



Animal &
Plant Health
Agency

BIP and DPE guidance

How to use the UK's new notification system to certify UK imports of animals and animal products from outside the EEA

April 2019

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Summary

If the UK exits the EU without a deal, from 11pm GMT on 12th April 2019, you will no longer be able to use the EU's TRACES (Trade Control and Expert System) to certify UK imports from outside the EEA countries. The replacement system, the Import of Products, Animals, Food and Feed System (IPAFFS) should be used instead.

How to access IPAFFS

For Product BIPs and DPEs, you will use Government Gateway credentials to use this service. For APHA live animal BIPs, please use the details that have been provided by APHA Worcester.

Import agents will also require Government Gateway credentials to use Part 1 of IPAFFS. BIPs and DPEs will not be able to reset passwords for import agents; this will need to be done through the forgotten password service in Government Gateway.

To note, there will be separate web addresses to access Parts 1 (creating notification), 2 (review and decision), and 3 (control). Within Part 2 you will be able to view notifications, amend, and complete checks and decisions; you would only need to access Part 1 if you are creating a new notification on behalf of an import agent.

If you raise a notification in Part 1, the system will note you as the 'person responsible for the load'. There is then a button to override this in Part 2 of the system, so that you are able to enter the details of the agent who is responsible for the load.

Dashboard

The dashboard will list all notifications that have been submitted by import agents to your BIP or DPE. At the moment, there is no set period after which consignments will be archived. Product BIPs and DPEs will only be able to see notifications sent to their own organisations. APHA live animal BIPs will be able to see all notifications to all live animal BIPs but will be able to filter the dashboard to show only notifications to their BIPs.

You will be able to search by these fields using the free text search box.

Reviewing the notification

You are able to review the notification prior to completing the checks by clicking 'View Notification'. During this stage, the notification will still be amendable by the import agent. If the notification has been saved as 'In Progress', then you can 'request amendment' as an option in the 'View Notification' screen. This will send the notification back to the import

agent for changing but you will need to contact them separately to explain what needs to be amended. If they make changes, any entries that you have completed on the previous version will be cleared.

Within 'View Notification', you will be able to amend the details by clicking 'Change'. Note that this will change the status of the notification to 'Modify' so that the import agent can see that changes have been made.

Information you need to complete Part 2

To complete the 'Part 2' decision, you will need to record:

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- The outcome of the documentary, identity, and physical checks (and welfare check for live animal imports);
- Details of the laboratory tests, if required
- The decision

At any point you have the option of 'Save and set in progress'. This will change the status of the notification from 'New' to 'In Progress'. The import agent will not be able to amend the notification once the status is 'In Progress' (unless you use the 'request amendment' feature as described above).

If you complete your checks without saving and setting in progress, the notification will remain editable by the import agent right up to the point at which you submit your decision.

Checks

You will need to record details of the relevant checks within IPAFFS.

For POAO BIP/DPEs IPAFFS includes the proportion of consignments that require a physical check, but does not keep a 'running rate' of the percentage of checks done by a BIP/DPE. This will need to be managed locally by BIPs/DPEs.

For POAO BIPs/DPEs, when completing documentary checks, note that IPAFFS contains a list of approved establishments in non-EU countries which due to the time it takes to upload information to the system may at times be slightly out of date. BIPs/DPEs will need to check the establishment against the EU published list using these links.

- [Non-EU countries - Establishments list per sector](#)
- [Non-EU countries - Establishments list per country](#)
- [Bovine Holding Lists \(Brazil\)](#)

If import agents cannot find an approved establishment, they have been asked to leave this blank and tell the BIP as soon as possible. If when doing your checks, you believe that the establishment needs to be added to IPAFFS, then please amend the notification and select 'Not Found'. If the establishment is on the list then this is acceptable and you should continue with the relevant checks.

You should notify the APHA helpdesk of the correct details and the CVED number so that we can add these details to the list as soon as possible.

Laboratory Tests

If laboratory tests are required, you need to state the reason for testing, the commodity to be tested and the test needed. You will also be asked for details of the laboratory, the number of samples, sample type, temperature and reference number.

Where there are drop down options, you will be able to search for entries by typing the first few letters.

The lab test will then be listed as pending.

For suspicious testing where the consignment will not leave the BIP/DPE, use 'save and set in progress', which will then change the status of the notification. When the test results have been received, you can go back in and update the results and record the decision. IPAFFS will not let consignments that require lab tests due to suspicion be cleared with pending lab tests.

For random testing where the consignment is allowed to leave the BIP/DPE, you may continue through to approve or reject the consignment with pending lab tests, depending on the outcome of the checks.

Where a consignment is released with pending lab tests, you will need to update the test results when they're received. To do this, go back into the notification and use the 'enter lab tests' button.

Where a consignment has been approved but the subsequent lab results are unsatisfactory, IPAFFS does not have an option to recall the consignment so this will need to be done 'off-system'.

There are not separate fields to record the counter and second expert analysis, so if this is required, you will have to use 'Copy as Replacement' to enter this information, although note that this would change the CVED/CED reference number. Although in the instance of cleared consignments, the clearance with ALVS would have already occurred as a courtesy you may want to inform the Import Agent that the CVED/CED reference has changed.

Decision

BIPs and DPEs will need to check for mixed consignments where multiple CVEDs should be raised on the same consignment, as IPAFFS does not prevent a single notification being raised by Import Agents on a consignment which requires multiple health certificates.

BIPs and DPEs will also need to check that the establishment of origin is permitted to trade in the commodity type, as IPAFFS does not detect where this is not allowed.

For live animal imports, IPAFFS will not check that the number of unfit and dead animals is lower than the total number of animals in the consignment. The system will not prevent the user from submitting a decision in these instances.

IPAFFS will not prevent a consignment from being approved if one or more of the checks have been unsatisfactory. There is no logic in the system which means all checks need to be acceptable for a consignment to be approved.

Extra diligence will be required but if an incorrect decision is made to approve or refuse a consignment, this can be corrected by selecting “Copy as Replacement” and updating the decision. You will need to inform the import agent and take any off system action required.

The Import Agent will be able to see the replacement or previous CVED number on the new record.

There is an additional box to record the time the checks were started in addition to the system recording the time the decision was submitted. The import agent will then be able to see both times within the record.

There are two options for signing off the Part 2 decision – as the OV or on the OVs behalf. This replaces the collective user account function in TRACES, there is no requirement to use this if the BIP did not previously use collective user accounts.

Reinforced checks and rapid alert system

Reinforced checks and the rapid alert system (called RASFF in TRACES) will not be in IPAFFS initially. Instead there will be a temporary manual workaround.

FSA requires all BIPs/DPEs to provide a daily report of key consignment data relating to test results and consignment decisions via the completion of a spreadsheet template to be sent directly to FSA. FSA will then be able to advise BIPs/DPEs on a daily basis of items requiring reinforced checks.

FSA will require all BIPs/DPEs to provide live key data via the completion of a spreadsheet template to be sent directly to FSA as soon as a rejected consignment decision or RASFF

alert is encountered. FSA will be able to advise BIPs/DPEs of any high risk items or threats to bio-security.

Interface with Part 3

As part of specific procedures such as non-EEA country to non-EEA country transit; transshipment to another BIP, channelling or non-conforming consignments a control may be required. This may be implemented by the exit BIP, the BIP of final destination or the competent authority responsible for establishments at the destination.

In the case of a BIP control you will need to log into the Part 3 'Control' service in IPAFFS and state whether the consignment has left the United Kingdom.

As there are currently no e-mail notifications within IPAFFS in the case of a competent authority control the BIP must email the competent authority with the CVED number to tell them a control is required.



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