

Effective: 24th March 2020

In view of the exceptional COVID-19 situation we will be making the following changes to our current Port Health procedures. This is in order to facilitate home working and to avoid the unnecessary movement of hard copy documents as far as possible. These are temporary measures and may be changed in line with developing information from central government and may be revoked at any time.

In cases of doubt we may still require hard copy documents to be submitted.

Documentary changes:

Products of animal origin (PoAO)

You will need to complete the CHEDP (CVED) on TRACES Classic as normal and print to .pdf. You do not need to sign the CHEDP where this is impractical

Make sure you have clear scans of the original certificate in colour showing all pages of the certificate

Makes sure you have scans of the commercial documents – bill of lading, invoice and packing list

Create an .xps file of the above documents (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details) and send by email to edocs@scpha.gov.uk **with one of the statements below** in the text of the email. All the documents should be together in **one attachment**. If you are having problems with this please let us know

You can amend the text of your email to us as necessary as long as we understand where the certificate is and you guarantee to submit it on request. Please note we will ask for all the original documents to be submitted once the pandemic has subsided but we may ask for individual originals to be submitted at any time in case of doubt.

Please write the CVED number on the original certificate for future reference

1. Where you have the original health certificate:

Include the following statement (or similar wording) in your email

I have the original certificate in my possession and will retain it for submission to Port Health on request.

2. Where the original health certificate has been issued in Traces NT but is delayed in transit due to unavailability of courier services due to coronavirus

Include the following statement in your email.

The original certificate was completed in IMSOC (TRACES NT) but is delayed in transit. When I receive it I will retain it for submission to Port Health on request

3. Where the original health certificate has not been issued in TRACES NT and is delayed in transit due to unavailability of courier services due to coronavirus.

In this case you will need to:

- Complete the CVED in TRACES including the health certificate reference number.

In order to reduce the risk of fraud we will also require you to:

- Notify the exporter of the CVED reference number and ask the exporter to send an email with a colour scan of the original health certificate directly to us at edocs@scpha.gov.uk with the CVED number in the subject line and the words 'Scanned health certificate from exporter'

The email must include in copy the competent authority that issued the certificate, using a recognised government email address, to provide reassurance that the documents are genuine and so that we have an email address for further verification if necessary.

- Email the CVED, scanned colour documents and commercial documents to us. Include the following statement in your email.

The original certificate is delayed in transit. I have arranged for the exporter to send a colour scan of the health certificate directly to edocs@scpha.gov.uk with the CVED number and the words 'Scanned health certificate from exporter' in the subject line

When I do receive the original certificate I will retain it for submission to Port Health on request

Note that the consignment will not be actioned until we have received the supporting email from the exporter

IUU certificates (updated 25th March 2020)

Make sure you have clear scans of all the documents in colour required for IUU checks (catch certificates with importer's declaration completed, processing statements and commercial documents).

Create an .xps file of the required documents (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details). All the documents should be together in **one attachment** (unless due to size restrictions this isn't possible).

Send this .xps file along with a separate list of the catch certificates (either listed on the email on in a separate attachment) for the consignment by email to edocs@scpha.gov.uk . The list of catch certificates will help to streamline our processing of these documents.

If you are having problems with this please let us know.

The originals should not be submitted and must be retained by yourselves. We will ask for the originals to be submitted at a later date.

Plastic declarations

These should be created as usual on [Philis online](#) and print to .pdf. You do not need to sign the PDD where this is impractical.

Make sure you have clear scans of the test reports and commercial documents.

Create an .xps file of the required documents (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details) and send by email to

edocs@scpha.gov.uk. All the documents should be together in **one attachment**. If you are having problems with this please let us know.

The original PDD does not need to be submitted.

Organics

The Certificate of Inspection (CoI) should be available on TRACES-NT. Print the CoI to .pdf. Make sure you have clear scans of the commercial documents – bill of lading, invoice and packing list.

Create an .xps file of the required documents (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details) and send by email to edocs@scpha.gov.uk. All the documents should be together in **one attachment**.

The originals should not be submitted and must be retained by yourselves. We will ask for the originals to be submitted at a later date.

Food and Feed Not of Animal Origin (FNAO)

Details of products requiring CHED-Ds (CEDs) can be found on our website here: <https://www.porthhealth.eu/import-guidance/non-animal-origin/aflatoxin-list-copy/>

For products not requiring a health certificate you should email the completed CHED-D (it does not need to be signed) along with copy commercial documents in .xps format (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details) to edocs@scpha.gov.uk

For products requiring a health certificate :

You will need to complete the CHED-D on TRACES NT as normal and print to .pdf. You do not need to sign the CHED-D

Make sure you have clear scans of the original certificate in colour showing all pages of the certificate

Makes sure you have scans of the commercial documents – bill of lading, invoice and packing list

Create an .xps file of the above documents (see: <https://www.porthhealth.eu/wp-content/uploads/2020/03/How-convert-documents-to-XPS.pdf> for details) and send by email to edocs@scpha.gov.uk with one of the statements below in the text of the email. All the documents should be together in **one attachment**.

You can amend the text of your email to us as necessary as long as we understand where the certificate is and you guarantee to submit it on request. Please note we will ask for all the original documents to be submitted once the pandemic has subsided but we may ask for individual originals to be submitted at any time in case of doubt.

Please write the CHEDD number on the original certificate for future reference

1. Where you have the original health certificate:

Include the following statement (or similar wording) in your email

I have the original certificate in my possession and will retain it for submission to Port Health on request.

2. Where the original health certificate is delayed in transit due to unavailability of courier services due to coronavirus.

In this case you will need to:

- Complete the CHED-D in TRACES-NT including the health certificate reference number.

Then, in order to reduce the risk of fraud we will also require you to:

- Notify the exporter of the CHED-D reference number and ask the exporter to send an email with a colour scan of the original health certificate directly to us at edocs@scpha.gov.uk with the CHED-D number in the subject line and the words 'Scanned health certificate from exporter'

The competent authority that issued the certificate must be included in copy in that email using a recognised government email address to provide reassurance that the documents are genuine and so that we have an email address for further verification if necessary.

- Email the CHED-D, scanned colour documents and commercial documents to us

Include the following statement in your email.

The original certificate is delayed in transit. I have arranged for the exporter to send a colour scan of the health certificate directly to edocs@scpha.gov.uk with the CHED-D number and the words 'Scanned health certificate from exporter' in the subject line

When I do receive the original certificate I will retain it for submission to Port Health on request

The consignment will not be actioned until we have received the supporting email from the exporter

Examinations

It is likely we will be significantly reducing the number of examinations undertaken to allow for reduced staffing levels. As such your consignment may be released on a document check only. However, we will continue to undertake examinations on consignments subject to re-enforced checks, where there are statutory sampling requirements due to safeguard measures (e.g. Indian aquaculture products) and in cases of doubt.

Return of CHEDPPs (CVEDs) and CHEDDs (CEDs)

We will not be returning hard copy completed CHEDs until further notice. If you need a copy of the completed CHEDP or CHEDD you can print this off TRACES Classic or TRACES NT as appropriate.