

Guidelines for Preparation of Certificates for Export of Animal-Origin Materials for import into GB [Great Britain (England, Wales, and Scotland), Channel Islands, and Isle of Man] for the Production of Gelatin/Collagen Intended for Human Consumption

The guidance contains APHIS' best understanding of the proper formatting. APHIS does not confirm prior to endorsement that the majority of the information in Part I of the certificate is completed as required by relevant Border Control Post (BCP) in GB. **Prior to shipment from the U.S. facility, the exporter should always ensure that they have required certificate endorsed by APHIS (with a date on or before the date of shipment), and have their importer confirm with the specific BCP through which the consignment will enter GB that the certificate is completed in an acceptable fashion for the specific consignment.**

The certificate must be dated by APHIS prior to the shipment of products from the Facility Listed in Section I.11 of the certificate.

Requirement for capitalization:

The text that is utilized to “fill out” the certificate must be all capitalized (all letters in all words).

Part I: Details of Dispatched Consignment

I.1 Enter full name, address, and telephone number of consignor (entity in the U.S. exporting the product). This entity is not necessarily the facility from which the consignment ships from the United States.

I.2 The exporter should leave this box blank- the endorsing APHIS Office will insert a certificate number prior to endorsement on each side of each page of the certificate.

I.2.a Leave lined-out.

I.3 Enter “APHIS-VS” [excluding quotation marks]. (This text is usually pre-entered on the IREGS certificate.)

I.4 Enter VS APHIS Office endorsing certificate, “VS-XX” [excluding quotation marks], where XX is the State in which the endorsing office is located. (For example, enter “VS-VA” [excluding quotation marks] if the certificate is going to be endorsed by the VS APHIS Office in Virginia.)

I.5 Consignee/Importer

- Enter full name, address, and telephone number of consignee (entity receiving the product in GB).

The certificate may not be revised just to amend this section: If the information in Section I.5 changes after the certificate is endorsed, the operator responsible for the consignment in GB must notify the BCP of the change. However, the certificate may not be “amended” (re-issued) if this is the only change. No documentation from APHIS should be issued regarding changes in this information. No alterations may be made to the certificate after endorsement by the APHIS Office.

I.6 Operator responsible for the consignment

- Draw a single diagonal line through the section. (This line is usually pre-entered on the IREGS certificate.)

I.7 This text is usually pre-entered on the IREGS certificate:

- Country of origin: USA
- ISO: US

I.8 Draw a single diagonal line through each section. (These lines are usually pre-entered on the IREGS certificate.)

I.9 This text is usually pre-entered on the IREGS certificate:

- Country of destination: UNITED KINGDOM
- ISO: GB

I.10 Draw a single diagonal line through this section. (This line is usually pre-entered on the IREGS certificate.)

I.11 Enter the following information for the APHIS-listed facility from which the consignment is shipped to GB: Establishment name, APHIS Reference Number, and address (including the postal code).

Please note the APHIS reference number must appear exactly as it is in APHIS’ system. This number is available from the facility’s local endorsing APHIS Office . A zero (“0”) is not the same as the letter “O”. Consignments may be rejected if consignments are received with an “O” noted on the certificate where a zero “0” is actually in the APHIS reference number (which is notified to GB authorities after a facility is listed by APHIS). The same applies to other inconsistencies like a letter “I” where it should be a digit “1”, or vice versa.

Please remember that all APHIS reference numbers related to product exports to GB follow the following format only:

LL-LLV-#### where:

- L is always a letter
- # is always a numeral
- V is usually a zero, but in some cases may be letter, e.g. C , **but may never be a letter “O”**.

I.12 Draw a single diagonal line through this section. (This line is usually pre-entered on the IREGS certificate.)

I.13 Enter port of exit from the U.S. (place of loading onto the ship or plane).

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 may not be before the date of the certificate.**

The certificate may not be revised just to amend this section: If the information in Section I.14 changes after the certificate is endorsed, the operator responsible for the consignment in GB must notify the BCP of the change. However, the certificate may not be “amended” (re-issued) if this is the only change. No documentation from APHIS should be issued regarding changes in this information. No alterations may be made to the certificate after endorsement by the APHIS Office.

I.15 Select the method utilized to transport the shipment from the U.S. to GB. Only one method may be selected.

- Identification:
 - For consignments shipped via sea, list the name of the ship (vessel);
 - For consignments shipped via air, list the flight number.

BCP’s in GB are believed to require the identification of the specific ship or flight number in this section. If the exporter chooses to not include this information, then they must line-out this section (enter dashes in the relevant space) and submit a “shipping at your own risk” agreement to the APHIS Office. While APHIS would not refuse to endorse a certificate simply because this section is lined-out, the “shipping at your own risk” agreement is required because the consignment may be rejected if this section is not completed with the vessel name or flight number.

The certificate may not be revised just to amend this section: If the information in Section I.15 changes after the certificate is endorsed, the operator responsible for the consignment in GB must notify the BCP of the change. However, the certificate may not be “amended” (re-issued) if this is the only change. No documentation from APHIS should be issued regarding changes in this information. No alterations may be made to the certificate after endorsement by the APHIS Office.

I.16 Enter the name of the BCP that is the port of first arrival to GB. Alternatively, the BCP code assigned by IPAFFS may be utilized. The exporter must work with their importer to relevant BCP name or code is utilized. APHIS does not verify this information.

The certificate may not be revised just to amend this section: If the information in Section I.16 changes after the certificate is endorsed, the operator responsible for the consignment in GB must notify the BCP of the change. However, the certificate may not be “amended” (re-issued) if this is the only change. No documentation from APHIS should be issued regarding changes in this information. No alterations may be made to the certificate after endorsement by the APHIS Office.

I.17 Accompanying documents

APHIS believes that some BCPs may be willing to accept certificates with this space lined out, however, APHIS recommends the number of one of the following commercial documents instead be placed into this space (the referenced document must be available to the BCP but does not become part of the certificate and is not verified nor endorsed by APHIS):

- Airway bill number
- Bill of lading number

I.18 Select the appropriate box.

I.19

- Container Number: Enter the container number. [**Generally**, the container number is only required for consignments shipped in bulk, but APHIS strongly recommends that it be included regardless.]
- Seal Number: Enter the seal number.

The container number should go prior to the seal number, and a slash [“/”] should be placed between them.

I.20

Select the box. [The box is usually pre-selected on the IREGS certificate.] [In the unusual case the materials are being sent for only in vitro testing, the BCP may expect the box to be left not selected. In these cases, the exporter should have their importer check with the BCP prior to shipment to confirm the appropriate requirements.]

I.21

Draw a single diagonal line through this section. (This line is usually pre-entered on the IREGS certificate.)

I.22

Draw a single diagonal line through this section. (This line is usually pre-entered on the IREGS certificate.)

I.23 Total number of packages

- For consignments shipped in bulk in a single shipping container (e.g. when the only packaging is a shipping container [with or without a liner]): Enter dashes through the space.
- For consignments not shipped in bulk: Enter the total number of packages of certified animal-origin materials* in the consignment.

*certified animal-origin materials: Only include in the number of packages of the certified materials. Only those animal-origin materials for which batch numbers are included on the certificate may be included. If for instance, non-animal origin materials are also included in the same shipment, they are not covered by the certificate, and therefore do not contribute to the package number listed in the section.

The content entered into section I.23 must match the total of the numbers entered in the “number of packages” column later in the certificate.

I.24 Quantity Total Number : APHIS’ understanding is that this section should be lined out- and it is usually pre-lined out on the IREGS certificates. However, exporters should have their importers confirm with the relevant BCPs prior to shipment that the information on the certificate is sufficient.

Total net weight (kg)ⁱ

Enter the weight in kilograms of the certified animal-origin materials* shipped not including packaging (not even inner most packaging)

*certified animal-origin materials: Only the weight of the certified materials. Only those animal-origin materials for which batch numbers are included on the certificate may be included. If for instance, non-animal origin materials are also included in the same shipment, they are not covered by the certificate, and therefore do not contribute to the weights listed in the section.

The net weight entered into this section must match the total of the numbers entered in the “Net weight” column later in the certificate.

Total gross weight (kg)ⁱ

Enter the weight of the certified animal-origin materials* including packaging but excluding the transport (shipping) container/transport equipment. For example, the weight of cardboard boxes would be included, but the weight of a large metal shipping container would not be.

I.25 Description of Goods

Insert the appropriate Harmonised System (HS) code and its CN title. Suggested codes are in the “Notes” section of the certificate. The exporter should work with their importer to confirm prior to shipment that the certificate will be accepted with the utilized HS code.

Species (Scientific name)ⁱ

The exporter should include the names of the species of origin of the materials being exported (this may not include references to humans). Requirements for terminology for “scientific names” vary by certificate. The information included must be consistent with any guidance given in the “notes” section of the particular certificate, plus also the relevant terminology included on the facility’s listing (for the EU) in the APHIS internal system (this terminology will be provided to the facility by their APHIS office when they are listed for the EU). Exporters should have their importers confirm (prior to preparation of certificates) that the terminology on the certificate is acceptable to the importing port.

Nature of commodityⁱ

Insert one of the following:

- HIDES
- SKINS
- BONES

- TENDONS
- SINEWS

Manufacturing plantⁱ

This must be the reference number granted by APHIS to the facility listed for export to the EU of the exported material for the manufacture of gelatin/collagen for human consumption. Please see the information [included above in section I.11] regarding the importance of not interchanging digits and numbers.

Cold storeⁱ

Select the box if materials are shipped under refrigerated conditions.

Type of packagingⁱ

While the EU has specific terminology for different types of packaging, e.g. “bag, paper, multi-wall”, GB does not appear to require the use of this exact terminology. The exporter should work with the importer to confirm that the terminology utilized in this section is acceptable. A reference list of known terms acceptable to the EU for “types of packaging” is included at the end of this document, but GB has not verified the terms on the list to their BCPs. While this list includes specific terminology for different types of packaging, e.g. “bag, paper, multi-wall”, GB has not verified the acceptability of these terms.

Number of packagesⁱ

Please see information above on Section I.23.

Net weightⁱ

Please see information above on net weight.

Batch numberⁱ

This is the lot number(s) of actual materials in consignment.

In all cases, the information inserted may not be contradicted by the information inserted in other sections of the certificate. Exporters should discuss any questions with their local APHIS office the certificate is to be submitted to.

Part II: Certification

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

II.b Enter a single diagonal line. (This line is pre-entered on most GB IREG certificates.)

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. Line-outs for common scenarios are demonstrated on the pertinent IREGS. If they are not, they should be pre-lined out consistent with the relevant EU IREG. Prior to endorsement, the VS APHIS Office will confirm that the line-outs were verified by inspection of the production facility, and are consistent with the relevant lined-out IREG version. The exporter should make every effort to prepare the certificate with the appropriate line-outs prior to printing. If line-outs are added prior to printing (if the lines on the actual printed certificate match the actual print/font/color of the certificate text), the endorsing APHIS office may not initial or emboss the line-out. If the line-outs do not match the print (including print/font/color) of the certificate, **each individual line-out must be initialed and endorsed by the APHIS signatory.** This scenario could result in delays of certificate endorsement, and should be avoided. The exporter should consult with the APHIS Office endorsing the certificate for more information on which options should be lined-out.
2. Some certificates have blanks for the addition of certain addition information such as processing parameters. In these cases, the exporter should enter the missing information into the blanks, and the APHIS Office will confirm prior to endorsement.
3. When submitting the certificate to the APHIS Office, if the certificate is an amendment or replacement for a previous certificate, the exporter must identify the situation, the number and date of the previous certificate, a summary of why the reissue is needed (e.g. what exactly has changed), and the original hard copy of the certificate being replaced or amended (or a summary of where the hard copy is and why it cannot be returned).

Additional steps:

1. Major items that the APHIS Office will check prior to preparing the certificate for endorsement include, but are not limited to, that:
 - a. Any U.S. facility listed on the certificate in section I.11 and in the “Manufacturing plant” section have the required current listing with APHIS;
 - b. The certificate is identical to the version from the GB IREGS and properly lined-out for the certified commodities consistent with the facility’s listing, the products certified, and the relevant IREGS guidance;

- c. A single diagonal line is 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]; and
2. The certificate is not transferred to any letterhead.
3. Each side of each page of the certificate is 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 each 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)
 - 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; and
 - g. In the case of certificates where there are line-outs where the “color/print/font” of the line out does not match the color/print/font of the text being lined out, the endorsing APHIS veterinarian has initialed (and embossed over the initialing) each line-out.

No additional pages may be included with the certificate except in the case of consignments transiting GB, where the additional pages is the certificate required by the country of final destination and have been appropriately prepared and verified consistent with the relevant APHIS policies.

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 BCP 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 BCP, that the consignee has all necessary approvals from their government to receive the consignment for the intended purpose, that all labeling requirements necessary for release of the shipment have been met, and that all listing requirements (in the GB system as well as the APHIS system) are current.

¹ Section does not have a “section number”.

Regarding the following list of “**EU Packaging Types**”: This list is included as a potential reference for terms for Section I.24. However, while this list includes specific terminology for different types of packaging, e.g. “bag, paper, multi-wall”, GB has not verified the acceptability of these terms.

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 15°C)
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, pressure 10 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

ⁱ Section does not have a “section number”.