

Guideline for Canadian Destination Equine Fresh Semen Exports

Background

Fresh semen starts losing its viability 24 hours after collection. Due to time and distance constraints, it is not always possible to get the US export certificate endorsed in a timely fashion. In order to help the importers receive the fresh semen in a timely manner, the CFIA came to the agreement with the USDA that allows shipments to arrive at the port of entry with only the accredited veterinarian signature on the health certificate, provided that a USDA endorsed copy of the certificate is faxed or emailed by the USDA to the CFIA Import Service Centre. This provision will allow for the semen to be shipped during the period that document endorsement is occurring.

Procedures for shipping and release of fresh semen

The following procedure will be most applicable to fresh semen

1. Semen from the US must be accompanied by an import permit. For single entry permits, the shipment must be accompanied by the original copy of the permit. In the case of a multiple entry permit, it can be accompanied by a copy of the permit. For information on the permit, call CFIA at 604 557-4500.
2. Semen must also be accompanied by an official export health certificate, http://www.aphis.usda.gov/regulations/vs/iregs/animals/downloads/ca_equ_se.pdf endorsed by the USDA.
3. However, importers and exporters are now provided with an alternative to this standard requirement.
 - a. Semen may be shipped if accompanied by the import permit and a **copy** of the export certificate signed by the US accredited veterinarian. The original health certificate must be submitted to the VS area office for endorsement. The **copy** of the health certificate signed by the accredited veterinarian must accompany the shipment.
 - b. USDA will endorse the original health certificate and forward via email to the CFIA Import Service Center. The original endorsed certificate will be sent back to the submitting veterinarian.
 - c. CFIA will match the emailed copy of the endorsed health certificate to the import permit and the unendorsed copy of the health certificate accompanying the shipment. It is the responsibility of the broker to coordinate the document flow and release of the semen with CFIA.
 - d. Note: CFIA may assess a fee for each shipment that requires CFIA inspection and release.

Fresh Equine Semen Certificate to Canada Step by step processing instructions

<p>Documents required:</p> <ul style="list-style-type: none"> - CFIA import permit - U.S. export health certificate - Endorsement Fee Payment of \$79.00 per certificate to USDA (See attached fee schedule. Fees increase every October 1st.) - Return Envelope 	<p>Parties involved:</p> <ul style="list-style-type: none"> - Exporter - Importer - Client's broker (who works for Importer) - Issuing USDA Accredited Veterinarian - USDA-Veterinary Services-WA/OR/AK/HI Area Office - CFIA Customs Official at the border of crossing - CFIA Import Service Center Inspector
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Step by step procedures	Done by which party
Importer to apply for import permit from CFIA http://www.inspection.gc.ca/animals/terrestrial-animals/imports/eng/1300460421194/1300461242684	Importer
Importer hires a broker to facilitate export (See*1 below for website CFIA Broker kit information) http://www.inspection.gc.ca/english/imp/kite.shtml#k7 Note: CFIA Import Permit and CFIA form 5272 (Request for Document Review) must be completed and submitted to CFIA by broker.	Importer/Broker
Client's USDA accredited Veterinarian collects/supervises collection of semen and completes export health certificate.	Client's USDA Accredited Veterinarian
Send completed export certificate with first morning delivery by FedEx, UPS, or by appointment in person to USDA-Veterinary Services-WA/OR Area Office with copy of import permit, fee and return envelope . USDA Veterinary Services, 1550 Irving St SW, Suite 100, Tumwater, WA 98512	Client or Client's Accredited Veterinarian
USDA veterinarian reviews the documents, endorses and applies the USDA seal to the export certificate.	USDA-Veterinary Services-WA/OR/HI/AK Area Office
USDA Export Office sends a copy of the endorsed certificate by E-mail to the CFIA Import Service Center for review, approval and release of the semen. CFIA provides release of semen shipment to the broker at the border. USDA then forwards the original endorsed health certificate to CFIA Import Service Center for their records.	USDA-Veterinary Services-WA/OR/ HI/AK Area Office and CFIA National Service Center Import Inspector
Client's broker monitors the receipt of the endorsed health certificate and coordinates processing with the CFIA National Import Service Center.	Client's broker
USDA Area Office mails a user fee payment receipt and copy of the endorsed semen certificate to the Office of the submitting accredited veterinarian in the return envelope supplied.	USDA Veterinary Services – WA/OR/HI/AK Area Office

1. See above*1-CFIA Canadian Food Inspection Agency
<http://www.inspection.gc.ca/english/imp/kite.shtml#k7>

This information kit is a reminder of your responsibilities as an agent representing a third party importing Canadian Food Inspection Agency (CFIA) regulated commodities. It is an update on CFIA's latest requirements and modifications to our established procedures.

The National Import Service Centre (NISC) is responsible for the review and process of documents for all importations of CFIA regulated commodities requiring approval prior to Canadian Border Services Agency (CBSA) releases.

The NISC is a single window of service for Brokers, Importers, CBSA Officers and the general public to obtain import information.

The CFIA has created the Automated Import Reference System (AIRS) and an Electronic Data Interchange (EDI) link with CBSA which allows you to obtain releases for CFIA regulated commodities.

We invite you to share this information with your clients and to contact CFIA for suggestions, comments or to obtain more information.

The CFIA would like to take this opportunity to thank you for your constant support and cooperation.

2. Customs Broker Responsibilities

The responsibilities described hereby pertain strictly to the CFIA. This list does not replace or supercede any other responsibilities that you may have as a body representing a third party.

Therefore, your responsibilities are:

To facilitate the importation of CFIA regulated commodities by preparing and presenting supporting documents that meet CFIA and CBSA requirements.

To verify AIRS requirements and forward your Request for Documentation Review (CFIA form 5272) to the appropriate Agency (CFIA or CBSA).

To inform your clients of any new procedures implemented by CFIA that will affect their operations.

To keep your staff informed and updated on all CFIA import procedures.

To provide all necessary information that is required by CFIA to make an import release decision.

To ensure CFIA has approved the documentation before inland movement from the first port of landfall in Canada, when required. Approval may be acquired using the Pre-Arrival Review System (PARS).

Following a CFIA decision, ensure that the instructions on the disposition/ destination of a shipment as indicated on the request for documentation review, is forwarded to transport companies.

To advise the NISC, in a reasonable amount of time, of any changes made to the transaction number, the client account number or other requested information after the entry has been processed by the NISC. *See Appendix III.*

To forward to the importer or owner any specific instructions from CFIA as soon as received (e.g.: Detention to Destination, Notice to Importers, etc.)

To forward within the prescribed time any original documents required from the importer or his representative (broker) by the CFIA following the NISC release.

3. National Import Service Centre (NISC) General Business Process

The CFIA review and approve documentation related to CFIA imported regulated commodities. The approval must be granted before inland movement from the first port of landfall in Canada for any commodity which must be "referred to CFIA-NISC" as indicated in the Memorandum D19-1-1 or AIRS. This applies to all ports of entry: seaports, land borders, airports, courier depots, mail, train yards including "in-bond" shipments where the CBSA release office is located at an inland office.

We strongly recommend that you submit your request for release at the CBSA office closest to the first point of entry.

For example, an importation of live plants which require a permit or a phytosanitary certificate must not enter on Canadian soil before obtaining the CFIA NISC authorization. If the merchandise is imported through Lacolle border, paper information will be faxed to the NISC and the CBSA release office should be 351, even if the importer is located in Ontario.

NOTE: *Please remember that an import permit must be obtained prior to import animal or plant commodities and before the departure of the shipment from the country of origin.*

4. Request for Release Approval

Since October 15, 2007, CBSA requires transactions to be submitted electronically via EDI. A few exceptions may apply. Please refer to CBSA website ([Customs Notice 08-009](#)) for more information on these exceptions and the measures to increase the use of Electronic Data Interchange (EDI) for CBSA Release Purposes: <http://cbsa-asfc.gc.ca/publications/cn-ad/cn08-009-eng.html>. You will find specific information on CFIA-EDI process under section 4.7 of this document.

The CFIA form 5272 "Request for Documentation Review" must accompany supporting documents for every shipment. All documents submitted must be legible, complete and signed when applicable. It is extremely important that this cover sheet be completed accurately. Lack of information may delay the release of shipment and trigger additional work for all parties involved. Please use the latest version of the "Request for Documentation Review" form which is available on our web site www.inspection.gc.ca, under Quick Links, "Forms and Publications" then under "[CFIA Forms](#)". We have added an appendix to this form to explain what information is required.

A Customs transaction number is mandatory for all import requests and should appear on the "Request for Documentation Review" form. The cover sheet will be stamped by the NISC to inform Brokers and CBSA of the CFIA decision. It will also include instructions on how to handle the shipment and relevant documents. (*For EDI transactions, please see section 4.7*).

Instructions on how to handle the shipment and relevant documents such as original certificates generally appear in the "comments" section. The box located at the bottom right corner of the cover sheet is used exclusively for CFIA stamps and is a clear message for CBSA Officers (i.e. refused, satisfactory, border inspection or refer to D-19-1-1/ AIRS).

NOTE: *In some cases, all documents in the entry may be stamped with the CFIA stamp. This does not make any difference for release purposes, as long as the cover sheet is stamped.*

The NISC will fax the stamped cover sheet with instructions, and any other necessary documents to the Broker. In addition, an invoice will either be faxed to the Broker (if the Broker's account is

being billed) or mailed to your client directly (if your client's account is being billed). Should the invoice be missing from the faxed package, you must call the NISC immediately to obtain one.

If you require additional copies of the invoice or disagree with the amount being charged, please contact the appropriate finance office. The NISC is responsible for generating an invoice when a Request for Documentation Review is presented and Accounts Receivable Service Centre in Moncton is responsible for the monthly summaries. NISC contact phone number is indicated in *Appendix I* and Accounts Receivable Moncton may be contacted at 1-888-677-2342.

Should an error attributed to CFIA occurs, the error will be corrected by the NISC office. However, should changes or modifications be required due to a Broker/Importer error (i.e. wrong transaction number used, changes in client name and/or account numbers) and to which the request for release has already been approved and transmitted, this will be considered a new entry and will be billed accordingly (see change request form in *Appendix III*).

NOTE: *If you have to fax the Request for Documentation Review form more than once to the NISC, please indicate in the comment box: "**Second or third Request...**". Otherwise you will receive an invoice for each request sent to the NISC.*

4.1 Courier Companies (Land)

"Low Value Shipments" (LVS) being imported via courier companies do not fall under the same CBSA rules as regular commercial shipments. However, imported commodities that require CFIA-NISC approval according to AIRS, regardless of their value, must be presented with a complete commercial declaration and not under LVS program. They need to be presented to CBSA to be released according to the D-19 Memo and AIRS. CFIA approval is mandatory for high risk commodities when the AIRS tool indicates "Refer to CFIA-NISC". In situations where CBSA inspects parcels containing food, plant or animal products that are not eligible in Canada, those products will be confiscated or seized and ordered to be removed from Canada.

4.2 Air Cargo (Air)

For commodities requiring a CFIA release, you must indicate the airway bill number on the "Request for Documentation Review" form. This will prevent unnecessary delays to the release of your commodity when an inspection is performed in the cargo area.

USER FEE SCHEDULE

User fees are authorized by section 2509(c)(1) of the Food, Agriculture, Conservation, and Trade Act of 1990, as amended (21 U.S.C., 136a). This fee increase structure has been reviewed under Executive Order 12988, Civil Justice Reform.

Effective **October 1, 2011** the user fees are as follows. Listed below are the endorsement fees for this fiscal year.

<u>CERTIFICATE</u>	<u>FEE as of 10/01/2011</u>
HORSES TO CANADA (APHIS Form 17-145) → Each horse certificate (Different owners or end destinations)	\$59.00
HORSES TO CANADA (APHIS Form 17-140/17-140A) → Each add'l horse (same cert. - same owner - same destination)	\$59.00 \$6.75
PETS (Dogs, cats, etc) with no tests	\$37.00
RUMINANTS with 0 tests per certificate (ie, sheep to Canada)	\$51.00
ANIMALS with 1-2 tests → (Each add'l animal)	\$117.00 \$6.75
ANIMALS with 3-6 tests → (Each add'l animal)	\$145.00 \$11.00
ANIMALS with 7+ tests → (Each add'l animal)	\$168.00 \$13.00
POULTRY (& Hatching Eggs)	\$46.00
SLAUGHTER ANIMALS (to Canada or Mexico)	\$54.00
EMBRYOS (up to 5 donor pairs) (Each add'l group of 5 donor pairs)	\$128.00 \$57.00
SEMEN	\$79.00
BY-PRODUCTS	\$49.00



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*User Fees are payable by the following methods:
major credit/debit card, money order, personal check with proper ID,
or
active APHIS-VS account.*