

**REGISTERED AQUACULTURE EXPORT FACILITY (RAEF)  
REBOXING/RELABELING FACILITY  
*PRE-INSPECTION PACKAGE***

**GENERAL INFORMATION**

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

- This APHIS Registered Aquaculture Export Facility (RAEF) Reboxing/ Relabeling Facility Pre-inspection Package 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.
- Under this RAEF Reboxing/ Relabeling Facility approval, the facility is only permitted to export live aquatic animals received from a RAEF Production Facility source after either reboxing or relabeling as described below.
  - **Reboxing** means the removal and replacement of the outer packaging *only*, while the inner packaging containing the animals, including the applicable bag, transport water and air, remain intact. If the inner packaging holding the live aquatic animals is opened, the facility is NOT a reboxing facility and must instead seek RAEF Production Facility approval.
  - **Relabeling** means there is no removal of either the outer or inner packaging, and the shipping container is only relabeled under the RAEF Reboxing/ Relabeling Facility's name.
- All live aquatic animals entering an approved RAEF Reboxing/ Relabeling Facility must be received from U.S.-based RAEF Production Facility sources with a valid approval for the export of a given species to a given country.
  - For example, if a RAEF Reboxing/ Relabeling Facility wants to rebox/relabel live white leg shrimp (*L. vannamei*) to Country A which requires the animals meet premises freedom for 5 pathogens of concern, then all sources for the animals being shipped must be a RAEF Production Facility approved to export *L. vannamei* to Country A with premises freedom for all 5 pathogens before any animals from the source enter the RAEF Reboxing/ Relabeling Facility.
    - If the RAEF Reboxing/ Relabeling Facility wants to rebox/relabel live white leg shrimp (*L. vannamei*) received from more than one source, then each source must be a RAEF Production Facility approved to export *L. vannamei* to Country A with premises freedom for all 5 pathogens, AND the animals from each source must be packaged separately to avoid co-mingling of animals, water, etc.
- Each shipment of animals exported internationally from a RAEF Reboxing/ Relabeling Facility must be accompanied by a health certificate. The health certificate may be issued using the two options below:
  1. Issued by the Accredited Veterinarian of the source RAEF Production Facility; or

2. Issued by the Accredited Veterinarian of the exporting RAEF Reboxing/ Relabeling Facility. If so, the Accredited Veterinarian of the exporting RAEF Reboxing/ Relabeling Facility must have the appropriate knowledge of the disease status of the aquatic animals being shipped per [9 CFR Part 161](#).
- This approval does not cover live aquatic animals that are bred, produced, grown, or packaged on the exporting premises. Facilities performing these activities are considered a “production facility;” and APHIS approval to export these animals falls under the RAEF Production Facility approval<sup>1</sup>.
  - Complete the RAEF Reboxing/Relabeling Pre-Inspection Package forms below to request an APHIS inspection to obtain/maintain your facility’s RAEF Reboxing/ Relabeling Facility approval. Once this package is signed, submit it along with the Excel workbook (and any supporting documentation) via email to the [APHIS Veterinary Services \(VS\) Office](#) in your area.

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<sup>1</sup> If you are production facility seeking RAEF approval, please visit the [web page](#) for more information.

## **PRE-INSPECTION FORM 1**

### **Request for Approval Form: RAEF Reboxing/ Relabeling Facility**

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/representative at facility:  
Name:  
Position/Title:  
Telephone Number:  
Email Address:
7. USDA Accredited Veterinarian:  
Name:  
National Accreditation Number (NAN):  
Telephone Number:  
Email Address:
8. As a representative of this facility, I understand:  
A. This approval is for facilities reboxing and/or relabeling live aquatic animals for international export that were received from RAEF Production Facility source(s) with the pertinent approval (see below). This approval is not for facilities that produce/raise or package live aquatic animals for direct international export.

- B. A pertinent approval for a RAEF Production Facility source means each source must have a current, valid RAEF Production Facility approval letter.
    - a. The letter must include all the species and country(ies) to which this facility is seeking approval as a RAEF Reboxing/ Relabeling Facility. If a source facility is not eligible to export a given species to a given country, then this RAEF Reboxing/ Relabeling Facility cannot export animals from that source.
  - C. Prior to entry into this RAEF Reboxing/ Relabeling Facility, this facility must receive documentation for each shipment from the RAEF Production Facility source attesting to the following, at a minimum. All documentation received from all RAEF Production Facility sources must be maintained by this RAEF Reboxing/ Relabeling Facility and available upon request for APHIS review for at least 3 years.
    - a. Copy of valid, current RAEF Production Facility approval letter from the source which 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 Approval Letter from the source RAEF Production Facility.
  - D. This RAEF Reboxing/ Relabeling Facility will 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.
  - E. This RAEF Reboxing/ Relabeling Facility, in conjunction with their USDA Accredited Veterinarian, are responsible for ensuring all exported live aquatic animals meet all requirements of the importing country prior to export.
9. I am authorized to verify the activities of the above referenced facility, and represent this facility in this manner. I will be present during the inspection of this facility by APHIS VS.
10. I understand this RAEF Reboxing/ Relabeling Facility approval is only valid for the physical facility inspected which operates under the existing management at the time of inspection. If I leave my position or management of this facility changes, this facility will notify APHIS in writing immediately via email to the local [APHIS VS Office](#).

11. If/ when approved, I understand the facility will need to be reinspected every 365 days to maintain facility approval and export eligibility.

Signature:

Date:

Typed name of signing representative:

## **PRE-INSPECTION FORM 2**

### **Commodity Information Form: RAEF Reboxing/ Relabeling Facility**

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

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Name and physical address of facility:

Complete all the information listed below for each RAEF Production Facility source using the Excel workbook [RAEF R&R Facility Pre-Inspection Package – List of RAEF Suppliers](#). Once all the information is entered into the Excel workbook, "Facility Name\_RAEF Number\_Date". Submit the Excel workbook and any supporting documentation via email to the local [APHIS VS Office](#) and include the facility name and RAEF number in the email subject line.

- Name and physical address
- RAEF approval number and validity period
- Species and countries for which the source is approved under RAEF
- Details regarding premises freedom health status (if applicable)

I certify:

1. This facility (as listed above) will only reboxes/ relabels live aquatic animals received from the approved RAEF Production Facility sources listed in the attached Excel workbook to the countries specified in the attached Excel workbook.
2. Under this approval, this facility only reboxes/ relabels live aquatic animals for international export that were received from RAEF Production Facility source(s) with the pertinent approval and other requirements as defined in Section 8 of the "PRE-INSPECTION FORM 1, Request for Approval Form: RAEF Reboxing/ Relabeling Facility."
3. Before this facility receives, reboxes, relabels, and/or exports live aquatic animals covered under this RAEF Reboxing/ Relabeling Facility approval, this facility will ensure each RAEF Production Facility source has a valid approval and the animals meet the importing country's export requirements prior to shipment.
4. For each shipment, this facility will require and obtain all the information from each RAEF Production Facility source defined in Section 8 of the "PRE-INSPECTION FORM 1, Request for Approval Form: RAEF Reboxing/ Relabeling Facility."

5. I am authorized to represent the above referenced facility in this manner, and the statements listed above are true to the best of my knowledge and belief.

Signature:

Date:

Typed name of signing representative:

Submit the signed RAEF Reboxing/ Relabeling Facility Pre-Inspection Package (which includes Forms 1 & 2, and the Excel workbook plus applicable supporting documentation per the Excel workbook instructions) via email to the local [APHIS VS Office](#).