

Biologics Export Certification - APHIS Form 2017

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## Biologics Export Certification - APHIS Forms 2017

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This guide is intended for use by firms using the NCAH Portal for handling APHIS Form 2017. It is expected that procedures described in [Veterinary Services Memo 800.52](#) will still be followed.

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 Some fields may look differently than the screenshots in this user guide depending on the browser you are using. Basic functionality should not be affected.

## Biologics Export Certification - APHIS Form 2017

### ACCESS INFORMATION

**For APHIS Form 2017 submissions, start by selecting the CVB section of the Portal and then navigating to the *Biologics Export Certification* section.**

Please click any of the links on the left to navigate to the section you would like.

### CVB - Center for Veterinary Biologics

#### Veterinary Biologics Production and Test Report (APHIS 2008)

- [Submission Form](#)
- [View Draft Submissions \(APHIS Form 2008\) to CVB](#)

#### Qualifications of Veterinary Biologics Personnel (APHIS 2007)

- [Submission Form](#)
- [View Draft Submissions \(APHIS Form 2007\) to CVB](#)

#### CENTER FOR VETERINARY BIOLOGICS INSPECTION AND COMPL

- [Create New Submission to IC](#)
- [View Draft Submissions \(APHIS Form 2048\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

#### VETERINARY BIOLOGICS REGULATORY E-SUBMISSION FORM - F

- [Create New Submission to PEL](#)
- [View Draft Submissions \(APHIS Form 2049\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

### Biologics Export Certification

- [Submission Form](#)
- [View Draft Submissions \(Biologics Export Certification\) to CVB](#)



### IMPORTANT INFORMATION ABOUT ROLES

*Users with USDA eAuth Level 2 accounts and roles of **Export Contact, Liaison and/or Alternate Liaison can enter and submit** Export Certificate information.*

*Users with USDA eAuth Level 2 accounts and a roles of **Quality Review can enter and view** Export Certificate information, but cannot submit.*

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ENTERING INFORMATION TO BE SUBMITTED

Click on 'Submission Form' in the Biologics Export Certification section of the CVB Dashboard to enter information for an APHIS 2017.

Biologics Export Certification

- [Submission Form](#)
- [View Draft Submissions \(Biologics Export Certification\) to CVB](#)

The 'Create- Biologics Export Certification' screen will be shown. Enter information as directed below. Additional fields may only appear for certain Export Types, so be sure that you have selected the correct form in the Export Type field.

Create - Biologics Export Certification

[CVB Home](#) / [Submission Form \(Biologics Export Certification\)](#)

Fields with a red asterisk (\*) are required.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and you may not respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0013. The time required to complete this information collection is estimated to average 15 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing the collection of information, and reviewing the collection of information.

|   |   |   |
|---|---|---|
| <b>Establishment*</b>                               | 999 - Your Firm, Inc.   | ▼ |
| <b>Site Address*</b>                                | 123 1st Street, Ames, IA 50010  | ▼ |
| <b>Export Type*</b>                                 | Aphis 2017  | ▼ |
| <b>Destination Country *</b>                        | Costa Rica  | ▼ |
| <b>Destination (Name and Address or Consignee)*</b> | Foreign Destination of Product<br>1234 Avenue Number ABC<br>Specific Town, Costa Rica, 4567-78910 |   |
| <b>Additional Descriptor</b>                        | Formerly Doing Business Under a Different Name  |   |

When you choose Aphis 2017 as the Export Type, these fields will appear.

**Establishment** - Users will only have the opportunity to enter information for the firm they are assigned to as users. *Establishment employees wanting to submit certificates on behalf of other companies may submit paper copies to the CVB.*

**Site Address** - The Establishment address on the certificate is chosen from the Site Address field. This field will only list the addresses in the Establishment License.

**Export Type** - Select the applicable export type from the list. \*When 'Aphis 2017' is selected, additional fields will show on the screen.

**Destination Country** - A destination country must be entered here by selecting from the drop down list.

**Destination (Name and Address or Consignee)** - Enter the name and address or consignee in this field.

**Additional Descriptor** - The additional descriptor field is used to facilitate the description of the establishment name as it was formerly known.

## Biologics Export Certification - APHIS Form 2017

### ENTERING INFORMATION TO BE SUBMITTED - LICENSING

Click on the 'Add Product' button to start entering information in the Licensing section of the screen.

#### Licensing

| Product Code* | Product Name | Tradename | Serial Number* | Num of Containers* | Size of Containers* | Doses Type* |
|---------------|--------------|-----------|----------------|--------------------|---------------------|-------------|
|---------------|--------------|-----------|----------------|--------------------|---------------------|-------------|

Add Product Serial

Click on the 'Add Product Serial' button to start this section

After clicking on the 'Add Product Serial' button, the Product Code, Product Name, Tradename, Serial Number, Number of Containers, Size of Containers and Doses Type fields will be shown. Enter the information as below. **The information must be about serials released by APHIS.**

#### Licensing

| Product Code* | Product Name                        | Tradename | Serial Number* | Num of Containers* | Size of Containers* | Doses Type* |
|---------------|-------------------------------------|-----------|----------------|--------------------|---------------------|-------------|
| 101100        | Anthrax Spore Vaccine, Live Culture |           |                |                    |                     | Doses       |

Add Product Serial

**Product Code** - Click on the down arrow in the field to select a different product code.

**Product Name** - The product name will be autopopulated dependent on the product code selected.

**Tradename** - Click on the down arrow in the field to select the tradename from a list.

**Serial Number** - Enter the serial number.

**Num of Containers** - Enter the number of containers by using the keypad on your keyboard or clicking on the up/down arrow in the field.

**Size of Containers** - Enter the size of containers by using the keypad on your keyboard or clicking on the up/down arrow in the field.

**Doses Type** - Click on the down arrow in the field to select the type of doses.

**NOTE:** Due to the number of fields in the row, some items listed may not be fully visible in your display due to display settings. You may need to adjust your screen display by zooming in or out or maximize your window to see all the items fully.

#### Licensing

| Product Code* | Product Name                        | Tradename | Serial Number* | Num of Containers* | Size of Containers* | Doses Type* |
|---------------|-------------------------------------|-----------|----------------|--------------------|---------------------|-------------|
| 1011          | Anthrax Spore Vaccine, Live Culture |           |                |                    |                     | Do          |

example of items not fully displaying: full product code is "101100" and doses types is "Doses"

Add Product Serial

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**i** You may add up to five (APHIS Released) serials from the same establishment per certificate by clicking on the 'Add Product Serial' button again. You may submit multiple certificates to satisfy the inventory being shipped. For example, you may submit two separate certificate submissions with 5 serials each for a shipment of 10 serials in total.

Use the 'Delete' button to delete a product from the form.

Licensing

| Product Code* | Product Name                                      | Tradename | Serial Number* | Num of Containers* | Size of Containers* | Doses Type* |        |
|---------------|---|-----------|----------------|--------------------|---------------------|-------------|--------|
| 1011          | Anthrax Spore Vaccine, Live Culture               |           | 123456         | 2                  | 2                   | Dose        | Delete |
| 1421          | Canine Parainfluenza Vaccine, Modified Live Virus |           | 78977          | 5                  | 2                   | Dose        | Delete |
| 1421          | Canine Parainfluenza Vaccine, Modified Live Virus |           | 45688          | 5                  | 2                   | Dose        | Delete |
| 1011          | Anthrax Spore Vaccine, Live Culture               |           | 13244          | 2                  | 2                   | Dose        | Delete |
| 1011          | Anthrax Spore Vaccine, Live Culture               |           | 14569          | 2                  | 2                   | Dose        | Delete |

Add Product Serial

## Biologics Export Certification - APHIS Form 2017

## ENTERING INFORMATION TO BE SUBMITTED - MISC

## Misc

Additional  
Submission Files

PDF for testing purposes.pdf

Remove

Browse ...

Note: You may add optional attachments if you would like to add a cover letter/shipping info/etc.

No. Shipping Boxes

1

Shipping Marks

Additional Details

Remarks

Additional details for the CVB. This information will not be added to the certificate.



I agree that I've looked over this information and everything entered is true to my knowledge.

Save

**Additional Submission Files** - Use the 'Browse' button to attach a file here that contains pages that provide other pertinent information, but will NOT be appended to the final certificate, i.e. a cover letter or air bill.

**No. Shipping Boxes** - You may enter the number of shipping boxes.

**Shipping Marks** - You may enter shipping marks here.

**Remarks** - Use this section to enter any additional details about this submission. For example, you may add a statement like, "Please use the same air bill (Fed-Ex or UPS) for all of the January 2, 2018 submissions of APHIS Forms 2017 from submitter John Doe."

**Checkbox** - Checking this box indicates that the user agrees with this statement, "I agree that I've looked over this information and everything entered is true to my knowledge."

**Save button** - Click on the 'Save' button. This saves the submission and places it in a pending status. It is considered a "Draft" at this stage and has NOT been submitted to the CVB. This provides an opportunity to quality check the information entered prior to submission.

## Biologics Export Certification - APHIS Form 2017

After you have clicked on the 'Save' button, you will see the Submission History section at the bottom with a list of actions for the submission. At this point, you have additional options such as; Edit, Clone, Submit to CVB (only for some roles), Delete Submission and Return to Dashboard.

### Submission History

| Action             | Timestamp                | User            | Info |
|--------------------|--------------------------|-----------------|------|
| Submission Entered | Mar-06-2018 09:20 AM CST | Peterson, Amber |      |

[Edit](#)
[Clone](#)
[Submit To CVB](#)
[Delete Submission](#)
[Return to Dashboard](#)

**Edit** - Use this button to go back and make changes to the information entered or the files attached for the submission.

**Clone** - Use this button to duplicate the submission, creating a new submission identical to this one.

**Submit To CVB** - Only available to users with the roles of Export Contact, Liaison and/or Alternate Liaison. This button submits the submission to the CVB.

**Delete Submission** - Use this button to delete the submission completely.

**Return to Dashboard** - Use this button to go back to the CVB Dashboard.

If changes are made to a submission, that action is captured in the Submission History.

### Submission History

| Action             | Timestamp                | User            | Info |
|--------------------|--------------------------|-----------------|------|
| Submission Entered | Mar-06-2018 09:20 AM CST | Peterson, Amber |      |
| Submission Updated | Mar-06-2018 09:53 AM CST | Peterson, Amber |      |

**Example of what you see after editing a submission**

[Edit](#)
[Clone](#)
[Submit To CVB](#)
[Delete Submission](#)
[Return to Dashboard](#)



## Biologics Export Certification - APHIS Form 2017

### SUBMITTING - Export Contacts, Liaisons and/or Alternate Liaisons only

You may submit the certificate to the CVB immediately after saving it or through the CVB Dashboard. The Draft submissions (pending submission to the CVB) are visible in the CVB Dashboard for the employees with specific portal roles.

The screenshot displays the NCAH Portal interface. At the top, there is a green navigation bar with 'NCAH Portal', 'Dashboard', and 'Submission History'. Below this, the 'Dashboard' section is visible, containing a sidebar with links to 'CVB', 'NVSL', 'Submission History', 'Application Messages', and 'Account Details'. The main content area is titled 'CVB - Center for Veterinary Biologics' and lists several submission categories:

- Biologics Sample Submission (APHIS 2020)**
  - [Sample Submission Form](#)
  - [Generate Packing Slip](#)
  - [Processed Samples](#)
- Veterinary Biologics Production and Test Report (APHIS 2008)**
  - [Submission Form](#)
  - [View Draft Submissions \(APHIS Form 2008\) to CVB](#)
- Qualifications of Veterinary Biologics Personnel (APHIS 2007)**
  - [Submission Form](#)
  - [View Draft Submissions \(APHIS Form 2007\) to CVB](#)
- CENTER FOR VETERINARY BIOLOGICS INSPECTION AND COMPLIANCE (APHIS 2048)**
  - [Create New Submission to IC](#)
  - [View Draft Submissions \(APHIS Form 2048\) to CVB](#)
  - [Add/Replace Document To Eligible Submission](#)
- VETERINARY BIOLOGICS REGULATORY E-SUBMISSION FORM (APHIS 2049)**
  - [Create New Submission to PEL](#)
  - [View Draft Submissions \(APHIS Form 2049\) to CVB](#)
  - [Add/Replace Document To Eligible Submission](#)
- Biologics Export Certification**
  - [Submission Form](#)
  - [View Draft Submissions \(Biologics Export Certification\) to CVB](#)

## Biologics Export Certification - APHIS Form 2017

When the "View Draft Submissions (Biologics Export Certification) to CVB" screen is opened a list of any submissions in the draft status is shown. Submissions can be reviewed when you select the "More Info..." link in the row for that submission.

When you are ready to submit to the CVB, you may select an individual submission or multiple submissions by clicking in the checkboxes next to each submission and then clicking on the 'Submit To CVB' button.

In the example below, the top two submissions would be submitted to the CVB when the 'Submit To CVB' button is clicked.

Biologics Export Certification Open Submissions

[CVB Home](#) / [Open Submissions \(Biologics Export Certification\)](#)

### Select Open Submissions (Biologics Export Certification) To Submit To CVB

| Establishment                       | Type | Product Code(s)                        | Destination Country |   |
|-------------------------------------|------|--|---------------------|---|
| <input checked="" type="checkbox"/> | 999  | Aphis 2017                             | 142120, 101100      | Costa Rica <a href="#">More Info...</a> |
| <input checked="" type="checkbox"/> | 999  | Aphis 2017                             | 142120, 101100      | Costa Rica <a href="#">More Info...</a> |
| <input type="checkbox"/>            | 999  | Ingredients of Animal Origin (Spanish) |                     | Bolivia <a href="#">More Info...</a>    |

[Submit To CVB](#)

### WHAT TO EXPECT AFTER SUBMISSION

When the APHIS 2017 is received by the CVB, it is evaluated for certification eligibility. Notification of status changes will be shown on the NCAH Portal Updates email that is sent for all NCAH Portal activity for the firm.



NCAH Portal Updates!



The following Submissions have been updated by CVB in the NCAH Portal today:

Biologics Export Certification Submissions:

| Export Type                  | Product Code(s)                | Destination Country    | Status    |
|------------------------------|--------------------------------|------------------------|-----------|
| Aphis 2017                   | 142120                         | Brazil                 | Completed |
| Aphis 2046                   | 142120, 264853                 | Bosnia And Herzegovina | Completed |
| Aphis 2046-S                 | 142120, 264853, 190526, 205100 | Bosnia And Herzegovina | Completed |
| Aphis 2047                   | 500400                         | Belgium                | Completed |
| Aphis 2047-S                 | 500400                         | Mexico                 | Completed |
| Ingredients of Animal Origin |                                | Anguilla               | Completed |
| Ingredients of Animal Origin |                                | Belarus                | Completed |

[Click Here to view detailed information about these and other Submissions](#)



The blue bar will guide you to log in to the NCAH Portal.

**!** NOTE: The records will only be available in the NCAH Portal for 60 days after completion.

## Biologics Export Certification - APHIS Form 2017

### CHECKING YOUR SUBMISSION STATUS

After you've submitted you can check the status of all your submission in the 'Submission History' section of the CVB Dashboard.

Pay attention to the tabs at the top of the Submission History screen.

**Recent Activity (2 weeks)** - shows items that have had actions of them by you or the CVB in the last 2 weeks

**Submissions Not Yet Received** - shows items that you have not yet submitted to the CVB

**CVB Search** - use this to search for all items by type, select "Biologics Export Certification" in the 'Form' field

NCAH Portal Dashboard Submission History

CVB

NVSL

**Submission History** 1

Application Messages

Account Details

NCAH Portal Dashboard Submission History

Submission History

Recent Activity (2 Weeks) Submissions Not Yet Received CVB Search

APHIS 2048s +

APHIS 2049s +

**Biologics Export Certifications** + 2

Click on the '+' button to expand the view

Biologics Samples +

If you want to see the full submission, click on the 'Info' link in the row.

If your submission is Audited or Completed, you will see that as the status in the Submission History, as well as in the email.

### Biologics Export Certifications

Show 100 entries Search:

| Est | Type                         | Product Code(s) | Destination Country | Status    | Submitter    | Submission Date |                      |
|-----|------------------------------|-----------------|---------------------|-----------|--------------|-----------------|----------------------|
| 999 | Aphis 2046                   | 264853          | Brazil              | Completed | Ruben Osorio | 12/11/2017      | <a href="#">Info</a> |
| 999 | Aphis 2046                   | 264853          | Brazil              | Submitted | Ruben Osorio | 12/11/2017      | <a href="#">Info</a> |
| 999 | Attestation                  |                 | Mexico              | Audited   | Ruben Osorio | 12/11/2017      | <a href="#">Info</a> |
| 999 | Aphis 2047-S                 | 190526          | Mexico              | Submitted | Ruben Osorio | 12/11/2017      | <a href="#">Info</a> |
| 999 | Ingredients of Animal Origin |                 | Mexico              | Completed | Ruben Osorio | 12/11/2017      | <a href="#">Info</a> |


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YOUR OFFICIAL CERTIFICATE

Within the record, scroll to the Miscellaneous section. Included in the files there will be an example of the certificate. This CVB Response file will not include the embossed seal or the wet signature.

 **NOTE: The official certificate will be mailed to the submitter.**


Miscellaneous

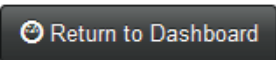
|                                       |  |  |
|---------------------------------------|--|--|
| <b>CVB Response Files</b>             | • <a href="#">Export_161454.pdf</a>  |  |
| <b>No. Shipping Boxes</b>             | 1  |  |
| <b>Shipping Marks</b>                 | Additional details   |  |
| <b>Remarks</b>                        | Additional details for the CVB. This will not be added to the certificate. |  |
| <b>Authorized Firm Representative</b> | Osorio, Ruben  |  |

At the bottom of the record, the Submission History is shown.

Submission History

| Action             | Timestamp                | User            | Info |
|--------------------|--------------------------|-----------------|------|
| Submission Entered | Mar-06-2018 09:20 AM CST | Peterson, Amber |      |
| Submission Updated | Mar-06-2018 09:53 AM CST | Peterson, Amber |      |
| Submitted To CVB   | Mar-06-2018 01:08 PM CST | Peterson, Amber |      |

 Clone

 Return to Dashboard