

Non-Animal-Origin Pet Foods Exported from U.S.A. to the Russian Federation

Certificate Preparation and Submission Guidelines

- I. Materials Covered: The “Veterinary certificate for feed and feed additives for non-productive animals not containing components of animal origin exported from U.S.A. to the Russian Federation” is for non- animal-origin materials intended for feeding to pets.
- II. 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.**
- III. 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 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.

- 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 non-animal origin pet 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 (VSPTS) 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) COPIY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

2. The exporter should also leave the following sections blank:
 - 1.6 (Will be completed by VS office at endorsement.)
 - The signature block of the certificate:

Signature of USDA official veterinarian/ Подпись официального государственного ветеринарного врача:

_____ (Date): _____

Official USDA stamp
Официальная печать МСХ США

Name and position (in capital letters) of USDA official veterinarian / Имеет силу только при наличии печати на подписи:

Valid only if the USDA seal appears over the signature.
Имя (печатными буквами) официального государственного ветеринарного врача

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.
6. The exporter should enter appropriate text into the other sections (including section 4.3) prior to submitting the document to the VS office.
7. Additional documents: Lot specific laboratory reports must be submitted to the Area Office with the certificate verifying that each lot has a total bacterial plant count $\leq 500,000$ cfu per gram. .
8. Exporters should consult with the VS Office prior to submitting 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 the pertinent approval to export to the Russian Federation with a last validated inspection date within the last 365 days.
 - Confirm the certificate is the exact “Veterinary certificate for feed and feed additives for non-productive animals not containing components of animal origin exported from U.S.A. to the Russian Federation” posted on this website.
 - Confirm the exporter has presented the required laboratory report.
2. 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.

3. Enter the certificate number in the upper right corner of page 2.
4. 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.

5. 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.

IV. 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”.