

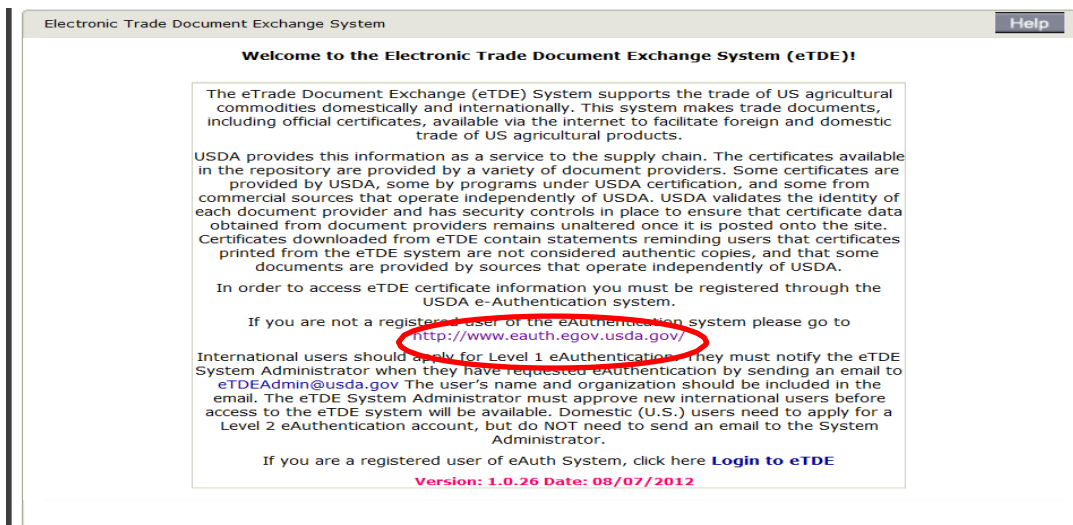
Overview of the USDA Online Procedures for Requesting Derogations for Somatic Cell and Standard Plate Count Using the Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

To request Derogations for farms whose production is used in the Turkey Export Certification program and 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 and businesses 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 profile page 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 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.



1. Select Create an Account

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: eAuthentication Home > Site Map

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

- eAuthentication Home
 - Site Map
 - Login or Update Your Account
 - Account Information
 - What is an Account?
 - Create an Account**
 - Create a Level 1 Customer Account
 - Create a Level 2 Customer Account
 - Find an LRA
 - Find an Agency Registration Lead
 - Register an Internal Account
 - General Information
 - About eAuthentication
 - Contact Us
 - eAuthentication Help
 - Frequently Asked Questions
 - User Guides & Documentation
 - Self-Service
 - Change Password
 - Forgotten Password
 - Forgotten User ID
 - Administration Links

2. Select Create an Account

USDA United States Department of Agriculture
USDA eAuthentication

login: []
password: []

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the **Create an Account** Page.

3. Select Register for a level 2 Account.

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

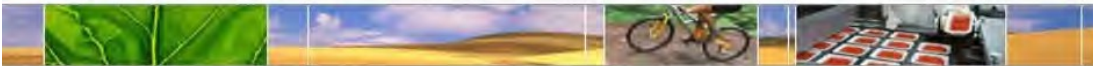
Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile

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.
 - 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

USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my 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.

USDA United States Department of Agriculture

Home Certificates **Derogation Request** Help - CARRIE SAYASITSENA Logout

eDocs > Certificates

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to: Search Reset

Documents modified within the past 60 days

ID	Certificate Type	Status	Created By	Created On	Modified By	Modified On
2276	Dairy EU Health	New	Fari Tacoukjou	8/28/2014 4:58 PM		

Note: Click on ID to open the certificate." You are viewing page 1 of 1

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.

Home Certificates Derogation Request Help Kerry Bio-Science - CARRIE SAYASITSENA Logout

eDocs > Derogation Request

My Derogation Requests: Create Derogation Request

Status

Date and Time from: Date and Time to: Approval Number: Search Reset

Documents modified within the past 60 days

ID	Approval Number	Request Type	Status	Created By	Created On	Fees
2245		Seasonal Derogation	Submitted	Fari Tacoukjou	8/7/2014 2:43 PM	
2244		Derogation	Submitted	Fari Tacoukjou	8/7/2014 2:32 PM	
2243		Notification	Approved	Fari Tacoukjou	8/7/2014 2:30 PM	
2242		Notification	Approved	Fari Tacoukjou	8/7/2014 2:27 PM	
2241		Notification	Approved	Fari Tacoukjou	8/7/2014 2:25 PM	
2092		Derogation	Submitted	KEN VORGERT	6/30/2014 1:26 PM	
2221		Seasonal Derogation	Submitted	CARRIE SAYASITSENA	7/17/2014 7:23 AM	
2163	DX800301057-8	Seasonal Derogation	Approved	Fari Tacoukjou	7/14/2014 7:35 AM	\$136.00
2165	DX800301035-8	Seasonal Derogation	Approved	Fari Tacoukjou	7/14/2014 7:50 AM	\$136.00
2164	DX800301034-8	Derogation	Approved	Fari Tacoukjou	7/14/2014 7:46 AM	\$136.00

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

The screenshot shows the USDA online portal interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed. Below this is a navigation bar with links for 'Home', 'Certificates', 'Derogation Request', 'Help', 'Kerry Bio-Science - CARRIE SAYASITSENA', and 'Logout'. The main content area is titled 'Please Select Derogation Request Type' and contains three columns of options:

- Notification**: Version: 1.0, Created On: 6/20/2014, with a 'Create' button.
- Derogation**: Derogation Request, Version: 1.0, Created On: 6/20/2014, with a 'Create' button.
- Seasonal Derogation**: Seasonal Derogation, Version: 1.0, Created On: 6/20/2014, with a 'Create' button.

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:

The screenshot shows the 'Mean Count Information' form. It includes the following fields and options:

- Type:** Radio buttons for 'Mean Somatic Cell Count' (selected) and 'Mean Bacteria Standard Plate Count'.
- Date of Noncompliance:** A text input field.
- Mean Count (Thousands Per ML):** A text input field followed by ',000'.
- Month and Year of Noncompliance:** A text input field.
- Comments:** A large text area with a '285 characters remaining' indicator at the bottom.

Example of Annual Derogation:

Mean Count Information Top

Mean Count Information

Type:*

Mean Somatic Cell Count
 Mean Bacteria Standard Plate Count

Date of Noncompliance:

Mean Count (Thousands Per ML):	<input type="text"/> ,000 *	<input type="text"/> ,000 *	<input type="text"/> ,000 *
Month and Year of Noncompliance:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *

Example of Seasonal Derogation:

Mean Count Information Top

Mean Count Information

Type:*

Mean Somatic Cell Count
 Mean Bacteria Standard Plate Count

Date of Noncompliance:

Mean Count (Thousands Per ML):	<input type="text"/> ,000 *	<input type="text"/> ,000 *	<input type="text"/> ,000 *	<input type="text"/> ,000 *	<input type="text"/> ,000 *	<input type="text"/> ,000 *
Month and Year of Noncompliance:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *

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 Created On:	Fari Seasonal Derogation 07142014 System Template Name: Seasonal Derogation Created By:	Fari-Derogation-07142014 System Template Name: Derogation Created By: Fari Tacoukjou	Ken Test 2 System Template Name: Seasonal Derogation Created By: KEN VORGERT Created On:

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:

<input type="checkbox"/> <small>Initial</small>	Action plan developed in consultation with _____, (milk supplier) field staff and/or other qualified individual(s)
<input type="checkbox"/> <small>Initial</small>	Reviewed/updated mastitis control program with _____, veterinarian and/or other qualified individual(s)
<input type="checkbox"/> <small>Initial</small>	Reviewed milking equipment condition/sanitation protocols with _____, equipment manufacturers and/or other qualified individual(s)
<input type="checkbox"/> <small>Initial</small>	Reviewed/updated milking routine protocols with _____, veterinarian and/or other qualified individual(s)
<input type="checkbox"/> <small>Initial</small>	Routinely sampled individual cow milk for somatic cell count
<input type="checkbox"/> <small>Initial</small>	Reviewed/updated culling program with emphasis on cows with history of high somatic cell count or mastitis
<input type="checkbox"/> <small>Initial</small>	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