

**Department for Environment, Food and Rural Affairs
Scottish Executive Environment and Rural Affairs Department
National Assembly for Wales Agriculture Department**

**Notes for Guidance for Completion of TRACES EXA - Application For
Veterinary Health Certification For The Export Of: Live Animals, Germplasm And
Animal Products To Member States Of The European Union**

General Guidance:

1. Please complete the TRACES EXA in ink using block letters.
2. The completed application form should be submitted to your local Animal Health Divisional Office (AHDO) - see Appendix A.
3. 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 referred to in Annex 1 of the TRACES Guidance Notes for Exporters and Certifying Veterinarians.
4. The signed ITAHC is valid for ten days from the date of the veterinary inspection carried out prior to dispatch.
5. The ITAHC is valid for only one species or one type of product at a time.
6. The completed and signed original of the ITAHC must accompany the consignment to its final destination.
7. The holding or establishment of dispatch must keep a copy of the signed ITAHC for at least three years.
8. An ITAHC can be drawn up only for a single consignment, ie animals/products which 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.

Specific Guidance

Box I.1. Consignor:

give the name and address of the person dispatching the consignment.

Box I.2. Certificate reference number: (for office use only)

Box I.2.a. Local reference number: (for office use only)

Box I.3. Central competent authority: (for office use only)

Box I.4. Competent local authority:

enter the name of the local AHDO issuing the ITAHC.

Box I.5. Consignee:

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

Box I.6. Numbers of Related original certificates:

Original Certificates: only concerns those animals passing through an assembly centre (porcine, ovine and caprine animals and equidae). Give the reference number of each certificate making up the new consignment.

Accompanying documents: in the case of equidae and animals listed in the Washington Convention on protected species and products thereof, more commonly known as CITES. For equidae and animals listed in the Washington Convention on protected species give the passport or CITES permit number as appropriate.

In the case of products and by-products, give the commercial document number.

Box I.7. Dealer:

only concerns consignments of porcine, ovine or caprine animals. Give the name and official registration number of the approved dealer.

Box I.8. Country of origin:

give the name of the country from which the animals or products originate.

Box I.9. Region of origin:

only concerns porcine animals. Enter the county or district of origin of the animals.

Box I.10. Country of destination:

give the name of the country to which the animals are destined.

Box I.11. Region of destination:

only concerns porcine animals. Enter the county, district or administrative region to which the animals are destined.

Box I.12. Place of 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:

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

Dealer's premises: only concerns ovine and caprine animals.

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.

Circus/Animal act: concerns animals dispatched as part of a circus or animal act in accordance with Council Regulation 1739/2005.

Semen centre: semen collection and storage centre as defined in Article 2(b) of Directive 88/407/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.13. Place of destination:

place to where the animals or products are being taken for final unloading (i.e. not counting staging points). Circle one of the listed options as appropriate and give the name, address and approval / registration number of the premises as appropriate. (see also **Box I.12** above.)

Box I.14. Place of loading:

only concerns animals: give the town and postal code of the place where the animals are loaded.

Box I.15. Date and time of departure:

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

Box I.16. Means of transport:

give details of the means of transport by circling the appropriate option and entering the identification details as stated below:

aeroplane -	flight number
ship -	name of the vessel;
railway -	number of the train and the wagon
road vehicle-	registration number of the road vehicle and the number of the trailer where used.

"Other" means modes of transport not covered by Directive 91/628/EEC (concerning the welfare of animals during transport).

Box I.17. Transporter

only concerns animals, in accordance with Article 5 of Directive 91/628/ EEC (concerning the welfare of animals during transport), give the transporter's approval number.

Box I.18. 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.19. CN code: (if known)

See Appendix B for a list of common CN codes.

Box I.20. Number/quantity:

for animals and germplasm (semen, ova, embryos): give the number of animals or straws expressed as units.

for products give the weight in kg.

Box I.21. Temperature of products:

only concerns products and germplasm.

Box I.22. Number of packages:

give the number of boxes or cages in which the animals are being transported, or the number of containers in the case of germplasm and products.

Box I.23. Identification of container/Seal number

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

Box I.24. Type of packaging:

only concerns products and germplasm.

Box I.25. Animals certified as/products certified for:

indicate the category of the animals or the intended use of animals or products being dispatched by circling the relevant option.

Breeding: for animals for breeding and production.

Fattening: only concerns ovine and caprine animals.

Slaughter: for animals destined for a slaughterhouse.

Transhumance: does not apply to exports from the United Kingdom.

Approved body: a body, institute or centre officially approved under Directive 92/65/EEC.

Artificial reproduction: only concerns germplasm (semen, ova and embryos).

Registered equidae: in accordance with Directive 90/426/EEC.

Restocking of game: concerns only game birds for the purpose of rebuilding stocks.

Circus/Animal act: concerns animals dispatched as part of a circus or animal act in accordance with Council Regulation 1739/2005.

Pets: animals (other than livestock, horses or poultry) often kept as pets which are to be the subject of a commercial transaction.

Human consumption: concerns only products intended for human consumption for which a health certificate is required. A health certificate is not always required for these types of products.

Animal feedingstuffs: concerns certain products intended for animal feed as referred to in Regulation (EC) No 1774/2002 of the European Parliament and of the Council.

Technical use: concerns certain products unfit for human or animal consumption which are destined for an industrial use as referred to in Regulation (EC) No 1774/2002 of the European Parliament and of the Council.

Other: intended for purposes not listed elsewhere in this classification.

Box I.2 6. Transit through a third country:

give the name of the third country and its exit point, and the border inspection post of entry of the commodity into the European Union.

Box I.27. Transit through Member States:

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

Box I.28. Export:

only concerns consignments destined for unloading in countries outside the EU/EEA. Give the exit point from the EU/EEA.

Box I.29. Estimated journey time:

only concerns animals, give the estimated time required under Directive 91/628/EEC.

Box I.30. Journey log:

state whether there is a journey log.

Box I.31. Identification of animals/products:

In the case of consignments of more than 10 animals, please use additional schedules. Examples of additional schedules can be found at Appendix A and Appendix B of the TRACES EXA

Please include the information below when completing this section:

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 (eg passport number, microchip)

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 Council Directive 92/65/EEC: animal species; sex; age; individual identification (or batch identification in the case of small animals)

Box I.32. Nomination of Veterinary Surgeon:

It is important to give the full name, address and postcode of the nominated Veterinary Surgeon 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 AHDO.

APPENDIX A

Animal Health Divisional Offices

ENGLAND

BERKSHIRE

Animal Health Divisional Office,
Government Buildings,
Coley Park, **Reading** RG1 6DT
Tel. 0118 959 6695
Fax: 01189 392 500

CORNWALL

Animal Health Divisional Office,
Pydar House, Pydar St,
Truro TR1 2XD
Tel. 01872 265 500
Fax: 01872 265 555

CUMBRIA

Animal Health Divisional Office,
Hadrain House, Wavell Drive,
Rosehill Industrial Estate,
Carlisle CA1 2TB
Tel. 01228591 999
Fax: 01228 591 900

DEVON

Animal Health Divisional Office,
Clyst House, Winsdale Park,
Clyst St Mary, **Exeter**,
Devon, EX5 1DY
Tel. 01392 266 373
Fax: 01392 266 375

ESSEX

Animal Health Divisional Office,
Beeches Rd,
Chelmsford CM12RU,
Tel. 01245358383
Fax: 01245 351 162

GLOUCESTERSHIRE

Defra
Unit 1, Saw Mills End,
Corinium Avenue,
Gloucester, GL4 3DE
Tel. 01452 627 400
Fax: 01452627483

LANCASHIRE

(Manchester Airport)
Animal Health Divisional Office,
Barton Hall Animal Health
Centre, Garstang Rd,
Preston PR3 SHE,
Tel. 01772 861 144
Fax: 01772 861 798

LEICESTERSHIRE

Animal Health Divisional Office,
Government Buildings, Tigers
Rd, South Wigston,
Leicester, LE184UY
Tel. 01162 787 451
Fax: 01162 770 153

LINCOLNSHIRE

Animal Health Divisional Office,
Ceres House, 2 Searby Rd,
Lincoln LN2 4DW
Tel. 01522 529 951
Fax: 01522 560668

NEWCASTLE

Animal Health Divisional Office
The Quadrant,
Newburn Riverside
Newcastle-upon-Tyne,
NE15 8NZ
Tel. 0191 229 5400
Fax: 0191 229 5413

SOMERSET

Animal Health Divisional Office,
Quantock House, Paul St,
Taunton TA1 3NX
Tel. 01823337922
Fax: 01823 338 170

STAFFORDSHIRE

Animal Health Divisional Office,
Beacon House,
Staffordshire Technology Park,
Dyson Way, **Stafford** ST18 OGU
Tel. 01785 231 900
Fax: 01785 231 901

SUFFOLK

Animal Health Divisional Office,
Southgate St,
Bury St Edmunds IP33 2BD
Tel. 01284 754 323
Fax: 01284 705 684

SURREY

(Dover/Gatwick/Heathrow)
Animal Health Divisional Office,
Liberty House 105 Bell St
Reigate RH2 7JB
Tel. 01737 242 242
Fax: 01737 241 189

WORCESTERSHIRE

Animal Health Divisional Office,
Block 'C', Government
Buildings, Whittington Rd,
Worcester WR5 2LQ
Tel. 01905767 111
Fax: 01905 764 352

YORKSHIRE

Veterinary Service, Government
Buildings, Otley Rd,
Leeds, LS165PZ
Tel. 01132 300 100
Fax: 01132 610212

SCOTLAND

Animal Health Divisional Office,
Government Buildings,
28 Longman Rd,
Inverness IV11SF
Tel. 01463 234 141
Fax: 01463 711 495
[Counties: Highland Unitary
Authority & the Western Isles]

Animal Health Divisional Office,
Thainstone Court **Inverurie** AB51 5YA
Tel. 01467 626 300
Fax: 01467 626 321
[Counties: Moray, Aberdeenshire,
City of Aberdeen, Orkney &
Shetland]
Animal Health Divisional Office,
Russell House, King St,

Ayr KA8 QBE

Tel. 01292 268 525
Fax: 01292 611 724
[Counties: Dumfries and Galloway,
South, East and North Ayrshire,
Inverclyde & the Renfrews, North
Lanarkshire, Glasgow]

Animal Health Divisional Office,
Strathearn House,
Boxden Business Park,
Lamberkine Drive,
Perth PH1 1RX
Tel. 01738 602211
Fax: 01738 602240
[Counties: Perth and Kinross,
Angus, Dundee and Fife]

Animal Health Divisional Office
Cotgreen Rd, Tweedbank,
Galashiels, Selkirkshire TD1 3SG
Tel. 01896 758 806
Fax: 01896 756 803
[Counties: East, Mid and West Lothian
with
Edinburgh, South Lanarkshire]

WALES

Gwynedd

Animal Health Divisional Office,
Crown Buildings, Penralt,
Caernarfon LL55 1EP
Tel. 01286 674 144
Fax: 01286 674 626

Gwent- Glamorgan

Animal Health Divisional Office,
Government Buildings,
66 Ty Glas Rd, Llanishen,
Cardiff CF14 5ZB
Tel. 02920 768 500
Fax: 02920 768 510

Dyfed

Animal Health Divisional Office
Government Buildings, Picton
Terrace, **Cardmarthen** SA13 3BT
Tel. 01267 225 300
Fax: 01267 223 019

APPENDIX B

Animal	Category	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	breeding cattle	0102
	production cattle	0102
	slaughter cattle	0102
	semen (collected before 01/01/2005)	051110
	semen (collected on or after 01/01/2005)	051110
	embryos	05119990
Horses	registered	0101
	unregistered	0101
	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 restocking game supplies	0105
Other Animals from Balai-Registered Holdings	cats and dogs	01061990
	lagomorphs	01061990
	psittacines	010632
	ungulates	01061990
Other Animals from Balai-Approved Holdings	primates	010611