

**United States Department of Agriculture
Center for Veterinary Biologics**

Standard Operating Policy/Procedure

**Processing United States Veterinary Permits for Importation and
Transportation of Controlled Materials and Organisms and Vectors
(VS Form 16-6A MAR 95)**

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**Processing United States Veterinary Permits for Importation and Transportation of Controlled
Materials and Organisms and Vectors (VS Form 16-6A MAR 95)**

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Processing United States Veterinary Permits for Importation and Transportation of Controlled Materials and Organisms and Vectors (VS Form 16-6A MAR 95)

1. Purpose

The purpose of this document is to describe the process for receipt, review, and retention of United States Veterinary Permits for Importation and Transportation of Controlled Materials and Organisms and Vectors submitted electronically by the National Import Export Services (NIES) to the Center for Veterinary Biologics (CVB). These documents are retained as PDF documents for 3 years after date of issue in accordance with the APHIS Records Management Handbook.

2. Procedures

2.1 Lead Biologics Compliance Assistant

- Import permits are emailed by NIES as a PDF attachment to the Inspection and Compliance Lead Biologics Compliance Assistant (IC-Lead BCA).
- The IC-Lead BCA forwards the import permit to the establishment's Biologics Specialist for review.

Note: Miscellaneous import permits received for unlicensed firms are forwarded to the Inspection and Compliance Investigation Manager for review.

- Import permit is saved to establishment's "Import Permit" folder located in [REDACTED] (see ICWI00032, *Review, Electronic Filing, and Disposal of United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors [VS Form 16-6A]*).
- Import permits are deleted from establishment's import permit folder three years from issue date of import permit (see ICWI00032).

2.2 The Biologics Specialist (Specialist):

- Reviews the import permit for who it is issued to, what organism it is for, and what the restrictions are (if any are listed).
 - If a select agent is listed, the Specialist verifies with the Inspection Section Leader that this firm is registered for select agents.
- Determines if it is an import permit to review during the next in-depth inspection, and if so, makes a photocopy for their desk file for that firm.

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2.3 The IC Investigation Manager:

- Receives import permit for unlicensed establishments from the IC-Lead BCA. Reviews the import permit by conducting an internet search and reviewing the site for compliance with Virus-Serum-Toxin Act laws and title 9, *Code of Federal Regulations*, regulations.
- Subsequent actions may be taken based on the IC Investigation Manager's review.

3. Summary of Revisions

Version .04

- The Contact has been changed from Linda Snavelly to Becky Rasmussen.
- IC-BOA was changed to IC-Lead BCA throughout the document.

Version .03

- **2.1:** This section has been revised to reflect current procedures of processing import permits by the IC-BOA.
- **2.3:** This section has been revised to reflect current procedures of reviewing import permits by the IC Investigation Manager.

Version .02

- The Contact has been changed from Renee Schnurr to Linda Snavelly.
- **1:** This section has been updated to reflect more current information on submission of import permits by NCIE and retention of documents.
- **2.1:** This section has been updated to reflect more current procedures of processing import permits by the IC-OAA.
- **2.2:** This section has been updated to reflect more current responsibilities of the Biologics Specialist in reviewing import permits.
- **2.3:** This section has been changed to include the IC-BCI's responsibilities in reviewing import permits.

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