

Fish (Aquarium and other Ornamental Fish) Food Exported from U.S.A. to Belarus Certificate Preparation and Submission Guidelines

- I. Materials Covered: Belarus has agreed to accept the “Veterinary certificate for feed for aquarium and decorative fishes exported from the United States of America to the Russian Federation” is for finished packaged ready for retail fish food. It is not for the export of feed for fish raised for food. The “Veterinary certificate for feed for aquarium and decorative fishes exported from the United States of America to the Russian Federation” may only be endorsed for companies and products approved by APHIS as meeting the requirements of the “Veterinary certificate for feed for aquarium and decorative fishes exported from the United States of America to the Russian Federation.” The manufacturer should contact their local **VS Field Office** for more information on how to obtain the necessary approval.
- II. Caution: Like the Russian Federation, Belarus may have additional requirements outside the scope of Veterinary Services (VS) authority, e.g. related to residues and registration. **Consignments should not ship until after the exporter has confirmed the VS Office has actually endorsed the certificate, that their importer has confirmed the consignment will be allowed entry with that certificate, and that their importer has confirmed the product meets any other relevant Belarus i requirements.**
- III. Special preparation and endorsement of the certificate:

The certificate must be prepared and endorsed in a very special way. Variation from the below criteria will likely result in rejection by Russian authorities of the consignment. Veterinary Services (VS) offices should not knowingly endorse certificates that vary from these criteria. **Exporters are responsible for ensuring prior to shipment that they have a certificate that meets these criteria** and that is acceptable to Russian authorities.

- A. Prior to submission of the certificate for endorsement, the exporter should ensure the exporting facility has been inspected and approved by VS within the last 365 days for production of the feed for aquarium and decorative fish for export to the Russian Federation. To schedule such an inspection, facility management should contact their local **VS Field Office**. Prior to endorsement of the certificate, the VS Office will confirm that the exporter has the required approval listed on the Veterinary Services Process Streamlining (VSPS) system.
- B. Certificate preparation and submission by the exporter:
1. The following sections of the certificate should remain blank (it will be completed by the VS office prior to endorsement):

ORIGINAL (Y/N)/ *ОРИГИНАЛ (Д/Н)* *КОПУ (Y/N)/ КОПИЯ (Д/Н)* Total number of copies issued / *Количество выданных копий*
 2. The exporter should also leave the following sections blank:
 - 1.6 (Will be completed by VS office at endorsement.)

- The signature block of the certificate:

Place _____ Date/
Место _____ *Дата* _____

Signature of state/official veterinarian/
Подпись государственного/официального
ветеринарного врача _____
 Official stamp/ *Печать:* _____

Name and position in capital letters _____
 Ф.И.О.(печатными буквами) и должность _____

3. Section 1.2: The exporter should enter the entire address of the consignee-including the country: Belarus.
4. Section 1.10: After the text that says “POINT OF CROSSING BORDER OF BELARUS:” the exporter should enter the point where the consignment is scheduled to enter Belarus (e.g. the border inspection post).
5. The exporter should enter appropriate text into the other sections (including section 4.3) prior to submitting the document to the VS office.
6. Additional documents: Lot specific laboratory reports must be submitted to the VS Office with the certificate verifying the following laboratory results:

All of the following:

Test	Result
1. Salmonella spp.	None detected; and
2. Enterobacteriaceae spp.	None detected; and
3. Total plate count	<= 500,000 cfu/gram; and
4. Botulin toxin	None detected

Plus one of the following:

Test	Result
Clostridium spp.	Negative/None detected; or
<i>Clostridium botulinum</i> and <i>clostridium perfringens</i>	Negative/None detected; or
Anaerobic plate culture	Negative (no growth)

7. Exporters should consult with the VS Office prior to emailing the prepared certificate and supporting documents to confirm the proper email address, and other logistical concerns, e.g. where endorsed certificate should be sent, fees, etc.

C. Certificate preparation by the VS office:

1. Prior to endorsement the VS office should:

- Verify the exporting facility is listed on VSPS with the pertinent approval to export to the Russian Federation with a last validated inspection date within the last 365 days.
 - Confirm the certificate is the exact “Veterinary certificate for feed for aquarium and decorative fishes exported from the United States of America to the Russian Federation” posted on this website.
 - Confirm the exporter has presented the required laboratory report.
2. Complete the following section of the certificate in the following way:

ORIGINAL (Y/N)/ ОПИГИНАЛ (Д/Н) COPY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

Place “Y” in the first box. Place “N” in the second box. Place “0” in the last box. VS only provides one original endorsed sealed certificate per shipment. See below for information on how to receive a replacement copy if a certificate is actually lost.

3. Enter the certificate number in the upper right corner of page 2.
4. Once the date of signature and the identity of the signatory are known, enter the date, and name and position of the signatory into the appropriate spots on page 2.
5. Print the certificate, duplexed (one sheet of paper printed on both sides) onto VS Security Paper.

D. Certificate endorsement by the VS office:

1. The signatory reviews the certificate and supporting documents and if he/she is comfortable that all policies have been followed, signs the certificate in the appropriate spot (back page) with colored ink (e.g. blue) that is not the same color as the certificate printing (i.e., not black). (Ink should be used that would show up on a scan or copy.)
2. The VS Office then seals the certificate twice in the following exact way—seals should be embossed (raised non-colored impression in the paper) and not inked:
 - Side one: Emboss once over the certificate number (upper right hand corner).
 - Side two: Emboss once over the section of the certificate that says: “Official stamp”.
3. The VS Office then makes one photocopy of the certificate for their office records, and sends the original to the exporter using a method previously discussed with the exporter.

IV. Providing “replacement” copy of the certificate: The exporter may wish to make additional copies of the signed certificate, but VS only endorses and embosses one (the original). In the event the original is truly lost, the following process can be followed to issue a copy. This should be avoided. User fees apply.

- A. The exporter should provide an explanation of how the original certificate was lost, and what corrective actions have been taken to prevent recurrence. If the VS Office is satisfied that the original was truly lost and appropriate corrective actions have been taken, the VS Office would follow the following steps to provide an official copy of the certificate.
- B. The VS Office would:

1. Make an exact copy of the certificate from their files (this copy must also be duplexed onto VS Security Paper).
2. Line-out the entries already made in the below section, and then follow the following steps:

ORIGINAL (Y/N)/ ОРИГИНАЛ (Д/Н) COPY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

- Type “N” above the first box.
 - Type “Y” above the second box.
 - Type “1” above the last box.
 - Initial once in colored ink next to each of the above additions.
3. At the top of the first page, type “This is an exact copy of certificate number [insert certificate number] endorsed on [insert date of original certificate].”
And sign and date with the current date.
 4. Initial side 2 next to “Official Stamp.”
 5. Seal both sides following the same directions as the original:
 - Side one: Emboss once over the certificate number (upper right hand corner).
 - Side two: Emboss once over the section of the certificate that says: “Official stamp”.