All product submissions to SC Great Lakes must come to SCGLproducts@usda.gov

To expedite your request, please include the following information:

**1.       Email**

a.       **Subject line should include the following required information only**:

(1.)  Commodity Descriptor-you must select from one (and only one) of the following. It is okay if it is not the perfect descriptor for your commodity, please pick the one that matches the closest.

a.    Blood Products

b.    Dairy

c.     Gelatin

d.    Feathers

e.    Leather Hides Capes Furs

f.     Manure Fertilizer

g.    Non Animal

h.    ND Human Consumption (this is in place of "Not Dairy Human Consumption" as that as a subject won’t sort appropriately)

i.      Other Products

j.     Pet Food Treats Chews

k.    Rendered Meal

l.      Tech Kits Lab Samples

(2)  Exporter name

(3)  Number of certificates included in submission

(4)  If a reissue is included, please use the word “reissue” in subject line as well as the original certificate number

a.    When submitting a REISSUE, you must include a scan of the original certificate being destroyed (ie “VOID” written across) or we will wait to process your reissue until we receive the original in the mail.

2.       **Health Certificate**

a.       Product requirements can be found [here on IREGS](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/export/iregs-for-animal-product-exports/ct_iregs_animal_product_exports_home)

b.       Reissues: The email request must include the original certificate number, a scan of the old certificate and the reason for reissue.  The original certificate must eiher be physically returned to our office or you must provide proof it was destroyed.

c.       Dating: Certificates cannot be pre-dated or post-dated If you are requesting “date of submission” dating, that verbiage request MUST be included in writing in your submission. We can only provide dates that we are operating (no holiday/weekend dates)

3.       **Payment method**

a.       Payment of the endorsement fee is $51.00 per certificate, payable by USDA credit account, credit card, check, or money order. Please note that we cannot release endorsed certificates until payment is received. You will need to provide your APHIS account number in the email submission.   We cannot keep credit card information on file.   For credit card payments, please attach a credit card authorization form to attach with your certificates (see attached).

4.       **Supporting documents**

a.       Notarized affidavits, USDA cover sheets, test results, manufacturer’s declaration, etc. should be attached to the e-mail if required.  Original affidavits and lot specific manufacturer’s declarations must be mailed to our office.

5.       **Return method**

a.       A return method of shipping (i.e. an electronic air bill via FedEx, UPS, USPS) must be included in your email request. Please note, our office cannot create shipping labels for exporters.  Please use your address as the TO and FROM address in case further charges are accrued via your service provider.  It is also advised you keep track of your tracking number as we do not provide this service of tracking your package.

**6.       Contact name & telephone number**, in case we have questions or concerns.

7.       If a **scan** of the completed certificate(s) is requested, please indicate that in your email, you will see an additional charge on your APHIS 81 for these scans.