

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

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# FSIS NOTICE

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05-20

1/14/20

## NEW FSIS SECURITY PAPER AND SEVEN DIGIT EXPORT STAMP FOR USE WITH THE EXPORT MODULE OF THE PUBLIC HEALTH INFORMATION SYSTEM - PHASE THREE

### I. PURPOSE

This notice provides instructions to inspection program personnel (IPP) for using and ordering the new FSIS security paper and information about the seven-digit export stamp for exports processed through the Public Health Information System (PHIS) export module. Except for new information specific to China, the information in this notice was previously issued prior to implementing the first two phases of the PHIS export Component

### II. BACKGROUND

A. On June 29, 2018, FSIS implemented the PHIS electronic export application and certification system with an initial group of 16 countries.

B. The initial group of countries were: Afghanistan, Andorra, Bahamas, Bolivia, Burundi, Cape Verde, Cook Islands, Ethiopia, French Guiana, Gambia, Guinea, Liberia, Mozambique, San Marino, Tanzania and Uganda. This list is also available on the [PHIS Export Component](#) page of the FSIS website.

C. The second group of countries and territories added on May 20, 2019, includes: Angola, Antarctica, Aruba, Bhutan, Botswana, Bouvett Island, Brunei Darussalam, Christmas Island, Comoros, Eritrea, Falkland Islands, Faroe Islands, French Southern and Antarctic Islands, Greenland, Guernsey, Heard Island and McDonald Islands, Isle of Man, Jersey, Lesotho, Liechtenstein and Vietnam. This list is also available on the [PHIS Export Component](#) page of the FSIS website.

D. Beginning on January 27, 2020, FSIS is adding The People's Republic of China (China) to the PHIS export module. All export certificates to China signed and issued by the FSIS Public Health Veterinarian (PHV) on or after January 27, 2020, need to be processed through PHIS with the export certificate printed on the FSIS security paper. All export certificates issued before January 27, 2020, will follow current export certification procedures utilizing paper forms processed outside of PHIS.

E. The complete list of all countries active in PHIS is also available on the [PHIS Export Component](#) page of the FSIS website.

### III. AWARENESS MEETING WITH ESTABLISHMENT MANAGEMENT

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

1. China will be active in PHIS effective January 27, 2020;

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2. All export certificates for China or any of the other countries and territories active in PHIS, listed on the [PHIS Export Component page](#), will be printed and issued by the FSIS certifying official on FSIS security paper;
3. The PHV certifying the shipment for export to China is to receive the fully completed FSIS Form 9295-1, *US Department of Agriculture Food Safety and Inspection Service Meat and Poultry Inspection Operations Meat and Poultry Export Certificate of Wholesomeness*, from the exporter or export applicant;
4. If not already known, IPP will need the name of the establishment individual who serves as the first Establishment Administrator in addition to a current e-mail address. IPP are to enter the Establishment Administrator into the Contacts page of the Establishment Profile as outlined in [FSIS Directive 5300.1](#), *Managing the Establishment Profile in The Public Health Information System*;
5. The FSIS web site: [Public Health Information System](#) provides additional information regarding gaining access to PHIS; and
6. The FSIS web site [Public Health Information System \(PHIS\) - Export Component](#) provides additional information regarding the PHIS export module.

#### **IV. IPP RESPONSIBILITIES**

- A. IPP are not to process paper applications and are not to issue the quadruplicate paper export certificates for meat or poultry exports to China or any of the other countries and territories active in PHIS. All export applications (FSIS Form 9060-6) for exports to countries active in PHIS are to be processed through PHIS with the resulting export certificate (FSIS Form 9060-5 or 9060-5S) issued by the FSIS certifying official on FSIS security paper.
- B. IPP are to use FSIS security paper to print all export certificates and associated continuation pages for meat and poultry exports certified through PHIS for exports to any of the countries and territories listed above. When IPP approve an export application in PHIS, they are to print one original of the export certificate and any continuation pages onto the 8.5" x 11" FSIS security paper. IPP are to print required supplemental documents (e.g. letterhead or transit certificates) on standard 8.5" x 11" white copy paper, not the FSIS security paper.
- C. IPP are to sign and issue all continuation pages and required supplemental documents on the same date as the corresponding export certificate. The same FSIS certifying official that signed the export certificate is to sign any continuation pages and any required supplemental documents.
- D. Upon receipt of this notice, IPP that certify exports to China are to order an initial quantity of 8.5" x 11" FSIS security paper to ensure certificates can be printed upon the implementation of the third phase of the PHIS export component on January 27, 2020.
- E. IPP are to maintain a sufficient inventory supply of FSIS security paper to fulfill anticipated export certification requests and are not to stockpile security paper for future use. IPP are to maintain ongoing communication with establishment management to determine the number of expected exports to countries and territories active in PHIS. This will help IPP determine the amount of security paper to order and maintain.
- F. The blank FSIS security paper is an accountable item. IPP are to record the serial numbers in the property log associated with the corresponding export certificate number issued by PHIS. IPP are to maintain blank security paper under FSIS control and are not to distribute the paper outside of FSIS for any reason. FSIS security paper is only to be used for printing an original copy of the approved export certificate and continuation pages from PHIS.

G. The security paper has the following features:

1. Sequential numbering beginning with “0000-0001” with the numbers in red ink;
2. Full background pantograph of “Void Not Official Copy” on a horizontal angle that appears when copied;
3. Artificial eagle watermark centered on the page and is viewable when held at a 45-degree angle and is not visible when copied or scanned; and
4. Chemically treated so that a pencil eraser will not alter the text.

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

## V. PHV RESPONSIBILITIES FOR CHINA

A. Once PHVs have received the completed Form 9295-1 from the exporter or export applicant, they are to complete the associated export task in PHIS following the guidance in [FSIS Directive 13000.5](#), *Public Health Information System Export Certification*.

**NOTE:** FSIS Form 9295-1 is a bilingual, watermarked, legal size document that is signed by the PHV (same PHV that approves the export task and signs the 9060-5 and any supplemental documents) and is to accompany all meat and poultry exports to China. PHVs cannot use photocopies of this form to certify products for export to China.

B. As part of the export task, the PHV is to verify Form 9295-1 is fully complete and that all information is accurate and matches the information on the export application in PHIS. If Form 9295-1 is not complete or contains incorrect information, the PHV is to notify the exporter or export applicant to add the missing information or to complete a new 9295-1 Form with correct information and return the form to the PHV.

C. PHVs are not to approve or reject the export application in PHIS for incorrect or missing information on Form 9295-1. Instead, PHVs are to save current information in the export task and delay further action with the export task until PHVs receive a corrected or new Form 9295-1.

D. Upon approval of the export application in PHIS, the PHV is to print and apply a wet ink signature to all PHIS generated export documents, as well as sign and date Form 9295-1. After signing all required export documents, the PHV is to scan, save and upload the export certificate with any continuation pages, supplemental documents (e.g. letterhead certificate) and Form 9295-1 into the export task in PHIS as directed in [FSIS Directive 13000.5](#).

E. In addition to uploading the signed export documents into PHIS and until further notice from FSIS, the PHV is to continue with all current pre-notification requirements for exports to China as outlined in China’s [Export Library](#), including those described in [FSIS Notice 47-19](#), *Poultry and Poultry Products Export Certification to the People’s Republic of China (China)*.

## VI. SEVEN DIGIT EXPORT STAMP

For all exports processed through PHIS, the system will automatically generate a seven-digit (numbers only) export certificate number upon creation of the export application by the export applicant. This seven-digit export certificate number will be used as the USDA export stamp to mark products for export. Upon receipt of this notice, IPP certifying exports to any of the 38 countries or territories, including China, that will be active in PHIS on January 27, 2020, are to order a seven-digit export stamp if they do not already

have one. This is an accountable item and is to be securely handled in the same fashion as the six-digit export stamp.

## VII. FORM SUPPLIES

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

B. IPP are to order FSIS Form 9295-1 from the MMSC. IPP are to use the following link for ordering instructions: [www.bsc.usda.gov](http://www.bsc.usda.gov). IPP are to send their orders via e-mail to [cfpdc@dm.usda.gov](mailto:cfpdc@dm.usda.gov) or via fax to (301) 394-0300.

## VIII. QUESTIONS

Refer questions regarding this notice or any other export questions to the Office of Policy and Program Development through [askFSIS](#), by e-mailing the question(s) to [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov), or by telephone at 1-855-444-9904. When submitting an askFSIS question, use the **Submit a Question** tab and enter the following information into the fields provided:

Subject Field: Enter **Notice 05-20**.  
Question Field: Enter your 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; and

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  
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