

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

FSIS DIRECTIVE	13,000.5	5/29/18
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PUBLIC HEALTH INFORMATION SYSTEM EXPORT CERTIFICATION

DO NOT IMPLEMENT THIS DIRECTIVE UNTIL JUNE 29, 2018.

I. PURPOSE

This directive provides instructions to inspection program personnel (IPP) for performing export certification in all official establishments and in facilities requesting voluntary services using the Public Health Information System (PHIS).

II. BACKGROUND

A. All federally inspected and passed meat (including Siluriformes) and poultry products are eligible to receive an Export Certificate of Wholesomeness (Meat and Poultry Export Certificate of Wholesomeness-FSIS Form 9060-5 or Siluriformes Fish and Fish Products Export Certificate of Wholesomeness-FSIS Form 9060-5S), hereafter referred to as an “export certificate,” to accompany the product intended for export.

B. Until further notice, all casing and egg products export certifications are to be completed outside of PHIS. IPP are to complete casing and egg product export certifications following current procedures found in [FSIS Directive 9000.2](#), *Inspection and Export Certification of Livestock Intestines or Casings* and [FSIS Directive 9000.6](#), *Export Certification of Egg Products from Other than Official Egg Products Plants*, respectively.

C. For countries active in the PHIS export module (see Section IX.), all meat and poultry Application For Export Certificates FSIS Form 9060-6, hereafter referred to as “export applications”, are to be completed through PHIS. Therefore, IPP are to be aware that applicants must submit an application through PHIS or submit a paper application for the contractor for entry into PHIS. Once an application for export certification is created in PHIS, the applicant immediately receives a seven-digit certificate number. PHIS will generate a separate export task for each submitted export application. IPP are to schedule and perform a separate export task for each application in PHIS. Export verification tasks for countries that are not yet in PHIS will not change, will still be available in the task list, and should be performed by IPP as instructed in [FSIS Directive 9000.1](#), *Export Certification*.

NOTE: All meat and poultry exports to countries not active in PHIS are to be handled and processed using current procedures found in [FSIS Directive 9000.1](#). Applicants will continue to submit paper export applications (FSIS Form 9060-6) to IPP at the exporting establishment.

D. All export applications processed through PHIS will use the seven-digit (numbers only) export certificate number as the USDA export stamp to mark products for export. The only exception to this is for applications where the applicant has chosen to use a Unique Identifier (UI), when allowed, instead of the USDA export mark. See [FSIS Directive 9000.1](#), for additional information on unique identifiers.

III. ESTABLISHMENT APPLICATION FOR EXPORT (FSIS Form 9080-3)

A. 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

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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 countries' requirements for establishment approval or registration.

B. All previously approved paper-based 9080-3s are still valid as long as the information is current and the establishment appears on the corresponding eligible plants list in the [FSIS Export Library](#). However, for all new registrations or updates to an approved 9080-3 for all countries, IPP are to be aware that establishment management is to submit a new 9080-3 for review and approval by IPP and FSIS district management via PHIS. PHIS maintains the three level FSIS approval required for all 9080-3s. The Inspector-In-Charge (IIC), Public Health Veterinarian (PHV), Consumer Safety Inspector (CSI), Front-line Supervisor (FLS), and District Manager (DM), or designee, are to use the instructions below to review and either approve or reject the 9080-3 once it has been submitted in PHIS by establishment management. IPP are to:

1. Log on to PHIS using the appropriate role, either a PHV or CSI;
2. On the left navigation menu, click Export>Review 9080-3;
3. On the Establishment Application for Exports – Approvals Assignments for 9080-3 page, click the information icon in the View Details column associated with a 9080-3 application on the Applications Pending Approval grid;
4. On the Establishment Application for Export 9080-3 General Info page, review the details related to the application and click Next;
5. On the Establishment Application for Export 9080-3 Product Info page, review the details related to the application and click Next;
6. On the Establishment Application for Export Submit 9080-3 Application page, review any files attached by the Applicant;
7. After gathering necessary information required for approval or rejection of the application, click Exit Menu; and
8. On the Establishment Application for Exports – Approvals Assignments for 9080-3 page, click the pencil icon in the Review column associated with the 9080-3 application viewed on the Applications Pending Approval grid.

NOTE: For the FLS and DM roles, an Approved By: notation has been added retaining the names of the previous approver(s) with the Application Status updated to Approved by the role of the previous approver (CSI, PHV, or FLS).

C. To approve the 9080-3 Application, IPP are to:

1. On the Establishment Application for Exports – Approvals Review 9080 Applications page, click Approve. A confirmation message appears. The Approve and Reject buttons are greyed out and no longer available for that specific application and the approving role;
2. In the 9080-3 Application Header, a notation Approved By: is added with the user's name (role) and the Application Status is updated to Approved by CSI or PHV, FLS, or DM, whichever applies; and
3. Click Close to return to the Home Page.

D. To reject the 9080-3 Application, IPP are to:

1. On the Establishment Application for Exports – Approvals Review 9080 Applications page, type a reason into the Justification text box and click Reject. A confirmation message appears. The Approve and Reject buttons are greyed out and no longer available for that specific application and the rejecting role;
2. In the 9080-3 Application Header, a notation Approved By: is added with the user's name (role) and the Application Status is updated to Rejected by CSI or PHV, FLS, or DM, whichever applies; and
3. Click Close to return to the Home page.

E. To view the current status of all assigned 9080-3 Applications, on the left navigation menu click Export>View 9080-3 to open the View Establishment Application for Export 9080 Applications grid which lists all assigned 9080 Applications and the current status.

F. After the 9080-3 application is approved, the establishment will be listed in the FSIS export library for the applicable country. IPP are not to certify exports to countries that require establishment approval or registration until they verify that the establishment is approved by confirming that the establishment appears on the eligible establishments list in the [FSIS Export Library](#) for the importing country.

IV. EXPORT APPLICATION REVIEW

A. When an applicant submits a meat or poultry export application for one of the countries active in PHIS (see Section IX.), PHIS will verify the eligibility of the product based on Hazard Analysis and Critical Control Points (HACCP) category, species, and maturity (for beef only). Once PHIS validates the application, an export task is generated in the establishment task list on the task calendar. The export task name will contain the seven (7) digit (numbers only) export application number that is generated by PHIS. For example, the export task for a CSI will appear as (0001234) Export Task CSI and the associated PHV export task (if required) will appear as (0001234) Export Task PHV.

B. Once on the task list, IPP are able to schedule the export task on their task calendar ([FSIS Directive 13,000.1](#), *Scheduling In-Plant Inspection Tasks in the Public Health Information System (PHIS)*). Applicants will have immediate access to the seven (7) digit export certificate number generated by PHIS. If requested by the applicant, IPP are to provide the seven (7) digit export stamp, or permit computer generated export mark or box stamp printing, to enable the establishment to mark the containers, pallets, or closed means of conveyance transporting the consignment (e.g., truck, rail car, or ocean container) associated with the export application. See [FSIS Directive 9000.1](#) for more information on marking products for export.

C. IPP are to follow the instructions below to schedule an export task:

1. Select Task Calendar from the left menu;
2. In the Filtered Task By column above the task list, select Export from the dropdown menu;
3. In the filtered task grid under the Directed column, click Add for the corresponding Export Certification task (task will have the number of the corresponding export certificate);
4. Enter 1 in the box of the date the task will be completed;
5. In the Reason dropdown menu, select Unplanned Routine Task; and
6. Click Save. The task is now available on the task calendar.

D. IPP are to check PHIS for new applications at a frequency specified by their supervisor or when notified by the applicant or exporter that he or she is ready for IPP to certify an export consignment for an application pending FSIS approval. Once IPP receive notification of an application requiring approval, they are to schedule and perform the corresponding export task (the task with the number of the associated export application).

NOTE: Export tasks in PHIS do not change the priority for IPP to perform export verification and certification duties.

E. IPP are to be aware that the applicant can continue to edit the application even after the associated export task is scheduled in PHIS. However, once IPP have opened and saved the export task associated with an application, the applicant can no longer edit the application. Similar to current procedures, establishment management continues to be responsible for notifying IPP, outside of PHIS, when a shipment is ready for export verification and certification by FSIS IPP.

F. Following the instructions in [FSIS Directive 9000.1](#), IPP are to review the importing country's requirements in the [FSIS Export Library](#). Inside the PHIS export task on the approvals tab, a link with direct access to the export destination country's Export Library page is available when there are additional export requirements for that country.

G. IPP are to verify that the application is complete, and that the product is eligible for export. IPP are to verify all FSIS and importing country requirements are met as listed in the [FSIS Export Library](#).

H. IPP are to verify statements on the export certification documentation, if necessary, by requesting additional documentation from the applicant (e.g., laboratory testing results, bill of lading, livestock country of origin, Agricultural Marketing Service (AMS) grading certificate, etc.).

I. After IPP review the export application and verify product eligibility and that all export requirements are met, if not already done, IPP are to release the seven (7) digit export stamp, or permit export mark sticker or box printing, to enable establishment personnel to apply the export mark associated with the export application.

J. IPP are to secure the stamp and verify any excess export stickers are returned to FSIS and destroyed after the establishment finishes stamping the products. IPP are also to verify that any unused boxes with a printed export mark are destroyed or the export mark is completely covered or defaced and is not visible.

K. IPP are to use the instructions below to review and approve the export application and all attached required supplemental documents. When required in the [FSIS Export Library](#), IPP are to be aware that applicants need to attach fully completed required supplemental documents to the export application in PHIS. Required supplemental documents are signed by the FSIS certifying official, must accompany the export consignment, and are in addition to the export certificate, FSIS Form 9060-5 or equivalent. Such supplemental documents may include but are not limited to FSIS letterhead certificates, certificates of authenticity, or other country specific documents referenced in the [FSIS Export Library](#).

L. Although not required, applicants may also attach supporting documents to assist IPP in verifying product eligibility requirements for export. Supporting documents are not signed by FSIS and are not required to accompany the export consignment, and may include, but are not limited to, laboratory testing results, AMS grading certificates, producer affidavits, replacement certificate letters, etc.

M. As part of the application review, IPP are to review all supplemental documents as well as any supporting documents that the applicant has attached to the application. IPP are to:

1. Select Task Calendar from the left menu;

2. Open the previously scheduled task by right clicking on the corresponding task in the task calendar, and select Document;
3. Select the Activity tab and select Review & Observation, Recordkeeping, or Both;
4. Select the Regulations tab and check the appropriate regulations;
5. Select the Approvals tab and click the View Application Package link;
 - a. A separate window will open with a PDF of the application and any supplemental and supporting documents attached by the applicant.
 - b. Review the export application information and verify all information is correct, including any information or statements that are to appear in the remarks section of the export certificate or on FSIS Form 9060-5B (continuation of the remarks section). No additional statements, information, or documents not provided for in the [FSIS Export Library](#) should be included.
 - c. When reviewing an export application for a replacement certificate, the checkboxes designating USDA Export Mark or Unique Identifier may be unchecked and the space for a UI may be left blank. If this is the case, IPP are to review the replacement statements in the remarks section of the export certificate or FSIS Form 9060-5B to see how the products are marked, i.e. with the USDA export mark or a UI.

NOTE: FSIS Form 9060-5B is a continuation of the remarks section of the export certificate and is automatically generated by PHIS when necessary due to space limitations on the export certificate. This form will contain required information from the [FSIS Export Library](#) such as attestations, additional statements, slaughter/processing establishments, lot numbers, or replacement certificate information that will not fit in the remarks section of the associated export certificate. After printing, IPP are to draw a single diagonal line in the unused space on FSIS Form 9060-5B. For certificates signed with a wet ink signature, IPP are to draw the diagonal line at the time they sign the certificate. For certificates signed with the digital electronic signature, IPP are to draw the diagonal line after they print the certificate and before they release control of the signed certificate to the exporter.

N. IPP are to review any attached supplemental documents that are required in the [FSIS Export Library](#) and verify that:

1. The most current version of the supplemental document found in the [FSIS Export Library](#) and required to be submitted to the country was submitted;
2. The portions of the supplemental documents required to be completed by the establishment are complete;
3. No statements have been altered from the most current version published in the [FSIS Export Library](#);
4. No statements have been omitted;
5. No additional statements have been added; and
6. Any certification required by another USDA agency (e.g., AMS) is provided along with the completed documents.

NOTE: By clicking the View Certificate Package link from the approvals tab, IPP can preview exact images of the export certificate and any attached supplemental documents before approving the export application and printing the export certificate. See Section V below for guidance on printing export certificates. These preview files are in a PDF format and are intended for review purposes so IPP can see

the layout of information on the documents.

O. When a PHV signature is not required, the CSI is to print the export certificate, along with any continuation page(s), and any required supplemental documents following the instructions below. If a PHV signature is required, once the CSI approves the export application, he or she is to complete, save, and close the export task. Export application approval by the CSI will generate a new export task in the task list for the PHV. The PHV export task will contain the same seven-digit export application number as the CSI export task but will contain a PHV designation as described previously in Section IV. A.

P. When a PHV signature is required, the PHV is to use the steps above to schedule the PHV export task and review the application along with any attached supplemental documents. Upon approval of the export application within PHIS, the PHV is to print the export certificate, along with any continuation page(s), and any required supplemental documents following the instructions below. PHVs will follow the steps below for guidance on issuing the export certification.

Q. Export application Rejection: If IPP find that all foreign country requirements have not been met or that the establishment or product is not eligible to export to the foreign country, IPP are to reject the export application following the instructions below:

1. In the Approvals tab, IPP are to enter a justification for rejecting the export application in the text box;
2. Click the Reject button; and
3. Complete, save, and close the task.

V. ISSUING THE EXPORT CERTIFICATE

NOTE: Following the guidance in [FSIS Directive 9000.1](#), , IPP are to record the amount of product which they verified. However, for exports processed through PHIS, IPP are to record the amount of product which they verified in the findings tab of the associated export task. For example, verified 5 of 20 pallets, or verified 100 of 1,000 boxes.

A. When IPP approve an application for export, PHIS will generate the export certificate, FSIS Form 9060-5 for meat and poultry or FSIS Form 9060-5S for Siluriformes, depending on the product listed on the export application. PHIS will also generate FSIS Form 9060-5A (product continuation page) and FSIS Form 9060-5B (remarks continuation page) when additional space for products or statements is necessary. At this time, all countries require a paper export certificate that is signed by an FSIS certifying official. When an electronic signature is accepted by the importing country, IPP are to follow the steps in PHIS as well as the guidance in Section E below to apply an electronic signature. If a wet signature is required, IPP are to sign all export documents with a wet ink signature following the guidance in Section B below.

NOTE: IPP will not have multiple options for the type of signature when approving and issuing the export certificate(s). If an electronic signature is accepted, this will be indicated to IPP when PHIS presents the necessary steps to complete the electronic signature component. Absent the electronic signature steps, PHIS will present the necessary steps for IPP to apply a wet ink signature to the export certificate(s).

B. For countries that do not accept an electronic signature, IPP are to print the export certificate and any continuation sheets (FSIS Forms 9060-5A and 9060-5B) on FSIS controlled security paper.

NOTE: PHIS will automatically apply a gray shaded appearance to all unused product rows on FSIS Form 9060-5, 9060-5S, and FSIS Form 9060-5A. IPP are not to draw a diagonal line through the unused grayed boxes on the export certificates.

1. IPP are to follow the instructions below to print one copy of the export certificate(s) (9060-5, 9060-5S, 9060-5A, and 9060-5B).
 - a. Click Approve and Sign;
 - b. A pop-up window will open with Manual Instructions;
 - c. Click the “Export Certificate” link and a PDF opens with the export certificate(s);
 - d. Ensure sufficient FSIS security paper is in the printer and print one official copy of the 9060-5 certificate(s);
 - e. Draw a single diagonal line in any unused space in the remarks section of FSIS Form 9060-5 or 9060-5S; and
 - f. Using other than black ink, sign the export certificate(s).

NOTE: IPP are to check the [FSIS Export Library](#) for any specific color ink requirements for signing export certificates and other required supplemental documents. The same certifying official is to sign the export certificate, all continuation pages, and any required supplemental documents, such as letterhead certificates, unless specific exceptions are provided in the [FSIS Export Library](#).

2. IPP are to follow the instructions below to print one copy of any attached supplemental documents that require an FSIS certifying official's signature on standard 8 ½"x11" white paper, unless the [FSIS Export Library](#) specifically requires the supplemental document to be printed on legal size 8 ½"x14" white paper. If supplemental documents are attached, the Supplemental Documents link will appear blue.
 - a. Within the same pop-up window that opened after “Approve and Sign” was clicked;
 - b. Click on the “Supplemental Documents” link and a PDF opens with the supplemental document(s);
 - c. Ensure there is no FSIS security paper in the printer and print one official copy of the supplemental document(s) on plain paper; and
 - d. Using other than black ink, sign the supplemental document(s).

C. Using the following steps, IPP are to scan and save the hand-signed documents as a single document file in a PDF format to the government computer under “My Documents”:

1. Name a subfolder within the “My Documents” folder with the corresponding export certificate number;
2. Place all documents in one stack with the 9060-5 on top, followed by any 9060-5 continuation sheets, if applicable, followed by any supplemental documents;
3. Place the documents in the document feeder on the printer and scan them to the computer. If there are more than 4 pages, pay attention that the documents don't jam up; and
4. Save the file as a single PDF with the title of the file being the export certificate number (e.g., 1234567).

NOTE: Individual file size cannot exceed 5 MB. If the file (all documents combined together) exceeds 5 MB, IPP are to split the documents into smaller sub-groups. If documents need to be divided into sub-groups to accommodate the 5 MB file size limit, each file should be saved as a PDF with the title including

the export certificate number with additional sequencing designation (e.g., 1234567a, 1234567b). The saved files will appear as “1234567a.pdf” and “1234567b.pdf”.

D. Once IPP have printed, signed and saved the documents to the government computer, they are to upload the saved documents into PHIS through the open export task by using the following steps:

1. Using the pop-up window that opened after clicking Approve and Sign, click Select; a window opens where IPP are to select the previously saved document(s);
2. Select the file to upload and click Open; the title of the file will appear above the “Upload the scanned PDF” button. Verify that the number on the file matches the number of the task so the correct certificate is uploaded;
3. Click Upload to upload the scanned PDF; the approve and sign pop-up window disappears, and an attachments grid is displayed with the uploaded file name in the grid;
4. Click the icon in the view column to view the uploaded documents to ensure accuracy of the attachment; If there is an error with the upload, click the trash can icon to delete the file and repeat the previous steps;
5. If additional document uploads are required, click Add New File at the top of the attachments grid and repeat the previous steps; and
6. Check the inspection completed box, save and close the task.

DI. For signing an export certificate and associated supplemental documents with an electronic digital signature, IPP are to follow the instructions below to apply the electronic signature, save the signed documents, upload the signed documents into the export task, and print the export certificate(s):

1. Click Approve and Sign;
2. A window opens with LincPass instructions;
3. Use the guidance in [Attachment A](#) to apply the electronic digital signature to the export certificate and any continuation pages (9060-5A and 9060-5B);
4. After applying the electronic digital signature, ensure sufficient FSIS security paper is in the printer and print one copy of the signed export certificate(s);
5. Close the PDF file;
6. In the open window with LincPass instructions, the Supplemental Document link will be blue if the applicant attached required supplemental documents. Click the Supplemental Document link and follow the guidance in [Attachment B](#) to apply the electronic digital signature as necessary to supplemental documents;
7. After applying the electronic digital signature, ensure there is no FSIS security paper in the printer and print the one copy of the signed supplemental document onto standard white copy paper;
8. In the open window with LincPass instructions, click Select; a new window opens where IPP are to select the previously saved export certificate;
9. Select the PDF file for the signed export certificate to upload and click Open. The file selection window closes;

10. In the open window with LincPass instructions, click Upload; the LincPass instructions window disappears, and an attachments grid is displayed with the uploaded file name in the grid;
11. Click the icon in the view column to view the uploaded export certificate to ensure accuracy; If there is an error with the upload, click the trash can icon to delete the file and repeat previous steps to upload the correct file;
12. If additional uploads are required (e.g., the file was too large and split into multiple smaller files or if there is a supplemental certificate), click Add New File at the top of the attachments grid;
13. Click Select; a window opens to select the additional file to upload;
14. Select the PDF file to upload and click Open;
15. Enter a document title (e.g., LHC or SUP) in the designated area;
16. Click Upload; the new file appears in the attachment grid below the first uploaded file;
17. Repeat steps 12-16 as necessary to upload additional files;
18. Check the Inspection Completed box, save and close the task; and
19. Prior to releasing control of the digitally signed documents to the exporter, IPP are to draw a single diagonal line through any unused space in the remarks section of the 9060-5 or 9060-5S.

NOTE: PHIS will print the certifying official's name and enter the district of the exporting establishment in the signature box on the export certificate. For CSI signatures, PHIS will print CSI behind the name of the certifying official. If a PHV signature is required, PHIS will automatically apply "DVM" behind the printed name of the certifying PHV on the export certificate (9060-5 or 9060-5S) and continuation pages (9060-5A or 9060-5B). If the PHV has a veterinary degree other than Doctor of Veterinary Medicine (DVM), such as Veterinary Medical Doctor (VMD), the PHV should not cross out or write over the pre-printed DVM.

F. The "Date Issued" on the FSIS export certificate will be the date on which the export application is approved by the FSIS certifying official in PHIS. This date will be automatically entered on the export certificate by PHIS at the time IPP approve the export application and may not be changed in the system. At the time the FSIS certifying official signs any supplemental documents, he or she is to apply the same date (date of application approval in PHIS) to the supplemental documents.

G. IPP are to provide the signed (wet ink or electronic) original export certificates and supplemental documents to the person, company, or courier designated by the applicant. Since all export certificates and supplemental documents are to be scanned into the export task in PHIS, there is no need for IPP to print and maintain a paper copy of these documents in the government files.

VI. ISSUING REPLACEMENT CERTIFICATES IN PHIS

A. With the implementation of the PHIS export module, there will be a transition period where an applicant may request a replacement export certificate for paper-based export certificates previously issued outside of PHIS. IPP are to be aware that once a country is active in PHIS, all replacement export certificate applications for meat and poultry are to be processed in PHIS. IPP are to be aware of the following scenarios for replacing paper export certificates (outside of PHIS) with electronic certificates (in PHIS).

1. One paper export certificate replaced with one electronic export certificate: the export application will appear as a new export certificate in PHIS; IPP are to verify the required replacement export certificate statement appears in the remarks section of the new export certificate. One PHIS export task will be created.

2. One paper export certificate replaced with multiple electronic export certificates: the export applications will appear as new export certificates in PHIS; IPP are to verify the required replacement export certificate statement appears in the remarks section of the new export certificates. Multiple PHIS export tasks will be created.
3. Multiple paper export certificates replaced with one electronic export certificate: the export application will appear as a new export certificate in PHIS; IPP are to verify the required replacement export certificate statement appears in the remarks section of the new export certificate. One PHIS export task will be created.

NOTE: IPP are to be aware that all applications to replace a paper certificate with an electronic certificate need to include a scanned copy of all original export certificates and supplemental documents. This is in addition to the requirement for the applicant to return the original export certificate and all copies.

B. Following the instructions in [FSIS Directive 9000.1](#) on replacement export certificates and in this directive, IPP are to issue a replacement export certificate when they receive an export application in PHIS. IPP are to be aware that all replacement applications for previously issued electronic certificates will be designated as a replacement request and identified as a split or consolidated shipment when applicable.

VII. WITHDRAWN OR CANCELED EXPORT APPLICATIONS

In PHIS, export applicants, or the contractor on their behalf, can withdraw or cancel an export application at any point in the approval process prior to IPP approving the export application. Once an export application is withdrawn or canceled by the applicant in PHIS, that export application is no longer valid for export and is permanently removed from PHIS. All unscheduled tasks on the task list associated with that application will be deleted once the applicant withdraws or cancels an export application. If IPP have already scheduled and opened the export task, the task will be greyed out with a diagonal line through the task indicating that the export task has been canceled and is no longer available to open by IPP. Upon cancelation of an export application, all export stamps/stickers should be removed or obliterated on shipping containers.

VIII. PHIS COUNTRY PHASE IN

A. IPP are to review export applications and issue export certificates as described in [FSIS Directive 9000.1](#) for all meat and poultry exports to countries not active in PHIS (not listed below). Section B. below lists the initial 16 countries that will be active in PHIS upon implementation of the export module. Additional information about the PHIS country rollout schedule is available on the [PHIS Export Component](#) of the FSIS Web site and will be updated as necessary prior to incorporating additional countries into the PHIS export module. Additionally, IPP will receive guidance prior to new countries becoming active in PHIS.

B. Effective upon issuance of this this directive, all meat (including Siluriformes) and poultry export applications to the following countries are to be submitted and processed through PHIS resulting in a PHIS- generated 9060-5 or 9060-5S form with continuation sheets (9060-5A and 9060-5B) as necessary:

1. Afghanistan;
2. Andorra;
3. Bahamas;
4. Bolivia;
5. Burundi;

6. Cape Verde;
7. Cook Islands;
8. Ethiopia;
9. French Guiana;
10. Gambia;
11. Guinea;
12. Liberia;
13. Mozambique;
14. San Marino;
15. Tanzania; and
16. Uganda.

C. All meat and poultry exports to these countries will have the export certificate of wholesomeness (FSIS Forms 9060-5 or 9060-5S) and any continuation pages (FSIS Forms 9060-5A and 9060-5B) printed on 8 ½"x11" security paper. Any supplemental documents, such as letterhead certificates, will be printed on standard 8 ½"x11" white copy paper.

IX. DATA ANALYSIS

The Office of Data Integration and Food Protection will analyze the export data for trends that could lead to improvements in export procedures. The analysis will also identify positive trends that can be shared with all agri-business stakeholders and ensure effective implementation of export policy.

X. QUESTIONS

Refer questions regarding this directive to the Office of Policy and Program Development (OPPD), Import/Export Policy Development Staff (IEPDS) through [askFSIS](#) or by telephone at 1-855-444-9904. When submitting a question through askFSIS, use the **Submit a Question** tab, and enter the following information in the fields provided:

- Subject Field: Enter **Directive 13,000.5**
Question Field: Enter question with as much detail as possible.
Product Field: Select **Exports** from the drop-down menu.
Category Field: Select **Export Certificates** from the drop-down menu.
Policy Arena: Select **International (Import/Export)** from the drop-down menu.

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

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



Assistant Administrator
Office of Policy and Program Development

Attachment A

Instructions to Apply the Electronic Digital Signature in PHIS

Export Certificate (9060-5 Forms)

1. After clicking the Approve and Sign button, a window will open with LincPass Instructions. Click the Export Certificate link.
2. Click Open on the pop-up bar at the bottom of the screen. The PDF of the export certificate opens along with any continuation forms (9060-5A or 9060-5B) in the same PDF.
3. Save the document on your computer with the name of the file being the seven-digit export certificate number, e.g. 0000016, 0001234, etc. The saved file will appear as 0000016.pdf, 0001234.pdf, etc.
4. If not already open, open the saved file and select the Tools tab in the upper left corner.
5. Scroll down to the Forms and Signatures section and select Certificates.
6. Select the Digitally Sign link in the upper left center part of the page.
7. Your mouse pointer will look like a plus sign with a dot in the center. Scroll down to the signature box and left click the mouse to draw a signature box where you intend to apply the digital signature. A light-colored box will outline the area where the signature will appear. If you make a mistake on the size or location of the box, click the cancel button and redraw the box.
8. If not pre-selected, click the radio button corresponding with your LincPass and click Continue.
9. Click Create.
10. In the Include Text section in the bottom half of the pop window, ensure that only the Distinguished Name box is checked. Click any other pre-checked boxes to remove the checkmark.
11. Click Save.
12. A new window opens previewing what your signature will look like. Click Sign.
13. A new window opens for you to save the certificate again. Use the exact same file name that was used when you save the initial PDF. An alert will open notifying you that the file already exists and asking you to replace the existing file. Click Yes.
14. A new window opens for you to enter your LincPass PIN. Enter the PIN and click OK.
15. The digital signature is now applied within the signature box of the export certificate.
16. If one or more continuation pages are included within the PDF document, repeat steps 4-15 as necessary to apply the additional digital signature(s) throughout.
17. Once all 9060-5 forms are digitally signed, print a single copy of the signed export certificate(s) onto FSIS security paper.

Attachment B

Instructions to Apply the Electronic Digital Signature in PHIS

Supplemental Document (LHC or other required documents requiring FSIS signature)

1. If the applicant attached required supplemental documents, the Supplemental Document link will be blue. Click Supplemental Document.
2. Click Open on the alert pop-up bar and the PDF of the supplemental document(s) opens.
3. Save the file on your computer with the name of the file being the seven-digit export certificate number and include an additional identifier such as LHC or SUP, e.g. 0000016LHC or 0001234SUP. The saved file will then appear as 0000016LHC.pdf, 00001234SUP.pdf.
4. If not already open, open the saved file and select the Tools tab in the upper left corner.
5. Scroll down to the Forms and Signatures section and select Certificates.
6. Select the Digitally Sign link in the upper left center part of the page.
7. Your mouse pointer will look like a plus sign with a dot in the center. Scroll down to the signature area and left click the mouse to draw a signature box where you intend to apply the digital signature. A light-colored box will outline the area where the signature will appear. If you make a mistake on the size or location of the box, click the cancel button and redraw the box.
8. If not pre-selected, click the radio button corresponding with your LincPass and click Continue.
9. Click Create.
10. In the Include Text section in the bottom half of the pop window, ensure that only the Distinguished Name box is checked. Click any other pre-checked boxes to remove the checkmark.
11. Click Save.
12. A new window opens previewing what your signature will look like. Click Sign.
13. A new window opens for you to save the document again. Use the exact same file name that was used when you save the initial PDF. An alert will open notifying you that the file already exists and asking you to replace the existing file. Click Yes.
14. A new window opens for you to enter your LincPass PIN. Enter the PIN and click OK.
15. The digital signature is now applied to the selected area of the supplemental document.
16. If additional signatures are required within the PDF document (e.g. multiple signatures on one letterhead or multiple LHCs), repeat steps 4-15 as necessary to apply the additional digital signature(s) throughout.
17. Once all supplemental forms are digitally signed, print a single copy of the signed document(s) onto standard white copy paper.