

## **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)**

This document provides work instructions on the 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) that are submitted electronically by the VS National Import Export Services (NIES) to the Center for Veterinary Biologics.

Import permits are emailed by NIES as a PDF attachment to the Inspection and Compliance Lead Biologics Compliance Assistant (IC-Lead BCA).

### **IC-Lead BCA**

IC-Lead BCA saves the import permit to establishment's "Import Permit" folder located in [REDACTED]. (The establishment is listed on the import permit in block entitled "Name and Address of Permittee Including ZIP Code and Telephone Number.") File name of import permit is **expiration date** of permit and permit number (example: 070803 (year month day) #100673). IC-Lead BCA emails the import permit to the establishment's Biologics Specialist for review.

Those miscellaneous import permits received for unlicensed companies are filed in the Misc. Import Permits folder located in [REDACTED]. File name of miscellaneous import permits is expiration date of permit, permit number, and name of unlicensed company (example: 141031 #104445 Any Company).

### **IC Biologics Specialist Review**

The Biologics Specialist receives the import permit from the IC-Lead BCA for review. The Biologics Specialist may file the import permit for follow up on inspection or discuss findings with an Inspection and Compliance Section Leader.

### **IC Investigation Manager**

Import permits received for unlicensed companies are forwarded to the Investigation Manager for review. Depending on the information, the Investigation Manager may conduct an internet search and review the site for compliance with Virus-Serum-Toxin Act laws and title 9, *Code of Federal Regulations* (9 CFR), regulations. Subsequent actions may be taken based on the Investigation Manager's review.

### **Retention Period and Disposal of Expired Import Permits**

Retention period of import permits follows APHIS Records Management Handbook guidelines, Section IM 10-1: **All other offices:** Destroy when 2 years old.

The IC-Lead BCA will delete import permits from establishment import permit folders based on the APHIS Records Management Handbook guideline (two years from expiration date of the import permit).