

Overview of the USDA Online Procedures for Requesting Derogations for EU Somatic Cell and Standard Plate Count Using the Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

November 2014

To request Derogations for farms whose production is used in the European Union Export Certification program and whose milk exceeds the European Union requirements for Somatic Cell Count and Standard Plate Counts, milk suppliers must register to use the Electronic Trade Document Exchange System (eTDE).

eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

To work within this security framework, there are a number of actions that new users and companies must take:

- Individuals must obtain level 2 eAuthentication
- Companies must be registered in eTDE
- First time users must go to eTDE - www.eTDE.usda.gov and will be directed to a profile page to request party and role association.

More information regarding eTDE registration and Frequently Asked Questions is available at http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx

Home Profile Reports Contact Us Help Logout

Electronic Trade Document Exchange System

Guidelines for New Users and Companies

The USDA Electronic Trade Document Exchange (eTDE) system provides a secure environment for sharing trade documentation with governments and businesses across the supply chain. To work within this security framework, there are a number of actions that new users and companies must take before using eTDE.

1. Obtain a USDA e-authentication account for each user that will access the eTDE system. Users located in the US need a Level 2 account, while users outside of the US need a level 1 account. After submitting a request for a Level 2 account, users will need to be identify-proofed by presenting authoritative identification documents to a USDA Local Registration Authority. If you do not already have an e-Authentication user account, please follow the links below for instructions related to eAuthentication registration.
 - Register for eAuthentication account
 - Find the nearest Local Registration Authority (LRA)
 - Get help regarding eAuthentication
2. Learn how to finalize eTDE registration, establish a company as an entity in eTDE, associate other staff to the entity, and more. Please note that the screen prints in the document are generic and refer to "Peanuts" commodity. You will need to select your commodity (Dairy).
 - **eTDE Dairy Owner User Guide**
 - **Frequently Asked Questions Regarding eTDE and eDocs**
3. If you need eTDE technical support contact the eTDE system administrator at etdeadmin@usda.gov. For other questions visit the [EU Certificates Contact Page](#)
 - eTDE Glossary

1. Go to eTDE home – <http://www.etde.usda.gov/>
2. Select <http://www.eauth.egov.usda.gov/>

Electronic Trade Document Exchange System Help

Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to <http://www.eauth.egov.usda.gov/>

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to ETDEAdmin@usda.gov. The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

If you are a registered user of eAuth System, click here [Login to eTDE](#)

Version: 1.0.26 Date: 08/07/2012

3. Select Create an Account

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: eAuthentication Home > Site Map

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

- eAuthentication Home
 - Site Map
 - Login or Update Your Account
- Account Information
 - What is an account?
 - Create an Account**
 - Create a Level 1 Customer Account
 - Create a Level 2 Customer Account
 - Find an LRA
 - Find an Agency Registration Lead
 - Register an Internal Account
- General Information
 - About eAuthentication
 - Contact Us
 - eAuthentication Help
 - Frequently Asked Questions
 - User Guides & Documentation
- Self-Service
 - Change Password
 - Forgotten Password
 - Forgotten User ID
- Administration Links

4. Select Create an Account

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) Page.

5. Select Register for a level 2 Account.

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile

Once fully registered in eTDE, milk suppliers must go to the Electronic Document Creation System (eDocs) to apply for SPC and SCC Derogations.

6. Go to - <http://etde.usda.gov/edocs> to request Derogations.

The screenshot shows the USDA logo and the text "United States Department of Agriculture". Below this is a navigation bar with "Home" and "Login" links. The main content area has a green header that says "Welcome to the Electronic Document Creation System (eDocs)!". Below the header, there is a paragraph explaining the eDocs system: "The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system." Another paragraph follows: "In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to <http://www.eauth.egov.usda.gov>". A third paragraph states: "Registered users can click here to login to eDocs." The link "Login to eDocs" is circled in red. At the bottom left, it says "Version: 1.1".

7. Select 'Login to eDocs'. Enter User ID and Password

The screenshot shows the USDA eAuthentication page. At the top left is the USDA logo and "United States Department of Agriculture USDA eAuthentication". At the top right is the "EASD" logo. Below the header is a navigation bar with "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA" links. The main content area has a green header that says "eAuthentication Login". Below this header, there are two tabs: "LincPass (PIV)" and "User ID & Password". The "User ID & Password" tab is selected and circled in red. Under this tab, there are two input fields: "User ID:" and "Password:". Below these fields is a link that says "I forgot my User ID | Password". At the bottom of the tab are two buttons: "REGISTER" and "LOGIN". Below the "LOGIN" button is a link that says "Change my Password". On the left side of the page, there is a "Quick Links" section with links for "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with links for "Local Registration" and "Authority Login".

The first screen shows two tabs: 'In Progress' and 'Submitted' – these queues show you what certificates you have submitted and which ones you are still working on 'in progress'.

8. Select Derogation Request in the grey bar.

USDA United States Department of Agriculture

Home Certificates **Derogation Request** Help - CARRIE SAYASITSENA Logout

eDocs > Certificates

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to: Search Reset

Documents modified within the past 60 days

ID	Certificate Type	Status	Created By	Created On	Modified By	Modified On
2276	Dairy EU Health	New	Fari Tacoukjou	8/28/2014 4:58 PM		

Note: Click on ID to open the certificate. You are viewing page 1 of 1

The first screen shows two tabs: In Progress and Submitted – these queues show you what certificates or derogations you have submitted and which ones you are still working on ‘in progress’. There is a “Create Derogation Request” link in the top right hand corner of the page. Select this to begin a new request.

Home Certificates Derogation Request Help Kerry Bio-Science - CARRIE SAYASITSENA Logout

eDocs > Derogation Request

My Derogation Requests: Create Derogation Request

Status

Date and Time from: Date and Time to: Approval Number: Search Reset

Documents modified within the past 60 days

ID	Approval Number	Request Type	Status	Created By	Created On	Fees
2245		Seasonal Derogation	Submitted	Fari Tacoukjou	8/7/2014 2:43 PM	
2244		Derogation	Submitted	Fari Tacoukjou	8/7/2014 2:32 PM	
2243		Notification	Approved	Fari Tacoukjou	8/7/2014 2:30 PM	
2242		Notification	Approved	Fari Tacoukjou	8/7/2014 2:27 PM	
2241		Notification	Approved	Fari Tacoukjou	8/7/2014 2:25 PM	
2092		Derogation	Submitted	KEN VORGERT	6/30/2014 1:26 PM	
2221		Seasonal Derogation	Submitted	CARRIE SAYASITSENA	7/17/2014 7:23 AM	
2163	DX800301057-8	Seasonal Derogation	Approved	Fari Tacoukjou	7/14/2014 7:35 AM	\$136.00
2165	DX800301035-8	Seasonal Derogation	Approved	Fari Tacoukjou	7/14/2014 7:50 AM	\$136.00
2164	DX800301034-8	Derogation	Approved	Fari Tacoukjou	7/14/2014 7:46 AM	\$136.00

1 2

This is the screen view when you select “Create Derogation Request”:

The screenshot shows the USDA online portal interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed. Below this is a navigation bar with links for 'Home', 'Certificates', 'Derogation Request', 'Help', 'Kerry Bio-Science - CARRIE SAYASITSENA', and 'Logout'. The main content area is titled 'Please Select Derogation Request Type' and contains three columns of options:

- Notification** (light blue background): Version: 1.0, Created On: 6/20/2014, with a yellow 'Create' button.
- Derogation** (light green background): Derogation Request, Version: 1.0, Created On: 6/20/2014, with a yellow 'Create' button.
- Seasonal Derogation** (light blue background): Seasonal Derogation, Version: 1.0, Created On: 6/20/2014, with a yellow 'Create' button.

9. Choose the appropriate template for the type of notification or derogation you need.
 - Notification - Notify USDA the first month the rolling mean goes over 400,000 for SCC or 100,000 for SPC
 - Derogation – Annual derogation when a farm has been out of compliance for three consecutive months after a notification has been submitted
 - Seasonal Derogation – When a farm is in compliance 9 months of the year, has satisfactory production methods but is still not able to meet the requirements during certain seasonal periods due to circumstances outside the control of the farm.

Answers to Frequently Asked Questions for Derogations are available online:

<http://www.ams.usda.gov/AMSV1.0/DYGradingEUCertificationFAQ>

Example of Notification:

The screenshot shows the 'Mean Count Information' form. It includes the following fields and options:

- Mean Count Information** (Section Header)
- Type:*** (Radio buttons): Mean Somatic Cell Count, Mean Bacteria Standard Plate Count
- Date of Noncompliance:** (Text input field)
- Mean Count (Thousands Per ML):*** (Text input field with a comma separator and ',000' suffix)
- Month and Year of Noncompliance:*** (Text input field)
- Comments:** (Text area)
- 285 characters remaining

Example of Annual Derogation:

Mean Count Information Top

Mean Count Information

Type:*

Mean Somatic Cell Count
 Mean Bacteria Standard Plate Count

Date of Noncompliance:

Mean Count (Thousands Per ML):	<input type="text"/> <small>,000</small>	<input type="text"/> <small>,000</small>	<input type="text"/> <small>,000</small>
	*	*	*
Month and Year of Noncompliance:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*	*	*

Top

Example of Seasonal Derogation:

Mean Count Information Top

Mean Count Information

Type:*

Mean Somatic Cell Count
 Mean Bacteria Standard Plate Count

Date of Noncompliance:

Mean Count (Thousands Per ML):	<input type="text"/> <small>,000</small>					
	*	*	*	*	*	*
Month and Year of Noncompliance:	<input type="text"/>					
	*	*	*	*	*	*

Top

Milk suppliers can create up to 60 custom templates.

Custom Derogation Request Templates

Help: You can open a system Derogation Request template or any Derogation Request and modify the field values as they are needed and click on 'Save As Template' button.

<p>00000000000000000000Milk producer Company A-Notification</p> <p>System Template Name: Notification</p> <p>Created By: Fari Tacoukjou</p> <p>Created On: 8/7/2014 4:26 PM</p> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Delete"/> </p>	<p>Derogation</p> <p>System Template Name: Derogation</p> <p>Created By: Fari Tacoukjou</p> <p>Created On: 6/20/2014 11:46 AM</p> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Delete"/> </p>	<p>Derogation Request for Testing</p> <p>System Template Name: Derogation</p> <p>Created By: CARRIE SAYASITSENA</p> <p>Created On: 6/25/2014 1:46 PM</p> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Delete"/> </p>	<p>Derogation Template - Fari</p> <p>System Template Name: Derogation</p> <p>Created By: Fari Tacoukjou</p> <p>Created On: 8/7/2014 4:39 PM</p> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Delete"/> </p>
<p>Fari - Seasonal Derogation</p> <p>System Template Name: Seasonal Derogation</p> <p>Created By: Fari Tacoukjou</p> <p>Created On:</p>	<p>Fari Seasonal Derogation 07142014</p> <p>System Template Name: Seasonal Derogation</p> <p>Created By:</p>	<p>Fari-Derogation-07142014</p> <p>System Template Name: Derogation</p> <p>Created By: Fari Tacoukjou</p>	<p>Ken Test 2</p> <p>System Template Name: Seasonal Derogation</p> <p>Created By: KEN VORGERT</p>

If you are requesting a second (or higher) derogation you must maintain an Affidavit from the farm indicating two steps being taking to try to bring the counts back into EU compliance or meet the other requirements for a renewal.

Affidavit for Producer Corrective Action for Somatic Cell Count Derogation Renewal

I, _____ hereby state and affirm that I am a bona fide milk producer and a member of (milk supplier), Member # _____, I am responsible for the milk production marketed under this (milk supplier) membership.

I make this statement of my own free will, absent of any threat, promise or inducement, whether real or implied:

1. During the past twelve months, I have made a good faith attempt to reduce my somatic cell count by performing the action(s) indicated:

<input type="checkbox"/>	Action plan developed in consultation with _____ (milk supplier) field staff and/or other qualified individual(s)
<input type="checkbox"/>	Reviewed/updated mastitis control program with veterinarian and/or other qualified individual(s)
<input type="checkbox"/>	Reviewed milking equipment condition/sanitation protocols with _____ equipment manufacturers and/or other qualified individual(s)
<input type="checkbox"/>	Reviewed/updated milking routine protocols with _____ veterinarian and/or other qualified individual(s)
<input type="checkbox"/>	Routinely sampled individual cow milk for somatic cell count
<input type="checkbox"/>	Reviewed/updated culling program with emphasis on cows with history of high somatic cell count or mastitis
<input type="checkbox"/>	Other reasonable effort(s) to reduce somatic cell count (insert description): _____

2. I understand that one or more parties may rely upon the representations that I am making in this Affidavit. I hereby authorize (milk supplier) to disclose the fact that I have executed this Affidavit to customers to whom my milk is marketed.

3. I hereby acknowledge that from time to time (milk supplier) may be required to disclose the fact that I have executed this Affidavit to government or regulatory entities as required by law.

4. I understand that my eligibility for derogation under the USDA/AMS EU Health Certification Program is contingent upon the truthfulness of my responses herein and the completion of the actions to which I have attested.

I hereby swear and attest that the above is my true and valid statement.

Dated this _____ day of _____

Signature

Printed name

If you have questions please contact Carrie Sayasithsena or Ken Vorgert

- Carrie.Sayasithsena@ams.usda.gov or Ken.Vorgert@ams.usda.gov
- Phone: 202-720-3171 – Carrie or 630-437-5037 – Ken
- <http://www.ams.usda.gov/AMSV1.0/Dairy>