

## **General Guidance for the Completion of Part I of the RCG and TCG**

The black text in this document is extracted from Annex II of “COMMISSION IMPLEMENTING REGULATION (EU) 2019/628 of 8 April 2019 concerning model official certificates for certain animals and goods and amending Regulation (EC) No 2074/2005 and Implementing Regulation (EU) 2016/759 as regards these model certificates.”

The blue text is added clarification provided which represents APHIS’ best understanding regarding EU expectations for the RCG and TCG. However, as always, expectations among EU border control posts may vary, and APHIS strongly recommends that exporters have their importers confirm with the relevant border control post prior to export that the endorsed certificate meets their interpretation of the requirements for entry of the consignment to be exported.

**Prior to export, the exporter should always ensure that they have the required certificate endorsed, and have their importer confirm with the specific importing EU country as well as the EU Border Inspection Post (BIP) that the certificate is completed in an acceptable fashion for the specific consignment.**

### **The EU requires all certificates to be endorsed prior to the shipment of products from the U.S.**

#### **Requirement for multilingual certificates:**

The EU requires certificates to be in an official language of the port of entry into the EU, as well as sometimes the official language of the specific EU country of destination. Many EU countries recognize several official languages. In these cases, if English is one of these languages, the certificate may be in English-only. In cases where APHIS has confirmed the acceptable “official” languages, the information is available on the IREGS under the individual countries.

For APHIS to endorse multilingual certificates, the certificates must be in English as well as the other language(s). In cases where APHIS has multilingual versions of these certificates available, they will be found under the information available on this web site for the specific pertinent EU country.

In other cases, **the export has the responsibility of preparing the multilingual certificates.** Multilingual certificates must be prepared with the English portion and the other language (or languages) side by side. This must be done either sentence by sentence or paragraph by paragraph.

Example:

*English sentence or paragraph/Spanish sentence or paragraph;  
English sentence or paragraph/Spanish sentence or paragraph;  
English sentence or paragraph/Spanish sentence or paragraph.*

Certificates may not be only partially multilingual, e.g. if page 1 is bilingual, the additional pages must be similarly prepared).

**Some EU Countries May Accept Privately Prepared Separate Translations: Regulation:**

EU authorities have indicated that individual EU countries may decide to accept translations that are not part of the official certificate endorsed by APHIS. In these cases, APHIS would endorse the English-only version of the certificate, and afterwards, the exporter could include a privately prepared translation with the consignment. The privately prepared translation in these cases is not endorsed by APHIS, and is not part of the official certificate. As of the publications of these guidelines, APHIS has not confirmed that particular EU country would accept this scenario.

APHIS would not refuse to endorse an English only certificate unless the IREGS for the specific country verifies that APHIS has confirmed the importing country (or country of initial entry of the consignment into the EU) has specific language requirements.

**Requirement for capitalization:**

The text that is utilized to “fill out” the certificate should be all capitalized (all letters in all words). (This is a requirement of Regulation (EC) 240/2007.)

**ANNEX II**

NOTES ON THE COMPLETION OF THE MODEL OFFICIAL CERTIFICATES FOR THE ENTRY INTO THE UNION OF ANIMALS, PRODUCTS OF ANIMAL ORIGIN, COMPOSITE PRODUCTS, GERMINAL PRODUCTS, AND ANIMAL BY-PRODUCTS

**General**

To positively select any option, please tick or mark the relevant box with a cross (X).

Whenever mentioned, 'ISO' means the international standard two-letter code for a country, in accordance with the international standard ISO 3166 alpha-2<sup>1</sup>.

Only one of the options may be selected in boxes I.15, I.18, I.20 and I.22.

If the consignee, the entry border control post (BCP) or the transport details (that is to say, the means and date) change after the certificate has been issued, the operator responsible for the consignment must advise the competent authority of the Member State of entry. Such a change shall not result in a request for a replacement certificate.

### **Part I: Details of the dispatched consignment**

- Country: The name of the third country issuing the certificate.
- Box I.1. Consignor/Exporter: the name and address (street, city and region, province or state, as appropriate) of the natural or legal person dispatching the consignment that must be located in the third country, except for the re-entry of consignments originating from the European Union.
- Box I.2. Certificate reference No: the unique mandatory code assigned by the competent authority of the third country in accordance with its own classification. This box is compulsory for all certificates not submitted in IMSOC. **To be completed by APHIS prior to endorsement of the certificate.**
- Box I.2.a IMSOC reference No: the unique reference code automatically assigned by IMSOC, if the certificate is registered in IMSOC. This box must not be completed if the certificate is not submitted in IMSOC. **Do not complete- APHIS does not submit these certificates into IMSOC.**
- Box I.3. Central competent authority: name of the central authority in the third country issuing the certificate.
- Box I.4. Local competent authority: if applicable, the name of the local authority in the third country issuing the certificate. **To be completed by APHIS prior to endorsement of the certificate.**
- Box I.5. Consignee/Importer: name and address of the natural or legal person to whom the consignment is intended in the Member State or third country of destination in the case of transit. However, this information is not compulsory for consignments in transit through the European Union.
- Box I.6. Operator responsible for the consignment:  
The name and address of the person in the European Union in charge of the consignment when presented to the BCP and who makes the necessary declarations to the competent authorities either as the importer or on behalf of the importer.  
For products in transit through the European Union: the name and address are compulsory.

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<sup>1</sup> List of country names and code elements under: [http://www.iso.org/iso/country\\_codes/iso-3166-1\\_decoding\\_table.htm](http://www.iso.org/iso/country_codes/iso-3166-1_decoding_table.htm)

For certain animals: the name and address are compulsory if required by the relevant European Union legislation.

For animals and products for the placing on the market: the name and address are optional.

[Lined out on the RCG and TCG because they are not used for transit shipments.](#)

Box I.7. Country of origin:

For products: the name and ISO code of the country where the goods were produced, manufactured and packaged (labelled with the identification mark).

For animals: the country of residence during the required period as set out in the relevant European Union health certificate. For registered horses re-entering the European Union, the country of origin means the country from which they were last consigned.

In the case of trade involving more than one third country (triangular trade), a separate certificate must be completed for each country of origin.

Box I.8. Region of origin: if applicable, for animals or products affected by the regionalisation measures in accordance with European Union legislation. The code of approved regions, zones or compartments must be stated as defined in the relevant European Union legislation.

Box I.9. Country of destination: the name and ISO code of the European Union country of destination of the animals or products.

If the products are in transit, the name and ISO code of the third country of destination is required.

Box I.10. Region of destination: see box I.8. [Generally lined out.](#)

Box I.11. Place of dispatch:

Enter the following information for the APHIS-listed facility from which the consignment is shipped: Establishment name, APHIS Reference Number, and address (**excluding the zip code/postal code**), and APHIS Reference Number. **Do not include the zip code (aka postal code).**

Also enter the following text which is usually pre-entered on the IREGS certificate:

- Country of origin: [USA](#)
- ISO country code: [US-0](#)

[This facility must be approved by APHIS.](#)

[For the TCG, this facility must be listed in Section XIV/XV of TRACES. This is the following section in TRACES-NT:](#)

[Treated raw material for the production of gelatine and collagen \(TCG\)](#)

For the RCG, this facility must be listed in Section XIV/XVbis of TRACES. This is the following section in TRACES-NT:

### Raw materials for the production of gelatine and collagen (RCG)

Box I.12. Place of destination:

Except in the case of storage of products in transit, this information is optional.

For the placing on the market: the place where the animals or products are sent for final unloading. Give the name, address and approval number of the holdings or establishments of the place of destination, if applicable.

For storage of products in transit: the name, address and approval number of the warehouse in a free zone, the customs warehouse or the ship supplier.

Lined out on the RCG and TCG because they are not used for transit shipments.

Box I.13. Place of loading:

For animals: the name of the city or the place where the animals are loaded and if they are assembled beforehand, the details of the official assembly centre.

For products: the name of the city and category (for example, establishment, holding, port or airport) of the final place where the products are to be loaded in the means of transport for the journey to the European Union. In the case of a container, state where it is to be placed aboard the final means of transport to the European Union. In the case of a ferry, indicate the place where the truck embarked.

Box I.14. Date and time of departure:

For animals: the date and time at which the animals are scheduled to leave in their means of transport (aeroplane, vessel, railway or road vehicle).

For products: the date when the means of transport departs (aeroplane, vessel, railway or road vehicle). This date must not be before the date of the certificate. The time is not included on the RCG or TCG since it is only included for live animals.

Box I.15. Means of transport: means of transport leaving the country of dispatch.

Mode of transport: aeroplane, vessel, railway, road vehicle or other. 'Other' means modes of transport not covered by Council Regulation (EC) No 1/2005<sup>2</sup>.

Identification of the means of transport: for aeroplanes the flight number, for vessels the ship name(s), for railways the train identity and wagon number, for road transports the registration number plate with trailer number plate if applicable.

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<sup>2</sup> Council Regulation (EC) No 1/2005 of 22 December 2004 on the protection of animals during transport and related operations and amending Directives 64/432/EEC and 93/119/EC and Regulation (EC) No 1255/97 (OJ L 3, 5.1.2005, p. 1).

In the case of a ferry, state the identification of the road vehicle, the registration number plate with trailer number plate if applicable, and the name of the scheduled ferry.

Box I.16. Entry BCP: state the name of the BCP and its identification code assigned by IMSOC.

Box I.17. Accompanying documents:

The type and reference number of document must be stated when a consignment is accompanied by the other documents such as CITES permit, permit for invasive alien species (IAS) or a commercial document (for example, the airway bill number, the bill of lading number or the commercial number of the train or road vehicle)

Box I.18. Transport conditions: category of required temperature during the transport of products (ambient, chilled, frozen). Only one category may be selected.

Box I.19. Container No/Seal No: if applicable, the corresponding numbers.

The container number must be provided if the goods are transported in closed containers. [The container number must be stated on the TCG and RCG.](#)

Only the official seal number must be stated. An official seal applies if a seal is affixed to the container, truck or rail wagon under the supervision of the competent authority issuing the certificate. [The seal number must be stated on the TCG and RCG. APHIS and the EU have agreed that when APHIS approves the facility we can approve their standard operating procedures for ensuring the sealing of the container as part of our approval, and this allows the seal number to be noted on the certificate.](#)

Box I.20. Goods certified as: state the purpose for the placing on the market of the animals or intended use for products as specified in the relevant European Union health certificate.

Animal feedingstuffs: concerns only animal by-products intended for animal feed as referred to in Regulation (EC) No 1069/2009 of the European Parliament and of the Council<sup>3</sup>.

Approved body: movement of animals to an approved body, an institute or a centre in accordance with Council Directive 92/65/EEC<sup>4</sup>.

Artificial reproduction: concerns only germinal products.

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<sup>3</sup> Regulation (EC) No 1069/2009 of the European Parliament and of the Council of 21 October 2009 laying down health rules as regards animal by-products and derived products not intended for human consumption and repealing Regulation (EC) No 1774/2002 (Animal by-products Regulation) (OJ L 300, 14.11.2009, p. 1).

<sup>4</sup> Council Directive 92/65/EEC of 13 July 1992 laying down animal health requirements governing trade in and imports into the Community of animals, semen, ova and embryos not subject to animal health requirements laid down in specific Community rules referred to in Annex A (I) to Directive 90/425/EEC (OJ L 268, 14.9.1992, p. 54).

Breeding/production: for breeding and production animals, including aquaculture animals intended for farming.

Canning industry: concerns, for example, tuna intended for the canning industry.

Circus/exhibition: for registered circus and exhibition animals and aquatic animals for aquariums or similar businesses not for further sale.

Fattening: concerns ovine and caprine animals only.

Further process: concerns only products which have to be further processed before being placed on the market.

Game restocking: concerns only game for the purpose of rebuilding stocks.

Human consumption: concerns only products intended for human consumption for which a health or veterinary certificate is required by European Union legislation. <-  
[This is the option for the TCG and RCG.](#)

Other: intended for purposes not listed elsewhere in this classification, including aquatic animals intended for put-and-take fisheries.

Pets: commercial movements into the Union of dogs, cats, ferrets and birds. For ornamental aquatic animals intended for pet shops or similar businesses for further sale.

Pharmaceutical use: animal by-products unfit for human or animal consumption, as referred to in Regulation (EC) No 1069/2009.

Quarantine: refers to Commission Implementing Regulation (EU) No 139/2013<sup>5</sup> for birds other than poultry, to Directive 92/65/EEC for carnivores, primates and bats, and to Council Directive 2006/88/EC<sup>6</sup> for aquaculture animals.

Registered equidae: in accordance with Council Directive 2009/156/EC<sup>7</sup>.

Relaying: concerns only aquaculture animals.

Slaughter: for animals destined directly or via an assembly centre to a slaughterhouse.

Technical use: animal by-products unfit for human or animal consumption, as referred to in Regulation (EC) No 1069/2009.

Trade samples: as defined in point 39 of Annex I to Commission Regulation (EU) No 142/2011<sup>8</sup>.

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<sup>5</sup> Commission Implementing Regulation (EU) No 139/2013 of 7 January 2013 laying down animal health conditions for imports of certain birds into the Union and the quarantine conditions thereof (OJ L 47, 20.2.2013, p. 1).

<sup>6</sup> Council Directive 2006/88/EC of 24 October 2006 on animal health requirements for aquaculture animals and products thereof, and on the prevention and control of certain diseases in aquatic animals (OJ L 328, 24.11.2006, p. 14).

<sup>7</sup> Council Directive 2009/156/EC of 30 November 2009 on animal health conditions governing the movement and importation from third countries of equidae (OJ L 192, 23.7.2010, p. 1).

<sup>8</sup> Commission Regulation (EU) No 142/2011 of 25 February 2011 implementing Regulation (EC) No 1069/2009 of the European Parliament and of the Council laying down health rules as regards animal by-

- Box I.21. For transit: only for the transit of animals or products through the European Union from one third country to another third country or from one part of a third country to another part of the same third country. State the name and ISO code of the third country of destination. [Lined out on the RCG and TCG because they are not used for transit shipments.](#)
- Box I.22. For internal market: for all consignments destined to the European Union market.
- Definitive import: this option must only be used for consignments intended to be placed under the customs procedure ‘release for free circulation’ in the European Union.
- For certain animals (for example, registered equidae) only one of the following options must be selected:
- Re-entry: this option must only be used for animals authorised for re-entry, such as registered horses for racing, competition and cultural events re-entering the European Union after their temporary export.
- Temporary admission: this option must only be used for the entry of animals authorised for temporary entry into the European Union, such as registered horses for a period of less than 90 days.
- Box I.23. Total number of packages: the number of boxes, cages or stalls, in which the animals are being transported, the number of cryogenic containers for germinal products or the number of packages for products. In the case of bulk consignments, this box is optional.
- Box I.24. Quantity:
- For animals: the total number of heads or straws expressed as units. Note: [The spot in section I.24 for “total number” is only applicable to live animals- and should therefore be lined out in the TCG and RCG.](#)
- For germinal products: the total number of straws expressed as units.
- For products and aquatic animals, except ornamental fish: **the total gross and net weight in kilograms.**
- Total net weight: this is defined as the mass of the goods themselves without immediate containers or any packaging.**
- Total gross weight: overall weight in kilograms. This is defined as the aggregate mass of the products and of the immediate containers and all their packaging, but excluding transport containers and other transport equipment.**
- Box I.25. Description of goods: State the relevant Harmonised System code (HS code) and the title defined by the World Customs Organisation as referred to in Council Regulation (EEC) No 2658/87<sup>9</sup>. This customs description shall be supplemented,

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products and derived products not intended for human consumption and implementing Council Directive 97/78/EC as regards certain samples and items exempt from veterinary checks at the border under that Directive (OJ L 54, 26.2.2011, p. 1).

<sup>9</sup> Council Regulation (EEC) No 2658/87 of 23 July 1987 on the tariff and statistical nomenclature and on the Common Customs Tariff (OJ L 256, 7.9.1987, p. 1).



if necessary, by additional information required to classify the animals or the products in veterinary terms. In addition, state any specific requirements relating to the animals or to the nature/processing of the products as defined in the relevant European Union model health or veterinary certificate.

Zone: for animals or products affected by the setting up of approved zones or compartments in accordance with European Union legislation. The zones or production areas (for example, in the case of bivalve molluscs) must be indicated as published in the European Union lists of approved establishments.

For animals: the species, breed or category, identification method, identification number, age, sex, quantity or net weight, and test.

For germinal products: collection or production date, approval number of the centre or team, identification of the straw, and quantity. In addition, as regards donor animals, the species, breed or category, and identification.

For products: the species, types of products, type of treatment, approval number of establishments together with ISO country code (slaughter house, processing plant, cold store), number of packages, type of packaging, batch number, net weight, and final consumer (i.e. products are packed for final consumer).

Species: the scientific name or as defined in accordance with European Union legislation.

Type of packaging: identify the type of packaging according to the definition given in Recommendation No 21<sup>10</sup> of UN/CEFACT (United Nations Centre for Trade Facilitation and Electronic Business).

### **Additional steps:**

1. A single diagonal line should be drawn through any unused space on the certificate. APHIS Offices will print the certificates duplexed on VS Security Paper prior to endorsement. If the number of pages in the certificate is an “odd” number, a page should be added with a single diagonal line so that no side of the VS Security Paper is printed blank.
2. The certificate is not transferred to any letterhead.
3. Each side of each page must be numbered as “Page X of Y”.
4. The APHIS Office will add the following to the certificate prior to endorsement. Exporters should check the certificate when they receive it from the endorsing office to ensure the below has been added:
  - a. Certificate number on each side of page
  - b. Full name of endorsing APHIS veterinarian (in “Official veterinarian” box)
  - c. Date (in “Official veterinarian” box)
  - d. Official title of endorsing APHIS veterinarian (in “Official veterinarian” box)

<sup>10</sup>

Last version: Revision 9 Annexes V and VI as published on: <http://www.unece.org/tradewelcome/un-centre-for-trade-facilitation-and-e-business-unecefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-21-to-24.html> .

- e. Full signature of APHIS veterinarian: Each side of each page must be signed (not just initialed) by the endorsing APHIS veterinarian (in “Official veterinarian” box)
- f. Colorless raised embossment: Each side of each page must be embossed over the signature.

**No additional pages may be included with the certificate.**

Please contact the VS APHIS Office serving the APHIS in which you are located with any additional questions.

**Please note it is the responsibility of the exporter to have their importer confirm prior to shipment with the BIP that all requirements have been met. This includes (but is not limited to) ensuring: that the certificate that has been endorsed is acceptable to the BIP, that the consignee has all necessary approvals from their government to receive the consignment for the intended purpose, and that all TRACES requirements have been met.**