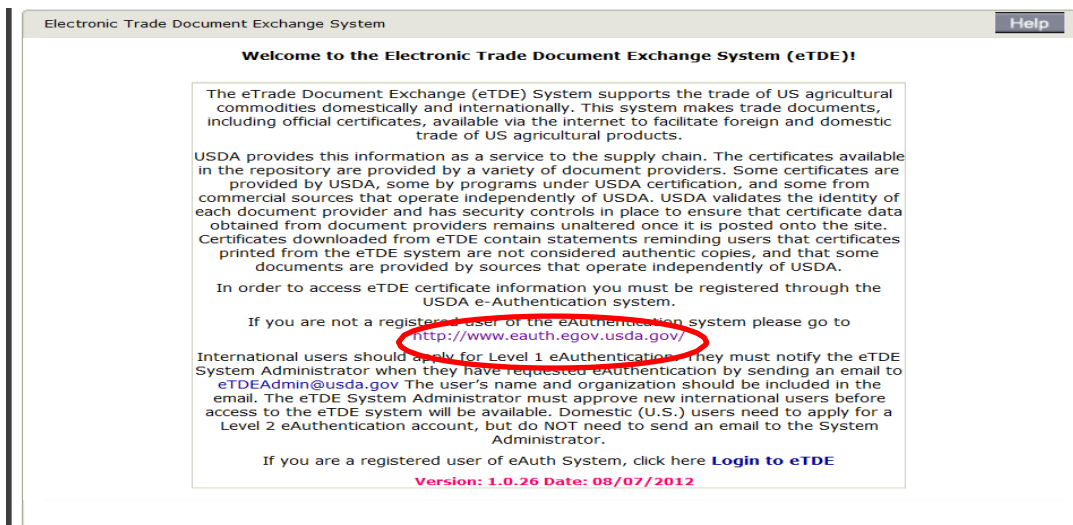# Overview of the USDA Online Procedures for Requesting Derogations for Somatic Cell and Standard Plate Count Using the Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

To request Derogations for farms whose production is used in the Turkey Export Certification programand whose milk exceeds the Turkey requirements for Somatic Cell Count and Standard Plate Counts, milk suppliers must register to use the Electronic Trade Document Exchange System (eTDE).

 eTDE provides a secure environment for sharing trade documentation with governments andbusinesses across the supply chain.

To work within this security framework, there are several actions that new users and companies must take:

- Individuals must obtain level 2 eAuthentication

- Companies must be registered in eTDE

- First time users must go to eTDE - www.eTDE.usda.gov and will be directed to a profilepage to request party and role association.

1. If your company is already registered on eTDE go to https://www.eauth.usda.gov/eauth/b/usda/registration?targetUrl=https:%2F%2Fwww.eauth.usda.gov%2Feauth%2Fb%2Fusda%2Flogin and register for eAuthentication account as a Customer. Here is where you will request Level 2 access. You will receive an email informing you of of access or denial of Level 2 access.
   a. If you have been denied Level 2 access, please follow the information provided for obtaining Level 2 status.
   b. If you have been granted Level 2 access, continue to www.etde.usda.gov/etde/ and log in using the same credentials you created for eAuthentication.

Electronic Trade Document Exchange System   Help

Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to http://www.eauth.egov.usda.gov/

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to eTDEAdmin@usda.gov The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

If you are a registered user of eAuth System, click here **Login to eTDE**

Version: 1.0.26 Date: 08/07/2012

1. **Select Create an Account**

2. **Select Create an Account**

3. Select Register for a level 2 Account.

2. Once you have logged in using the same credentials, you will be brought to another screen where you will fill out your entity (business) information.
    a. Fill out the eTDE User Registration Request.
        i. If you would like to be the Entity Administrator, select "Register New Entity and Become Entity Administrator"
        ii. This option assigns you as the administrator for your business' account. You will also be the point of contact for approving new users for your business' account.
        iii. If you would like to be a User for your business account, select "Entity Information Same as Work Information".
3. Review all information and select Request Registration. This will submit your registration request for ETDE.
4. You will be taken to a new screen that will show your profile information that is for your reference.

- If you are a new Entity Administrator, please email DairyExportsQuestions@usda.gov, and provide your first/last name and entity name. In addition to your credentials, please state that you are requesting approval for ETDE access.
- If you are a new User, you will need to contact your Entity Administrator for access.
    o Tell your Entity Administrator to go to www.etde.usda.gov and "Manage User Access" and follow prompts to approving the requested user.
- If you are a new User and you do **not** know who your Entity Administrator is, please email DairyExportsQuestions@usda.gov, and provide your first/last name and entity name. In addition to your credentials, please state that your Entity Administrator is unknown.

Once you are approved as a user and/or Entity Administrator, please proceed to EDOCS to access EDOCS. Here is where you will apply for SPC and SCC Derogations.
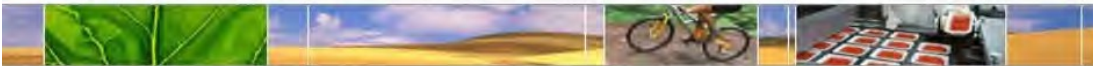
Welcome to the Electronic Document Creation System (eDocs)!

The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system.

In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to http://www.eauth.egov.usda.gov

Registered users can click here to login to eDocs. Login to eDocs

Version: 1.1

4. **Select 'Login to eDocs'. Enter User ID and Password**

The first screen shows two tabs: 'In Progress' and 'Submitted' – these queues show you what certificates you have submitted and which ones you are still working on 'in progress'.

5. Select Derogation Request in the grey bar.

The first screen shows two tabs: In Progress and Submitted – these queues show you what certificates or derogations you have submitted and which ones you are still working on 'in progress'. There is a "Create Derogation Request" link in the top right-hand corner of the page. Select this to begin a new request.

This is the screen view when you select "Create Derogation Request":

Choose the appropriate template for the type of notification or derogation you need.

- Notification - Notify USDA the first month the rolling mean goes over 400,000 for SCC or 100,000 for SPC
- Derogation – Annual derogation when a farm has been out of compliance for three consecutive months after a notification has been submitted
- Seasonal Derogation – When a farm is in compliance 9 months of the year, has satisfactory production methods but is still not able to meet the requirements during certain seasonal periods due to circumstances outside the control of the farm.

Example of Notification:

Example of Annual Derogation:

Mean Count Information   Top

Mean Count Information
Type:*
○ Mean Somatic Cell Count ○ Mean Bacteria Standard Plate Count

                                                                   Top

Date of Noncompliance:

[   ]

                                                                   Top

Mean Count (Thousands Per ML):	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *
Month and Year of Noncompliance:	[ ] *	[ ] *	[ ] *

                                                                   Top

Example of Seasonal Derogation:

Mean Count Information   Top

Mean Count Information
Type:*
○ Mean Somatic Cell Count ○ Mean Bacteria Standard Plate Count

                                                                   Top

Date of Noncompliance:

[   ]

                                                                   Top

Mean Count (Thousands Per ML):	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *	[ ] ,000 *
Month and Year of Noncompliance:	[ ] *	[ ] *	[ ] *	[ ] *	[ ] *	[ ] *

                                                                   Top

Milk suppliers can create up to 60 custom templates.

Custom Derogation Request Templates

Help: You can open a system Derogation Request template or any Derogation Request and modify the field values as they are needed and click on 'Save As Template' button.

00000000000000000000Milk producer Company A-Notification

System Template Name:
Notification

Created By:
Fari Tacoukjou

Created On:
8/7/2014 4:26 PM

Create   Delete

Derogation

System Template Name:
Derogation

Created By:
Fari Tacoukjou

Created On:
6/20/2014 11:46 AM

Create
Delete

Derogation Request for Testing

System Template Name:
Derogation

Created By:
CARRIE SAYASITHSENA

Created On:
6/25/2014 1:46 PM

Create
Delete

Derogation Template - Fari

System Template Name:
Derogation

Created By:
Fari Tacoukjou

Created On:
8/7/2014 4:39 PM

Create
Delete

Fari - Seasonal Derogation

System Template Name:
Seasonal Derogation

Created By:
Fari Tacoukjou

Fari Seasonal Derogation 07142014

System Template Name:
Seasonal Derogation

Created By:
Fari Tacoukjou

Fari-Derogation-07142014

System Template Name:
Derogation

Created By:
Fari Tacoukjou

Ken Test 2

System Template Name:
Seasonal Derogation

Created By:
KEN VORGERT

If you are requesting a second (or higher) derogation you must maintain an Affidavit from the farm indicating two steps being taking to try to bring the counts back into compliance or meet the other requirements for a renewal. A copy of this form is available on the Turkey Dairy Export Certification Program Website. Affidavit for Producer Corrective Action (doc)

Example of Affidavit for Corrective Action

Affidavit for Producer Corrective Action
for Somatic Cell Count Derogation Renewal

I, _____, hereby state and affirm that I am a bona fide milk producer and a member of *(milk supplier)*, Member # _____. I am responsible for the milk production marketed under this *(milk supplier)* membership.

I make this statement of my own free will, absent of any threat, promise or inducement, whether real or implied:

1. During the past twelve months, I have made a good faith attempt to reduce my somatic cell count by performing the action(s) indicated:

Initial	
	Action plan developed in consultation with _____, *(milk supplier)* field staff and/or other qualified individual(s)
	Reviewed/updated mastitis control program with _____, veterinarian and/or other qualified individual(s)
	Reviewed milking equipment condition/sanitation protocols with _____, equipment manufacturers and/or other qualified individual(s)
	Reviewed/updated milking routine protocols with _____, veterinarian and/or other qualified individual(s)
	Routinely sampled individual cow milk for somatic cell count
	Reviewed/updated culling program with emphasis on cows with history of high somatic cell count or mastitis
	Other reasonable effort(s) to reduce somatic cell count (insert description): _____ _____

2. I understand that one or more parties may rely upon the representations that I am making in this Affidavit. I hereby authorize *(milk supplier)* to disclose the fact that I have executed this Affidavit to customers to whom my milk is marketed.
3. I hereby acknowledge that from time to time *(milk supplier)* may be required to disclose the fact that I have executed this Affidavit to government or regulatory entities as required by law.
4. I understand that my eligibility for derogation under the USDA-AMS Turkey Health Certification Program is contingent upon the truthfulness of my responses herein and the completion of the actions to which I have attested.

I hereby swear and attest that the above is my true and valid statement.

Dated this _____ day of _____, _____.

_____
Signature

_____
Printed name