

## Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

Page left intentionally blank. As this user guide is updated, the most recent changes will be listed here for ease of use.

## Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

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This guide is intended for use by firms using the NCAH Portal for handling Biologics Export Certification documents. It is expected that procedures described in [Veterinary Services Memo 800.52](#) will still be followed.

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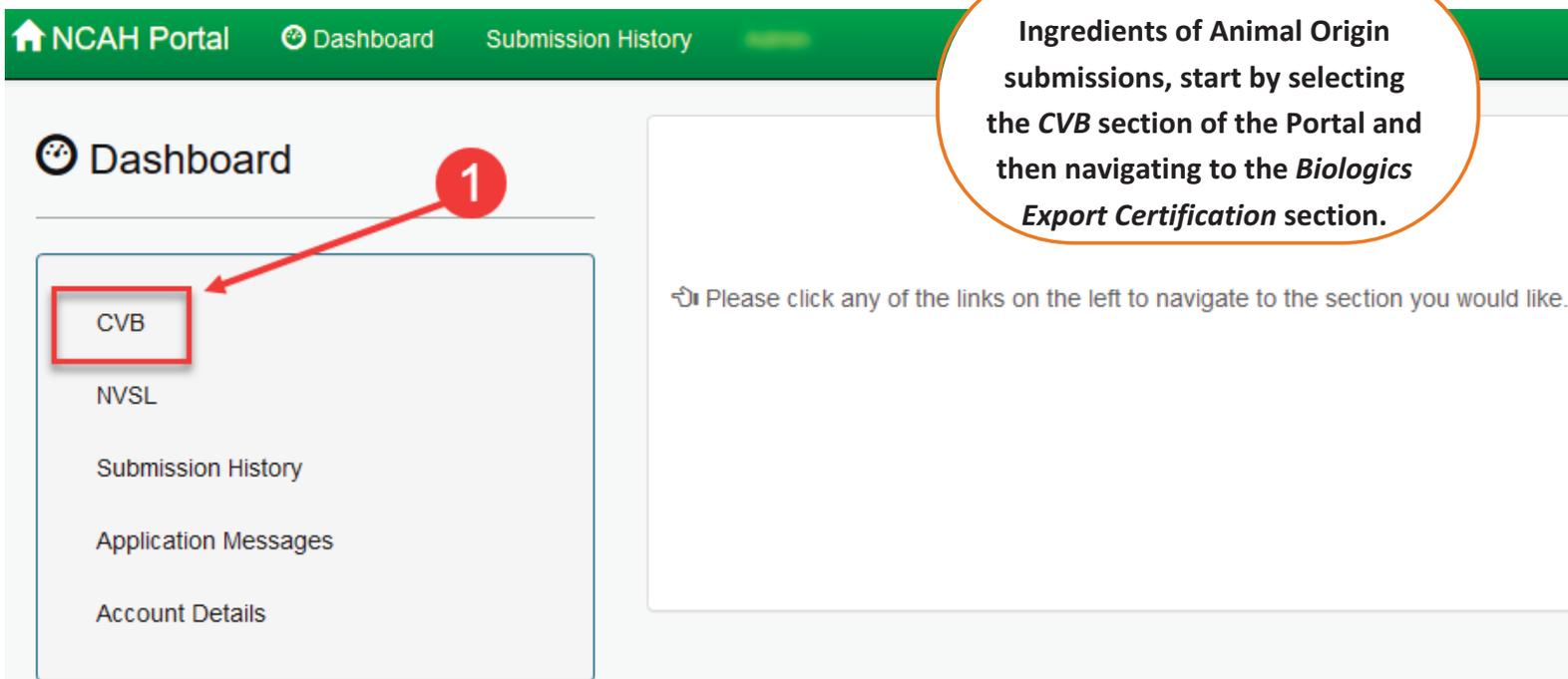
**Section 7 - [Your Official Certificate](#)**

 Some fields may look differently than the screenshots in this user guide depending on the browser you are using. Basic functionality should not be affected.

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ACCESS INFORMATION

For Attestations and Ingredients of Animal Origin submissions, start by selecting the CVB section of the Portal and then navigating to the *Biologics Export Certification* section.



CVB - Center for Veterinary Biologics

**Veterinary Biologics Production and Test Report (APHIS 2008)**

- [Submission Form](#)
- [View Draft Submissions \(APHIS Form 2008\) to CVB](#)

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**Qualifications of Veterinary Biologics Personnel (APHIS 2007)**

- [Submission Form](#)
- [View Draft Submissions \(APHIS Form 2007\) to CVB](#)

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**CENTER FOR VETERINARY BIOLOGICS INSPECTION AND COMPL**

- [Create New Submission to IC](#)
- [View Draft Submissions \(APHIS Form 2048\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

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**VETERINARY BIOLOGICS REGULATORY E-SUBMISSION FORM - F**

- [Create New Submission to PEL](#)
- [View Draft Submissions \(APHIS Form 2049\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

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**Biologics Export Certification**

- [Submission Form](#)
- [View Draft Submissions \(Biologics Export Certification\) to CVB](#)

**IMPORTANT INFORMATION ABOUT ROLES**

*Users with USDA eAuth Level 2 accounts and roles of **Export Contact, Liaison and/or Alternate Liaison can enter and submit** Export Certificate information.*

*Users with USDA eAuth Level 2 accounts and a roles of **Quality Review can enter and view** Export Certificate information, but cannot submit.*

# Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

## ENTERING INFORMATION TO BE SUBMITTED

Click on 'Submission Form' in the Biologics Export Certification section of the CVB Dashboard to enter information for an Attestation or Ingredients of Animal Origin.

### Biologics Export Certification

- **Submission Form**
- [View Draft Submissions \(Biologics Export Certification\) to CVB](#)

The 'Create- Biologics Export Certification' screen will be shown. Enter information as directed below. Additional fields may only appear for certain Export Types, so be sure that you have selected the correct form in the Export Type field.

Create - Biologics Export Certification

**Fields with a red asterisk (\*) are required.**

[CVB Home](#) / [Submission Form \(Biologics Export Certification\)](#)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or be required to respond to, a collection of information unless it displays a valid OMB control number for this information is 0579-0013. The time required to complete this information average .33 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

<b>Establishment*</b>	<input type="text" value="999 - Your Firm, Inc."/>	▼
<b>Site Address*</b>	<input type="text" value="123 1st Street, Ames, IA 50010"/>	▼
<b>Export Type*</b>	<input type="text" value="Attestation"/>	▼
<b># of Certificates Requested*</b>	<input type="text" value="1"/>	▲▼
<b>Destination Country</b>	<input type="text" value="Bolivia"/>	▼
<b>Additional Descriptor</b>	<input type="text" value="Formerly Doing Business as My Firm"/>	

When you choose Attestation, Attestation (Spanish), Ingredients of Animal Origin, or Ingredients of Animal Origin (Spanish) as the Export Type, these fields will appear.

**Establishment** - Users will only have the opportunity to enter information for the firm they are assigned to as users. *Establishment employees wanting to submit certificates on behalf of other companies may submit paper copies to the CVB.*

**Site Address** - The Establishment address on the certificate is chosen from the Site Address field. This field will only list the addresses in the Establishment License.

**Export Type** - Select the applicable export type from the list. \*When Attestation, Attestation (Spanish), Ingredients of Animal Origin, or Ingredients of Animal Origin (Spanish) are selected, additional fields will show on the screen.

**# of Certificates Requested** - Enter the number of certificates requested.

**Destination Country** - A destination country may be entered here by selecting from the drop down list.

**Additional Descriptor** - The additional descriptor field is used to facilitate the description of the establishment name as it was formerly known.

# Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

## ENTERING INFORMATION TO BE SUBMITTED - MISC

### Misc

Additional Submission Files

PDF for testing purposes.pdf Remove Browse ...

Note: You may add optional attachments if you would like to add a cover letter/shipping info/etc.

Remarks

Additional details about this submission

I agree that I've looked over this information and everything entered is true to my knowledge.

Save

**Additional Submission Files** - Use the 'Browse' button to attach a file here that contains pages that provide other pertinent information, but will NOT be appended to the final certificate, i.e.a cover letter or air bill.

**Remarks** - Use this section to enter any additional details about this submission.

**Checkbox** - Checking this box indicates that the user agrees with this statement, "I agree that I've looked over this information and everything entered is true to my knowledge."

**Save button** - Click on the 'Save' button. This saves the submission and places it in a pending status. It is considered a "Draft" at this stage and has NOT been submitted to the CVB. This provides an opportunity to quality check the information entered prior to submission.

After you have clicked on the 'Save' button, you will see the Submission History section at the bottom with a list of actions for the submission. At this point, you have additional options such as; Edit, Clone, Submit to CVB (only for some roles), Delete Submission and Return to Dashboard.

### Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	

Edit Clone Submit To CVB Delete Submission Return to Dashboard

**Edit** - Use this button to go back and make changes to the information entered or the files attached for the submission.

**Clone** - Use this button to duplicate the submission, creating a new submission identical to this one.

**Submit To CVB** - Only available to users with the roles of Export Contact, Liaison and/or Alternate Liaison. This button submits the submission to the CVB.

**Delete Submission** - Use this button to delete the submission completely.

**Return to Dashboard** - Use this button to go back to the CVB Dashboard.

## Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

 If changes are made to a submission, that action is captured in the Submission History.

### Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	
Submission Updated	Mar-06-2018 09:53 AM CST	Peterson, Amber	

**Example of what you see after editing a submission**

 Edit
 Clone
 Submit To CVB
 Delete Submission
 Return to Dashboard

### SUBMITTING - Export Contacts, Liaisons and/or Alternate Liaisons only

You may submit the certificate to the CVB immediately after saving it or through the CVB Dashboard. The Draft submissions (pending submission to the CVB) are visible in the CVB Dashboard for the employees with specific portal roles.

 NCAH Portal
 Dashboard
Submission History

### Dashboard

- CVB
- NVSL
- Submission History
- Application Messages
- Account Details

CVB - Center for Veterinary Biologics

**Biologics Sample Submission (APHIS 2020)**

- [Sample Submission Form](#)
- [Generate Packing Slip](#)
- [Processed Samples](#)

**Veterinary Biologics Production and Test Report (APHIS 2008)**

- [Submission Form](#)
- [View Draft Submissions \(APHIS Form 2008\) to CVB](#)

**Qualifications of Veterinary Biologics Personnel (APHIS 2007)**

- [Submission Form](#)
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**CENTER FOR VETERINARY BIOLOGICS INSPECTION AND COMPLIANCE**

- [Create New Submission to IC](#)
- [View Draft Submissions \(APHIS Form 2048\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

**VETERINARY BIOLOGICS REGULATORY E-SUBMISSION FORM - 2049**

- [Create New Submission to PEL](#)
- [View Draft Submissions \(APHIS Form 2049\) to CVB](#)
- [Add/Replace Document To Eligible Submission](#)

**Biologics Export Certification**

- [Submission Form](#)
- [View Draft Submissions \(Biologics Export Certification\) to CVB](#)

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## Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)

When the "View Draft Submissions (Biologics Export Certification) to CVB" screen is opened a list of any submissions in the draft status is shown. Submissions can be reviewed when you select the "More Info..." link in the row for that submission.

When you are ready to submit to the CVB, you may select an individual submission or multiple submissions by clicking in the checkboxes next to each submission and then clicking on the 'Submit To CVB' button.

In the example below, the top two submissions would be submitted to the CVB when the 'Submit To CVB' button is clicked.

Biologics Export Certification Open Submissions

[CVB Home](#) / Open Submissions (Biologics Export Certification)

### Select Open Submissions (Biologics Export Certification) To Submit To CVB

Establishment	Type	Product Code(s)	Destination Country	
<input checked="" type="checkbox"/> 999	Attestation			<a href="#">More Info...</a>
<input checked="" type="checkbox"/> 999	Attestation (Spanish)		Bolivia	<a href="#">More Info...</a>
<input type="checkbox"/> 999	Ingredients of Animal Origin (Spanish)		Bolivia	<a href="#">More Info...</a>

[Submit To CVB](#)

### WHAT TO EXPECT AFTER SUBMISSION

When the submission is received by the CVB, it is evaluated for certification eligibility. Notification of status changes will be shown on the NCAH Portal Updates email that is sent for all NCAH Portal activity for the firm.



The following Submissions have been updated by CVB in the NCAH Portal today:

Biologics Export Certification Submissions:

Export Type	Product Code(s)	Destination Country	Status
Attestation		Bolivia	Completed
Ingredients of Animal Origin		Bolivia	Completed

[Click Here to view detailed information about these and other Submissions](#)

The blue bar will guide you to log in to the NCAH Portal.

NOTE: The records will only be available in the NCAH Portal for 60 days after completion.

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## CHECKING YOUR SUBMISSION STATUS

After you've submitted you can check the status of all your submission in the 'Submission History' section of the CVB Dashboard.

Pay attention to the tabs at the top of the Submission History screen.

**Recent Activity (2 weeks)** - shows items that have had actions of them by you or the CVB in the last 2 weeks

**Submissions Not Yet Received** - shows items that you have not yet submitted to the CVB

**CVB Search** - use this to search for all items by submission type

**i** If you want to see the full submission, click on the 'Info' link in the row.

Biologics Export Certifications [-]

Show  entries Search:

Est	Type	Product Code(s)	Destination Country	Submitter	Submission Date	Status	
999	Attestation			Amber Peterson	03/08/2018	Submitted	<a href="#">Info</a>
999	Attestation		Bolivia	Amber Peterson	03/08/2018	Submitted	<a href="#">Info</a>
999	Attestation (Spanish)		Bolivia	Amber Peterson	03/08/2018	Submitted	<a href="#">Info</a>

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## YOUR OFFICIAL CERTIFICATE

Within the record, scroll to the Miscellaneous section. Included in the files there will be an example of the certificate. This CVB Response file will not include the embossed seal or the wet signature.

**⚠ NOTE: The official certificate will be mailed to the submitter.**

### Miscellaneous

<b>Attachments</b>	NA
<b>CVB Response Files</b>	<ul style="list-style-type: none"> <li>• <a href="#">Export_161474.pdf</a> </li> </ul>
<b>Authorized Firm Representative</b>	Osorio, Ruben

At the bottom of the record, the Submission History is shown.

### Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	
Submission Updated	Mar-06-2018 09:53 AM CST	Peterson, Amber	
Submitted To CVB	Mar-06-2018 01:08 PM CST	Peterson, Amber	

 Clone
 Return to Dashboard