Eligibility Requirements for a New Establishment to Submit Via the NCAH Portal

While the NCAH Portal is a valuable tool for both submitters and the CVB, CVB resources are expended to establish portal accounts, teach proper submission procedures, and to provide technical support to new establishments. The CVB receives numerous inquiries from new establishments each year, but only a subset of those proceed beyond the initial inquiry.

For this reason, initial submissions from new establishments must be submitted on paper.

When the following criteria have been met, NCAH Portal access may be requested from the CVB - see link in step 6 below.

Product being proposed by the new establishment is confirmed to be under the regulatory jurisdiction of the CVB

Product is suitable for licensure/permitting. Considerations include, but are not limited to:

- Product intended for a disease for which the CVB currently issues licenses/permits
 - Acceptable (negligible) risk associated with ingredients of animal origin

Facility requirements are likely to be met

- Production facilities (even though not necessarily inspected yet) are reasonably expected to be acceptable
- An acceptable U.S. Permittee and quarantine site has been identified for imported products
- Facility documents must be submitted to CVB. See <u>VS Memo 800.78</u> C for guidance.

A USDA Establishment Code has been assigned by the CVB

All proposed portal users have read the <u>CVB user guides</u> for proper portal use. Supplemental <u>training videos</u> are also available. The training materials discuss not only technical procedures, but also CVB business rules for acceptable submissions. After reading the guidance, a teleconference with CVB is strongly encouraged to ensure understanding and to answer any remaining questions prior to submitting via portal.

Follow the step-by-step instructions for NCAH Portal access **7** to request access to the NCAH Portal