Guidance Note on ECS for Industry – Storage Document

EXPORT CERTIFICATE SYSTEM – Storage Document Application

V1.0

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Document Control

Version History

Version	Author	Approved By	Effective Date	Changes
V1.0	Donna O'Sullivan	Bernard O'Donovan		

Review Record

Version	Review Date	Reviewed By	Review Outcome
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Foreword

Purpose of this document

The purpose of this document is to provide guidance on the Export Certificate System (ECS) used by the exporters/applicants to acquire Irish Storage Documents for exports as required under IUU Regulations.

Audience for this document

Irish Exporters of previously imported third country produce that has been stored in an Irish establishment.

The purpose of this document is to provide information upon Export Certificate System- Storage Document Application This information is purely for guidance and does not constitute legal advice or analysis and should not be relied upon as such. Whilst every effort is made to ensure accurate and relevant material is published, no responsibility is accepted by, or on behalf of the SFPA, for any errors, omissions, or misleading statements on these pages.

1. General

1.1. Glossary of Terms

Below is a glossary of terms and acronyms used in this document.

Terms / Acronyms	Description
ECS	Export Certificate System
CN Code	Combined Nomenclature/Product Code

1.2. Relevant Legislation/ Documents

The following legislation is of particular relevance to this Guidance Note:

- EC Regulation 1005/2008
- EC Regulation 1010/2009

1.3. Confidentiality and Data Protection

With regards to information obtained in the performance of their duties, SFPA personnel are subject to confidentiality obligations laid down in section 58 of the Sea-Fisheries and Maritime Jurisdiction Act 2006 and shall have regard to SFPA's Data Protection Policy and to the obligations of SFPA with respect to the processing of personal data as set out in Data Protection Legislation and GDPR.

2. Guidance

2.1. Introduction

Where products are stored in a country other than the flag State the importer must submit a statement established by the storage facility in the other third country, if requested by the country of destination. The document must give an exact description of the products and must indicate that the products originated from catches accompanied by a catch certificate. A copy of those catch certificates must be attached to this document. The competent authorities in the storage State must endorse the statement.

2.2. Export Requirements

2.2.1. Exports of Produce Stored in Ireland

- **Exports of produce stored in Ireland originating from other Member States**
  A copy of the catch certificate for the respective produce, and an Irish storage document that refers to the produce being exported.

- **Exports of produce stored in Ireland originating from Non-EU Countries**
  A copy of the catch certificate for the respective produce, and an Irish storage document that refers to the produce being exported.

- **Exports of produce not processed in Ireland originating from other Member States**
  A copy of the catch certificate that covers the produce being exported and a storage document.

- **Exports of produce not processed in Ireland originating from Non-EU Countries**
  A copy of the catch certificate that covers the produce being exported, with the re-export section of the catch certificate completed, and a storage document.

3. Export Certificate System (ECS)

The Export Certificate System (ECS) is used by exporters, Food Business Operators or other applicants to acquire Irish Catch Certificates, Irish Processing Statements/Annex IVs and Storage Documents for exports to Third Countries.

There are two means of accessing the ECS, either as an **Anonymous User** or **a Registered User.**

Anonymous User

Anonymous Application can be used for a once off catch certificate request.

ECS (agriculture.gov.ie)

An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Export Certification System

Welcome to the Exports Portal

A product of the Department of Agriculture, Food and the Marine of Ireland

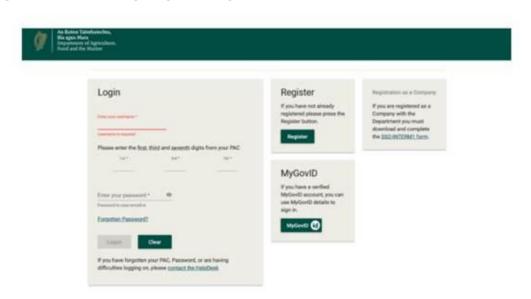Click here to create a new application

Registered User

Exporters can register through the Department of Agriculture's online registration portal. Registration is recommended for exporters that will require catch certificates on an on-going basis.

CCS Customer Registration (agriculture.gov.ie)

Once registered exporter can use the below link for all applications:

agfood.ie:Individual Login (agriculture.gov.ie)

Exporters can login with your Username, PAC and Password, that have been provided to you. As a registered ECS user exporters can apply for and track the status of all applications for Catch Certificates, Processing Statements and Storage Documents.
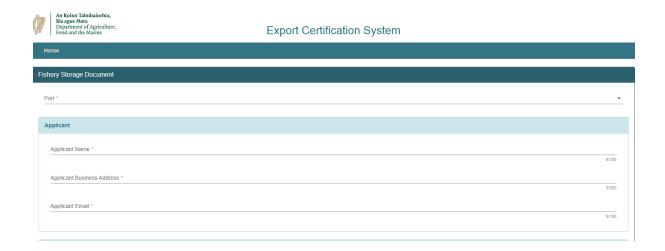
Click dropdown at Request Certificate and select 'Fishery Storage Document' to initiate process.

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Department of Agriculture, Food and the Marine

Export Certification System

Request Certificate

Select Certificate Type

Select Type of Certificate
- Egg Health Certificate
- Fishery Catch Certificate
- Fishery Processing Statement
- Fishery Storage Document
- Horticulture Export Health Certificate
- Phytosanitary Forestry Certificate

After selecting Fishery Storage Document from drop down box, the following will be displayed.

An Roinn Talmhaíochta, Bia agus Mara
Department of Agriculture, Food and the Marine

Export Certification System

Home

Fishery Storage Document

Port *

Applicant

Applicant Name *
0/100

Applicant Business Address *
0/200

Applicant Email *
0/100

3.1. Storage Document Requirements

Port: You will need to select the SFPA port that has responsibility for your premises, they will be notified about your application via email.

Applicant Name: Enter name of applicant (business name).

Applicant Business Address

Applicant Email Address

3.1.1. Product

Species: Enter species name. The 3 letter FAO code, English name or scientific name from the drop-down list.

Product Description: A description of the product that has been stored.

Catch Certificate Number: The catch certificate number that is being used for processing is entered here. This cannot be an Irish Catch Certificate, alternative Member State or Non-EU Country only. This number will be found on the catch certificate, typically on the top of front page.

Weight: Total weight of the species in kilograms (KGs) to be exported following storage in Ireland.

Stored As: Select "Chilled" or "Frozen" from the drop-down list.

Add Product: If more than one species is to be exported following storage "Add Product" can be select to add species.

3.1.2. Health Certificate

Health Certificate Number: The number from the respective health certificate, applicable to consignment being exported.

Health Certificate Date: The date the health certificate was validated by the SFPA. Click on calendar tab and select date. Otherwise type date in DD/MM/YY format.

3.1.3. Storage Premises

Premises Name: Enter the name of the storage facility.

Premises Address: Full address of the storage facility.

Premises Email

Premises Approval Number

3.1.4. Exporting Premises

Date of Export

Destination Country

Exporting from Premises same as Storage Premises: Select Yes or No from the drop-down list. If No is selected details for the exporting premises must be entered.

Vessel Name and Flag: This is the catching vessels name and flag state, this can be found on the catch certificate, typically in Section 2 of the document, the vessels flag will be the same as the origin of the catch certificate.

Exporter Name: Name of the company exporting the produce if alternative to processing plant, otherwise 'See Processing Plant'

Exporter Business Address: Full business address to be included here if alternative to processing plant, otherwise 'See Processing Plant'

Exporter Email: Email address of exporter for correspondence purposes, this field must be completed either way.

3.1.5. Documents

Copies of all 3rd country catch certificates, included in the consignment that has been processed need to be provided in the Storage Document application.

This supporting documentation, in PDF format, must be uploaded before application is submitted; otherwise, the application will be refused.

Click 'Select File' this will open a window to search for the file to upload. Once found select file and click 'Open'. This will attach the PDF file to the documentation section.

Once a file is selected, and attached, it will then be visible in the 'Selected Files' section of 'Documents'. If more than one catch certificates produce has been used in the processing, each respective catch certificate must be attached to the documents section.

'SUBMIT TAB'

Review document content and once you are satisfied that it is correct, click on the 'SUBMIT' tab, this will push the application to the SFPA Port you have selected from the application process.

'APPLICATION FAILED TO SUBMIT'

If you have clicked on the submit tab and you receive the following notification.

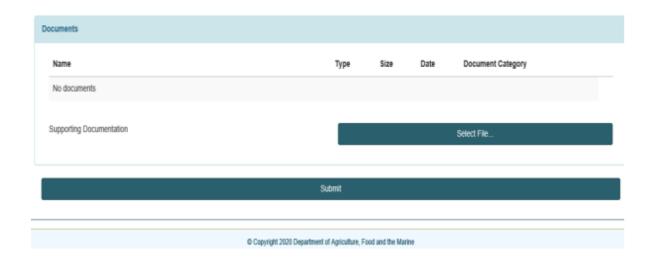Unable to submit application. Please see error messages within the form.

This is informing you that fields that require information, or information in a certain format (numerical), are either empty, or incorrectly completed.
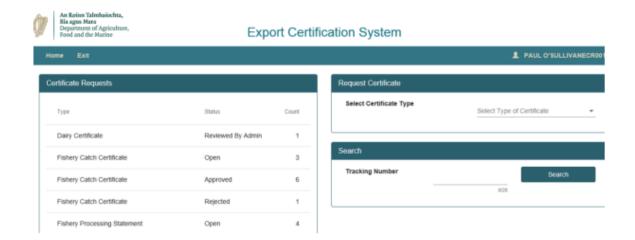
These fields will be highlighted in red, once outstanding entries are completed/corrected, you will now be able to submit the application.

Review document content and once you are satisfied that it is correct, click on the 'Submit' tab; this will push the application to the SFPA Port you have selected as part of the application process. Once submitted to the SFPA, you can view the status of application on your dashboard.

The application made will be displayed in the 'open' section of the ECS Dashboard

Once your application status changes from 'Open' you will receive notification of same. The application will then move from the 'Open' folder to 'Approved or 'Rejected', as applicable. This will be a result of actions taken by your respective SFPA Office.

If your application is rejected, please contact, the SFPA Office that the application has been made to, comments may have been left with your application, in the 'Documents Section' of your application, identifying any potential errors, where the application might need to be altered before being resubmitted for approval.

4. Email Notifications

As the review process is underway by the SFPA, various notifications will be received by you, the applicant, such as 'approved', 'rejected', or 'successful'.

4.1. Validation

As part of the process, you will need to liaise with your local SFPA Office, the application must be signed by the exporter/storage facility and then validated/signed by the SFPA before it is finalised. Once validated by the SFPA, the document can be forwarded with the consignment for verification checks to be conducted, as/if required.