Guidelines for Exporters for Completion of Regulation (EC) 1774 Export Certificates

This guidance is intended for Regulation (EC) 1774/2002 certificates formatted to contain the following two sections:

- Part I: Details of dispatched consignment; and
- Part II: Certification.

The guidance contains APHIS' best understanding of the proper formatting. APHIS does not confirm prior to endorsement that the information in Part I is completed as required by the EU. 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.**

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

Title

The title may be left unchanged. It is not required to line-out either "for dispatch to" or "for transit through."

Part I: Details of Dispatched Consignment

I.1 Enter full name, address, and telephone number of consignor (entity in the US exporting the product).

I.2 The exporter should leave this box blank- the Area Office will insert a certificate number prior to endorsement.

I.2.a Leave blank.

I.3 Enter "APHIS-VS".

I.4 Enter VS Area Office endorsing certificate, "VS-XX", where XX is the State in which the endorsing office is located. (For example, enter "VS-VA" if the certificate is going to be endorsed by the VS Area Office in Virginia.)

I.5 Enter full name, address, and telephone number of consignee (entity receiving the product in the EU). The postal code is only required if it is part of the address of the consignee (some EU member countries do not yet have postal codes as part of addresses).

I.6 Leave blank if the consignee is in the EU. For shipments transiting the EU, enter full name, address, telephone number, and postal code (if applicable) of person taking responsibility for the consignment in the EU.

I.7 Enter “US” and “US-0”.

I.8 Draw a single diagonal line through the box.

I.9 Enter destination country name and ISO code [Austria AT; Belgium BE; Bulgaria BG; Cyprus CY; Czech Republic CZ; Denmark DK; Estonia EE; Finland FI; France FR; Germany DE; Greece GR; Hungary HU; Ireland IE; Italy IT; Latvia LV; Lithuania LT; Luxembourg LU; Malta MT; Netherlands NL; Poland PL; Portugal PT; Romania RO; Slovakia SK, Slovenia SL, Spain ES; Sweden SE; and the United Kingdom/Northern Ireland GB].

I.10 Draw a single diagonal line through the box.

I.11 Enter the following information for the APHIS-approved facility producing the product (must be the same as the approved facility listed in I.28): Establishment name, address, and APHIS Reference Number.

I.12

- Shipments destined for the EU: Draw a single diagonal line through the box.
- Shipments transiting the EU, for example to Russia: insert the name, address, and postal code (if applicable) of the warehouse where the consignment will be stored while in the EU. Also, enter the approval number assigned by the EU to this warehouse. The EU individual listed in block I.6 should be able to obtain this number for the exporter. If an approval number is not available, the EU will not permit the consignment entry into the EU for transit. APHIS will not confirm these numbers prior to endorsement.

I.13 Enter port of exit from the U.S. (place of loading onto the ship or plane). In cases where the port of exit is not known, the location (city/state) of the warehouse from which the consignment is shipped to the port of exit may be utilized.

I.14 Enter date of expected shipment departure from the U.S. This should be the date the shipment will depart from the port of exit, but may be the date the consignment departs the warehouse for the port of exit. **This date must be after the date of the certificate.**

I.15 Select the method utilized to transport the shipment from the U.S. to the EU must always be indicated. Only one method may be selected.

For “identification,” list the name of the shipping line or airline that is expected to be utilized to transport the consignment from the port of exit to the EU. While the EU is believed to require the identification of the specific ship or flight number in this box, APHIS will not refuse to endorse if the block is left blank.

“Documentary references” may be left blank if the consignee is located in the EU. For transit shipments, the exporter should include the bill of lading or airway bill number.

If the “identification” or “documentary references” information changes after the certificate is endorsed, the exporter must notify EU officials at the border inspection post (BIP) in advance of the change. However, the certificate does not need to be amended, and no documentation from APHIS is required for the change. The exporter may not make the change to the certificate. No alternations may be made to the certificate after endorsement by the Area Office.

Draw a single diagonal line through unused space in this box.

I.16 Enter the EU Border Inspection Post (BIP). This is the port of first arrival to EU. The official BIP code should be utilized. The exporter should work with the importer to confirm that the official code is utilized. For example, for Dublin Airport, enter: “IE 02999”. A resource is located on the Internet: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0616:EN:NOT

I.17 Typically this box is left blank. If a CITES document is required for the consignment, enter the CITES document number here. Draw a single diagonal line through the box if no CITES document is required. (Some certificates have this line pre-printed.) For more information on when CITES documents are required, and how to obtain them, visit the U.S. Fish and Wildlife Service Website: http://www.fws.gov/le/ImpExp/CommWildlifeImportExport.htm

I.18 Include a general description of the exported materials, e.g. canned pet food. The information should correspond to the HS code entered in block I.19.

I.19 Generally, the code will be pre-printed on the certificate, either in block I.19 or in the footnotes. Enter the code as indicated on the certificate (either pre-printed in block I.19 or on the bottom of the certificate). The exporter should work with the importer to confirm that the appropriate code is utilized. A resource is located on the Internet: http://eur-lex.europa.eu/LexUriServ/site/en/oj/2002/l_121/l_12120020508en00060030.pdf

I.20 Include both the Gross Weight AND the Net Weight of the consignment. While the EU has indicated that both are required, APHIS believes that for small shipments where the gross weight and net weight are essentially the same, the exporter may enter only one number here. [Gross weight is the weight including packaging but the EU has indicated the shipping container weight does not have to be included. Net weight is the weight of the materials shipped not including packaging.] **Only METRIC units (e.g. KG OR GRAMS) may be utilized in this box.**

I.21 Select the appropriate box.

I.22 Enter total number of pieces or packages in the consignment.

I.23 Generally the container number is only required for consignments shipped in bulk. Seal number is only required when the certificate indicates that the materials are in "officially sealed containers." This box will commonly be left empty- in these cases, draw a single diagonal line through the box.

I.24 The EU has specific terminology for different types of packaging, e.g. "bag, paper, multi-wall." The exporter should work with the importer to confirm that EU accepted terminology is utilized. A reference list of EU terms for "types of packaging" is included at the end of this document.

I.25 Depending on the certificate, there may be multiple options. Select one. "Animal feedingstuff" includes all materials intended for consumption by animals, including pets. "Technical use" includes materials intended for uses such as pharmaceutical and diagnostic purposes. "Other" includes items that do not belong in either of the previous options, e.g. game trophies.

I.26

- For shipments destined for the EU, leave blank.
- For shipments transiting the EU: Select the box, and enter the name and ISO code of the country of destination. A resource for ISO codes is available on the Internet: http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

I.27

- For shipments destined for the EU: Select the box.
- For shipments transiting the EU: Leave blank.

I.28 Required information varies depending on the certificate. Most certificates have requirements to list the following 4 items:

1. Species (Scientific name): The exporter should include the names of the species of origin of the materials being exported. Requirements for terminology for "scientific names" vary by EU Member State. Exporters should have their importers confirm (prior to preparation of certificates) the specific terminology the importing port requires for the "scientific name."
2. Approval number of establishments-Manufacturing Plant: This must be the approval number granted by APHIS to the facility approved for export to the EU under Regulation (EC) 1774/2002. This should be the same number as entered in I.11.
3. Net weight.
4. Batch number: This is the lot number(s) of actual materials in consignment.

Part II: Certification

II.a The exporter should leave this blank- the Area Office will insert the certificate number from I.2 prior to endorsement.

II.b Leave blank.

The exporter should leave **the rest of Part II** blank with the following exceptions.

1. When preparing the certificate the exporter must include all text from the certificate on the IREGs. The exporter may not electronically or otherwise delete these items. Where there is an "and/or" statement, the exporter must line-out the selections that are not appropriate. Prior to endorsement, the VS Area Office will confirm that the line-outs were verified by inspection of the production facility, and initial each line-out. The exporter should consult with the VS Area Office endorsing the certificate for more information on appropriate methods to utilize for "either/or" statements.
2. Where the certificate has blanks for information such as processing parameters. In these cases, the exporter should type the missing information into the blanks, and the VS Area Office will confirm prior to endorsement.

No additional pages should be included with the exception of, where required, the <u>Specified Risk Materials Certification</u>.

This form must become the last page of most Regulation (EC) 1774/2002 certificates. Some countries may have different requirements. If exporters believe they are exporting a commodity that is exempt from this requirement, they should have their importer confirm with the government authorities in the importing country. The exporter should always confirm they have all required certification prior to export.

If you have further questions, contact the VS Area Office serving the area in which you are located.

EU Packaging Types

Name
Aerosol
Ampoule, non-protected
Ampoule, protected
Atomizer
Bag
Bag, large
Bag, multiply
Bag, paper
Bag, paper, multi-wall
Bag, paper, multi-wall, water resistant
Bag, plastic
Bag, plastics film
Bag, textile
Bag, textile, sift proof
Bag, textile, water resistant
Bag, textile, without inner coat/liner
Bag, woven plastic
Bag, woven plastic, sift proof
Bag, woven plastic, water resistant
Bag, woven plastic, without inner coat/liner
Bale, compressed
Bale, non-compressed
Balloon, non-protected
Balloon, protected
Bar
Barrel
Barrel, wooden
Barrel, wooden, bung type
Barrel, wooden, removable head
Bars, in bundle/bunch/truss
Basin
Basket
Basket, with handle, cardboard
Basket, with handle, plastic
Basket, with handle, wooden
Bin
Board
Board, in bundle/bunch/truss
Bobbin
Bolt
Bottle, gas
Bottle, non-protected, bulbous
Bottle, non-protected, cylindrical
Bottle, protected bulbous
Bottle, protected cylindrical
Bottlecrate / bottlerack
Box
Box, aluminium

Box, Commonwealth Handling Equipment Pool (CHEP), Eurobox
Box, fibreboard
Box, for liquids
Box, natural wood
Box, plastic
Box, plastic, expanded
Box, plastic, solid
Box, plywood
Box, reconstituted wood
Box, steel
Box, wooden, natural wood, ordinary
Box, wooden, natural wood, with sift proof walls
Bucket
Bulk, gas (at 1031 mbar and 15øC)
Bulk, liquefied gas (at abnormal temperature/pressure)
Bulk, liquid
Bulk, solid, fine particles ("powders")
Bulk, solid, granular particles ("grains")
Bulk, solid, large particles ("nodules")
Bunch
Bundle
Butt
Cage
Cage, Commonwealth Handling Equipment Pool (CHEP)
Cage, roll
Can, cylindrical
Can, rectangular
Can, with handle and spout
Canister
Canvas
Carboy, non-protected
Carboy, protected
Carton
Case
Case, isothermic
Case, skeleton
Case, with pallet base
Case, with pallet base, cardboard
Case, with pallet base, metal
Case, with pallet base, plastic
Case, with pallet base, wooden
Cask
Chest
Churn
Coffer
Coffin
Coil
Collapsible tube
Composite packaging, glass receptacle
Composite packaging, glass receptacle in aluminium crate

Composite packaging, glass receptacle in aluminium drum
Composite packaging, glass receptacle in expandable plastic pack
Composite packaging, glass receptacle in fibre drum
Composite packaging, glass receptacle in fibreboard box
Composite packaging, glass receptacle in plywood drum
Composite packaging, glass receptacle in solid plastic pack
Composite packaging, glass receptacle in steel crate box
Composite packaging, glass receptacle in steel drum
Composite packaging, glass receptacle in wickerwork hamper
Composite packaging, glass receptacle in wooden box
Composite packaging, plastic receptacle
Composite packaging, plastic receptacle in aluminium crate
Composite packaging, plastic receptacle in aluminium drum
Composite packaging, plastic receptacle in fibre drum
Composite packaging, plastic receptacle in fibreboard box
Composite packaging, plastic receptacle in plastic drum
Composite packaging, plastic receptacle in plywood box
Composite packaging, plastic receptacle in plywood drum
Composite packaging, plastic receptacle in solid plastic box
Composite packaging, plastic receptacle in steel crate box
Composite packaging, plastic receptacle in steel drum
Composite packaging, plastic receptacle in wooden box
Container, not otherwise specified as transport equipment
Cover
Crate
Crate, beer
Crate, bulk, cardboard
Crate, bulk, plastic
Crate, bulk, wooden
Crate, framed
Crate, fruit
Crate, milk
Crate, multiple layer, cardboard
Crate, multiple layer, plastic
Crate, multiple layer, wooden
Crate, shallow
Creel
Cup
Cylinder
Demijohn, non-protected
Demijohn, protected
Dispenser
Drum
Drum, aluminium
Drum, aluminium, non-removable head
Drum, aluminium, removable head
Drum, fibre
Drum, iron
Drum, plastic

Drum, plastic, non-removable head
Drum, plastic, removable head
Drum, plywood
Drum, steel
Drum, steel, non-removable head
Drum, steel, removable head
Envelope
Filmpack
Firkin
Flask
Foodtainer
Footlocker
Frame
Girder
Girders, in bundle/bunch/truss
Hamper
Hogshead
Ingot
Ingots, in bundle/bunch/truss
Intermediate bulk container
Intermediate bulk container, aluminium
Intermediate bulk container, aluminium, liquid
Intermediate bulk container, aluminium, pressurised> 10 kpa
Intermediate bulk container, composite, flexible plastic, liquids
Intermediate bulk container, composite, flexible plastic, pressurised
Intermediate bulk container, composite, flexible plastic, solids
Intermediate bulk container, composite, rigid plastic, liquids
Intermediate bulk container, composite, rigid plastic, pressurised
Intermediate bulk container, composite, rigid plastic, solids
Intermediate bulk container, metal
Intermediate bulk container, metal, liquid
Intermediate bulk container, metal, pressure10 kpa
Intermediate bulk container, natural wood, with inner liner
Intermediate bulk container, paper, multi-wall
Intermediate bulk container, paper, multi-wall, water resistant
Intermediate bulk container, plastic film
Intermediate bulk container, plywood, with inner liner
Intermediate bulk container, reconstituted wood, with inner liner
Intermediate bulk container, rigid plastic, freestanding, liquids
Intermediate bulk container, rigid plastic, freestanding, pressurised
Intermediate bulk container, rigid plastic, freestanding, solids
Intermediate bulk container, rigid plastic, with structural equipment, liquids
Intermediate bulk container, rigid plastic, with structural equipment, pressurised
Intermediate bulk container, rigid plastic, with structural equipment, solids

Intermediate bulk container, steel
Intermediate bulk container, steel, liquid
Intermediate bulk container, steel, pressurised> 10 kpa
Intermediate bulk container, textile with out coat/liner
Intermediate bulk container, textile, coated
Intermediate bulk container, textile, coated and liner
Intermediate bulk container, textile, with liner
Intermediate bulk container, woven plastic, coated
Intermediate bulk container, woven plastic, coated and liner
Intermediate bulk container, woven plastic, with liner
Intermediate bulk container, woven plastic, without coat/liner
Jar
Jerrican, cylindrical
Jerrican, plastic
Jerrican, plastic, non-removable head
Jerrican, plastic, removable head
Jerrican, rectangular
Jerrican, steel
Jerrican, steel, non-removable head
Jerrican, steel, removable head
Jug
Jutebag
Keg
Liftvan
Log
Logs, in bundle/bunch/truss
Lot
Mat
Matchbox
Mutually defined
Nest
Net
Net, tube, plastic
Net, tube, textile
Not available
Package
Package, display, cardboard
Package, display, metal
Package, display, plastic
Package, display, wooden
Package, flow
Package, paper wrapped
Package, show
Packet
Pail
Pallet
Pallet, box
Pallet, modular, collars 80cms * 100cms
Pallet, modular, collars 80cms * 120cms
Parcel
Parcel

Pipe
Pipes, in bundle/bunch/truss
Pipes, in bundle/bunch/truss
Pitcher
Plank
Planks, in bundle/bunch/truss
Plate
Plates, in bundle/bunch/truss
Pot
Pouch
Rack
Rack, clothing hanger
Receptacle, glass
Receptacle, metal
Receptacle, plastic
Receptacle, plastic wrapped
Rednet
Reel
Ring
Rod
Rods, in bundle/bunch/truss
Roll
Sachet
Sack
Sack, multi-wall
Sea-chest
Set
Sheet
Sheet, plastic wrapping
Sheetmetal
Sheets, in bundle/bunch/truss
Shrinkwrapped
Skid
Slipsheet
Spindle
Suitcase
Suitcase
Tank, cylindrical
Tank, rectangular
Tea-chest
Tin
Tray
Tray pack
Tray, one layer no cover, cardboard
Tray, one layer no cover, plastic
Tray, one layer no cover, polystyrene
Tray, one layer no cover, wooden
Tray, two layers no cover, cardboard
Tray, two layers no cover, plastic tray
Tray, two layers no cover, wooden
Trunk

Truss
Tub
Tube
Tube, collapsible
Tube, with nozzle
Tubes, in bundle/bunch/truss
Tun
Unpacked or unpackaged
Vacuum-packed
Vat
Vial
Wickerbottle