

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

- I. **Advisory regarding “new facilities”:** The Russian Federation is not currently listing “new” facilities for the manufacture of dog and cat food to be exported to the Russian Federation. So currently only those facilities previously listed by the Russian Federation, and inspected by Veterinary Services within the previous 365 days for compliance with the certificate may receive endorsement of the certificate. New facilities will not be able to be listed until agreement is reached with the Russian Federation on new criteria for the listing of new facilities. For information on if your facility is currently listed, and has the required inspection within the last 365 days, please contact your local Veterinary Services Service Center.
- II. **Materials Covered:** This certificate is for animal-origin materials intended for feeding to dogs and cats.
- III. **Caution:** The Russian Federation is believed to 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 Russian requirements.**
- IV. **Special preparation and endorsement of the certificate:**

The below 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. **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 Service Center. Prior to endorsement of the certificate, the VS Service Center will confirm that the exporter has the required approval listed on the Veterinary Services Process Streamlining (VSPPS) 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) 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 1.7: The exporter should enter: U.S. Department of Agriculture
4. Section 1.8: The exporter should enter: Animal and Plant Health Inspection Service
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.
 - “Name of the product” must be the specific name of the specific product (e.g. Brand X Flavor Y Kitten Bits). Two different products cannot be listed in the same row.
 - “Identification marks” must be identifying information on the retail packaging sufficient to trace back to the specific lot/batch [e.g. a batch number if the batch number is on the retail packaging]. It should not simply be the product name.
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/batch 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
<i>Clostridium spp.</i>	None detected
<i>Clostridium botulinum</i> and <i>Clostridium perfringens</i>	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. The “Name of product”(s) listed in section 2 of the certificate must match the name of the products on VSPS.
- 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 and must be provided for each batch/lot referenced in section 2. For example if a facility exported 5 different products (e.g. different flavors), there would be at least 5 different entries for “Identification marks” and at least 5 different sets of laboratory results (because there would be at least 5 different batches). If a facility exported 5 different batches of the same product, there would still be 5 different sets of lab reports.
 - For each batch/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
<i>Clostridium spp.</i>	None detected
<i>Clostridium botulinum</i> and <i>Clostridium perfringens</i>	Negative
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) / 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.

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”.