

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 a number of 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.

More information regarding eTDE registration and Frequently Asked Questions is available at http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx

Home Profile Reports Contact Us Help Logout

Electronic Trade Document Exchange System

Guidelines for New Users and Companies

The USDA Electronic Trade Document Exchange (eTDE) system provides a secure environment for sharing trade documentation with governments and businesses across the supply chain. To work within this security framework, there are a number of actions that new users and companies must take before using eTDE.

1. Obtain a USDA e-authentication account for each user that will access the eTDE system. Users located in the US need a Level 2 account, while users outside of the US need a level 1 account. After submitting a request for a Level 2 account, users will need to be identify-proofed by presenting authoritative identification documents to a USDA Local Registration Authority. If you do not already have an e-Authentication user account, please follow the links below for instructions related to eAuthentication registration.
 - Register for eAuthentication account
 - Find the nearest Local Registration Authority (LRA)
 - Get help regarding eAuthentication
2. Learn how to finalize eTDE registration, establish a company as an entity in eTDE, associate other staff to the entity, and more. Please note that the screen prints in the document are generic and refer to "Peanuts" commodity. You will need to select your commodity (Dairy).
 - **eTDE Dairy Owner User Guide**
 - Frequently Asked Questions Regarding eTDE and eDocs
3. If you need eTDE technical support contact the eTDE system administrator at etdeadmin@usda.gov. For other questions visit the [EU Certificates Contact Page](#)
 - eTDE Glossary

1. Go to eTDE home – <http://www.etde.usda.gov/>
2. Select <http://www.eauth.egov.usda.gov/>

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

3. Select Create an Account

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

4. Select Create an Account

USDA United States Department of Agriculture
USDA eAuthentication

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.

5. Select Register for a level 2 Account.

USDA United States Department of Agriculture
USDA eAuthentication

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

Once fully registered in eTDE, milk suppliers must go to the Electronic Document Creation System (eDocs) to apply for SPC and SCC Derogations.

6. Go to - <http://etde.usda.gov/edocs> to request Derogations.

The screenshot shows the USDA eDocs system interface. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a horizontal banner with four images: a green leaf, a landscape, a bicycle, and a person working at a computer. To the right of the banner are "Home" and "Login" links. The main content area has a green header that says "Welcome to the Electronic Document Creation System (eDocs)!". Below this, there is a paragraph explaining the system's purpose: "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." Another paragraph follows: "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>". A third paragraph states: "Registered users can click here to login to eDocs." The text "login to eDocs" is circled in red. At the bottom left, it says "Version: 1.1".

7. Select 'Login to eDocs'. Enter User ID and Password

The screenshot shows the USDA eAuthentication login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right is the "EASD" logo. Below this is a horizontal banner with four images: a landscape, a person at a computer, a person at a computer, and a person at a computer. Below the banner are "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA" links. The main content area has a green header that says "eAuthentication Login". Below this, there are two tabs: "LincPass (PIV)" and "User ID & Password". The "User ID & Password" tab is selected and circled in red. It contains a "User ID:" field and a "Password:" field, both of which are circled in red. Below these fields are links for "I forgot my User ID | Password", "REGISTER", "LOGIN", and "Change my Password". On the left side, there is a "Quick Links" section with links for "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with a link for "Local Registration Authority Login".

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'.

8. 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

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

USDA United States Department of Agriculture

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

eDocs > Derogation Request

Please Select Derogation Request Type

Notification	Derogation	Seasonal Derogation
Version: 1.0	Derogation Request	Seasonal Derogation
Created On: 6/20/2014	Version: 1.0	Version: 1.0
Created On: 6/20/2014	Created On: 6/20/2014	Created On: 6/20/2014
Create	Create	Create

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:

Mean Count Information

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Mean Count Information

Type:*

Mean Somatic Cell Count Mean Bacteria Standard Plate Count

Date of Noncompliance:

Mean Count (Thousands Per ML):*

,000

Month and Year of Noncompliance:*

Comments:

285 characters remaining

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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"/> *

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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"/> *

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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 SAYASITSENA 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 Tacoukjou	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 \(doc\)](#)

Answers to Frequently Asked Questions for Derogations are available online:

<http://www.ams.usda.gov/AMSV1.0/DYGradingEUCertificationFAQ>

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