Export Verification (EV) Programs
Process for Updating Approved Product Lists

March 1, 2006, Rev. 02

Product lists must be in the approved Excel format which is available on the Grading and Verification (GV) Division EV Program website at http://www.ams.usda.gov/lsg/arc/bev.htm.

Product lists must be submitted to ev.export@ams.usda.gov or 202-354-5207. Product lists are reviewed daily in the order received.

All products must be on the company's approved product list prior to the submission of the Application for Export Certificate. Products submitted for inclusion on the eligible product list must be produced in a system that is in place and operational, meets the Program requirements, is included in the QSA-EV Program quality manual, and is approved by the GV Division.

Once the product list is approved by the GV Division, the approved product list will be password protected and returned to the eligible supplier. The supplier must use this list as the official approved product list. Approved updated product lists are returned to the supplier with the revised approval date identified in the top row.

Suppliers must identify updates to the product list by entering them at the bottom of the list in red text. Updates include:

- Addition of product(s) and/or country(s).
- Changes to item descriptions.
- If a product that is approved for one country is added for another country.
- If an approved product code and description is used and the same product description is used with another product code.
- Removal of product(s) and/or country(s).
    - Note: Please use the strike-through option for items you wish to remove. This can be accomplished by typing the item code you wish to remove, highlighting the text, right clicking the highlighted text, select Format cells from the drop down menu, select the Font tab, click on the Strike Through box, and select Ok.