

**REGISTERED AQUACULTURE EXPORT FACILITY (RAEF)  
REBOXING/RELABELING FACILITY  
*INSPECTION CHECKLIST***

**GENERAL INFORMATION**

**RAEF Reboxing/ Relabeling Facility Inspection and Approval**

- This APHIS Registered Aquaculture Export Facility (RAEF) Reboxing/ Relabeling Facility Inspection Checklist is for facilities that receive live aquatic animals from U.S.-based RAEF Production Facility sources for the purposes of reboxing and/or relabeling them prior to international export. As a reminder, RAEF is only required if the facility is exporting to a country that 1) requires APHIS oversight (regardless of the level of, or lack thereof, export testing), and/or 2) when premises freedom level testing is required to export to a country.
- This inspection checklist must be completed by the APHIS VS Field Veterinarian during the on-site inspection. Once the APHIS VS Field Veterinarian completes and signs this RAEF Reboxing/ Relabeling Facility Inspection Checklist, they will send it to the APHIS VS Export Veterinarian overseeing this facility's approval process for review and countersignature.

## **INSPECTION CHECKLIST**

### **RAEF Reboxing/ Relabeling Facility Inspection**

*This inspection checklist must be completed by the APHIS VS Field Veterinarian based on the information provided by the facility in the RAEF Reboxing/ Relabeling Facility Pre-Inspection Package and direct verification during the on-site inspection of the facility.*

Date of inspection:

1. This request is for (please select one):

\_\_\_ A. Inspection for the initial RAEF Reboxing/ Relabeling Facility approval.

\_\_\_ B. Inspection to retain a previously issued RAEF Reboxing/ Relabeling Facility approval.

2. Company/organization name:

3. RAEF Approval Number (write "N/A" if this is an initial inspection/ new facility approval):

\_\_\_\_\_

4. Name and physical address of facility to be inspected (facility seeking approval):

5. Mailing address or address of headquarters (if different from physical address of facility above):

6. Contact person at facility (should be the same person that completed and signed the Pre-inspection Package):

Name:

Position/Title:

Telephone Number:

Email Address:

**6.a. \_\_\_ Yes \_\_\_ No Was the contact person above present during this on-site facility inspection?**

7. USDA Accredited Veterinarian:

Name:

National Accreditation Number (NAN):

Telephone Number:

Email Address:

**7.a. \_\_\_\_ YES \_\_\_\_ NO Is the Accredited Veterinarian BOTH USDA Accredited Category II AND licensed to practice veterinary medicine in the state where the facility is located?**

**7.b. \_\_\_\_ YES \_\_\_\_ NO Was the Accredited Veterinarian present during this facility inspection?**

IF NO:

**7.b.i. \_\_\_\_ YES \_\_\_\_ NO Is there evidence of a valid Veterinarian-Client-Patient Relationship (VCPR) between this facility and this Accredited Veterinarian in the facility records?**

**7.b.ii. What was most recent date the Accredited Veterinarian visited this facility?**

\_\_\_\_\_ (dd/mm/yyyy)

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**8. \_\_\_\_ Yes \_\_\_\_ No Did the facility provided a completed and signed RAEF Reboxing/ Relabeling Facility Pre-inspection Package?**

*\*Note: The RAEF Reboxing/ Relabeling Facility Pre-inspection Package includes the Forms 1 & 2, and the Excel workbook plus applicable supporting documentation.*

**9. \_\_\_\_ Yes \_\_\_\_ No Did you verify all RAEF Production Facility sources listed in the RAEF Reboxing/ Relabeling Facility Pre-inspection Package have a valid pertinent approval, which includes all the species and country(ies) to which this facility is seeking approval as a RAEF Reboxing/ Relabeling Facility?**

**10. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility have written documentation from each RAEF Production Facility source containing the following information?**

- a. Copy of valid, current RAEF Production Facility approval letter from the source that was inspected by APHIS within the past 365 days; AND
- b. Shipping paperwork with shipment-specific identification including the common and scientific name of species, lifestage, and quantity received; AND
- c. Written verification from the RAEF Production Facility source that the animals in this shipment meet the export requirements to a given country prior to leaving the source. This includes, but is not limited to, documentation verifying testing/health status.
  - i. For animals exported to countries that allow “test and ship” for pathogens of concern, each shipment must be accompanied by applicable laboratory test results.
  - ii. For animals exported to countries that require Premises Freedom for pathogens of concern, each shipment must be accompanied by the Premises Freedom letter from the source RAEF Production Facility.

- d. If completed by the source, each export health certificate issued by the USDA Accredited Veterinarian of the source RAEF Production Facility.

**11. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility follows effective written procedures to only export animals from the RAEF Production Facility sources listed in the RAEF Reboxing/ Relabeling Facility Pre-inspection Package?**

**12. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility follows effective written procedures to retain all documentation (e.g., incoming, shipping, laboratory reports) for all animals handled under this approval for at least 3 years, or since the program was implemented if less than 3 years?**

**13. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility follows effective written procedures to ensure the inner packaging holding the live aquatic animals for reboxing/relabeling is NOT opened after the shipment leaves the source and through international export?**

**14. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility is free of any obviously unhygienic conditions during your inspection, or other conditions which could lead to contamination of the aquatic animals, or their water, intended for reboxing/ relabeling prior to export?**

**15. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility follows effective written procedures for the proper preparation and review, including for format and accuracy, of export health certificates prior to submission to the APHIS VS Office in their area?**

**16. \_\_\_\_ Yes \_\_\_\_ No Did you verify the facility follows effective written procedures to ensure materials not covered by this approval (e.g., aquatic animals sourced from non-RAEF Production Facilities, commodities not listed on their RAEF Reboxing/ Relabeling Facility Pre-inspection Package, etc.) are not exported?**

**17. \_\_\_\_ YES \_\_\_\_ NO Was the facility able to produce records tracking a consignment of animals from their origin through international export to the destination?**

*\*Note:* Types of records include animal health and/or movement records, invoices/orders, packing lists, import permits, health certificates, etc.

**18. \_\_\_\_ YES \_\_\_\_ NO Do you recommend this facility for approval as a RAEF Reboxing/ Relabeling Facility that meets the export requirements for the species and country(ies) for which this facility is seeking approval?**

*\*Note:* The answer will depend on whether all the criteria were met for Questions 1-17 of this inspection checklist. Answer "YES" if the facility meets all the required inspection checklist criteria.

Answer "NO" if the facility does not meet all the required inspection checklist criteria. If so, the APHIS VS Field Veterinarian must identify and describe the specific areas of non-compliance in the "ADDITIONAL COMMENTS" section below.

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ADDITIONAL COMMENTS (optional)

Changes from last year's approval, if appropriate:

\_\_\_\_\_  
**Digital Signature OR Printed Name and wet signature of APHIS VS Field VMO**

\_\_\_\_\_  
**Date**

Submit the signed RAEF Reboxing/ Relabeling Facility Inspection Checklist to the APHIS VS Export Veterinarian for review and final submission to the APHIS VS Aquatic Trade Staff. Additional information may be attached if warranted such as notes, photos, etc., but are NOT REQUIRED.

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I the APHIS VS Export Veterinarian have verified the RAEF Reboxing/ Relabeling Facility Inspection Checklist is complete and meets the requirements for RAEF approval.

\_\_\_\_\_  
**Digital Signature OR Printed Name and wet signature of APHIS VS Export VMO**

\_\_\_\_\_  
**Date**

Submit the following documents to the APHIS VS Aquatic Trade Staff for final review:

1. RAEF Reboxing/ Relabeling Facility Pre-Inspection Package including the Excel workbook and applicable written export requirements
2. RAEF Reboxing/ Relabeling Facility Inspection Checklist
3. Draft RAEF Reboxing/ Relabeling Facility Approval Letter