



Animal and Plant  
Health Inspection  
Service

Veterinary Services

Center for Veterinary  
Biologics

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## CENTER FOR VETERINARY BIOLOGICS DRAFT NOTICE NO. 18-04

**TO:** Biologics Licensees, Permittees, and Applicants  
Directors, Center for Veterinary Biologics  
Veterinary Services Leadership Team

**FROM:** Byron E. Rippke  
Director

**SUBJECT:** **Expanded NCAH Portal Functionality: Submission of Export Documents**

### I. PURPOSE

The purpose of this Notice is to inform licensee and permittees that the Center for Veterinary Biologics (CVB) is expanding the functionality of the web-based NCAH Portal by accepting submission for export documents. Submitters must be portal-enabled to submit electronic export documents.

### II. BACKGROUND

The NCAH Portal is external-facing and enables web-based electronic submissions between registered biologics licensees and permittees and the CVB. To date, all submissions to CVB-Inspection and Compliance (IC) except Export Certificates, Certificates of Licensing and Inspection, and Facility Documents have been accepted via the NCAH portal. This expansion includes Export Documents. The next phase planned will include Facility Documents, completing the IC transition from paper to electronic submissions in the near future.

### III. ACTION

The Roles of Liaison, Alternate Liaison and new Portal role of Export Contact will be allowed to submit Export Documentation via the NCAH portal. These Portal roles are further explained in the NCAH Portal User Guide, Description of Portal Roles and Privileges.

Submission of an APHIS Form 2007 for the employees with the designated role Export Contact is required. The address listed on the APHIS Form 2007 for the Export Contact must be a physical address represented on the establishment license. In some cases, the Export Contact may work from a location not listed on the establishment license. That is acceptable. The actual address may be entered in Miscellaneous Remarks, but is not required.

Other Portal roles such as Quality Review may also enter, edit, and review data related to export documentation, but are not allowed to submit, similar to the role used for other documents submitted to CVB.

#### **IV. IMPLEMENTATION/ APPLICABILITY**

The option to submit export certificates via the NCAH portal is under development at this time and it tentatively scheduled to go live on March 28, 2018.