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

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

3. **Select Create an Account**

4. Select Create an Account

5. Select Register for a level 2 Account.

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.**

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

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'.

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8. Select Derogation Request in the grey bar.

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.

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

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:

Example of Annual Derogation:

Mean Count Information   Top

Mean Count Information
Type:*
 ○ Mean Somatic Cell Count ○ Mean Bacteria Standard Plate Count

                                                             Top

Date of Noncompliance:

[   ]

                                                             Top

Mean Count (Thousands Per ML):	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *
Month and Year of Noncompliance:	[ ] *	[ ] *	[ ] *

                                                             Top

Example of Seasonal Derogation:

Mean Count Information   Top

Mean Count Information
Type:*
 ○ Mean Somatic Cell Count ○ Mean Bacteria Standard Plate Count

                                                             Top

Date of Noncompliance:

[   ]

                                                             Top

Mean Count (Thousands Per ML):	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *
Month and Year of Noncompliance:	[ ] *	[ ] *	[ ] *	[ ] *	[ ] *	[ ] *

                                                             Top

Milk suppliers can create up to 60 custom templates.

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.

If you have questions please contact Carrie Sayasithsena or Ken Vorgert

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- http://www.ams.usda.gov/AMSv1.0/Dairy