** issue or endorse an export certificate.

Some by-products, such as treated game trophies<sup>2</sup> (i.e., bones, horns, hooves, claws, antlers, teeth, hides, or skins) require an EU veterinary certificate. Game trophies that have **not** been finished require an EU veterinary certificate signed by a veterinarian. The U.S. exporter can get an EU veterinary certificate from the exporter's European importer or from the State AVIC.

Refer requests for export certificates for fish meal to the local Area Veterinarian in Charge.

### Japan

Fish meal for export to Japan **must** be endorsed by VS.

Refuse to issue export certificates for any product derived from cervidae. Japan has prohibited the importation of such products from the United States because of chronic wasting disease (transmissible spongiform encephalopathy in deer and elk). This prohibition **does not** affect other ruminant products exported to Japan.

Japan bans<sup>3</sup> poultry and poultry products from New York, West Virginia, and Virginia (States with avian influenza). Therefore, **do not** issue an export certificate for poultry or poultry products from these States unless the exporter provides a valid Japanese Import Permit.

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1 The European Union consists of the following member States: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom. (Canary Islands (Spain), Azores and Madeira (Portugal), and French Guyana, Guadeloupe, Martinique, and Reunion (France) are sometimes listed separately even though they are legally a part of Spain, Portugal, and France.)

2 EU definition of treated refers to: (1) hides and capes which have been either dried or dry-salted or wet-salted for a minimum of 14 days prior to exportation; and (2) bones, horns, hooves, claws, antlers, or teeth which have been (a) immersed in boiling water for an appropriate time to ensure that any other bone, horn, hoof, claw, antler, or tooth is removed or (b) disinfected with a product authorized by VS (hydrogen peroxide is the disinfectant of choice for bony game trophies).

3 The ban covers all heat-treated and otherwise treated poultry products.

You may certify shipments of poultry and poultry products from **other than** New York, West Virginia, or Virginia **without** having a valid Japanese Import Permit.

## Mexico

Refuse to issue export certificates for ostrich hides being exported to Mexico.

Special certification is required for milk and milk products, meat products and by-products, and meat and bone meal of ruminants (cow, deer, goat, and sheep). The two required statements are as follows:

The animals from which the product was obtained were **not** fed ruminant-origin meat and bone meal.

In the country of origin, there are animal health regulations that forbid the feed of ruminant-origin meat and bone meal to ruminant animals.

## South Africa

PPQ Officers **do not** issue export certificates for animal products to South Africa. Advise the exporter that the **only** certificate acceptable is one provided by the South African government and endorsed by an APHIS veterinarian. Recommend that the exporter contact South African government officials for exact guidelines, and direct them to the nearest AVIC. Refer to [Appendix H](#) for a list of AVICs.

## Sri Lanka

Use USDA letterhead certification for animal products or by-products exported to Sri Lanka. (See [USDA Letterhead Certification on page 2-4-8](#).) **Never** issue a VS Form 16-4.

## Aquaculture and Fish Products, Including Fish Meal and Fish Oil

U.S. Department of Commerce, National Oceanic and Atmospheric Administration (228/762-7402, xt. 312) provides certification for fish meal and fish oil. FDA, Office of Seafood (202/418-3198) certifies seafood and seafood products.

## Dairy Products

PPQ Offices **do not** issue export certificates to India. PPQ Officers should **only** issue export certificates (except to India) for dairy products being exported for human consumption if one or more of the following criteria are met:

- ◆ Importing country requires APHIS certification
- ◆ Certification involves statements regarding the animal health status of specific animals of the United States<sup>4</sup>

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<sup>4</sup> The **only** statements about the health status of animals in the United States that PPQ is authorized to certify refers to the animals receiving ante- and post-mortem inspection. Refer requests for export certificates with any other animal health statement to the nearest Area Veterinarian In Charge (AVIC).

If PPQ is required to endorse a dairy product certificate that includes statements regarding public health, verify the statements by contacting either the USDA Agricultural Marketing Service, Dairy Standardization Branch at 202/720-9382, or U.S. Food and Drug Administration (FDA), Office of Plant and Dairy Foods and Beverages at 202/205-4681.

### Meat and Meat Products

If the exporter needs certification about the animal health status of the United States, and if the certification is for personal quantities of meat (that is, **less than** 50 pounds), then PPQ Officers may sign an export certificate. However, PPQ Officers are **never authorized** to sign export certificates for quantities of meat **greater** than 50 pounds. USDA, Food Safety and Inspection Service is responsible for endorsing these certificates. Exporters may call FSIS's Export Services at 1-800-233-3935 for information or for service.

### Poultry and Poultry Products and By-Products

Contact your local AQI Veterinarian to determine the appropriate action. Because of the exotic Newcastle disease (END) outbreak in California and Nevada, some countries have imposed restrictions on the importation of poultry and poultry products or by-products from the U.S. Current information on these trade restrictions may be viewed on the Internet at the following URL:

<http://www.aphis.usda.gov/lpa/issues/enc/exoticnc.html>

### Ways of Certifying Animal Products, By-Products, or Nonanimal Products for Export



**Never** endorse a certificate for a product that has already been exported, or that is on HOLD in another country, or that has been rejected by the importing country based on the documentation submitted prior to entry. Refer these requests for endorsement to VS National Center for Import/Export in Riverdale, MD at 301/734-3277.

There are three methods for certifying animal products, by-products, or nonanimal products for export as follows:

- ◆ USDA Letterhead Certification
- ◆ VS Form 16-4, Export Certificate for Animal Products
- ◆ Rubber Stamp Export Certificate

When you receive a request to export animals, animal products, animal by-products, or nonanimal products, first determine what is being exported. See [Table 2-4-1](#).



The exporter is responsible for getting the correct exporting documents and certification statements. PPQ should require a copy of the certification statements before endorsing a certificate that has additional declarations.

**TABLE 2-4-1 Determine if PPQ Can Certify the Export Product**

If the item being exported is:	And is being exported:	And the quantity is:	Then:
Dairy product	→		GO to <a href="#">Table 2-4-2</a>
<ul style="list-style-type: none"> <li>◆ Fish meal</li> <li>◆ Fish oil</li> <li>◆ Seafood</li> </ul>	→		GO to <a href="#">Table 2-4-3</a>
<ul style="list-style-type: none"> <li>◆ Inedible animal product</li> <li>◆ Inedible by-product</li> </ul>	→		ISSUE VS form 16-4
Live animal such as: <ul style="list-style-type: none"> <li>◆ Semen or embryos</li> <li>◆ Eggs for hatching</li> <li>◆ Live aquatics, e.g., fish, fish eggs, prawns, shrimp</li> </ul>	→		ADVISE exporter to request a certificate from the nearest AVIC (see <a href="#">VS-AVIC</a> on <a href="#">page H-1-5</a> )
<ul style="list-style-type: none"> <li>◆ Meat</li> <li>◆ Meat product, e.g. pot pie, ravioli, or salami</li> </ul>	Commercially	More than 50 pounds	<ul style="list-style-type: none"> <li>◆ ADVISE the exporter to request a certificate from FSIS</li> <li>◆ If FSIS will <b>not</b> certify, CONTACT <a href="#">PPQ-AQI-VMO</a> or <a href="#">PPQ-VRS-Headquarters Personnel</a></li> </ul>
	Personally	50 pounds or less (personal quantify)	ISSUE VS Form 16-4
Nonanimal product such as: <ul style="list-style-type: none"> <li>◆ Farm machinery</li> <li>◆ Grain<sup>1</sup></li> <li>◆ Hay<sup>1</sup></li> <li>◆ Lumber<sup>1</sup></li> <li>◆ Personal effects</li> <li>◆ Straw<sup>1</sup></li> </ul>	→		Issue <b>either</b> one: <ul style="list-style-type: none"> <li>◆ USDA letterhead certificate</li> <li>◆ Rubber stamp export certificate</li> </ul>
<b>Other than</b> listed above	→		Contact <a href="#">PPQ-AQI-VMO</a> or <a href="#">PPQ-VRS-Headquarters Personnel</a> for directions

- 1 May also require phytosanitary certification. Grain exported to Russia needs a special certificate which **must** be signed by a veterinarian.

**TABLE 2-4-2 Determine if PPQ can Certify the Export of Dairy Products**

If the product is for:	And the importing country requires:	And the declarations involve statements regarding:	Then:
Human consumption	Additional declarations	The animal health status of the United States	ISSUE VS Form 16-4
		The animal health status of specific animals	
		Human health	ADVISE the exporter to request a certificate from AMS or FDA <sup>1</sup>
	No additional declarations	—————→	ISSUE VS Form 16-4
<b>Other than</b> human consumption		—————→	

- 1 If applicable, certification may also be obtained from the dairy authority in the State of origin.

**TABLE 2-4-3 Determine if PPQ Can Certify the Export of Fish Meal, Fish Oil, or Seafood**

If the certificate is for:	And certification refers to:	Then:
Fish or fish meal	Testing of fish meal or fish oil	ADVISE the exporter to request a certificate from NOAA/ National Marine Fisheries Service (NMFS) <sup>1</sup>
	Fish meal or fish oil coming from an approved facility	
	<b>Only</b> to information referring to animal health <sup>2</sup>	ISSUE VS Form 16-4
Seafood	—————→	ADVISE the exporter to request a certificate from FDA <sup>1</sup>

- 1 Once the Fish Meal Program Manager of NOAA or the Office of Seafood of FDA, or an applicable State Agency has issued its document, you may endorse VS Form 16-4 with information regarding animal health issues.
- 2 Refer certification for fish meal or fish oil for export to Japan or the European Union to the local Veterinarian in Charge.

## Rubber Stamp Export Certificate

The rubber stamp export certificate is a boxed, certification endorsement for specific diseases. Use a rubber stamp certificate when acceptable to make a general certification. General certification includes statements such as, “This is to certify that foot-and-mouth disease, rinderpest, contagious bovine pleuropneumonia, swine vesicular disease, classical swine fever, and African swine fever **do not** exist in the United States.” A rubber stamp certificate is **never** acceptable for exportations that require additional certification; for example, an anthrax statement.

Place the stamp impression on shipping documents or other papers accompanying the exportation. The wording on the stamp **must** be enclosed in a box to set apart from all other information on the document. See [Figure 2-4-1](#) below for an example of a rubber stamp export certificate.

DATE _____
TO WHOM IT MAY CONCERN:
THIS IS TO CERTIFY THAT FOOT-AND-MOUTH DISEASE, RINDERPEST, CONTAGIOUS BOVINE PLEUROPNEUMONIA, SWINE VESICULAR DISEASE, CLASSICAL SWINE FEVER, AND AFRICAN SWINE FEVER DO NOT EXIST IN THE UNITED STATES OF AMERICA.
_____ INSPECTOR NEW ORLEANS, LA.
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGRICULTURAL QUARANTINE INSPECTION PROGRAM
DEPARTMENT CERTIFICATION REFERS ONLY TO MATTERS CONTAINED IN THIS BOX

**FIGURE 2-4-1** Example of a Rubber Stamp Export Certificate

## USDA Letterhead Certification

Use the USDA letterhead certificate to certify exports of **nonanimal** products. These products include grain, hay, straw, lumber, farm machinery, and personal effects. Also, the USDA letterhead can be used when additional statements are necessary beyond the general certification on VS Form 16-4. **Never** use VS Form 16-4 to certify exports of nonanimal products.

The USDA letterhead certificate is used most often for exports of grain that may require an anthrax statement or additional disease statement. An anthrax statement **must** be confirmed by the AVIC from the State where the grain originated.

"This office has on file an affidavit from *[grain company]*, stating that the grain originated in the following States:  
*[list the States of origin]*  
 There have been no outbreaks of anthrax in the States listed above during the past 12 months."

**FIGURE 2-4-2 Standard Anthrax Statement Entered on the USDA Letterhead Certificate for the Export of Grain**

See [Figure 2-4-2](#) for the standard anthrax statement entered on the USDA letterhead certificate.


See [Figure 2-4-3](#) for the standard disease statement entered on the USDA letterhead certificate.

"This is to certify that rinderpest, foot-and-mouth disease, classical swine fever, swine vesicular disease, African swine fever, and contagious bovine pleuropneumonia **do not** exist in the United States of America."

**FIGURE 2-4-3 Standard Disease Statement Entered on the USDA Letterhead Certificate**

1. Determine what statements the exporter requires or wants on the USDA letterhead certificate. See [Table 2-4-4](#).

**TABLE 2-4-4 Determine Which Statements Exporter Requires or Wants on the USDA Letterhead Certificate**

If the exporter:	And an affidavit is:	Then:
Requires an anthrax statement for an export shipment of grain	→	1. CONTACT the AVIC in the State where the grain originated to confirm the anthrax statement 2. ENTER the standard anthrax statement on the USDA letterhead certificate
Wants to make an additional statement   <b>Important</b> If the exporter wants to add a disease statement, contact the AVIC to verify the disease status requested.	On file for the same product	ENTER the additional statement on the USDA letterhead certificate; for example, "This office has on file a notarized affidavit from <i>[insert name of company]</i> verifying the statements below."
	Not on file	CONTACT <a href="#">PPQ-AQI-VMO</a> or <a href="#">PPQ-VRS-Headquarters Personnel</a> for further action

2. Sign and date the USDA letterhead certificate.
3. Collect the appropriate user fee.
4. Maintain a copy of the USDA letterhead certificate.

## VS Form 16-4, Export Certificate for Animal Products



Use **only** VS Form dated March 1999 or later. Earlier forms are obsolete. If an obsolete form is presented for signature, then require the exporter to type a new one.

VS Form 16-4, Export Certificate for Animal Products, is used for exports of **both** edible and inedible animal products and by-products. The certificate can be issued for various animal products **without** inspection if the exporter provides a notarized affidavit.

**Never** issue VS Form 16-4 for meat or meat products over 50 pounds or for nonanimal products. Shipments of meat or meat products over 50 pounds are certified for export by FSIS. Use a USDA letterhead certificate for nonanimal products.

The exporter will ask for VS Form 16-4. The exporter is responsible for completing the description of the consignment, and will most likely have entered the required and requested additional declarations.

Before signing VS Form 16-4, do the following:

1. Complete the upper, right-hand block of the form which includes the following:
  - ❖ Port—office issuing the form
  - ❖ Date—date the form is issued
  - ❖ And No.—Assigned number unique to the office where the form will be signed. The number **must** be typed on all copies of the form
2. Verify that the form was typewritten or computer generated.



**Never** accept a handwritten form. The form **must** be typewritten or computer generated. Corrections to typographical errors are acceptable. To correct a form, draw a single thin line through the incorrect word or phrase so that the original may be read; initial each correction. **Never** black out a correction or type over a mistake.

3. Verify that the information is in English (mandatory). Bilingual information is acceptable as long as one of the languages is English.

- Verify that the product information (quantity, unit of measure, and kind) is complete enough to determine the animal class (e.g., ruminant, swine).



Important

If a brand name is used, a brief explanation should be included (e.g., dairy product of bovine origin or collagen product of swine origin).

- Validate that all statements under Additional Declaration are supported by a notarized affidavit or a laboratory report if necessary. Refer to [Table 2-4-5](#) for determining what additional statements are acceptable. If there are **no** statements present or added, continue on to [Step 6](#). If the exporter needs endorsement for statements regarding public health, have the exporter contact AMS or FDA for such endorsement.

TABLE 2-4-5 Validate Additional Declarations on VS 16-4, Export Certificate for Animal Products

If the additional statements are known to be:	And there is:	Then:
Factual and true	A notarized affidavit present or on file supporting the statements presented or added for the same product	<ol style="list-style-type: none"> <li>GO to <a href="#">Notarized Affidavits on page 2-4-12</a> to verify the supporting statements</li> <li>The first statement on the VS Form 16-4 <b>must</b> read as follows: "This office has on file a notarized affidavit from [<i>insert name of company here</i>] verifying the statements below"</li> <li>RETURN to <a href="#">Step 5</a>.</li> </ol>
	<b>No</b> notarized affidavit present on file or if there is one on file, the affidavit for a different product	CONTACT <a href="#">PPQ-AQI-VMO</a> or <a href="#">PPQ-VRS-Headquarters Personnel</a> for further action
False or you are uncomfortable with the affidavit or the nature of the statements to be included on the health certificate		

- Draw a diagonal line from just under the statement to the bottom of the *Additional Declaration* space. Draw a line through any other space left blank to ensure that the form is **not** altered after signature.

7. Verify that the name and title (APHIS Officer) of the endorsing official are **typed** or stamped on the form.
8. Date and sign the form **before** the product is shipped.
9. Distribute copies as follows:
  - A. Give the exporter the original and up to three copies
  - B. File a copy in the office where issued
  - C. File any notarized affidavit or laboratory report



If there are additional declarations, send a copy to PPQ, VRS in Riverdale, MD.

### Notarized Affidavits

When notarized affidavits are used to support statements placed under *Additional Declaration* on VS Form 16-4, verify the following information:

1. The affidavit **must** be made on company letterhead.
2. The signing official of the affidavit **must**:
  - A. Be a person of authority within that company who is qualified to verify the affidavit (e.g., owner, president, chief executive officer, or quality control manager)
  - B. Explain the person's authority within the company by describing the person's qualifications to make or verify the statements
  - C. State that the person is authorized to represent the company in this manner
3. The affidavit **must** contain information that the company wishes to have included on an export certificate about the processing and/or quality of the product.
4. The last statement above the signature on the affidavit **must** read as follows:

“I certify that the statements listed above are true to the best of my knowledge and belief.”

(Statements that **may not** be made on a VS Form 16-4 based on a notarized affidavit include those about the animal health status of the United States and those referring to testing of the export products.)

5. The signing official's name and title **must** be typed under the official's signature.

6. The affidavit **must** be notarized (signed before a notary public) within the past year.
7. Attach a copy of the affidavit to the office copy of VS Form 16-4.
8. Obtain information about the animal health status of the United States by reviewing the APHIS Home page at <http://www.aphis.usda.gov> or by contacting **one** of the following offices:
  - ❖ PQ, VRS
  - ❖ VS, Technical Trade Services Product Staff (TTSPS)
  - ❖ AVIC (see [Appendix H](#))
9. Any certificate indicating that a product has been tested may **not** be signed until the test results have been verified. Instruct the exporter to send the test results along with the certificate.

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## Disinfection

### Articles That Require Cleaning and Disinfection

If any article or surface is contaminated with animal material, then the article or surface **must** be cleaned and disinfected. If you encounter an importation of prohibited or restricted animal products, and the packaging or containers holding those products have leaked—then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products **must** be cleaned and disinfected before they are reused.

### Materials for Disinfectant Kit

Collect the following materials for a ready-to-use disinfectant kit:

- ◆ Gallon plastic container filled with water
- ◆ Insulated box, such as an ice chest, for holding the equipment used to disinfect; label the box “Disinfectant Kit” and type and affix directions for its use inside the lid
- ◆ Leakproof, double plastic bags to hold collected material
- ◆ Material Safety Data Sheets (MSDS) for Virkon® S, sodium hypochlorite, and sodium carbonate
- ◆ Pint spray bottle
- ◆ Roll of paper towels
- ◆ Scrub brush and a scraping tool
- ◆ Whisk broom and dust pan

## Protective Clothing and Safety Materials

Assemble the following protective clothing and safety materials for use while disinfecting:

- ◆ Disposable, plastic shoe covers
- ◆ Pair of rubber gloves or disposable, plastic gloves
- ◆ Plastic bottle of vinegar (necessary **only** if you use a solution that contains lye; vinegar neutralizes lye)
- ◆ Safety goggles and coveralls (necessary **only** if you **must** prepare a solution that contains lye)

## Instructions for Cleaning and Disinfection

Follow the steps listed below for cleaning and disinfection.

### Step 1

Select from **Table 2-4-6** the appropriate disinfectant based on the article being disinfected, the animal class involved, and the disease at risk. Then, go to **Step 2** for preparation.

**TABLE 2-4-6 Select the Appropriate Disinfectant**

If the article is:	And the animal class is:	And the disease status is:	Then use a solution with water that contains:
Empty semen container	—————→		4 percent sodium carbonate with 0.1 percent sodium silicate
Footwear	—————→		Sodium hypochlorite <sup>1</sup> or Virkon® S
Other than an empty semen container; for example storage area, farm machinery, pallet, forklift, pier, stall, railroad car	Swine	FMD <b>only</b>	Sodium hypochlorite, sodium hydroxide, or Virkon® S
		CSF <b>only</b>	Sodium hypochlorite or Virkon® S
		Any combination of ASF, CSF, FMD, and/or SVD	Sodium hypochlorite or Virkon® S
	Ruminant	—————→	Sodium hypochlorite, sodium hydroxide, or Virkon® S
	Poultry	—————→	Sodium hypochlorite, sodium hydroxide, or Virkon® S
	Unknown or combination of animals	—————→	Sodium hypochlorite or Virkon® S

<sup>1</sup> Warn passengers that the strength of the solution may bleach out color depending on the type of footwear.



## Step 2

Use the formulas and instructions in [Table 2-4-7](#) and [Table 2-4-8](#) for mixing disinfectants.





Never use the disinfectants listed in [Table 2-4-7](#) around food or in areas where food is handled or prepared. When disinfecting such areas, allow the use of a sanitizer that is normally used around foods. The sanitizer **must** be one approved by the EPA.

**TABLE 2-4-7 Formulas and Instructions for Mixing Disinfectants**

If you need a solution of:	Then:
4 percent sodium carbonate (common name: soda ash)	<div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>The solution is only mildly caustic, but can dull paint and varnished surfaces.</p> </div> </div> <ol style="list-style-type: none"> <li>1. ADD 5.33 ounces of the sodium carbonate to each gallon of water (or 1 pound to 3 gallons of water or 15 pounds to 55 gallons of water)</li> <li>2. MIX thoroughly</li> <li>3. CONTINUE to <a href="#">Step 3 on page 2-4-17</a></li> </ol>
4 percent sodium carbonate with 0.1 percent sodium silicate	<ol style="list-style-type: none"> <li>1. ADD 5.33 ounces of sodium carbonate to each gallon of water</li> <li>2. ADD 4 ml of sodium silicate solution to each gallon of water</li> <li>3. MIX thoroughly</li> <li>4. CONTINUE to <a href="#">Step 3 on page 2-4-17</a></li> </ol>
1 percent Virkon® S	<div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>Mixed solutions of Virkon S are stable for 7 days or when the pink color fades, whichever is shorter. <b>Do not</b> soak metal objects longer than 10 minutes.</p> </div> </div> <ol style="list-style-type: none"> <li>1. ADD 1.3 ounces (8 teaspoons) of the chemical to each gallon of water</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4 on page 2-4-17</a></li> </ol>



**TABLE 2-4-7 Formulas and Instructions for Mixing Disinfectants (continued)**

If you need a solution of:	Then:
Sodium hydroxide (2 percent solution of lye)	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  </div> <div style="background-color: #e0f2f1; padding: 5px;"> <p>This solution is highly caustic. <b>Never</b> use unless you have prior approval from PPQ-VRS-HQ personnel (see <a href="#">Appendix H</a>)</p> </div> </div> <ol style="list-style-type: none"> <li>1. PUT on protective rubber clothing and safety goggles</li> <li>2. HAVE some vinegar available to neutralize the lye in case of a spill</li> <li>3. ADD 1/3 cup NaOH pellets (2.66 ounces of the lye) to 1 gallon of water</li> </ol> <div style="display: flex; align-items: flex-start; margin-top: 10px;"> <div style="margin-right: 20px;">  </div> <div style="background-color: #e0f2f1; padding: 5px;"> <p><b>Never</b> pour the water over the lye because the concentrated lye could splash on you. If any of the solution comes in contact with your eyes, immediately flush with water and immediately get medical attention. If the solution comes in contact with your skin, immediately flush with water and rinse with vinegar.</p> </div> </div> <ol style="list-style-type: none"> <li>4. <b>WARNING:</b> MIX thoroughly</li> <li>5. SKIP to <a href="#">Step 4 on page 2-4-17</a></li> </ol>
Sodium hypochlorite (household bleach)	GO to <a href="#">Table 2-4-8</a>



Formulas and instructions for mixing sodium hypochlorite are for practical use. Calculations are approximate.

**TABLE 2-4-8 Formulas and Instructions for Mixing Sodium Hypochlorite**

If you need a solution of:	And the available concentration of sodium hypochlorite is:	Then:
0.1 percent solution of the disinfectant <sup>1</sup>	5.25% <sup>2</sup>	<ol style="list-style-type: none"> <li>1. ADD 5 tablespoons (2-1/2 ounces) of bleach to each gallon of water (or ADD 1 gallon of bleach to 50 gallons of water)</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4 on page 2-4-17</a></li> </ol>
	6% <sup>2</sup>	<ol style="list-style-type: none"> <li>1. ADD 4 tablespoons and 1 teaspoon (2-1/3 ounces or 65 ml) of bleach to each gallon of water (or ADD 13 cups of bleach to 50 gallons of water)</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4</a></li> </ol>
1.0 percent solution of the disinfectant <sup>3</sup>	5.25% <sup>2</sup>	<ol style="list-style-type: none"> <li>1. ADD 4 cups (32 ounces) of bleach to 1 gallon of water</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4</a></li> </ol>
	6% <sup>2</sup>	<ol style="list-style-type: none"> <li>1. ADD 3.2 cups (26 ounces) of bleach to 1 gallon of water</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4</a></li> </ol>
3.0 percent solution of the disinfectant <sup>4</sup>	5.25% <sup>2</sup>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;">                     Use personal protective equipment (PPE) i.e., gloves and goggles, when applying at this concentration.                 </div> </div> <ol style="list-style-type: none"> <li>1. ADD 1.3 gallons (170 ounces) of bleach to 1 gallon of water (or ADD 4 parts bleach to 3 parts water)</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4</a></li> </ol>
	6% <sup>2</sup>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;">                     Use personal protective equipment (PPE) i.e., gloves and goggles, when applying at this concentration.                 </div> </div> <ol style="list-style-type: none"> <li>1. ADD 1 gallon of bleach to 1 gallon of water</li> <li>2. MIX thoroughly</li> <li>3. SKIP to <a href="#">Step 4</a></li> </ol>

- 1 This is the strength to use in baggage or passenger areas.
- 2 Determine the percent of available chlorine by checking the container's label. Sodium hypochlorite or bleach comes in two concentrations: 5.25 or 6 percent available chlorine.
- 3 This is the strength necessary for **moderately** contaminated materials.
- 4 This is the strength necessary for **heavily** contaminated materials.

### Step 3

When applying sodium carbonate, check the concentration of the active ingredient before use. This step is recommended but **not** mandatory **except** for disinfectant used aboard aircraft. Refer to the *Manual for Agricultural Clearance (MAC)*.

If a field test kit is available, use the kit to check the concentration. (These kits are supplied to larger ports.) Otherwise, send a 3- to 4-ounce sample of the solution, accompanied by a completed VS Form 10-4, to the National Veterinary Services Laboratory following the procedures for completing and distributing forms in [Appendix K](#).

If the results of the laboratory test or field test show that the concentration of the sodium carbonate is between 4.0 to 4.5 percent, use the disinfectant. If the results show that the concentration is below 4.0 percent or above 4.5 percent, **do not** use the disinfectant. Mix another batch and return to [Step 2 on page 2-4-14](#).



Never use the premixed solution of sodium carbonate until the test results show the appropriate concentration of active ingredient.

### Step 4

Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof plastic bag for later incineration. Free surfaces from dirt and grease if applicable. For footwear, clean the excess dirt and manure from the boots or shoes using a stiff brush, screwdriver, or other blunt object. Be sure to scrape dirt from crevices in shoes and boots. You may have the passenger clean the footwear.

### Step 5

Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.



If the area is **not** effectively scrubbed first, then any viruses embedded below the surface remain untouched and the disinfectant is **not** effective.

### Step 6

Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce the disinfectant's activity.

### Step 7

If using a premixed solution of disinfectant, then agitate the solution thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant. Following the application of lye, rinse off the disinfectant with water to prevent corrosion.

### Step 8

Incinerate all refuse that was swept up or scraped off.

## Sources of Supply for Disinfectants and Cleaning Materials

TABLE 2-4-9 Sources of Supply for Disinfectants and Cleaning Materials

Item:	Source of supply:
Bags	
◆ leakproof	GSA (National Stock Number 8105-01-221-3236)
◆ leakproof, 4 MIL (for regulated garbage)	Contact HQ VRS at phone (301) 734-7633
Bottle, spray	GSA (National Stock Number 8125-00-488-7952)
Broom, whisk	GSA (National Stock Number 7920-00-240-6350)
Brush, scrub	
◆ Upright	GSA (National Stock Number 7920-00-240-7171)
◆ Handle, wooden utility (for upright scrub brush)	GSA (National Stock Number 7920-00-141-5452)
◆ Hand held	GSA (National Stock Number 7920-00-061-0038)
Dustpan	
◆ Upright	GSA (National Stock Number 7290-00-634-1996)
◆ Hand held	GSA (National Stock Number 7290-00-224-8308)
Goggles, safety	GSA (National Stock Number 4240-00-052-3776)
Lye (sodium hydroxide)	
◆ 100 pound drum	GSA (National Stock Number 6810-00-174-6581)
◆ 1 pound can	GSA (National Stock Number 6810-00-270-8177)
Sodium carbonate	
◆ 100 pound drum	GSA (National Stock Number 6810-00-233-1715)
Sodium hypochlorite (household bleach)	Purchase locally at grocery, hardware store, etc.
Virkon® S	National Distributor: Dupont Company Products Information Center Wilmington, DE 800/441-7515 www.dupont.com

## Handling Pet Birds

All birds (**except** birds from Canada), as distinguished from poultry or unaccompanied birds, imported into the United States **must** be quarantined for 30 days at a USDA bird quarantine facility. The importer is responsible for making the necessary arrangements for quarantine as well as obtaining health certificates in the country of origin. Birds including pet birds (**except** for peach-faced lovebirds, budgerigars (budgies), and cockatiels), are also subject to U.S. Department of Interior, Fish and Wildlife Services (FWS) regulations found in 50CFR§14, 15, 21, and 23.

Peach-faced lovebirds, budgerigars (budgies), and cockatiels are **not** protected by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) or the Wild Bird Conservation Act (WBCA); however, the export or import of these species still need to be declared to the U.S. Fish and Wildlife Service, Office of Law Enforcement (USFWS-OLE). The importer or exporter should contact the USFWS port of entry prior to such activities to meet these requirements. If you have questions, contact the U.S. Fish and Wildlife Service, Division of Management Authority at 1-800-358-2140 or 703-358-2281.

Veterinary Services (VS) is responsible for the handling of legally and illegally imported pet birds. See the regulations governing the importation of birds in 9CFR§93. For import procedures for importing pet birds from Canada go to:

[http://www.aphis.usda.gov/import\\_export/animals/canada\\_bird.shtml](http://www.aphis.usda.gov/import_export/animals/canada_bird.shtml)



Workstations may have established guidelines to coordinate the importation of pet birds beyond those established here.

Pet birds are those imported for the personal pleasure of their owners and are **not** intended for resale. Pet birds are regulated since they can carry the following viral and bacterial diseases of concern:

- ◆ Avian influenza (viral)
- ◆ Exotic Newcastle disease (END) (viral)
- ◆ Pstittacosis<sup>5</sup>

In general, pet birds imported into the United States **must** be accompanied by a health certificate and a VS-issued Import Permit. U.S. origin birds returning to the U.S. need **only** a health certificate.

### Bird Quarantine Facility Locations

Quarantine facilities for birds exists at the following locations:

- ◆ J.F.K. International Airport, New York
- ◆ Los Angeles, California
- ◆ Miami, Florida

### Responsibilities

#### Veterinary Services (VS)

Veterinary Services (VS) is responsible for providing personnel during weekends and holidays. If a bird(s) is ineligible for home quarantine, then VS is responsible for inspecting and transporting the bird(s) to a quarantine facility during normal business hours.

When VS is notified of a live bird(s) at a port of entry, VS is responsible for:

- ◆ Meeting the flight upon arrival with the bird(s) without exception.
- ◆ Determining whether the bird(s) is eligible for entry into the U.S.
- ◆ Inspecting the bird(s).
- ◆ Completing all necessary paperwork.
- ◆ Transporting the bird(s) to a quarantine facility.

If the bird(s) is proceeding through a foreign preclearance location (listed below), and will proceed to a U.S. port of entry, then VS is responsible for the following:

- ◆ Issuing a Veterinary Services Permit to Import (VS Form 17-135). The VS Form 17-135 will:
  - ❖ Identify the U.S. port of arrival
  - ❖ Require the permit holder to present a copy of the permit (VS Form 17-135) to CBP, and
  - ❖ Require the permit holder to arrive for preclearance with CBP two (2) hours prior to the departure of the flight

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5 Psittacosis is an infectious disease of parrots and related birds. This bacterial disease is communicable to humans. In humans, the symptoms of psittacosis include a high fever, severe headache, chills, muscle aches, and a cough.

- ◆ Making arrangements for VS personnel to meet the flight for inspection and post entry clearance upon arrival at the U.S. port. CBP will not hold a bird(s) at Ports of Entry (POE) upon arriving from Preclearance Facility Locations if **no VS official is present**. The required arrangements include:
  - ❖ Forwarding a copy of the permit (VS Form 17-135) to the Area Veterinarian-In-Charge (AVIC) of the state where the bird(s) will make entry, and
  - ❖ Ensuring that the permit holder verifies their appointment with the VS personnel at least 72 hours in advance of arrival at the U.S. port

## CBP

CBP responsibilities depend on preclearance status.

- ◆ When a live bird(s) arrives at the U.S. port from non-precleared foreign ports, CBP is responsible for:
  - ❖ Notifying VS (the Port Veterinarian, a field veterinarian, or the AVIC) of the bird's arrival (see [Appendix H](#), for the lists of AVICs, VRS, and VS Staff Veterinarians)
  - ❖ If a VS official is **not** available when the bird(s) is presented for entry, then CBP personnel will hold the bird(s) until a VS official arrives and can assume responsibility for the bird(s). CBP will obtain applicable information and fill in the appropriate blocks on VS Form 17-8 (before the owner has departed the area). Complete VS Form 17-8 using the instructions in [Table K-1-11](#). For a printable version of VS Form 17-8, go to: [http://www.aphis.usda.gov/library/forms/pdf/vs17\\_8.pdf](http://www.aphis.usda.gov/library/forms/pdf/vs17_8.pdf)
- ◆ If the bird(s) is presented at one of the full-service preclearance locations (listed below), then CBP is responsible for the following:
  - ❖ Verifying that the owner has a copy of the VS permit to Import (VS Form 17-135). NOTE: the presentation of the valid permit signifies that an appointment has been made with VS upon arrival at the destination port
  - ❖ Verifying that the port of entry listed on the permit (VS Form 17-135) corresponds to the travel on the owner's ticket
  - ❖ Lack of a VS permit by the owner will require that CBP refuse entry to the bird(s)
  - ❖ CBP will notify VS (the Port Veterinarian, a field veterinarian, or the AVIC) of the bird's departure and estimated arrival time at the destination port that the bird(s) is enroute in the U.S. (See [Appendix H](#), for the list of AVICs, VRS, and VS Staff Veterinarians)
  - ❖ CBP is **not** responsible for safeguarding the bird(s) at the destination port once arriving from a preclearance location

## Preclearance Facility Locations

Preclearance facilities for birds exist at the following locations:

- ◆ Aruba
- ◆ Freeport, Bahamas
- ◆ Montreal, Canada
- ◆ Nassau, Bahamas
- ◆ Toronto, Canada
- ◆ Vancouver, Canada

## Owner

The owner (or importer) is responsible for the following:

- ◆ Obtaining an import permit (VS Form 135), if necessary
- ◆ Obtaining a health certificate in the country of origin
- ◆ Obtaining any other pertinent documentation (i.e., CITES, health certificates)
- ◆ Presenting a copy of the required import permit (VS Form 17-135) and all supporting documents to CBP
- ◆ Paying all user fees and costs associated with importing pet birds
- ◆ Arranging for the quarantine of the bird(s) if necessary
- ◆ Arriving at any foreign service preclearance location (listed above) two (2) hours prior to the departure of the flight to complete CBP preclearance procedures

## Supplies

### Cages or Carriers

VS supplies cages or carriers that can accommodate both small and large birds. CBP is responsible for storing these cages at the port of entry. CBP **must** inventory the cages and let VS know if more are needed. If a cage or carrier is used, VS is responsible for cleaning and disinfecting the cage or carrier before returning the cage or carrier to the port of entry.

### Cartons

CBP supplies the cardboard cartons used to transport the birds in cages or carriers to a quarantine facility. Cartons **must** be large enough to accommodate the cages or carriers. CBP **must** ensure the carton is placed in a room with good ventilation and appropriate temperature. The best way to do this is to get cartons specifically made for shipping live animals. Otherwise, cut a sufficient number of air holes out of the two opposite sides of a solid carton. You can buy suitable cardboard cartons from a commercial rental dealer, self-storage business, or moving company.

### Air Filters

VS supplies air filters to CBP that are designed to prevent the spread of viruses and bacteria. **Never** substitute the VS-supplied air filters with other types of filters. Place the air filters over the air holes on the **outside** of the carton. Use a sturdy tape such as duct tape to hold the air filters in place.

### Bird Feed

CBP supplies bird feed. Ports of entry are responsible for maintaining a small amount of assorted varieties of bird feed that is available at most pet and grocery stores. Store the bird feed in a freezer to preserve the quality of the feed.

### Procedures

To determine which procedures to use for pet birds entering or transiting the United States, see [Table 2-4-10](#) below.

**TABLE 2-4-10 Decide Which Procedures to Use for Handling Pet Birds**

If the pet bird is:	Then:
Entering the United States	1. CONTACT the VS Port Veterinarian or AVIC <sup>1</sup> to process and inspect the bird(s) (except for preclearance facility locations) 2. SAFEGUARD the bird until the VS veterinarian arrives
Transiting the United States	GO to <a href="#">Table 2-4-11</a>

<sup>1</sup> See [Figure H-1-4](#) for the list of AVICs.

### Pet Birds Transiting the United States

**TABLE 2-4-11 Action to Take on Pet Birds Transiting the U.S.**

If the owner has:	Then:
Provided VS with advance notification of arrival	SAFEGUARD the bird until the VS veterinarian arrives
<b>Not</b> provided VS with advance notification of arrival	1. SAFEGUARD the bird 2. CONTACT local VS office or AVIC <sup>1</sup>

<sup>1</sup> See [Figure H-1-4](#) for the list of AVICs.

## Clearing Mail Importations

### Introduction

Foreign origin mail is examined by U.S. Customs on arrival in the United States. Packages containing plant and animal products are referred to PPQ for inspection and disposition. General mail procedures are detailed in the *Port of Entry Manual* (M 351). The following procedures are specific to mail importations of animal products and by-products.

Monitor packages from all countries of origin. If you encounter a package that is accompanied by a permit and if the permit number, date, and addresses all match and the package is intact with **no** evidence of leakage, then **do not** open.

If a package is **not** clearly or appropriately marked, handle as a package **not** covered by a permit.

Prohibit fresh meat and other animal products which **do not** meet USDA entry requirements.

When the manifest or the bill of lading of express or overnight delivered packages **does not** adequately identify the importation, then open the package.


When a package is held, or when part of the contents are removed and destroyed, document the regulatory action on PPQ Form 287, Mail Interception Notice. Refer to [Appendix K, Completing and Distributing Forms](#).

In the rare case when a package **must** be returned to the country of origin, do the following:

1. Line off the U.S. address on the package. Mark the package "Return to Sender."
2. Apply "Refuse Entry" stamp to the outside of the package near the original address.
3. Document your action on PPQ Form 287. Place a copy inside the package.
4. Hand the package to postal authorities with Customs' concurrence along with instructions to return the package to the country of origin.


If packages **do not** have to be returned to the country of origin, continue on to [Table 2-4-12](#).

**TABLE 2-4-12 Determine Action to Take on Mail Importations**

If the mail importation is:	And is:	Then:
Animal by-product	Fresh, or an organism, or a vector	GO to <a href="#">Importation Authorized Entry by VS Permits</a> on page 2-4-28
	<b>Other than</b> fresh	GO to <a href="#">Table 2-4-13</a>
Meat or meat products		GO to <a href="#">Table 2-4-14</a>
Packed in straw, hay, or grass	From Canada, New Zealand, Norway	<ul style="list-style-type: none"> <li>◆ DISREGARD the straw, hay, or grass as animal disease vectors</li> <li>◆ NOTE that the packing material may be subject to plant regulations</li> </ul>
	From a country <b>other than</b> listed above (one known to be affected with FMD or infested with ticks)	GO to <a href="#">Straw, Hay, and Grass</a> on page 2-4-27

## Animal By-Products


**TABLE 2-4-13 Determine Action to Take on Mail Importation of Animal By-Products**

If the by-product:	And intercepted in:	Then:
Meets the entry requirements detailed in the <i>Reference</i> chapter		RELEASE
<b>Does not</b> meet the appropriate entry requirements	Regular mail	<ol style="list-style-type: none"> <li>1. REMOVE the prohibited item</li> <li>2. COMPLETE PPO Form 287 and put one copy in the package</li> </ol>
	Parcel service <b>other than</b> the mail	<ol style="list-style-type: none"> <li>1. <b>DO NOT</b> RELEASE the HOLD</li> <li>2. CONTACT the addressee or broker</li> <li>3. ALLOW the addressee or broker to make the necessary arrangements to meet the requirements<sup>1</sup></li> </ol>


<sup>1</sup> If the requirements **cannot** be met, have the addressee or broker contact the PPQ, VRS Office at 301/734-7633.

## Meat or Meat Products

**TABLE 2-4-14 Determine Action to Take on Mail Importations of Meat or Meat Products**

If the package is from a country known to be:	And the product:	Then:
Free from diseases of concern (ASF, BSE, CSF, END, FMD, or SVD)	Meets the entry requirements detailed in the <i>Reference</i> chapter	RELEASE
	<b>Does not</b> meet the appropriate entry requirements	GO to <a href="#">Table 2-4-15</a>
Affected with a disease of concern		

**TABLE 2-4-15 Determine Action to Take on Mail Importations of Meat or Meat Products Not Meeting Entry Requirements or from a Country Known to Be Affected with Diseases of Concern**

If the product is:	Then:
Packed in tight, sealed, unsoiled containers	<ol style="list-style-type: none"> <li>1. REMOVE the meat or meat product for destruction by an approved method</li> <li>2. ALLOW the remaining contents to go forward to its destination</li> <li>3. Document action on PPQ Form 287, Mail Interception Notice</li> <li>4. INCLUDE one copy of PPQ Form 287 in the package</li> </ol>
<b>Not</b> packed separately (contaminated other material in the package)	<ol style="list-style-type: none"> <li>1. RETURN package to the sender along with all other contents of the package</li> <li>2. DOCUMENT action on PPQ Form 287</li> <li>3. INCLUDE one copy of PPQ Form 287 in the package</li> <li>4. MAIL one copy of PPQ Form 287 to the consignee</li> <li>5. LINE off the U.S. address on the package. Mark the package "Return to Sender"</li> <li>6. APPLY a "Refuse Entry" stamp to the outside of the package near the original address</li> <li>7. HAND the package to postal authorities with Customs' concurrence along with instructions to return the package to the country of origin</li> </ol> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>If <b>no</b> return address is shown, then RETURN the package to postal authorities in the country of dispatch.</p> </div> </div>

### Straw, Hay, and Grass

Regulate straw, hay, or grass used as packing when the package is from a country **other than** Canada, New Zealand, or Norway (these countries are free from FMD and ticks). Do the following:

1. Remove packing material if possible. Otherwise, REFUSE ENTRY.
2. Require the packing material to be disinfected or destroyed according to *Disinfection* on page 2-4-13.
3. Complete PPQ Form 287, Mail Interception Notice.

## Importation Authorized Entry by VS Permits

### Introduction

Veterinary Services (VS) permits take precedence over any entry requirement listed in this manual. VS has the authority to write a permit for any animal product or by-product except for fresh (chilled or frozen) meat of ruminants or swine from countries known to be affected with FMD. This meat is prohibited by the Tariff Act of June 17, 1930, Section 306(a).

There are two types of permits issued by two different units within VS; the units are The National Center for Import and Export Veterinary Services, Technical Trade Services Product Staff (VS, TTSPS) and The Center for Veterinary Biologics (VS, CVB).

The National Center for Import and Export Veterinary Services, Technical Trade Services Product Staff (VS, TTSPS) issues VS Form 16-6, which is a United States veterinary permit for importation and transportation of controlled materials and organisms and vectors.

The Center for Veterinary Biologics (VS, CVB) issues APHIS Form 2006, which is a United States veterinary biological product permit. Examples of these permits are in [Appendix G](#), Certificates and Forms.

### Requests for VS Permits

TABLE 2-4-16 Where to Apply for VS Permits

If the consignee requests:	Then have the consignee:
VS Form 16-3, Permit application for VS Form 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	DO <b>one</b> of the following: ◆ DOWNLOAD and COMPLETE VS Form 16-3, Application for Permit to Import or Transport Controlled Material for Organisms or Vectors at the following Internet URL: <a href="http://www.aphis.usda.gov/import_export/index.shtml">http://www.aphis.usda.gov/import_export/index.shtml</a>  CONTACT VS, TTSPS at 301/734-3277
APHIS Form 2005, Permit application for APHIS Form 2006, United States Veterinary Biological Product Permit	CONTACT VS, CVB at 515/232-5785

## Renewal of VS Permits

TABLE 2-4-17 Where to Renew VS Permits

If the VS permit is:	Then have the consignee:
VS Form 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	DO <b>one</b> of the following: <ul style="list-style-type: none"><li>◆ FAX a renewal request on company letterhead to VS, TTSPS at 301/734-8226</li><li>◆ CONTACT VS, TTSPS at 301/734-3277</li></ul>
APHIS Form 2006, United States Veterinary Biological Product Permit	VS, CVB at 515/232-5785

## Validation of VS Permits Using ePermits

To facilitate compliance with APHIS regulations, ePermits is available to CBP Agriculture Specialists to verify the validity of VS Import Permits (VS Form 16-6A) issued for the importation of animal products, animal by-products, organisms, and vectors; and for in-transit movement of animal products and animal by-products. A USDA eAuthorization account is required to access ePermits.

## USDA eAuthentication

To comply with government-wide initiatives, ePermits users are required to complete a registration process called eAuthentication. USDA's eAuthentication is a system used by USDA agencies that enables individuals to obtain user-identification accounts that allow access to certain USDA web applications and services through the Internet. The web-based service identifies and validates USDA customers before they can use participating USDA web-based business applications. This system provides a unique user-identification code that a USDA web user can present to any participating USDA web site, therefore reducing the burden on customers to register for and maintain separate identities with every online system. To learn more about USDA's eAuthentication, please visit <http://www.eauth.egov.usda.gov>.

For more information on ePermits please visit [http://www.aphis.usda.gov/permits/learn\\_epermits.shtml](http://www.aphis.usda.gov/permits/learn_epermits.shtml).

To create an eAuthentication account, follow the instructions below:

### PROCEDURES

- A. Create an eAuthentication account
  - i. Access the USDA eAuthentication website at: <http://www.eauth.egov.usda.gov>
  - ii. Click on "Create an Account Page"
  - iii. Click on "Level 2 Access"

- iv. Complete the required information (Important: Enter contact information (name, address, and phone number) exactly as it appears on your government issued identification (i.e. State Driver's License, U.S. passport, State Identification Card). Do not enter work information.)
- v. Submit the information
- vi. You will receive a verification e-mail address you provided during the registration process to request your eAuthorization account.
- vii. Open the e-mail message you receive and click on "Activate my Account."

**B. Credential verification:**

- i. Within seven (7) calendar days from the date of submission, make an appointment and visit a USDA Service Center
- ii. Access a list of USDA Service Centers at <http://offices.sc.egov.usda.gov/locator/app> to locate a USDA Service Center (Important: In certain circumstances, APHIS could arrange for an APHIS LRA (local registration authority) to visit a CBP location to complete the process. Although the entire process could be completed during this single session, eAuthentication would be expedited if the CBP AI officers have completed the initial enrollment steps in Section A above before the LRA visit. Visiting LRAs would need internet access at the CBP location to complete the eAuthentication process.)
- iii. Provide the LRA at the USDA Service Center (or visiting the CBP location) with photo identification to complete the credentialing process.
- iv. Once your credentials have been verified by the LRA you will have access to ePermits.

When accessing ePermits, follow the directions in **Table 2-4-18** to help validate VS permits that accompany an importation of animal products or by-products.

**TABLE 2-4-18 Directions to Validate VS Permits Using ePermits**

If you want to:	Then:
Log into ePermits	<ol style="list-style-type: none"> <li>1. Log onto the ePermits system via the internet at <a href="https://epermits.aphis.usda.gov/epermits">https://epermits.aphis.usda.gov/epermits</a>.</li> <li>2. Click "continue".</li> <li>3. Enter your assigned eAuthentication ePermits User ID and Password.</li> <li>4. Select "Log in" to access the ePermits Home Page.</li> </ol>

**TABLE 2-4-18 Directions to Validate VS Permits Using ePermits (continued)**

If you want to:	Then:
Query ePermits by permit number	<ol style="list-style-type: none"> <li>1. At the ePermits Home Page, in the shaded box on the left side of the screen titled "Search for Permits" enter the permit number.</li> <li>2. Select "Go"</li> <li>3. To view the permit resulting from your query, click on the permit number at the left of the screen under the column titled "Permit/response". A pop-up box displaying the permit will appear.</li> <li>4. Scroll down to view the entire permit.</li> <li>5. Click the print icon on the top tool bar to print the entire permit.</li> <li>6. To close the pop-up box, select the "X" in the upper right hand corner of the pop-up screen.</li> <li>7. To conduct a new query select "Standard Search" in the upper right hand corner of the Permit Search Result screen. Enter the new permit number and select the "Standard Search" grey bar at the bottom of the screen. Repeat steps 3-6.</li> <li>8. To return to the ePermits Home Page, select "Home" in the upper right hand corner of the screen.</li> </ol>
Query ePermits using the advance search option	<ol style="list-style-type: none"> <li>1. At the ePermits Home Page, in the shaded box on the left side of the screen, click "Advanced Search".</li> <li>2. Enter the applicant's last name and/or the applicant's company name in the appropriate box.</li> <li>3. In the box titled "Permit/Response Type" scroll down and highlight "VS 16-3"</li> <li>4. Click the "Advanced search" grey bar at the bottom of the screen to obtain the results of your query.</li> <li>5. To view a permit resulting from your query, click on the desired permit at the left of the screen under the column titled "Permit/response". A pop-up box displaying the permit will appear.</li> <li>6. Scroll down to view the entire permit.</li> <li>7. Click the print icon on the top tool bar to print the entire permit.</li> <li>8. To close the pop-up box, select the "X" in the upper left of the pop-up screen.</li> <li>9. To view another permit resulting from your query, repeat steps 4-7 above.</li> <li>10. To conduct a new query, select "Advanced search" and repeat steps 2-7 above.</li> <li>11. To return to the ePermits Home Page, select "Home" in the upper right hand corner of the screen.</li> </ol>

## Processing Importations Authorized Entry by a VS Permit



Because some animal by-products authorized entry by permit are highly perishable, expedite importations you are authorized to release. Allow the importer to apply dry ice or refrigerate the animal by-product if perishable.



Important

Look for the triple asterisk (\*\*\*) restrictions on the permit. These restrictions may require additional certification.

Match all of the following information on the VS permit with the shipping documents:

- ◆ Current date
- ◆ Description of material
- ◆ Shipper
- ◆ Consignee
- ◆ Conditions spelled out on the permit

TABLE 2-4-19 Match Information on VS Permit with Shipping Documents

If the permit:	And the VS permit is:	Then:
Matches the shipping documents	→	RELEASE or CONTROL as specified on the permit
Has expired	VS Form 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	1. <b>DO NOT</b> RELEASE the HOLD 2. HAVE the consignee contact VS, TTSPS (see <a href="#">Table 2-4-17</a> ) 3. SAFEGUARD the importation until you hear from VS, TTSPS
	APHIS 2006, United States Veterinary Biological Product Permit	1. <b>DO NOT</b> RELEASE the HOLD 2. HAVE the consignee contact VS, CVB at 301/734-8245 3. SAFEGUARD the importation until you hear from VS, CVB
Has a discrepancy <b>other than</b> being expired	→	1. <b>DO NOT</b> RELEASE the HOLD 2. CONTACT <a href="#">PPQ-AQI-VMO</a> or <a href="#">PPQ-VRS-Headquarters Personnel</a> for further action

### Processing Importations Not Authorized Entry by a VS Permit, but Should Be

To process importations **not** authorized entry by a VS permit, but should be, do as follows:

1. **DO NOT RELEASE** the HOLD.
2. **ADVISE** the importer of the hold that the importation requires a VS permit authorizing its entry.
3. **REFUSE ENTRY**

---


### Safeguarding Live Animals

Live ruminants, swine, horses, brushtailed opossums, hedgehogs, tenrecs, and poultry and other birds are the responsibility of VS. Commercial importations of live animals go directly to their destination when they are VS approved. Additionally, VS has the responsibility for cleaning and disinfecting a carrier if the carrier arrived at the U.S. port of entry with live animals.

However, since PPQ is often the first to board a carrier, follow these instructions when you discover animals and VS is **not** present to meet the carrier.

When you discover animals, consider the welfare of the animals in severe weather. If you authorize movement, then clean and disinfect all areas occupied by, or equipment used to move the animals. **Do not** allow movement to an area where other animals are present or away from the immediate area of the point of discovery. If the carrier is moving prior to VS arrival, then require cleaning and disinfecting of the carrier. Refer to [Disinfection](#) on page 2-4-13.

**TABLE 2-4-20 Determine Action to Take on Discovered Animals**

If the animals are:	And the animals are:	Then:
Canine (dogs <sup>1</sup> )   <b>Important</b>  Dogs kept around livestock may carry tapeworms.	Used with livestock	1. HOLD the animals 2. NOTIFY VS by telephone
	With open sore(s) <sup>2</sup>	
	<b>Without</b> open sore(s) or <b>not</b> used with livestock	REFER to PHS or Customs
Feline <sup>1</sup>	Domesticated house cat	REFER to PHS
	Wild cats (leopard, lion, panther, or tiger)	REFER to FWS or Customs
Hedgehogs or tenrecs <sup>1</sup>	From FMD affected country	1. REFUSE ENTRY 2. NOTIFY VS
	From FMD free country	1. HOLD the animals 2. NOTIFY VS by telephone
Horses, ruminants, or swine <sup>1</sup>	Aboard a carrier	1. HOLD the animals aboard the carrier 2. NOTIFY VS by telephone
	Off-loaded from a carrier	HOLD the animals and the associated feed, bedding, etc., at the point of discovery <sup>3</sup>
	In passenger baggage	
Poultry (including birds) <sup>1</sup>	A commercial importation	1. HOLD the animals 2. NOTIFY VS by telephone
	Pet birds or poultry maintained aboard vessels for eggs, meat, or as pets	GO to <a href="#">Handling Pet Birds on page 2-4-19</a>
Primates (monkeys) <sup>1</sup>	→	1. REFER to FWS and PHS or Customs
<b>Other than</b> canines, felines, hedgehogs, horses, primates, ruminants, swine, poultry, or birds	→	1. INSPECT cages for prohibited items 2. HAVE prohibited items removed

- 1 Inspect the cages for prohibited items and have the prohibited items removed.
- 2 Could possibly be screw worm which feeds on living tissue.
- 3 This action is to contain ticks or prevent the transmission of foreign animal diseases.

---

## Sending Samples to the National VS Laboratory (NVSL) in Ames, IA

Send samples of animal product importations to the NVSL for the following determinations:

- ◆ Animal species verification
- ◆ pH level (for ruminant hides packed in tight barrels or cases)

### Steps for Sending Samples to NVSL

Follow these steps for sending samples to NVSL:

1. Supervise the importer who is preparing a sample representing at least 10 percent of the containers in the importation. The sample size should be a maximum of 1/2 cup. If the sample size is inappropriate, have the importer or importing agent call PPQ, VRS.
2. Complete VS Form 10-4 according to the procedures on completing and distributing forms in [Appendix K](#). If the sample is submitted for pH testing, place “pH” in *Block 7, Examination Requested*.
3. Send the sample and VS Form 10-4 to the following address:  
  
USDA, APHIS  
National Veterinary Services Laboratories  
1800 Dayton Road  
Ames, IA 50010
4. Wait for further action from PPQ, VRS. The action will be based on the laboratory results.

---

## Steps to Take if You Are Contacted by FSIS

If you are contacted by FSIS reporting their finding of pink juices or pieces of bone in commercial importations of cooked, frozen beef from an approved establishment in South America, take the following steps (make sure that the importation is on hold):

1. Take down information supplied by FSIS. Use [Table 2-4-21](#) to determine the appropriate information to take down.

TABLE 2-4-21 Record Information Based on FSIS Report

If FSIS reports that they found:	Then take down the following information:
Only pink juices	<ul style="list-style-type: none"> <li>◆ Conditions warranting the call</li> <li>◆ Production code (complete tube and carton identification)</li> <li>◆ Country of origin and establishment number</li> <li>◆ Type and amount of product</li> <li>◆ Location of the held product</li> </ul>
Only pieces of bone	<ul style="list-style-type: none"> <li>◆ Condition warranting the call</li> <li>◆ Production code (complete tube and carton identification)</li> </ul>
Pink juices <b>and</b> pieces of bone	<ul style="list-style-type: none"> <li>◆ Country of origin and establishment number</li> <li>◆ Type and amount of product</li> <li>◆ Location of the held product</li> <li>◆ Whether bone is attached to the meat</li> <li>◆ Size (all dimensions) of bone</li> <li>◆ Whether there is bone marrow. If so, whether the bone marrow is cooked</li> <li>◆ Whether the bone is cooked</li> </ul>

2. Immediately telephone this information to PPQ, VRS at 301/734-7633. If PPQ, VRS is **not** available, telephone VS, TTSPS at 301/734-3277. Take **only** the action specified by PPQ, VRS or VS, TTSPS. **DO NOT TAKE ANY REMEDIAL ACTION** such as refusing entry to the importation or removing the importation from the country. Ensure that the importation will be held until PPQ, VRS or VS, TTSPS is involved.

## Biological Material, Animal Products or By-Products Transiting for Export

### Transiting of Products That Would Be Eligible for Entry

#### Classifying a Product as Eligible for Entry

A product is eligible for entry if the product originates from the following:

- ◆ Country free from diseases of concern regardless of the import documents accompanying the shipment
- ◆ Country free from diseases of concern, but with special requirements (for example, CSF/SR, END/SR, FMD/SR, or SVD/SR), and the product is accompanied by the pertinent import documents
- ◆ Country affected with a disease of concern, but the product is accompanied with the pertinent import documents

Any animal product which would be **eligible** for entry into the United States may transit through the United States for immediate export if the following two conditions are met:

- ◆ Port of arrival is notified **prior** to arrival
- ◆ Product is in a sealed, leakproof container

There are **no** restrictions on the means of conveyance. With one exception, products transiting for export **must** exit **without** making any intermediate stops. In the case of overland movement, additional stops are allowed if there is **no** manipulation of cargo (for example, fuel stops, rest stops, and the like).

### Transiting of Products That Would Be Ineligible for Entry

#### Classifying a Product as Ineligible for Entry

A product is **ineligible** for entry if the product **lacks** the pertinent import documents.

Animal products **ineligible** for entry may transit the United States **only** for immediate export and then, **only** if the following conditions are met:

- ◆ Port of arrival is notified **prior** to arrival
- ◆ Product is in a sealed, leakproof container
- ◆ Product will **not** leave the boundaries of the port of arrival
- ◆ Product will remain within the port boundaries for 72 hours or fewer




Never permit overland transit of an animal product that is **ineligible** for entry.

Use the following tables to assist you in deciding whether to allow a product to transit for export.

**TABLE 2-4-22 Decide Whether to Allow Animal Products or By-Products to Transit for Export**

If the country of origin is:	And the item is:	And is from:	And:	Then:
Mexico	Pork	Mexican States of ◆ Baja California ◆ Campeche ◆ Chihuahua ◆ Coahuila ◆ Quintana Roo ◆ Sinaloa ◆ Sonora ◆ Sur ◆ Yucatan	Is accompanied by a valid VS permit	ALLOW product to transit overland
			Lacks a valid VS permit	CONTACT <i>PPQ-AQI-VMO</i> or <i>PPQ-VRS-Headquarters Personnel</i> for directions
		Mexican State <b>other than</b> one listed in the cell above	→	GO to <a href="#">Table 2-4-23</a>
	Other than pork	→		
Other than Mexico	→			

**TABLE 2-4-23 Additional Criteria for Deciding Whether to Allow Animal Products or By-Products to Transit for Export**

If the product:	If the product is:	And:	Then:
Is accompanied by a VS permit authorizing transit			ALLOW transiting as specified on the permit
Lacks a VS permit authorizing transit	Eligible for entry into the United States	The following criteria are met: <ul style="list-style-type: none"> <li>◆ CBP office at the port of arrival was notified</li> <li>◆ Product is in a leakproof carrier or a container that will remain sealed at all times</li> </ul>	1. Allow transiting for immediate export 2. GO to <i>Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry</i>
	Above criteria are <b>not</b> met		REFUSE to allow transiting
	<b>Ineligible</b> for entry	The following criteria are met: <ul style="list-style-type: none"> <li>◆ Product is arriving at an airport or a maritime port</li> <li>◆ CBP office at the port of arrival was notified</li> <li>◆ Product is in a leakproof carrier or container that will remain sealed at all times</li> <li>◆ Product was held or stored at the airport or the maritime port for 72 or fewer hours</li> </ul>	1. ALLOW transiting for immediate export 2. GO to <i>Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry</i>
	Above criteria are <b>not</b> met		REFUSE to allow transiting

## Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry

If the animal product or by-product is transiting to a subsequent U.S. port for export, ALLOW movement **only** in sealed containers. The shipment may move overland.

Contact the subsequent port and give them the details of the shipment. The means by which a port **must** be contacted will depend on whether the entry was made on paper or electronically.

### Paper Entries

1. Stamp the Customs entry forms "For Exportation Only. Shipment Authorized to Identify Port; No Diversion Permitted."
2. Fax a copy of the stamped Customs forms to the subsequent port.
3. Keep a copy of the stamped Customs form as an official record.

### Electronic Entries

Follow these directions for maritime cargo and cargo on trains:

1. Go to the Manifest/Posting screen for a given bill of lading/ container.
2. Enter <99> in the "Action" field.
3. In the "Public Remarks" field, type "USDA RELEASED FOR EXPORT ONLY. SHIPMENT AUTHORIZED TO Identify Port; NO DIVERSION PERMITTED."

See the example of a posting screen in [Figure 2-4-4](#) below.

```

MBLP SUDU6060065837002000279110402
TIME 12:37:46 MANIFEST QUERY/POSTING DATE 11/07/00
BILL OF LADING ON FILE
B/L #: SUDU606006583700 B/L TYPE: AMS MIB IE INB #: V5000229918
STATUS: 80 PENDING ARCHIVE TOT HOLDS: 000 | HOLD RMVL TYPES | HOLD TYPE|
DDPP: 1101 CARR: SUDU MAN: 1400 | | 1-MISC |
TRIP: 024N AMD: 1400 | | 2-INTN |
ARVL: 10/05/00 ENT: 1400 | | 3-INSP |
INTERNAL REMARKS: REL: 1400 | | 4-FUMG |
CONV: SEA PANTHER | | |
SHIP: SIMAS INDUSTRIAL SA | | |
CONS: NOWCO IMPORTERS WHOLESALERS | | |
DESC: COCO IN PREP BLKS/SLABS>4.5KG | | |
-----POSTING/RELEASE-----
ACTION: 99 ENTRY: ___ ENT NUM: _____ HLD QTY: _____ HLD TYPE: -
ACTION DATE: _____ ENT QTY: _____ INB PORT: _____ INB CARR: ___
PORT PROCESS: 9900 REL QTY: _____ BND CARR: _____ FIRMS: _____
PUBLIC REMARKS: USDA RELEASED FOR EXPORT ONLY
INTERNAL RMRKS: _____
_____
_____ EOB(Y/N) _

PF8-ENFORCEMENT TRANSFER TO MRSS
    
```

FIGURE 2-4-4 Example of Manifest/Posting Screen for Maritime Cargo and Train Cargo

Follow these directions for air cargo:

1. Go to the Air Waybill Posting screen for a given airway bill.
2. Enter <21> in the "Posting" field.
3. Enter < 91> in the "Agricultural Remarks" field. This will automatically generate, "PPQ REL. EXPORT ONLY."

For an example of a posting screen, see [Figure 2-4-5](#) below.

```

AWBP 1/001-78418690-          PRESS ENTER TO POST
                                AIR WAYBILL POSTING          11/07/00
AWB NUMBER 001-78418690      POSTING COUNT 003

CARRIER CODE AAL      MAN QTY 00012  HOLD      QTY 00000
FLT NO      0107      AMEND QTY 00012  HOLD      QTY 00000
ARR DATE    103100    ENTER QTY 00012  HOLD      QTY 00000
PORT OF UNLD 4701     REL QTY 00012  HOLD      QTY 00000
SHIPPER BOTMAN INTL BV
CONSNEE HEREX CORP
DESCRPT VEGETABLES
                                AWB TYPE  REG. BILL
                                AWB STATUS RECONCILED
-----
                                POSTING/RELEASE
POSTING 21  ENTRY  ___  ENT NUM  _____  IB PORT  ___  IB CARR  ___
REL QTY  ___  ENT QTY  ___  HOLD QTY  ___  LOCAL TRANSFER DEST  ___
AGRICULTURE REMARKS 91
REMARKS PPQ REL EXPORT ONLY _____

PF1-NEXT POST  PF4-TRNSFR AWB INQ  PF5-TRNSFR POST TRNS LOCATE  PF9-ENF SUM
PF12-TRANSFER AWB LOCATE  PF14-TRANSFER SSK QUERY

                                CPPM0205
                                CMKM0201
    
```

FIGURE 2-4-5 Example of Air Waybill Posting Screen for Air Cargo

## Transiting Restricted Animal Products or By-Products Into or Between Containers

If the product is transferring into or between containers, then directly supervise the transfer. In all cases, safeguard procedures apply. Disinfect if necessary. See [Disinfection](#) on page 2-4-13.



APHIS policy is **not** to compromise normal activities to facilitate non-U.S. transactions. Therefore, reimbursable overtime may be charged.

---

## Filing Paperwork Accompanying Shipments

### Purpose

Documents are filed primarily for trace back in case there is a livestock or avian disease outbreak. They are also filed in case originals are lost or destroyed. Documents may also provide information in case of litigation. An accessible filing system will enable you to justify the regulatory actions you took in case of audits or requests from the Office of Inspector General. See your *APHIS Records Management Handbook* for details on record keeping. A brief description of what you need to do and keep follows.

### Steps

Follow these steps when filing paperwork accompanying shipments:

1. Decide on the filing system that is most practical for your location. Devise one that will help you keep complete and easily accessible records. File by subject (for example, casings, eggs, meat, trophies, etc.). The following two methods currently being used:
  - ❖ Behind subject, file alphabetically by permittee, company, or importers name
  - ❖ Behind subject, file chronologically by month and year

2. Select the documents that need to be filed. At a minimum, file the following:
  - ❖ Meat Certificate (copy) and **originals** for other certification accompanying the shipment (like certification that details processing, identifies country of origin, or provides country of processing)
  - ❖ Bill of lading or airway bill
  - ❖ Customs entry
  - ❖ Invoice
  - ❖ VS permit (copy), if a VS permit was issued
3. Maintain each file for **no** less than two years.



Veterinary Regulatory Support audits these files when conducting port reviews.

---

## Returned U.S. Origin Animal Products and By-Products

### Introduction

Use [Table 2-4-24](#) to determine where to locate regulatory action for returned U.S. origin products.

TABLE 2-4-24 Where to Locate Regulatory Action on Returned U.S. Origin Products

If the returned U.S. origin animal products or by-products are:	Then for the appropriate regulatory action to take:
Meat or meat products	GO to <a href="#">Meat and Meat Products</a> on page 3-9-1 and <a href="#">on page 3-9-4</a>
Animal products or by-products <b>other than</b> meat	CONTINUE with <a href="#">Procedures</a> below

### Procedures

A VS permit is **not** required for returned U.S. origin animal products and by-products; however, the following requirements **must** be met:

- ◆ Written explanation from the importer describing the reason(s) for the return
- ◆ Copy of the exporting certificate with the lot numbers listed, if available
- ◆ Copy of the exporting invoice with the lot numbers listed

- ◆ Declaration from the shipper that the material has **not** been modified in any manner while outside of the United States

Inspect the shipment to verify that the material has **not** been opened and cross check the lot numbers.

If the requirements are **not** met or upon inspection there is evidence that the containers were opened or the lot numbers are different, then regulate as if the animal products or by-products were of foreign origin. Use appropriate *Reference* section to determine the regulatory action to take or contact PPQ, VRS.

