

Instructions for Completion of an Export Certificate

Instructions for Completion of an Export Certificate (TM TM-11) Under an Export Arrangement Between the USDA and a Foreign Government

These instructions are designed to assist a Department of Agriculture (USDA) accredited certifying agent (ACA) in completing an export certificate (TM-11) as required under an export arrangement between the USDA and a foreign government.

- 1. Country of Destination:** This box must contain the name of the country importing the product. The country name must not be abbreviated but spelled out in full.
- 2. Date:** This box must contain the date of data entry. This date may or may not be the same as the signature date in box 18. The date format is at the discretion of the ACA.
- 3. Unique Identification Number:** The ACA must assign a unique identification number to each export certificate. *The unique identification number must be inserted into the blank box immediately to the right of the date box.* The unique identification number must begin with an acronym designating the accredited certifying agent and the country code for the specific export arrangement.

Certifying agent acronyms will be provided by the NOP to each accredited certifying agent authorized by USDA to issue export certificates. Official country codes will be based on ISO 3166, the International Country Code Standard. For example, for the hypothetical certifying agent, "Farm Certified Organic," whose clients ship product to Japan, the unique identification number on each applicable export certificate would begin with FCOJP. FCO would represent the acronym for "Farm Certified Organic," and JP would represent the ISO 3166 two-digit code for Japan. Lists of both accredited certifying agent acronyms and official country codes will be available on the NOP web site.

- 4. Exported By:** This box must contain the name and address, including zip code, of the final producer or handler of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.
- 5. Product Exported From:** This box must contain the name and address of the port of embarkation.
- 6. Consigned To:** This box must contain the name and address of the individual or business in the country of destination to which the product will be transferred, assigned or delivered.
- 7. Certifying Agent Issuing Certificate:** This box must contain the name and address of the ACA who authorizes the certificate through the signature of its designated representative.
- 8. Total Marked Net Weight:** This box must contain the total net weight of the shipment covered by the export certificate.
- 9. Total Containers:** If applicable, this box must contain the total number of air or vessel containers covered by the export certificate.
- 10. Product as Labeled:** This box must contain the name of the raw product or packaged products. For raw product, the name will be the common name of the product, e.g. rice,

wheat, oranges, apples. For packaged products, the name will be the name shown on the principal display panel.

11. Lot Number: This box must contain the lot number assigned to product by the exporter whose name and address, including zip code appears in box 4.

12. Marked Weight of the Lot: This box must contain the marked net weight of the lot assigned to product by the exporter whose name and address, including zip code appears in box 4.

13. Number of Packages in Lot: If applicable, this box must contain the number of packages contained under the lot number shown in box 11.

14. Shipping Marks: This box must contain flight number, vessel name or number, or container number as applicable for the products covered by the export certificate.

15. Producer: Use of this box is at the discretion of the ACA.

16. Remarks: This box must contain the applicable compliance statement as provided by the National Organic Program.

17. Signature of the Accredited Certifying Agent: This box must contain the signature of the staff person designated by the ACA to authorize the issuance of the export certificate and attest to its authenticity. The designated person is responsible for all aspects of the issuance of the export certificate, including ensuring security of blank export certificates and oversight of the export certificate control log.

18. Date: This box must contain the date of affixing of the signature of the ACA's designated representative. This date may or may not be the same as the date of data entry in box 4. The date format is at the discretion of the ACA.