

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

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# FSIS DIRECTIVE

9000.1  
Rev. 2

8/1/18

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## EXPORT CERTIFICATION

### CHAPTER I - GENERAL

#### I. PURPOSE

This directive provides instructions to inspection program personnel (IPP) for performing export certification of meat (including Siluriformes fish) and poultry products. The directive has been rewritten in its entirety to clarify information and incorporate instructions from various FSIS directives and notices. FSIS is also reissuing this directive to provide updates to the export certification of meat, poultry, and to include instructions for export certification of fish of the order Siluriformes.

#### KEY POINTS

- *Provides updated information and instructions for IPP on the review of export applications, export certificates, and supplemental (letterhead certificates) documents*
- *Provides updated information and instructions for product re-inspection and export verification*
- *Provides updated information for issuing replacement certificates*
- *Provides updated information on the application of the USDA export mark*
- *Provides updated information on FSIS responsibilities at establishments operating under an Export Verification/Quality Systems Assessment (EV/QSA) Program*

#### II. CANCELLATION

FSIS Directive 9000.1, Revision 1, Export Certification, 3/1/06

FSIS Directive 9040.1, Revision 3, Re-inspection of Product Intended for Export, 3/1/06

#### III. BACKGROUND

A. All federally inspected and passed meat (including Siluriformes fish) 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), or equivalent country specific export certificate (e.g., FSIS Form 9135-3, Certificate for Export of Meat and Poultry Products to Canada, as noted in the [FSIS Export Library](#)), hereafter referred to as an “export certificate,” to accompany the product intended for export.

B. Many foreign countries maintain additional eligibility requirements and certification statements (attestations), or country-specific supplemental export certificates. Additional export requirements that have been officially communicated to FSIS by the importing country can be accessed in the [FSIS Export Library](#), which is available on the FSIS website.

C. Not all countries that import U.S. meat and poultry products have additional requirements listed in the [FSIS Export Library](#). If a country is not listed in the [FSIS Export Library](#) or a product is not included (as eligible or ineligible) on a specific country's webpage in the Export Library, IPP are to issue the export certificate with no additional supplemental certificates, statements, or attestations.

D. When an application for export certification (FSIS Form 9060-6) is submitted to IPP, IPP are to verify the application is complete, correct, and the product is eligible for export before they sign the application, issue the USDA export mark, and issue (but not sign) an export certificate.

#### **IV. EXPORT CERTIFICATION TRAINING**

A. IPP are to complete the export certification training referenced in Section B below prior to performing export verification and certification activities, including the issuance of signed export documents. The Inspector-In-Charge (IIC) at establishments that certify exports are to provide up to one hour of official time during the established tour of duty to each FSIS employee that performs these duties to review this directive.

B. In addition to allowing IPP time to review this directive, the IIC may conduct a work unit meeting with IPP that perform export certification duties to discuss this directive. Examples of export certification training are:

1. Inspection Methods: [Export Certification](#) component of the [FSIS Inspection Methods](#) training; and
2. AgLearn: Additional export training is available to IPP via [AgLearn](#). Courses include: FSIS-Introduction to Export Certification; FSIS-Export Certification II: Letterhead, Transit, and Replacement Certificate; FSIS-6005 Export Verification; and FSIS-PHIS Export.

### **CHAPTER II – APPLICATION AND EXPORT LIBRARY**

#### **I. APPLICATION FOR EXPORT CERTIFICATE**

**NOTE:** IPP are to follow the instructions in this directive for all non-PHIS (Public Health Information System) specific export certification related steps and procedures. See [FSIS Directive 13,000.5, Public Health Information System Export Certification](#), for information relating to the review and processing of the application for export of meat and poultry products for countries active in PHIS.

A. IPP are to be aware that export applicants (anyone who submits an application for export) need to apply for an export certificate using FSIS Form 9060-6, Application for Export, for all meat, poultry, and Siluriformes fish exports.

B. IPP have the authority to issue an export certificate for meat, poultry and Siluriformes fish exports, provided an application has been submitted by the export applicant. IPP are to review the application to verify, using documentation and evidence provided by the applicant, that it is complete, correct, and that the requirements of the receiving country as listed in the [FSIS Export Library](#) have been met. It is the responsibility of the export applicant to demonstrate to FSIS that the requirements of the importing country have been met. IPP are to verify the accuracy of statements on the application and supplemental export documents (e.g., letterhead certificate) requiring FSIS signature, when necessary, by requesting appropriate supporting documentation from the applicant. IPP may inform the applicant that the process may be expedited if they provide any necessary documents with the application.

C. If IPP have concerns that the products listed on the application are ineligible for export to the designated country (e.g., the product is adulterated, unwholesome, or does not meet Export Library criteria), they are not to sign the application and are to:

1. Raise such concerns with the applicant;
2. Document in a memorandum of interview (MOI) the concerns discussed, and whether the concerns were adequately addressed;
3. Provide a copy of the MOI to the applicant and print a copy for the government file; and
4. If the products are adulterated or unwholesome, IPP are to also issue a non-compliance report (NR) documenting the non-compliance and apply a USDA retain/reject tag to retain control of the product until a final disposition is made.

D. When IPP verify product eligibility and that all export requirements are met, IPP are to follow the steps below for paper export applications and certificates issued outside of PHIS. See [FSIS Directive 13,000.5, Public Health Information System Export Certification](#), for guidance on issuing export certificates through PHIS.

1. Sign the application;
2. Retain a copy of the application and any accompanying documents for filing;
3. Return the original application to the applicant;
4. Provide the unsigned export certificate for completion by the exporter;
5. Provide the official rubber export stamp and permit the establishment to apply the USDA export mark; or
6. Permit other means of applying the export mark to the product containers, pallets, or closed means of conveyance transporting the consignment (e.g., truck, rail car, or ocean container) associated with the export application as described in Chapter III of this directive. Pallet and conveyance stamping is only permitted when it is specifically allowed in the [FSIS Export Library](#) for the importing country.

E. Once the establishment applies the USDA export mark via the rubber export stamp, IPP are to secure the rubber stamp under FSIS control.

F. IPP are to ensure any excess computer-generated export stickers are given to IPP for disposal; or verify any extra cartons or containers containing the inkjet export mark are either destroyed or the export mark is removed or completely and permanently covered or defaced.

## II. EXPORT LIBRARY

**NOTE:** IPP can use the FSIS e-mail subscription service, located at: [govdelivery](#) to sign up for e-mail notifications whenever there is an update to the [FSIS Export Library](#) for meat and poultry products.

A. IPP are to consult the [FSIS Export Library](#) prior to certifying each export certificate to ensure there are no new product restrictions or updates to previous country requirements. The [FSIS Export Library](#) is available on FSIS' website and contains country-specific requirements that have been officially communicated to FSIS by the importing country. These requirements may include, but are not limited to:

1. Certificate requirements;
2. Foreign country animal health and food safety certification requirements (e.g., letterhead certificates or transit certificates);
3. Facility requirements;
4. Labeling requirements;
5. Chemical residue testing requirements;
6. Microbiological testing requirements;
7. Public Health Veterinarian (PHV) signature requirements;
8. Other commercial requirements and information provided expressly for the exporter;
9. Establishment requirements to become eligible to export; and
10. Lists (if applicable) of establishments eligible to export.

B. A foreign country may require products to be produced under an Animal and Plant Health Inspection Service (APHIS) or Agricultural Marketing Service (AMS) Process Verified Program (PVP) or EV/QSA Program. When a country requires U.S. product intended for export to be produced at an establishment participating in one of these programs, IPP are to be familiar with the establishment's written PVP or EV/QSA program and be able to attest that the program is being implemented as required. IPP are to conduct export certification and verification of PVP and EV/QSA programs as voluntary reimbursable services in accordance with Chapter VII Section I of this directive.

1. If based on their verification activities, IPP have reason to believe that an AMS-approved EV/QSA establishment is not properly executing its EV/QSA or APHIS program (e.g., attempting to ship product that is not eligible for the importing country), they are not to sign the export application for the product in question, are to document observations in an MOI, and are to notify AMS via e-mail at [QAD.AuditService@ams.usda.gov](mailto:QAD.AuditService@ams.usda.gov), or for APHIS programs, notify the District Office (DO), who will notify the local APHIS Veterinary Center and the Import Export Policy Development Staff (IEPDS) at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov). IPP are to provide the following information in the notification:
  - a. Establishment name, address, and number;
  - b. Product type, product code, and quantity of product;
  - c. Date of production, lot number, and shift;

- d. Date and nature of the observation;
- e. Name of country for which product is intended;
- f. Export certificate number (if applicable);
- g. Any other information necessary to verify claim and specific concerns; and
- h. Name of IPP documenting concerns.

2. IPP are to send a courtesy copy (cc) of the notification to their immediate FSIS Supervisor and to IEPDS, and maintain a copy of the message in the inspection office export file.
3. IPP are to take the appropriate enforcement actions and issue an NR if the violation of the EV/QSA or APHIS program requirement is also an FSIS regulatory non-compliance. IPP are to document the NR in a PHIS Task, other than the export task, applicable to the observed noncompliance and based on the establishment's food safety system.

C. IPP requiring additional assistance after consulting the [FSIS Export Library](#) and this directive can search the [askFSIS website](#). IPP may also contact the Office of Policy and Program Development (OPPD) IEPDS personnel through [askFSIS](#) or by calling 1-800-233-3935 and selecting the menu option for the export of meat and poultry for further assistance.

D. If the [FSIS Export Library](#) directs IPP to verify information regarding the U.S. animal health status, the instructions to do so will also be contained in the Export Library.

E. All official establishments and all facilities paying for voluntary services listed in the Meat, Poultry and Egg Product Inspection Directory are eligible to export meat (including Siluriformes fish) and poultry products. However, some countries have additional establishment requirements and require pre-approval or registration of eligible establishments before they can be included on an "eligible plants list". When required in the [FSIS Export Library](#), this registration or pre-approval is usually accomplished via an Establishment Application for Export, [FSIS Form 9080-3](#). The [FSIS Export Library](#) will provide necessary information on the requirements for a specific country for a U.S. establishment to become eligible to export to that particular country. If the U.S. establishment has questions on how to obtain approval for voluntary reimbursable inspection service for exporting product, IPP are to direct the establishment to the District Office Grant Curator. Grant curator contact information can be found at: [Office Locations and Phone Numbers](#).

F. Effective on June 29, 2018, all FSIS Form 9080-3 requests must be processed through PHIS. See [FSIS Directive 13.000.5](#) for additional guidance on how IPP are to approve the FSIS Form 9080-3 in PHIS.

G. Before signing the export application, IPP are to consult the [FSIS Export Library](#) to verify that an establishment is approved and registered, if required, and on the eligible plants list for the importing country. If establishments are required to appear on an eligible plant list for a particular country and the establishment is not listed, IPP are not to sign the application or issue the export certificate.

## CHAPTER III - MARKING PRODUCT

### I. EXPORT MARK

A. IPP are to be aware that the applicant may apply the export mark through various methods. These methods may include the use of the rubber export stamp, which is kept under FSIS control when not in use, the use of a computer-generated export mark (pressure-sensitive one-time use stickers), or the application of an export mark by direct printing (i.e., inkjet application) to the box.

B. Computer-generated export marks are allowed, provided that IPP verify that the computer-generated mark:

1. Is equal in size and an exact impression of the FSIS rubber export stamp in [9 CFR 312.8](#), [9 CFR 381.104](#), or [9 CFR 590.407\(e\)](#);
2. Is not printed until authorized by IPP and based on an assigned export certificate number;
3. Is only printed in the quantity needed for application to the consignment, and IPP are notified in advance of the quantity of stickers to be printed;
4. Is applied in such a manner that prevents the possibility of re-use of the stickers;
5. Is legible and placed uniformly in such a manner as to be visible when the product is palletized or presented for export verification; and
6. Any excess stickers are given to IPP for disposal.

C. Direct inkjet printing of the export mark to the carton or container is allowed, and IPP are to verify that the inkjet mark:

1. Is equal in size and an exact impression of the FSIS rubber export stamp in [9 CFR 312.8](#), [9 CFR 381.104](#), or [9 CFR 590.407\(e\)](#);
2. Is not printed on the cartons or containers until authorized by the IPP based on an assigned export certificate number;
3. Is only applied in the quantity needed for application to the consignment, and IPP are notified in advance of the quantity of cartons or containers to be printed;
4. Is carried out under the supervision of a designated, responsible plant employee;
5. Is legible and placed in such a manner as to be visible when the product is palletized or presented for export verification; and
6. Is accountable to IPP. IPP are to verify that all extra cartons or containers containing the inkjet export mark are either destroyed or the export mark is removed or completely and permanently covered or defaced to where no parts of the mark are visible.

## II. UNIQUE IDENTIFIER (UI)

A. A UI is an alternate export mark that may be used for export consignments instead of using the standard USDA export mark that contains the export certificate number. The UI may be any combination of numbers or letters. IPP are not to certify export consignments marked with a UI unless the importing country allows containers to be marked with a UI instead of the standard USDA export mark, and the acceptance of UI marking is specifically noted in the [FSIS Export Library](#). If the applicant has chosen to use a UI to mark the consignment for export during the export application process, the export consignment will not require the USDA export stamp. Anytime a UI is used to mark the containers, pallets, or closed means of conveyance transporting the consignment, the UI is to link the consignment to the corresponding export certificate and account for all boxes or containers identified on the export certificate. To link a UI to the corresponding export certificate, IPP are to verify that the applicant has included the following statement in the remarks section of the export certificate or on FSIS Form 9060-5B (remarks continuation page): “The products covered by this certificate are marked with the Unique Identifier X#X#X#X#X#X#X#X#.”

**NOTE:** FSIS Form 9060-5B is a continuation of the remarks section of the export certificate. This form may contain attestations, other information, or replacement certificate information that will not fit in the remarks section of the associated export certificate. The continuation sheet is to be prepared in quadruplicate and is to have the same date as the associated export certificate.

B. Depending on the foreign country’s requirements listed in the [FSIS Export Library](#), exporters may apply the export mark to the consignment in different manners. IPP are to be aware that the exporter may apply the export mark to the export consignment by marking one of the following:

1. Each outside container within a consignment (default method unless option two or three below are specifically allowed according the [FSIS Export Library](#) for that country);
2. A securely enclosed pallet or pallets within the consignment (e.g., shrink-wrapped or other effective means); or
3. The closed means of conveyance transporting the consignment (e.g. truck, rail car, or ocean container).

C. If the importing country allows pallet or closed means of conveyance marking, the export mark should be a single mark on every pallet or closed means of conveyance included within the consignment. Unless otherwise indicated in the [FSIS Export Library](#), the export mark may be applied to a placard that is visible under the shrink-wrap that encloses the pallet; to the shrink-wrap directly; or to a single box within the pallet. The export mark may be affixed securely to the closed means of conveyance itself, or to a placard that is placed in a conspicuous location within the conveyance that is transporting the consignment. IPP are not to certify export consignments where individual pallets or a closed means of conveyance bear the export mark unless the [FSIS Export Library](#) for the importing country specifically permits this application of the export mark.

D. If an exporter wishes to split a shipment with marked pallets or a closed conveyance into multiple shipments, or consolidate the shipment into another shipment, and the original pallet or closed conveyance export mark no longer links the shipment to the certificate, IPP are to treat the split or consolidated shipment request as a new consignment, requiring a new application, new export certificate, and new export mark.

### III. EXPORT PRE-STAMPING PROGRAM

A. IPP may permit an establishment to apply the export mark and complete the export certificate when he or she is on duty but not present at the establishment. This practice is known as pre-stamping and needs to have prior approval from FSIS. Establishments requesting to pre-stamp products intended for export are to have a written pre-stamping program approved by FSIS (IIC in coordination with the local FSIS supervisory chain). IPP are to be aware that the establishment's pre-stamping program should identify how the controlled stamping of product will be accomplished. IPP are to perform product re-inspection as specified in this section anytime they determine that it is necessary. IPP are to deny the release of the official rubber export stamp or deny permission to print the export mark if they determine the establishment cannot implement the export mark pre-stamping program as written.

B. An export pre-stamping program needs to ensure that:

1. The application of the rubber export stamp, stickers, or inkjet export marks is performed by designated establishment personnel;
2. The application of the export mark, stickers, or inkjet export marks is performed during the establishment's hours of operation and when IPP are assigned to the establishment. IPP therefore may not be present during all stamping activities;
3. The export mark is applied in a uniform, clear, legible manner that is visible when the product is palletized or presented for export verification;
4. The export mark, stickers, or inkjet export mark is applied only to a specified number of cartons or containers that are in sound condition and specifically covered by the export certificate; and
5. Accountable items such as the rubber export stamp, printing of export stickers, and the printing process for application of the ink jet are controlled by designated establishment personnel while pre-stamping program procedures take place.

C. If the establishment fails to follow its pre-stamping program, IPP are to:

1. Notify establishment management that the pre-stamping operations are suspended;
2. Issue an MOI documenting any discussions and any planned corrective measures with establishment management;
3. Provide a copy of the MOI to establishment management and retain a copy for the government file; and
4. In consultation with the front-line supervisor (FLS), review all the evidence, trends, and any corrective measures regarding the export establishment's pre-stamping program and decide whether pre-stamping can resume.

**NOTE:** If for any reason, a consignment intended for export is not to be exported, IPP are to ensure that any previously applied export mark is removed, permanently covered, or defaced to where no parts of the export mark are visible.



## CHAPTER IV - ISSUING EXPORT CERTIFICATES AND REPLACEMENT EXPORT CERTIFICATES

### I. ISSUING EXPORT CERTIFICATES

A. IPP are to be aware that the applicant or exporter is responsible for completing all parts of the export certificate except for the sections IPP are required to complete. IPP are to sign the export certificate and, if not already typed by the applicant, enter the district name or number, print or type their name (please refer to the [FSIS Export Library](#) for country specific instructions), and enter the current date. Instructions for completing the export certificate are available on the [FSIS Export Library](#) page of the FSIS website. See [FSIS Directive 13,000.5](#) for issuing export certificates for exports processed through PHIS.

B. Before issuing a signed export certificate, IPP are to perform export verification activities on the export consignment by verifying the:

1. Export mark (rubber stamp, stickers, or ink jet export stamp) is equal in size and an exact impression of the FSIS export stamp as required in [9 CFR 312.8](#), [9 CFR 381.104](#), or [9 CFR 590.407\(e\)](#) respectively;
2. Correct export mark number is applied, legible, and links the certificate to the shipment;
3. Export mark stickers are tightly adhered and applied in such a manner that prevents the possibility of reuse;
4. Any excess export mark stickers are returned to IPP; and
5. Excess boxes containing the inkjet export mark are destroyed or the export mark is removed or permanently and completely covered or defaced.

C. IPP do not need to perform export verification activities on the entire shipment. To determine the amount of product IPP are to perform export verification activities on, they are to use good judgment taking into consideration the history of any export related issues associated with the exporting establishment and follow supervisory instructions, when provided. IPP are to record the amount of product that they verified on the FSIS copy of the 9060-6, Application for Export. For example, verified 5 of 20 pallets, or verified 100 of 1,000 boxes. See Directive 13000.5 for guidance on how to record the amount of product verified for exports processed through PHIS.

D. Once IPP receive the appropriately completed export certificate and any completed supplemental export documents (e.g., letterhead certificate, foreign country certificate, manufacturer's declaration) as required in the [FSIS Export Library](#), they are to verify the accuracy of the export information.

E. IPP are to review the certificate and required supplemental export documents for accuracy and completeness based on the application and [FSIS Export Library](#) requirements for the receiving country. See Directive 13000.5 for guidance on how IPP are to review and issue export certificates and supplemental documents for exports processed through PHIS. Specifically, IPP are to:

1. Verify that only the required information or statements from the [FSIS Export Library](#) are entered in the remarks section of the export certificate or on any accompanying letterhead certificate or other required supplemental document;

**NOTE:** Exporter or importer requests for additional information or commercial statements that are not specifically included in the Export Library for the receiving country are not to be added in the remarks section or added to any other supplemental document.

2. Verify the appropriate box is checked indicating that the animals received ante- and post-mortem inspection on FSIS Form 9060-5 or that the Siluriformes fish have been inspected and passed on FSIS Form 9060-5S;
3. Verify that any unused space in the product grid and in the remarks section of the export certificate are lined out (a single diagonal line is acceptable); see Directive 13000.5, Public Health Information System Export Certification, for guidance on unused space for export certificates issued through PHIS;
4. Verify that the certificate number, applicant name and address, exporting plant number, product as labeled, shipping marks (if any), weights and package counts (for individual lots and the totals), and establishment number on the product listed on the application match those listed on the export certificate; and
5. Verify the establishment number on the shipping cartons of the product is a U.S. establishment, which may be the establishment number of the official import establishment, and that it corresponds with the “Est. No. on Product” listed on the export certificate.

F. IPP are not to sign the export certificate if the weight and package amounts on the application do not match those on the export certificate. IPP are to allow the exporter to amend an original application, or complete a new application (not an application for a replacement certificate) to correct the weight or package amount to align with the export certificate. However, IPP are not to allow an increase in package or weight count from that on the original application without performing export verification and product re-inspection as needed. See Section II of this chapter below for instructions regarding replacement certificates.

G. IPP are to perform export verification activities (e.g., verify documentation is legible, correct export mark number is applied and legible, labels meet the requirements of the receiving country) and, if required, product re-inspection (see Chapter V section I of this directive).

H. Using other than black ink, IPP are to sign and date (with the current date) the export certificate and any required supplemental export documents if there are no issues or concerns.

I. If a PHV signature is required by the importing country as specified in the [FSIS Export Library](#), the certifying official is to include his or her professional degree.

J. IPP are to ensure the district name or number and the name of the FSIS certifying official are printed or typed, along with the signature of the certifying official, in the signature block on the export certificate.

K. IPP are not to stamp the export certificate with the USDA export mark unless required by the importing country as specified in the [FSIS Export Library](#). Unless indicated otherwise in the Export Library, the export mark stamp applied to the export certificate is to be the number of the current export certificate associated with the shipment.

L. IPP are to maintain the triplicate copy of the export certificate and a copy of all signed supplemental or other supporting documents for the government file.

M. IPP are to give the remaining pages of the export certificate and the original copy of all supplemental or other supporting documents to the designated establishment personnel.

N. If IPP have questions about the information on the application, the export certificate, or other supplemental documents, they are not to sign the certificate until they have contacted the IPP who signed the application (if applicable) or the exporter for clarification. If IPP still have concerns about signing the export certificate after reviewing the completed export documents and performing product re-inspection (if required) or export verification activities, they are to:

1. Discuss their concerns with establishment management to see if the concerns can be resolved;
2. Document their concerns and discussion with establishment management in an MOI if the concerns cannot be resolved;
3. Provide a copy of the MOI to establishment management and retain a copy for the government file;
4. Document any regulatory non-compliances by issuing an NR; and
5. Notify their supervisor of their concerns, the establishment's plan to address the concerns, and not sign the export certificate.

O. If necessary, IPP are to inform the applicant that a product continuation sheet (FSIS Form 9060-5A, Meat and Poultry Export Certificate of Wholesomeness Continuation Sheet) is available at: [FSIS Forms](#) and is to be prepared by the exporter when multiple items in the shipment exceed the space available in the product grid on the face of the export certificate. The continuation sheet is to be prepared in quadruplicate and includes:

1. The export certificate number of the associated export certificate;
2. A product description – name, species, type and number of packages, weight, shipping marks, and establishment number on product;
3. The certifying official's printed name and signature, followed by the district number. The FSIS certifying official's name and district number is to be the same as that on the associated export certificate; and
4. The date signed, which is to be the same date as the associated export certificate.

P. For some export consignments, supplemental export documentation (e.g., letterhead certificate) is required in addition to the FSIS export certificate of wholesomeness. Any requirements for supplemental export documentation are specified in the individual country requirements found in the [FSIS Export Library](#). If the exporter submits a letterhead certificate along with the export certificate, the FSIS certifying official is to verify that:

1. The most current version of the letterhead certificate found in the [FSIS Export Library](#) was submitted;

2. No statements on the letterhead certificate have been changed from the most current version;
3. No additional statements have been added; and
4. Any certification required by another USDA agency (e.g., AMS) is provided along with the completed letterhead.

Q. Each day IPP issue an export certificate at official establishments, they are to schedule and document one domestic Export Certification task in PHIS. Regardless of the number of export certificates issued or the number of IPP that issue certificates on a given day, IPP are only to record the task as performed once each day, per shift and not for each inspector or export certificate they issue. At a non-official establishment, such as an ID warehouse, IPP are to charge for the service as set out in [FSIS Directive 12,600.1](#), *Voluntary Reimbursable Inspection Services*.

## II. REPLACEMENT EXPORT CERTIFICATES

A. Because issuing replacement export certificates is certification that is in addition to the basic export certification of wholesomeness required by regulation, IPP are to charge the exporting establishment (as a reimbursable service) for the time necessary to issue and sign all replacement export certificates in accordance with [FSIS Directive 12,600.1](#).

B. If a country's [FSIS Export Library](#) requirements state that replacement certificates cannot be issued, IPP are not to issue a replacement for that country.

C. IPP may issue a replacement certificate without further re-inspection of the product, provided that the exporter makes the request for the replacement certificate within 90 calendar days from the date the original certificate was issued for products that are non-frozen or non-shelf stable or within 364 calendar days from the date the original certificate was issued for frozen or shelf stable products. All requests for replacement certificates are to be accompanied by the original export certificate and all copies of the original certificate. If the original certificate is lost, the applicant is to provide a letter on establishment letterhead stating that the original certificate will be returned to FSIS if it is found. The replacement certificate request is to be for one of the following five reasons:

1. The original certificate did not contain required information;
2. The original certificate contained incorrect information;
3. The importer, exporter, consignee or consignor has changed, but is within the same country that appears on the original certificate. The foreign country on the original and replacement certificates is to remain the same unless circumstances described in paragraph 5 below arise;
4. The certificate was lost or damaged. If the certificate is lost, IPP are not to issue a replacement certificate unless the exporter provides a letter of assurance to the certifying official stating the certificate will be returned if found, and the replacement certificate can only restate the information contained on the original certificate; or

5. If the country of destination has changed, a replacement certificate can be issued for the new country of destination, provided the new country of destination's requirements have been met as stated in the Export Library, and the new country of destination does not have different AMS Export Verification (EV) Program requirements for that product. Information regarding EV programs can be found in the [FSIS Export Library](#). If the requested country of destination has an EV program for the product to be shipped, a replacement certificate cannot be issued if the product was not produced in accordance with the new country's EV program. IPP are to carefully review the new country's requirements as outlined in the [FSIS Export Library](#) and ensure these requirements have been met at the time the replacement certificate is issued before signing a replacement certificate. If the country's requirements as outlined in the [FSIS Export Library](#) have not been met, a replacement export certificate cannot be issued. IPP have the authority to require proof from the applicant that all conditions have been met before issuing a replacement certificate.

D. IPP are not to approve an export certificate for a consolidated or subdivided (split) shipment if the applicant does not return the original export certificate and all copies. A letter for a lost original certificate is only sufficient for IPP to approve a one to one replacement certificate.

E. IPP are to choose to re-inspect the product before issuing a replacement certificate if IPP suspect the product is unwholesome, unsafe, or improperly labeled.

F. When IPP receive a request to provide a replacement certificate, they are to verify that the request is consistent with at least one of the five reasons in Section C above. If the replacement request is for a consolidation of product or a subdivision (split) of product, IPP are to verify that the conditions specified in paragraphs M and N of this section are also met. Further, IPP are to verify that requests for replacement certificates with a change in country of destination are accompanied by letter(s) on company letterhead from all establishments whose numbers will appear on the replacement certificate (with the exception of the applicant) agreeing to the change. If the replacement certificate request is consistent with the aforementioned parts of this directive, IPP are to issue a replacement certificate with the current date. All previously issued certificates are to be noted in the remarks section as outlined below in paragraph I. The date of all previously issued certificates is to be noted in the remarks section to allow an importing country to trace the history of the product.

G. If an original certificate has not been signed, and a new certificate is required in place of the original certificate (e.g., because of clerical error, print misalignment, paper damage), the date of reference used in the replacement statement in the remarks section of the new certificate should be the current date which the new certificate is signed. This only applies when the export shipment is already marked with the original certificate number. If the export shipment does not contain the export mark, the original export certificate is to be voided and maintained in government file and a new export certificate is to be issued. The export shipment is then to be marked with the number of the new export certificate.

H. Issuing replacement export certificates: IPP are to be aware that the applicant is to submit a new export application (Form 9060-6) to request a replacement export certificate. IPP are to process all replacement applications and certificates in the same manner they process original applications and certificates as described in this directive. IPP are not to approve a replacement certificate request where the package count or the weights are more than the amounts listed on the original certificates. All replacement certificates are to contain the current date (i.e., the date IPP sign the replacement certificate).

I. For all replacement export certificates, IPP are to verify that all previous certificate numbers and associated dates appear in the "Remarks" section of the most current certificate as follows: "This

certificate replaces certificate no. <insert original certificate number(s)> dated <insert date(s) of the original certificate(s)>. The export mark on the product covered by this certificate shows certificate no. \_\_\_\_\_.” See the following examples:

1. Example 1 (single replacement): “This certificate replaces certificate no. MPK-123456 dated 11/1/2012. The export mark on the product covered by this certificate shows certificate no. MPK-123456.”;
2. Example 2 (series of replacements): “This certificate replaces certificate no. MPK-234567 dated 12/01/2012, which replaced certificate no. MPK-123456 dated 11/01/2012. The export mark on the product covered by this certificate shows certificate no. MPK-123456.”;
3. Example 3 (consolidation): This certificate replaces certificate nos. MPK-123456 dated 11/01/2012 and MPK-234567 dated 12/01/2012. The export mark on the product covered by this certificate shows certificate nos. MPK-123456 and MPK-234567.”; or
4. Example 4 (subdivision/split): This certificate replaces certificate no. MPK-123456 dated 11/1/2012. The export mark on the product covered by this certificate shows certificate no. MPK-123456.

**NOTE:** Including the original certificate number and original certification date in the remarks section retains information regarding the product’s condition at the time the original certificate was issued.

J. IPP are to verify the District Office (DO) is that of the exporting establishment.

K. In the case of lost certificates, IPP are to inform the applicant that they are to provide a letter stating the original export certificate(s) will be returned to FSIS if found. IPP at the establishment that is requesting the replacement certificate are to contact the IPP at the establishment that issued the original certificate to obtain a copy of the original certificate.

L. If IPP receive a request for a replacement certificate and the original certificate has a date that exceeds 90 calendar days for product that is not frozen or not shelf stable, or the request exceeds 364 calendar days for frozen or shelf stable product, or the new country of destination has a different AMS- operated EV program for that product, IPP are not to sign the application. IPP are to inform the applicant that FSIS requires a new application for export, re-inspection of the product, the issuance of a new certificate, and application of a new export mark. When this happens, IPP are to verify that the exporter has removed or completely covered or defaced all previous export marks and that all export markings are not visible before issuing a new export mark.

M. When an original export shipment is subdivided (split) for shipping to more than one consignee, IPP are to issue an export certificate for each subdivided (split) shipment to replace the original export certificate.

N. IPP are to issue a replacement certificate for multiple original export certificates if the product has been consolidated for shipping to a single consignee, provided the:

1. Request is for export to the same country as the original certificates, except in cases as described in Section C 5 of this chapter; and

2. Consignment was originally described in sufficient detail on the original certificates to enable the direct correlation of containers, identification, and corresponding weights on the new certificates.

O. IPP are to be aware that if an FSIS certifying official refuses to sign a replacement export certificate, the applicant or exporter may appeal the IPP's refusal and the reasons for doing so to the next in line FSIS supervisor. Based on the review of the appeal and associated information, the supervisor is to take one of the following actions:

1. Uphold the refusal of the FSIS certifying official to sign the export certificate on the grounds that the information presented by the exporter is not adequate to justify signing the certificate; or
2. Decide, based on his or her review of the record, that the signature is justified and sign the certificate. If a PHV signature is required, the next in line supervisor is to forward the appeal with the findings, if necessary, to the appropriate DO personnel with a recommendation that the certificate and other export documents be signed.

P. Occasionally, IPP receive requests for letters of explanation for issuing replacement certificates. These requests may come from exporters, importers, or government officials from the importing country. Under no circumstances are IPP to prepare, sign, or issue such a letter explaining details or reasoning for issuing replacement certificates. IPP are to refer such requests to IEPDS at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov).

## **CHAPTER V - EXPORT RE-INSPECTION PROCEDURES, EXPORT OF PRODUCT FOR OTHER THAN COMMERCIAL PURPOSES, AND LABELING**

### **I. EXPORT RE-INSPECTION PROCEDURES**

A. IPP are to verify that all products included in the export consignment comply with FSIS regulations, as well as the importing country's requirements as specified in the [FSIS Export Library](#). At times, verification may require re-inspection of products prior to issuing an export certificate. The purpose of re-inspection of product intended for export is to verify the product's safety, wholesomeness, identity, and eligibility for export.

B. IPP at official establishments are not required to conduct re-inspection of product for shipments exported directly from the producing establishment. IPP at the producing establishment, through scheduled or unscheduled daily tasks in PHIS, conduct ongoing verification activities (e.g., verification of HACCP requirements and sanitary conditions) of products that the producing establishments may present for export. Therefore, IPP at the producing establishment have knowledge and awareness of the establishment's procedures for ensuring the safety, wholesomeness, and accurate labeling of the product, and product re-inspection is not required. However, IPP are to perform product re-inspection if they have reason to question the identity, soundness of the product, or whether the products are properly labeled to meet FSIS regulatory requirements. When IPP observe these conditions, they are to re-inspect the product as set out in this section or at a rate and frequency to be determined in consultation with their FLS and DO.

C. Re-inspection activities relate specifically to IPP verification of the product's identity, condition, or eligibility, and are not to be confused with export verification activities. Export verification activities include export mark verification (i.e., verification that the mark is legible, the correct number, and applied as required) and verifying that labels meet the requirements of the receiving country.

D. Re-inspection is required when an applicant applies for an export certificate after a consignment has moved from the producing establishment to a non-producing establishment, such as an ID warehouse or cold storage facility. However, IPP may allow the establishment to develop a written program that does not require FSIS re-inspection of each container. At a minimum, the program should take into consideration the establishment's export history compliance, identify the criteria for determining when products will be re-inspected, and identify the number of pallets and packages that will be inspected when re-inspection is required (e.g., one pallet verified for every 10 presented, or 10% of consignment). When an establishment develops a written program for re-inspection, IPP are to:

1. Review and verify that the program is adequate;
2. Discuss any such program with their supervisor; and
3. Advise establishment management that failure to follow their written program may result in a suspension of the re-inspection program.

E. Re-inspection may include, but is not limited to:

1. Verifying the identity of the product;
2. Organoleptic (sensory) examination of the shipping cartons to observe for signs that the consignment is adulterated or unwholesome (e.g., based on off-condition, odor, temperature abuse, torn packaging, damp cartons, or other evidence of insanitary handling or storage); and
3. Verifying the product is correctly labeled per FSIS or foreign country requirements.

F. If IPP find signs of poor handling and storage that cause a food safety concern while conducting the organoleptic examination of the shipping cartons at any FSIS-inspected establishment, using the inspection methodology outlined in [FSIS Directive 5000.1](#), *Verifying an Establishment's Food Safety System*, they are to:

1. Use professional judgment to randomly select a representative sample (up to five (5) percent of the boxes or containers) from the entire shipment, for an in-depth product examination. In determining the sample size, IPP are to consider the reason for their concern and weigh it against the need to expose the product to the environment;
2. Request that establishment management personnel open the selected boxes or containers in a manner that will not create insanitary conditions or lead to product adulteration. In an establishment not under continuous FSIS inspection (non-official establishment such as ID Warehouse or cold storage facility), the selected sample of boxes or containers may be moved to a facility where they can be opened in a sanitary environment if a proper area cannot be found within the non-official establishment;
3. Request the establishment management to temper or thaw all individual packages in the randomly selected boxes or cartons under sanitary conditions when product is frozen;
4. Re-inspect the product for soundness and wholesomeness;



5. For canned products, follow instructions in [FSIS Directive 7520.2](#), *Procedures for Condition of Canned Product Container Examination*;
6. If product re-inspection is not allowed by establishment personnel, IPP are to reject the export application, retain the product and issue an NR, in accordance with [FSIS Directive 5000.1](#) and inform their supervisor of the situation;
7. If the product is found to be unsound or unwholesome, IPP are to:
  - a. Not sign or approve the application;
  - b. Document a noncompliance in PHIS under the appropriate task, citing the pertinent regulation and issue an NR;
  - c. Retain meat, poultry, and Siluriformes fish products in federally-inspected establishments as set out in [FSIS Directive 5000.1](#), *Verifying an Establishment's Food Safety System*; and
  - d. Notify their supervisor of their observations and concerns for conveyance. The supervisor should subsequently elevate these observations and concerns through supervisory channels to the DO.
8. If the product is found to be sound and wholesome, IPP are to permit the product to be re-packaged (at the establishment's discretion) in a sanitary environment and proceed with the export application approval process.

G. If IPP have concerns about the eligibility of any of the products listed on the application, or whether the product in the container or the labeling of the product does not meet the requirements of the importing country as a result of performing re-inspection or verification procedures they are to:

1. Discuss such concerns with the establishment management;
2. Document an MOI identifying what was discussed and whether the concerns were adequately addressed;
3. Provide a copy of the MOI to establishment management; and
4. Print a copy for the government file.

**NOTE:** A new application for export and product re-inspection is required on all products for replacement certificate requests where the original export certificate signature date exceeds 90 calendar days for non-frozen or non-shelf stable products, or exceeds 364 days for frozen or shelf stable products. See Chapter IV Section II above for additional information on issuing replacement certificates.

## **II. EXPORT OF PRODUCT FOR OTHER THAN COMMERCIAL PURPOSES**

A. Meat (including Siluriformes fish) and poultry products destined for ship stores and the U.S. military may be exempt from some or all the additional requirements of the importing country. However, some importing countries may require these types of shipments to meet certain requirements listed in the [FSIS](#)

[Export Library](#). Countries may also have special provisions for airline and sample shipments as well as shipments for personal consumption, test products, or product destined for food shows. Details of any provisions regarding U.S. military, ship stores, airline, test products, samples, or personal consumption shipments are available in the [FSIS Export Library](#). When an importing country does not have any additional requirements in the [FSIS Export Library](#) for non-commercial shipments, the product is to be exported as a commercial shipment following all of the importing country's requirements identified in the [FSIS Export Library](#).

B. When meat and poultry products are destined for ship stores and U.S. military use, IPP are to issue an export certificate after review and approval of the export application.

### III. LABELING REQUIREMENTS

A. While most labels are printed in English allowing IPP to verify their accuracy, some countries also require the label to be bilingual in whole or part. The foreign language translation is required to be part of the labeling record. IPP are to confirm all bilingual labels have been approved in accordance with [9 CFR 412.1](#). Bilingual labels and labels printed only in the language of the importing country can be generically approved if the label does not fall into one of the four categories listed in [9 CFR 412.1\(c\)](#).

B. "For Export to (Specific Country)" Labels: Several countries designate additional labeling requirements, which are included in the [FSIS Export Library](#). These additional labeling statements are to be placed on or within cartons or packages intended for export and are applied in addition to U.S. labeling requirements. IPP may issue original or replacement export certification documents for products that bear labels designating "For Export to (Specific Country)" only if:

1. All the [FSIS Export Library](#) requirements have been met for the country designated on the label; or
2. Products labeled for export to a specific country may be exported to a different country, provided all [FSIS Export Library](#) requirements to export the product to the different country have been met, and the exporter has a letter from the importer or the central competent authority of the newly identified importing country stating the labels are acceptable as provided. Some countries may not accept product labeled for export to another country or product labeled in the other country's language.

C. "For Export Only" Labels: Certain deviations from domestic product requirements or label standards are allowed. All labels for products deviating from domestic standards, with the exception of printing labels in a foreign language or printing labels that bear a net weight in metric measurements, are to be approved by the Labeling and Program Delivery Staff (FSIS [Directive 7221.1 Rev. 1](#)) and labeled "For Export Only". Products labeled "For Export Only" may not meet domestic standards and may not be eligible for domestic distribution due to missing labeling information required for domestic commerce. If "For Export Only" is on a product label, the product cannot be used domestically unless this statement is removed, and the product is brought into compliance with FSIS domestic labeling requirements. "For Export Only" does not need to appear on the label itself but on the outside container of the product that is being exported; i.e., shipping container. Please refer to 9 CFR [317.7](#) or [381.128](#).

D. FSIS does not provide export certification for inedible products, other than technical animal fat ([9 CFR 351](#)) and certified pet food ([9 CFR 355](#)).

## **CHAPTER VI – AGRICULTURAL MARKETING SERVICE (AMS)- EXPORT VERIFICATION (EV)/QUALITY SYSTEM ASSESSMENT (QSA) PROGRAM**

### **I. APPROVAL OF ESTABLISHMENTS UNDER AN AMS-EV/QSA PROGRAM AND RELATED FSIS RESPONSIBILITIES**

- A. When an establishment receives approval for participation in an AMS EV/QSA program, AMS will advise IEPDS via e-mail of the establishment's initial approval at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov).
- B. Upon receipt of the AMS e-mail, IEPDS is to acknowledge receipt of the notification by replying to the e-mail at [QAD.AuditService@ams.usda.gov](mailto:QAD.AuditService@ams.usda.gov).
- C. IEPDS is to forward the AMS e-mail to the DO where the establishment is located.
- D. The DO is to ensure that all IPP who may be involved with the certification of product for export under an EV/QSA program (i.e., CSI, PHV, and FLS) are aware of such programs so they are able to certify exports in accordance with the designated programs.
- E. As per EV/QSA program export requirements, the establishment is required to review the results of the AMS audit report with the appropriate FSIS personnel during a weekly meeting before the first EV/QSA program product export can occur. All subsequent AMS audit reports are subject to FSIS review and the establishment, as per AMS EV/QSA program export requirements, is required to discuss all of these reports during regularly scheduled meetings with FSIS officials.
- F. If AMS finds minor deficiencies during an audit that do not affect the establishment's eligibility to participate in the EV/QSA program, the establishment management and IPP are to discuss any changes made by the establishment in response to the AMS audit findings and how those changes will affect the establishment's EV/QSA program at the first weekly meeting after receiving an audit report documenting such minor deficiencies. IPP are to access the EV/QSA program requirements at: [Bovine, Ovine and Caprine Export Verification Programs](#). If IPP have concerns that an establishment is not adequately addressing deficiencies noted during AMS audits, they are to contact their supervisor.
- G. If the establishment's EV program is suspended as a result of the deficiencies found in an AMS program audit, IEPDS will receive an electronically-transmitted copy of the notice of program suspension from AMS. IEPDS is to acknowledge receipt of the program suspension by replying to the electronic transmission. IEPDS is to notify the DO via e-mail, and the DO is to notify the affected IPP not to certify the exports produced under the affected EV/QSA program until further notice. IEPDS is to update the eligible establishment list in the [FSIS Export Library](#), if applicable. AMS will notify IEPDS when the establishment re-establishes eligibility. IEPDS is to notify the DO by e-mail when the establishment is again eligible to produce product for export under the EV/QSA program and the DO is to notify the affected IPP of this information. All EV/QSA program audit reports are subject to FSIS review at the establishment.

### **II. VERIFICATION PROCEDURES FOR EV/QSA PROGRAMS**

A. When reviewing an application for export certification for a consignment to a country that requires an EV/QSA program, IPP are to verify whether the establishment has the required AMS-approved EV/QSA program in place. IPP are to discuss such programs at the weekly meeting with establishment management and obtain additional information by accessing the [FSIS Export Library](#) or the [Export Requirements for Countries with an Approved USDA Export Verification Program](#).

B. IPP are to review the establishment's approved EV/QSA program QSA Manual and verify that the establishment is properly executing its program.

C. IPP can find a list of products approved for export under the EV/QSA program in the establishment's QSA Manual (either electronically or hardcopy) as required by AMS. The list is to include all items approved for export, the specific product code numbers, a detailed description of each item, and country for approval for each item. Maintaining this information is an AMS requirement as part of an approved EV/QSA program. The unique product identification system can be accessed at: [Importing and Exporting](#) (level 2 e-authentication is needed to access this site). Product lists, codes, and descriptions from the [Importing and Exporting](#) are to match exactly those intended for export listed by the applicant on the export application and associated export certificates.

D. In situations where a supplier and fabricator are separate establishments, IPP are to be aware that the fabricator is to maintain a list of establishments that are approved EV/QSA suppliers, as required by AMS. In addition, AMS requires that the fabricator receive documentation from the supplier that the products are eligible for export to EV approved countries along with AMS Statement of Verification for Products Intended for Further Fabrication. As part of the approved EV/QSA program, these establishment records are subject to FSIS review.

### **III. VERIFICATION PROCEDURES FOR PRODUCT INTENDED FOR EXPORT UNDER EV/QSA PROGRAMS**

A. Upon receiving an export application (FSIS Form 9060-6), IPP are to verify establishment and product eligibility by assuring:

1. The establishment is on the AMS EV/QSA list as approved to export to the importing country, and that the product was derived from animals slaughtered after the date the establishment received AMS EV/QSA program approval to export that type of product to that country; and
2. That each of the products listed on the application is eligible for export to the country under the country specific EV/QSA program, and each product is produced under an AMS EV/QSA program. This information is maintained in the unique product identification system at: [Importing and Exporting](#), and FSIS IPP are to access these plant-specific product lists to verify the product codes and product descriptions provided are eligible for export. IPP are to be aware that establishments are to list these product codes and product descriptions on the FSIS Form 9060-6, Application for Export Certificate, exactly as they appear in the [Importing and Exporting](#) System to verify establishment and product eligibility.

B. After determining that the establishment itself is eligible to export to the importing country, and that the specific products are eligible for export to that country, IPP are to re-inspect (if required) the product as set out in section Chapter V Section I of this directive. When conducting re-inspection or export verification activities, IPP are to verify that the product codes and product descriptions on the product labels match the

approved product code(s) on the application for export and other supporting documentation provided by the establishment if required.

C. When an FSIS certifying official receives the appropriate export certification documents, he or she is to verify that the documents are complete and accurate, and that the EV/QSA program requirements were met.

D. If any of the documents are not accurate or the product is not acceptable because an EV/QSA program requirement has not been met, IPP are to:

1. Not sign the application;
2. Notify establishment management and explain the issue;
3. Document the issue and discussion with establishment management in an MOI;
4. Maintain a copy of the MOI and documents in question in the government file; and
5. Follow the instructions for a product that is not acceptable because an EV/QSA program requirement was not met.

E. If the application and product are acceptable, IPP are to follow the instructions in this directive for approving and issuing export certificates.

F. The time used to perform EV/QSA program related verification activities by IPP is to be charged as a reimbursable service, even when IPP conduct these activities during their established tour of duty. IPP are to charge the exporting establishment as per FSIS Directive [12,600.1](#) and [12,600.2](#), *Reimbursable Overtime Inspection Services at Meat and Poultry Establishments*. See Chapter VII of this directive for additional instructions on reimbursable services.

## **CHAPTER VII – REIMBURSABLE SERVICES, SECURITY, AND SUPPLIES**

### **I. REIMBURSABLE SERVICES**

A. IPP are to ensure that any inspection or certification activities, in addition to FSIS requirements, that are performed to approve and issue an export certificate are recorded as reimbursable services, as outlined in FSIS Directive [12,600.1](#). Examples of reimbursable services include, but are not limited to:

1. Becoming familiar with requirements in the [FSIS Export Library](#);
2. Conducting and documenting inspection or certification activities required by an EV/QSA Program;
3. Conducting and documenting any other additional inspection or certification activities;
4. Reviewing foreign country label requirements;
5. Certifications requiring a PHV signature; and
6. Approval and issuance of all replacement export certificates.

B. IPP are to verify that the facility or establishment receiving export certification reimbursable services is complying with the applicable regulatory requirements, as provided by the:

1. Sanitation Performance Standards (SPS) outlined in [9 CFR 416.2 – 416.5](#) (see verification activities in [FSIS Directive 5000.1](#), Chapter II, Sanitation); and
2. Export requirements as outlined in [9 CFR](#) 307.4(c), 312.8, 316.5, 317.1, 317.7, 318.2, 322.1, 322.2, 322.4, 325.8, 325.13, 350, 351, 354, 355, 362, 381.66, 381.104, 381.105 – 107, 381.128, 381.193, 590.407, 592.20, 592.20(d).

## II. SECURITY

A. To secure rubber export stamps, computer-generated export mark stickers and inkjet-printed export marks, IPP are to:

1. Maintain official rubber export stamps under lock or seal when not in use;
2. Verify the exporting establishment maintains inventory control of the pre-printed export stickers and boxes containing the inkjet printed export mark;
3. Verify the destruction of excess pre-printed computer-generated export mark stickers; and
4. Verify the destruction of unused boxes containing the inkjet printed export mark or verify the complete and permanent covering or defacement of the inkjet export mark on the unused boxes whereby the export mark is rendered completely illegible and unusable.

## III. SUPPLIES

Accountable export supplies (e.g., rubber export stamps and export certificates) are available from the Materiel Management Service Center (MMSC). FSIS IPP are to use the following link for ordering instructions: [www.bsc.usda.gov](http://www.bsc.usda.gov). IPP can also send their orders via e-mail to [cfpdc@dm.usda.gov](mailto:cfpdc@dm.usda.gov) or via fax to (301) 394-0300. IPP are to contact MMSC at 1-877-576-6329 with any questions about ordering these supplies.

## CHAPTER VIII – DATA ANALYSIS AND QUESTIONS

### I. DATA ANALYSIS

The Office of Data Integration and Food Protection (ODIFP) 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.

### II. QUESTIONS

Refer questions regarding this directive to OPPD IEPDS through [askFSIS](#) or by telephone at 1-800-444-9904. 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 9000.1**

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.

A handwritten signature in black ink that reads "Rebecca J. Wagner". The signature is written in a cursive style.

Assistant Administrator  
Office of Policy and Program Development