## DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS

## Notes for Guidance for Completion of Application Form TRACES EXA NI

**IMPORANT PLEASE NOTE:**

1. Please complete this form fully using BLOCK LETTERS.

2. If you are exporting cattle and sheep please return this form to your authorised Private Veterinary Practitioner (aPVP) or Export Assembly Centre (EAC) operator (as appropriate).

3. For all other exports the form should be returned to your aPVP at least 3 working days in advance of the proposed export. Incomplete, illegible or unsigned application forms will be returned.

4. If the departure date/time changes or a different vehicle is used, you **MUST** notify your aPVP who will take the appropriate action to update the original ITAHC so that a replacement TRACES NT message can be sent.

5. If the consignment is cancelled, you **MUST** notify your aPVP who will take the relevant action in TRACES NT to cancel the ITAHC.

Portal office Northern Ireland booking reference number must be supplied here in the first instance:

# *Specific Guidance:*

* For consignments being exported through a Northern Ireland port, the exporter must make a booking with the relevant ferry company.
* **Larne:** The exporter must then notify DAERA Portal office by telephone (028 28 260021) of intention to export, giving details of route, time of sailing, vehicle registration mark and consignment details. By doing so a booking is made so that export checks can be conducted, and the exporter is allocated a \*Portal booking reference number\*.
* **Belfast**: a Portal booking reference number is not required for exports from Belfast port (028 90 378555).

**Box I.1. Owner/Consignor**

Give the details as required of the person dispatching the consignment.

**Box I.2. Destination/Consignee:**

Give the name and address of the person responsible for receiving the consignment in the country of destination.

**Box I.3 Place of export - origin/place of harvest:**

Place in which the animals or products originate. Circle one of the listed options as appropriate and give the name, address and approval / registration number of the premises as appropriate.

Holding: farm / unit where agricultural activities take place

Assembly centre: only concerns porcine, ovine and caprine animals and equidae.

Approved body: officially approved body, institute or centre as defined in Article 2 (l)(c) of Directive 92/65/EEC, and in particular approved zoos and research centres.

Semen centre: semen collection and storage centre as defined in Article 1(2) of Directive 2003/43/EEC.

Embryo team: approved structure for the collection, processing and storage of embryos and ova as defined in Article 2(b) of Directive 89/556/EEC.

Establishment: only concerns products and by-products of animal origin.

**Box I.4. Place of loading:**

Complete this for consignments of animals: give the town and postal code of the place where the animals are loaded.

**Box I.5. Date and time of departure:**

Animals only: give the date and time when animals are expected to leave.

# Box I. 6. Transporter

Concerns transport of animals as described in The Welfare of Animals (Transport) Regulations (Northern Ireland) 2006 and Council Regulation (EC) 1/2005 on the protection of animals during transport.

Anyone transporting any live vertebrate animals inside the European Union on journeys of over 65 kilometres (40.625 miles) as part of an economic activity must hold a valid authorisation to do so.

 There are 2 types of authorisations:

* Short Journey Authorisation for journeys over 65km and up to 8 hours; or
* Long Journey Authorisation for all journeys including those over 8 hours.

Transporters must carry a copy of their current authorisation certificate whenever transporting animals. The associated number must be entered here as appropriate.

**Box I.7. Animal species/products:**

* + - For animals: state the species of animal;
		- For germplasm (semen, ova, embryos) give the species and a description of the products;
		- For products of animal origin: state the type of product.

**Box I.8. Number/quantity:**

For animals and germplasm (semen, ova, embryos): give the number of animals or straws expressed as units. For products give the total weight in kg.

# Box I.9. Identification of container/Seal number

Give all identification numbers for the seals and the container number for products.

**Box I.10. Animals certified as/products certified for:**

Indicate the category of the animals or the intended use of animals or products being exported by circling the relevant option.

* **Breeding**: for animals for breeding and production.
* **Fattening**: only concerns ovine (sheep) and caprine (goats) animals.
* **Slaughter**: for animals destined for a slaughterhouse.
* **Transhumance**: does not apply to exports from the United Kingdom.
* **Approved body**: an officially approved body, institute or centre.
* **Artificial reproduction**: only concerns germplasm (semen, ova and embryos).
* **Registered equidae**: in accordance with Regulation EC 504/2008 and associated Directives 2009/156/EEC and 90/427/EEC.
* **Restocking of game**: concerns only game birds for the purpose of rebuilding stocks.
* **Pets**: pets that are the subject of commercial transactions.
* **Human consumption**: concerns only products intended for human consumption for which a health certificate is required.
* **Animal feeding stuffs**: concerns only products intended for animal feed as referred to in Regulation (EC) No 1069/2009 of the European Parliament and of the Council.
* **Pharmaceutical use**
* **Technical use**: concerns certain products unfit for human or animal consumption and destined for an industrial use as referred to in Regulation (EC) No 1069/2009 of the European Parliament and of the Council.
* **"Other":** intended for purposes not listed elsewhere in this classification.

**Box I.11 Transit through Member States:**

Give the name of EU/EEA countries transited by the consignment.

**Box I.12 Export to Third Country:**

Only concerns consignments destined for countries outside the EU/EEA.

Give the exit point from the EU/EEA.

**Box I.13 Estimated journey time:** concerns transport of animals as described in The Welfare of Animals (Transport) Regulations (Northern Ireland) 2006 and Council Regulation (EC) 1/2005 on the protection of animals during transport (see I.6)..

**Box I.14. Route plan:** State whether there is a Journey Log

**Box I.15. Identification of animals/products:**

Please use Appendix A for livestock, Appendix B for poultry.

If numbers exceed these please use copies of the relevant Appendix.

Please include the information below when completing this section:

* **Bovine**: breed; official identification; age (Date of Birth); sex
* **Bovine semen:** identification mark of the doses; number of doses; approval number of collection centre of origin
* **Bovine embryos:** number of embryos; date(s) of collection; breed; confirmation of whether the embryos were derived by natural or in vitro fertilisation and whether or not they were subjected to penetration of the zona pellucida
* **Equine semen:** species; identity of donor animals; date(s) of collection; breed
* **Equine embryos/ova:** species; donors identity; dates of collection; breed
* **Equidae:** species (horse, ass, mule, hinny); breed; age; sex; method of identification (e.g. passport number)
* **Pigs for breeding, production, slaughter:** breed; date of birth; official identification
* **Porcine semen:** date(s) of collection; breed; identification of donor animal
* **Hatching eggs:** species; category (pure line/grandparents/laying pullets/fattening/others); identification details of the parent flock; brand name
* **Day old chicks:** species; category (pure line/grandparents/laying pullets/fattening/others); date hatched
* **Poultry for breeding and production:** species; category (pure line/grandparents/laying pullets/fattening/others); identification of flock of origin; brand name
* **Poultry, day old chicks and hatching eggs in lots under 20:** species; category (pure line/grandparents/laying pullets/fattening/others); date collected (in the case of eggs); approximate age (in the case of poultry); identification details of flocks of origin
* **Poultry for slaughter:** species; category (pure line/grandparents/laying pullets/fattening/others); approximate age; identification of parent flock; brand name
* **Poultry for game re-stocking:** species; category (pure line/grandparents/laying pullets/fattening/others); approximate age; identification of flocks of origin
* **Sheep and goats for breeding fattening or slaughter:** species; breed; official identification; age (months); sex (castrated?)
* **Ovine and caprine semen:** collection date(s); breed; identification of donor animal
* **Ovine and caprine embryos/ova:** collection date(s); breed, identification of female donor; identification of male donor (in the case of embryos)
* **Animals from holdings registered or approved in accordance with Balai Directive 92/65/EEC:** animal species; sex; age; individual identification (or batch identification in the case of small animals)

**Box I.16.** This section needs to be completed only if you are exporting poultry or horses or pigs as these have specific conditions for certification. Otherwise you may ignore this section.

**Box I.17 Nomination of Veterinary Surgeon:**

It is important to give the full name, address and postcode of the nominated Veterinary Surgeon as this is where the ITAHC will be sent for completion.

The ITAHC will only be sent to the exporter or agent in special circumstances and with agreement from the issuing local DVO.

**Box I.18 Declaration by Owner**

It is important to complete all this section to allow your Veterinary Surgeon to complete export documentation.

# Box I.19. CN code: (if known)

 See **Annex A** attached below for a list of common CN codes.

##### NOTES

**1.** The Intra-Trade Animal Health Certificate (ITAHC) generated by the Trade Control and Expert System (TRACES) relates to Intra-Community trade in animals and products.

**2.** The completed ITAHC is valid for ten days from the date of the health inspection carried out prior to dispatch.

**3.** The ITAHC is valid for only one species or one type of product at a time.

**4.** The completed and signed original of the ITAHC must accompany the consignment to its final destination.

**5.** The holding or establishment of dispatch must keep a copy of the certificate for at least three years.

**6.** ITAHCs can be drawn up only for animals/products that are to be transported in the same railway wagon, truck/lorry, aircraft or boat/ship, which originate from the same holding and which are being sent to the same consignee.

**ANNEX A**

**COMMODITY CODES (CN CODES)**

|  |  |  |
| --- | --- | --- |
| **Species** | **Commodity** | **Commodity Code****(CN Code)** |
|  |  |  |
| Pigs | breeding, production and slaughter | 0103 |
|  | semen | 05119990 |
|  |  |  |
| Sheep & Goats | breeding sheep | 010410 |
|  | fattening sheep | 010410 |
|  | slaughter sheep | 010410 |
|  | breeding goats | 010420 |
|  | fattening goats | 010420 |
|  | slaughter goats | 010420 |
|  | semen | 05119990 |
|  | embryos | 05119990 |
|  |  |  |
| Cattle | semen | 051110 |
|  | embryos | 05119990 |
|  |  |  |
| Horses | live (registered) | 0101 |
|  | live (unregistered) | 0102 |
|  | semen | 05119990 |
|  | embryos/ova | 05119990 |
|  |  |  |
| Poultry & Hatching eggs | hatching eggs | 0407 |
|  | day-old chicks | 0105 |
|  | breeding and productive poultry | 0105 |
|  | poultry/ Day-old chicks/hatching eggs in lots under 20 | 0105 |
|  | poultry for slaughter | 0105 |
|  | poultry for re-stocking game supplies | 0105 |
|  |  |  |
| ***Other Animals*** | cats and dogs | 01061990 |
| *from - registered* | lagomorphs | 01061990 |
| *holdings* | psittacines | 010632 |
|  | ungulates | 01061990 |
| *fromI- approved holdings* | primates | 010611 |