



|                 |  |
|-----------------|--|
| Guidance Number | GU7136AUA  |
| Subject:        | Export Verification (EV) Program Process for Updating Approved Product Lists |
| Distribution:   | QAD Clients and Auditors   |
| Author(s):      | Lacey Heddlesten   |
| Position:       | Quality Manager  |

## 1 Scope

This document provides guidance to Quality Assessment Division (QAD) clients and auditors on the procedure to update and submit Approved Product Code Lists to the QAD for review and approval.

## 2 General Procedures

- 2.1 Product lists must be in the approved Excel format which is available on the [USDA: Bovine, Ovine and Caprine Export Verification Programs website](#).
- 2.2 Product lists must be submitted to [ev.export@usda.gov](mailto:ev.export@usda.gov). Product lists are reviewed daily in the order received.
- 2.3 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 Quality System Assessment EV Program quality manual, and is approved by the QAD.
- 2.4 Once the product list is approved by the QAD, 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 of the Excel spreadsheet.

## 3 Client Responsibilities

- 3.1 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.

---

Jeffery Waite, Branch Chief  
Quality Assessment Division  
Livestock and Poultry Program

---

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

---

USDA is an equal opportunity provider, employer, and lender.