

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

36-18

7/6/18

VERIFICATION STEPS FOR CHINA EXPORTS

I. PURPOSE

This notice provides instructions to Public Health Veterinarians (PHVs) regarding verification of export certificates for China by verifying the country-specific requirements found in the [FSIS export library](#) have been met.

II. VERIFICATION STEPS FOR PHVs

A. Prior to signing the completed export certificates, PHVs are to verify that the certificates are complete and that the information matches, where appropriate, on FSIS Form 9060-5 and 9295-1 (the specific form for China), including any continuation sheets and/or letter head certificates (LHC), before signing and distributing the documents. PHVs are to complete the following steps before signing the export certificates:

1. Verify that the establishment activity type box(es) are checked. This is found in the “product exported from” section on all appropriate forms;
2. Verify that the weights on all forms match;
3. Verify that the seal number is entered in the remarks of FSIS Form 9060-5 and the appropriate place on FSIS Form 9295-1;
4. Verify that the container number is entered in the appropriate place on FSIS Form 9295-1; and
5. Verify that along with the signature of the signing official (the PHV); the name is typed on all export certificates [FSIS Form 9060-5, FSIS Form 9295-1, and applicable continuation forms]. No hand printed names are allowed on any export certificates.

B. For the Letterhead Certificates (LHC) for Pork exports, the PHV is to verify that the LHC is complete and contains the export stamp showing the corresponding export certificate number at the bottom. The signing PHV is to verify that their name is typed in the appropriate space.

III. SIGNATURES

PHVs are to continue to sign their name only after the above verification steps have been completed and the certificates are complete and accurate. If the certificates are incomplete or incorrect, they are to return them to the establishment for corrections. The PHVs are to complete a Memorandum of Interview (MOI) when they experience multiple and repetitive occurrence of errors by the industry at the same regulated or voluntary service location. Once the corrections have been made, the PHV is to complete the verification steps in Section II of this notice before signing the certificates. After signing all completed and accurate

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OPI: OPPD

forms, the PHV is to distribute the certificates back to the establishment and retain the FSIS copies and file in the government office under lock and key.

IV. QUESTIONS

Refer questions regarding this notice through your supervisor or submit your questions through [askFSIS](#). When submitting a question, use the **Submit a Question** tab, and enter the following information in the fields provided:

Subject Field:	Enter Notice 36-18
Question Field:	Enter question with as much detail as possible.
Product Field:	Select from the drop-down menu.
Category Field:	Select Basic Questions from the drop-down menu.
Policy Arena:	Select from the drop-down menu.

When all fields are complete, press **Continue** and at the next screen press **Finish submitting Question**.

NOTE: Refer to [FSIS Directive 5620.1](#), *Using askFSIS*, for additional information on submitting questions.



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