

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

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# FSIS NOTICE

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10-19

4/8/19

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

### 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.

### 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. Beginning on May 20, 2019, FSIS is adding a second group with 21 additional countries and territories to the PHIS export module.

D. The 21 countries and territories in the second group are: 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.

E. FSIS IPP will use PHIS to print all FSIS 9060-5 series (except for FSIS Form 9060-5EP) export certificates on FSIS security paper as described below for the first and second group of countries and territories listed above.

### III. FSIS SECURITY PAPER

A. FSIS will begin using security paper for printing export certificates and all associated continuation pages for meat and poultry exports certified through PHIS for all countries and territories listed above. When IPP approve an export application in PHIS, they are to print one original of the export certificate of wholesomeness (FSIS Form 9060-5 or FSIS Form 9060-5S) and any continuation pages (FSIS Form 9060-5A and FSIS Form 9060-5B) onto the 8.5" x 11" FSIS security paper.

**NOTE:** Letterhead or transit certificates are to be printed on standard 8.5" x 11" white copy paper, not security paper.

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**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 4/1/20

**OPI:** OPPD

B. IPP are to issue all continuation pages on the same date as the corresponding export certificate of wholesomeness. The continuation pages are to be signed by the same FSIS certifying official that signed the corresponding export certificate of wholesomeness.

C. Effective on April 8, 2019, IPP that certify exports to the second group of 21 countries and territories active in PHIS 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 second phase of the PHIS export component on May 20, 2019.

D. IPP are to maintain a sufficient inventory supply of security paper to fulfill anticipated export certification requests and should not stockpile security paper for future use. IPP are to maintain ongoing communication with plant management to determine the number of expected exports to countries and territories active in PHIS. This will help determine the amount of security paper to order and maintain.

E. The blank FSIS security paper is an accountable item and the serial numbers should be recorded in the property log and associated with the corresponding export certificate number issued by PHIS. Blank security paper must be maintained under FSIS control and must not be distributed for any reason. FSIS security paper must only be used for printing an original approved export certificate from PHIS.

F. 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.

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

#### **IV. AWARENESS MEETING WITH PLANT MANAGEMENT**

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

1. The second group of countries and territories will be active in PHIS effective on May 20, 2019;
2. IPP will print all meat (including Siluriformes fish) and poultry export certificates issued for the 37 countries and territories listed above on FSIS security paper;
3. In order to access PHIS there must be an individual designated by the establishment to serve as the Establishment Administrator entered into the PHIS Establishment Profile by an IPP. If the establishment has not already done this, they will need to provide IPP with the name of the individual who will serve as the first Establishment Administrator in addition to a current e-mail address. IPP will 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*;

4. Additional information regarding gaining access to PHIS can be found on the FSIS web site at the following link <https://www.fsis.usda.gov/wps/portal/fsis/topics/inspection/phis>; and
5. Additional information regarding the PHIS export module can be found on the FSIS web site at the following link <https://www.fsis.usda.gov/wps/portal/fsis/topics/international-affairs/exporting-products/phis-export-component>.

## V. SEVEN DIGIT EXPORT STAMP

For all exports processed through PHIS, a seven-digit (numbers only) export number will be automatically generated by the system 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. Effective on April 8, 2019, IPP that certify exports to any of the 21 countries or territories that will be active in PHIS on May 20, 2019 are to order a seven-digit export stamp. This is an accountable item and must be securely handled in the same fashion as the six-digit export stamp.

## VI. ACCOUNTABLE SUPPLIES

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 can send their orders via e-mail to [cfpdc@dm.usda.gov](mailto:cfpdc@dm.usda.gov) or via fax to (301) 394-0300.

## VII. 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 1-800-233-3935. When submitting an [askFSIS](#) question, use the **Submit a Question** tab and enter the following information into the fields provided:

Subject Field: Enter **Notice 10-19**.  
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  
Office of Policy and Program Development