Animal-Origin Dog and Cat Foods Exported from U.S.A. to the Kazakhstan
Certificate Preparation and Submission Guidelines

I. Materials Covered: Kazakhstan has agreed to accept the "Veterinary certificate for dog and cat feeds exported from U.S.A. to the Russian Federation" for animal-origin materials intended for feeding to dogs and cats. The "Veterinary certificate for dog and cat feeds exported from U.S.A. to the Russian Federation" may only be endorsed for companies and products approved by APHIS as meeting the requirements of the "Veterinary certificate for dog and cat feeds exported from U.S.A. to the Russian Federation." The manufacturer should contact their local APHIS-VS Area Office for more information on how to obtain the necessary approval.

II. The Kazakhstani importer is required to obtain an import permit from the Kazakhstani government for the pet food prior to import. A copy of this import permit, and translation, must be submitted to the VS Area office with the certificate. These documents do not become part of the actual certificate endorsed by APHIS.

III. Caution: Like the Russian Federation. Kazakhstan 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 Kazakhstani requirements.

IV. 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 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 Kazakhstani authorities. **Adobe Reader 9.0 or above (or Adobe Professional 9.0 or Adobe Standard 9.0) is required to prepare this certificate.** Adobe Reader 9.0 can be downloaded at no cost.

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 exported dog/cat foods to the Russian Federation. To schedule such an inspection, facility management should contact their local Veterinary Services Area Office. Contact information for these offices is available at: http://www.aphis.usda.gov/animal_health/area_offices/. Prior to endorsement of the certificate, the VS Area 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: The certificate title may **NOT** be changed.

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

2. The exporter should also leave the following sections blank:
   - "FOR VS USE ONLY" boxes in the upper right corner of each page
   - 1.6 (Will be completed by VS office at endorsement.)
   - The signature block of the certificate:

Signature of USDA official veterinarian: _____ (Date)
Подпись официального государственного ветеринарного врача

Name and position (printed) of USDA official veterinarian: _____
Valid only if the USDA seal appears over the signature. / Имеет силу только при наличии печати на подписи.
Имя (печатными буквами) официального государственного ветеринарного врача

Official USDA stamp
Официальная печать МСХ США

3. Section 1.2: The exporter should enter the entire address of the consignee- including the country: **Kazakhstan**.
4. Section 1.10: After the text that says "POINT OF CROSSING THE BORDER OF KAZAKHSTAN:", the exporter should enter the point where the consignment enters Kazakhstan (e.g. the border inspection post).
5. Section 2: In cases where the space in the table is not adequate, "SEE PAGE 3" may be included. If this is done, page 3 must be prepared to contain the exact information as noted in the table, with the same column headings. No additional information may be included in page 3.
6. The exporter should enter appropriate text into the other sections (including section 4.3) prior to emailing the document to the VS office.
7. Additional documents: Scans of the following documents must be emailed to the VS Office with each certificate for endorsement. These documents do not become part of the certificate.
   - For each lot of material listed on the export certificate laboratory results corresponding with the following criteria. The date on the latest total plate count laboratory report must correspond with the date the exporter placed in section 4.3 of the certificate.

Test	Result
Salmonella spp.	None detected
Enterobacteriaceae spp.	None detected or <10 cfu/gram
Total plate count	<= 500,000 cfu/gram
Botulin toxin	None detected

   - In addition, one of the following reports per lot is also required:

Test	Result
Clostridium spp.	None detected
Clostridium botulinum and *Clostridium perfringens*	Negative
Anaerobic plate culture	Negative (no growth)

8. 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 approval to export to the Russian Federation the certified products with a last validated inspection date within the last 365 days.
   - **Verify the exporter has presented an import permit (and translation) granted by the Kazakhstani government to the Kazakhstani importer for the relevant materials.**
   - Consider whether there has been any outbreak in the United States of any disease listed in section 4.2.1 in the relevant species in the relevant time frame. (See section 4.2.1 of the certificate for more information.)
   - Confirm the certificate is the exact document below, and that all appropriate sections were completed by the exporter consistent with the facility inspection.
   - Confirm the exporter has presented the following required documents with the certificate. These documents may not be part of the certificate:
     - For each lot of material listed on the export certificate laboratory results corresponding with the following criteria. The date on the latest total plate count laboratory report must correspond with the date the exporter placed in section 4.3 of the certificate.

Test	Result
Salmonella spp.	None detected
Enterobacteriaceae spp.	None detected or <10 cfu/gram
Total plate count	<= 500,000 cfu/gram
Botulin toxin	None detected

     - In addition, one of the following reports per lot is also required:

Test	Result
Clostridium spp.	None detected
Clostridium botulinum and	Negative

Clostridium perfringens	
Anaerobic plate culture	Negative (no growth)

2. **Not** enter any text into the box in the upper right hand corner of page one, unless the certificate is a reissue.
3. Complete the following section of the certificate in the following way:

   ORIGINAL (Y/N)/ *ОРИГИНАЛ (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.
4. Enter the certificate number in section 1.6.
5. Enter the certificate number and "Page 2 of 2" into the box in the upper right corner of page 2.
6. Exception to previous item: If a "Page 3" was added to the certificate to complete the table in item 2, "Page 2 of 3" should be added to page 2 after the certificate number, "Page 3 of 3" should be added in the upper right corner of page 3 (below the certificate number), and "Page 1 of 3" should be added to the upper right corner of the first page.
7. 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.
8. Print the certificate, duplexed (one sheet of paper printed on both sides) onto VS Security Paper. If a "Page 3" was added to complete the table in item 3, it is printed on a second piece of security paper, and the backside of the paper is marked with a single diagonal line.

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 signatory also lines out and initials areas of the certificate that were not utilized (e.g. unused space in the table in time 2).
3. 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 USDA stamp".
4. 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.

V. 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 Area Veterinarian in Charge is satisfied that the original was truly lost and appropriate corrective actions have been taken, the VS Office can make an exact copy of the certificate from their files (this copy must also be duplexed onto VS Security Paper).
B. The VS Office would then cross 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.

C. In the space available in the upper right hand corner, 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.
D. Initial side 2 next to "Official USDA Stamp."
E. 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 USDA stamp".