



**Animal and Plant  
Health Inspection  
Service**

**Veterinary Services**

**Center for Veterinary  
Biologics**

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## **Receipt of Submissions from CVB-PEL**

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**Section/Area:** CVB-WI-IC

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**Notes:** *incorporates previously archived CVB-WI-0143*

## Receipt of Submissions from CVB-PEL

PEL routes all submissions electronically through the use of the mail log. If a submission is hard copy, the hard copy submission should be hand-carried over to the IC Export Document Examiner (IC-EDE), or those acting in their capacity.

IC receives all APHIS Form 2007s (including prelicensing and those related to all liaison and alternate liaison changes), APHIS Form 2008s for serial release processing, and facility document submission. These documents may be submitted to PEL prior to a license being issues; however, CVB-IC processes these documents.

### IC Process

1. The IC-EDE will create a mail log entry, and scan the hard copy submissions to be added to the mail log.
    - a. Enter 2008s into LSRTIS and follow **CVB-SOP-0032**, *Processing Serial Records*.
    - b. Enter 2007s into mail log and follow **CVB-SOP-0045**, *Processing of the APHIS Form 2007 by the Center for Veterinary Biologics-Inspection and Compliance* – informationally link this mail log item to the PEL mail log item
  2. The BCA will self-assign the mail log item from the IC Inbox Pool.
  3. The APHIS Form 2007(s) or APHIS Form 2008(s) will be processed per the applicable work instructions for each.
- \* If 2008s or 2007s are in the PEL Mail log (originating from the NCAH Portal), the CVB Employees need to inform the firm to resubmit to IC in the applicable NCAH Portal module for IC submissions.