Notes for Guidance for Completion of TRACES EXA31
Application for Veterinary Health Certification for the Export of Live Animals, Germplasm and Animal Products to Member States of the European Union

**General Guidance**

1. Please complete the TRACES EXA31 in black ink using block letters.

2. The completed application form should be submitted to Centre for International Trade – Carlisle, address below, either by post, fax or email. Emailed application forms must still contain a signature in the Exporter/Agency declaration section. If your application is submitted by fax or email an original copy by post will not be required.

   Centre for International Trade - Carlisle
   Eden Bridge House
   Lowther Street
   Carlisle
   CA3 8DX

   Tel: 03000 200 301
   Fax: 0208 0260 498

   Email: For the export of germplasm of the animal species cattle, pigs, sheep, goats and equines, email: farmandgermcarlisle@apha.gsi.gov.uk

   For the export of other live animals and for the commercial export of cats and dogs where an EU Intra Trade Animal Health Certificate is required, email: LiveAnimalExports.Carlisle@apha.gsi.gov.uk

3. For the export of Poultry and Hatching Eggs to Member States of the European Union (EU), please complete form TRACES EXA31(Poultry).

4. For the export of Equidae to Member States of the EU, please complete form TRACES EXA31(Equidae).

5. For the export of Cattle, Pigs, sheep and Goats to Member States of the EU, please complete form TRACES EXA31(Livestock).

6. **Intra Trade Animal Health Certificates** (ITAHC) generated by the TRACES relates to Intra-Community trade in animals and products referred to in Annex 1 of the TRACES Guidance Notes for Exporters and Certifying Veterinarians.

7. The signed ITAHC is valid for ten days from the date of the veterinary inspection carried out prior to dispatch.

8. The ITAHC is valid for only one species or one type of product at a time.

9. The completed and signed original of the ITAHC must accompany the consignment to its final destination.

10. The holding or establishment of dispatch must keep a copy of the signed ITAHC for at least three years.

11. An ITAHC can be drawn up only for a single consignment i.e. animals/products which are to be transported in the same railway wagon, truck/lorry, aircraft or boat/ship, which originate from the same holding and which are being sent to the same consignee.
Specific Guidance

Box I.1. **Consignor:**
Give the name and address of the person dispatching the consignment.

Box I.2. **Certificate reference number:** (for office use only)

Box I.2.a. **Local reference number:** (for office use only)

Box I.3. **Central competent authority:** (for office use only)

Box I.4. **Competent local authority:**
Enter Centre for International Trade Carlisle (CITC).

Box I.5. **Consignee:**
Give the name and address of the person responsible for receiving the consignment in the country of destination.

Box I.6. **Numbers of Related original certificates:**
Accompanying documents: in the case of animals listed in the Washington Convention on protected species and products thereof, more commonly known as Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). For animals listed in the Washington Convention on protected species give the passport or CITES permit number as appropriate.

Box I.7. **Dealer:**
Only concerns consignments of porcine, ovine or caprine animals. Give the name and official registration number of the approved dealer.

Box I.8. **Country of origin:**
Give the name of the country from which the animals or products originate.

Box I.9. **Region of origin:**
Only concerns porcine animals. Enter the county or district of origin of the animals.

Box I.10. **Country of destination:**
Give the name of the country to which the animals are destined.

Box I.11. **Region of destination:**
Only concerns porcine animals. Enter the county, district or administrative region to which the animals are destined.

Box I.12. **Place of origin/place of harvest:**
Place in which the animals or products originate. Tick one of the listed options as appropriate and give the name, address and approval/registration number of the premises as appropriate:

- Approved body: officially approved body, institute or centre as defined in Article 2(l)(c) of Directive 92/65/EEC, and in particular approved zoos and research centres.

- Circus/Animal act: concerns animals dispatched as part of a circus or animal act in accordance with Council Regulation 1739/2005.

- Semen centre: semen collection and storage centre as defined in Article 2(b) of Directive 88/407/EEC.

- Embryo team: approved structure for the collection, processing and storage of embryos and ova as defined in Article 2(b) of Directive 89/556/EEC.

Box I.13. **Place of destination:**
Place to where the animals or products are being taken for final unloading (i.e. not counting staging points). Tick one of the listed options as appropriate and give the name, address and approval/registration number of the premises as appropriate (see also Box I.12 above).

Box I.14. **Place of loading:**
Only concerns animals: give the town and postal code of the place where the animals are loaded.

Box I.15. **Date and time of departure:**
Concerns animals only: give the date and time when animals are expected to leave.

Box I.16. **Means of transport:**
Provide details of the means of transport by ticking the appropriate option as per the list below:

- aeroplane - for journeys by aeroplane only
- ship - for journeys by sea vessel only
- railway wagon - for journeys by railway wagon only
- road vehicle - for journeys by road vehicle only
- ship/road vehicle - for journeys by road vehicle and sea vessel
- ship/railway wagon - for journeys by railway wagon and sea vessel

Box I.17. **Transporter:**
Only concerns live animals.

Provide details of the Commercial or Private transporter who will be transporting the animals from the premises of loading to the premises of destination including any applicable transporter approval number.

Additionally, if known at point of application, provide details of the vehicle identification or registration number to be used for the journey as applicable below:

- aeroplane - provide details of flight number
- ship - provide name of the sea vessel
- railway wagon - provide number of the train and the wagon
- road vehicle - provide registration number of the road vehicle and the number of the trailer where used
- ship/road vehicle - provide name of the sea vessel and registration number of the road vehicle and the number of the trailer where used
- ship/railway wagon - provide name of the sea vessel and number of the train and the wagon


Box I.18. **Animal species/products:**
For animals: state the species of animal.

For germplasm (semen, ova, embryos) give the species and a description of the products.

For products of animal origin: state the type of product.

Box I.19. **CN code: (if known)**
See Appendix A for a list of common CN codes.

Box I.20. **Number/quantity:**
For animals and germplasm (semen, ova, embryos): give the number of animals or straws expressed as units.

For products: give the weight in kg.

Box I.21. **Temperature of products:**
Only concerns products and germplasm.

**Box I.22. Number of packages:**
Give the number of boxes or cages in which the animals are being transported, or the number of containers in the case of germplasm and products.

**Box I.23. Identification of container/Seal number**
Give all identification numbers for the seals and the container number for products.

**Box I.24. Type of packaging:**
Only concerns products and germplasm.

**Box I.25. Animals certified as/products certified for:**
Indicate the category of the animals or the intended use of animals or products being dispatched by ticking the relevant option.

- breeding: for animals for breeding and production
- approved body: a body, institute or centre officially approved under Directive 92/65/EEC
- artificial reproduction: only concerns germplasm (semen, ova and embryos)
- circus/animal act: concerns animals dispatched as part of a circus or animal act in accordance with Council Regulation 1739/2005
- pets: animals (other than livestock, horses or poultry) often kept as pets which are to be the subject of a commercial transaction
- human consumption: concerns only products intended for human consumption for which a health certificate is required. A health certificate is not always required for these types of products
- technical use: concerns certain products unfit for human or animal consumption which are destined for an industrial use as referred to in Regulation (EC) No. 1774/2002 of the European Parliament and of the Council
- other: intended for purposes not listed elsewhere in this classification.

**Box I.26. Transit through a third country:**
Give the name of the third country and its exit point, and the border inspection post of entry of the commodity into the EU.

**Box I.27. Transit through Member States:**
Give the name of EU/European Economic Area (EEA) countries transited by the consignment.

**Box I.28. Export:**
Only concerns consignments destined for unloading in countries outside the EU/EEA. Give the exit point from the EU/EEA.

**Box I.29. Estimated journey time:**
Only concerns animals, give the estimated time required under Council Regulation (EC) No 1/2005.

**Box I.30. Journey log:**
State whether there is a journey log.

**Box I.31. Identification of animals/products:**
In the case of consignments of more than ten animals/germplasm, please use additional schedules. Examples of additional schedules can be found at Appendix A and Appendix B of the TRACES EXA31.
Please include the information below when completing this section:

**Bovine semen:** species (scientific name); identification marks of the doses; number of doses; date of birth of the donor animal(s); approval number of collection centre of origin.

**Bovine embryos:** species (scientific name); identification marks; number of embryos; date(s) of collection and approval number of the collection team; confirmation of whether the embryos were derived by natural or in vitro fertilisation and the category of the embryos (whether or not they were subjected to penetration of the zona pellucida).

**Equine semen:** preservation type (chilled, fresh, frozen); date(s) of collection; breed; donor’s identity; species.

**Equine embryos/ova:** date(s) of collection; breed; donor’s identity, species.

**Porcine semen:** number of doses; date(s) of collection; breed; identification of donor animal.

**Ovine and caprine semen:** number of doses; collection date(s); identification of donor animal; breed.

**Ovine and caprine embryos/ova:** number of ova/embryos; collection date(s); breed, identification of female donor; identification of male donor (in the case of embryos).

**Animals from holdings registered or approved in accordance with Council Directive 92/65/EEC:** species (scientific name); identification system (clip/leg band/brand/microchip/neck-tag/passport/tag/tattoo/transponder); identification number; sex; age; quantity.

### Box I.32. Nomination of Official Veterinarian:

It is important to give the full name, address and postcode of the nominated Official Veterinarian (OV) as this is where the ITAHC will be sent for completion. The ITAHC will only be sent to the exporter or agent in special circumstances and with agreement from the issuing Animal and Plant Health (APHA) office.

The ITAHC and associated export documentation can now be sent to your nominated OV by encrypted email. This will only be done with prior consent from your OV. Please check with your OV if they would like to receive your ITAHC and associated export documentation by this method. The email address will be verified with you nominated OV before any documentation is sent by this method.

### Box I.33. Declaration by the exporter/agent:

Please read the declaration statement and then complete the declaration section as follows:

- Tick - exporter or agent as appropriate.
- Sign application form.
- Print name in BLOCK letters.
- Insert date.
- Insert address, postcode, telephone number, fax number if applicable (if you do not have a fax number enter N/A) and email address (if you do not have an email address enter N/A).
## Appendix A

<table>
<thead>
<tr>
<th>Animal</th>
<th>Category</th>
<th>Commodity Code/ CN Code</th>
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<tr>
<td>Pigs</td>
<td>semen</td>
<td>05119990</td>
</tr>
<tr>
<td>Sheep &amp; Goats</td>
<td>semen</td>
<td>05119990</td>
</tr>
<tr>
<td></td>
<td>embryos</td>
<td>05119990</td>
</tr>
<tr>
<td>Cattle</td>
<td>semen (collected before 01/01/2005)</td>
<td>051110</td>
</tr>
<tr>
<td></td>
<td>semen (collected on or after 01/01/2005)</td>
<td>051110</td>
</tr>
<tr>
<td></td>
<td>embryos</td>
<td>05119990</td>
</tr>
<tr>
<td>Other Animals</td>
<td>cats and dogs</td>
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<tr>
<td>from Balai-Registered</td>
<td>lagomorphs</td>
<td>01061990</td>
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<tr>
<td>Holdings</td>
<td>psittacines</td>
<td>010632</td>
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<tr>
<td></td>
<td>ungulates</td>
<td>01061990</td>
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<tr>
<td>Other Animals</td>
<td>primates</td>
<td>010611</td>
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<tr>
<td>from Balai-Approved</td>
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<tr>
<td>Holdings</td>
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