

**Department of Agriculture, Food and the Marine
Trader Notice: MH 03/2021**

**To: All Food Business Operators at DAFM-approved meat establishments and cold stores
approved to trade with or through Great Britain**

Subject: TRACES (classic) - Food Business Operators - Registration Procedure

Following the withdrawal of the UK from the EU and as of 01 January 2021, new certification requirements are now part of trading with or through Great Britain. The UK (excluding Northern Ireland) is now classified as a Third country. The UK will require certification of all products of animal origin.

The IT system for issuing of Export Health Certificates (EHCs) to be used by DAFM from 1st April 2021 is TRACES.

The Trade Control and Expert System (TRACES) is the European Commission's online platform for sanitary and phytosanitary certification required for the importation of animals, animal products, food and feed of non-animal origin and plants into the European Union, and the intra-EU trade and EU exports of animals and certain animal products. The main objective of this system is to streamline the certification process. **To facilitate the process of issuing Export Health Certificates (EHCs) post April 1st 2021, DAFM is initiating and coordinating the registration and roll out of TRACES (classic) across all FBOs.**

- **In the first instance, TRACES (classic) will be the electronic system used to generate high volume certificates for meat and meat products as of the 01 April 2021. (See note below re TRACES NT)**

All FBOs and nominated staff must be registered immediately on the online TRACES (classic) platform to ensure on-going certification.

It is the responsibility of each FBO to ensure that they are correctly registered on TRACES (classic) if they require EHCs so that they can upload commercial information (CMRs) for consignments (e.g. Consignor/Consignee/Place of loading/Product details etc.) and seal numbers for the generation of EHCs by DAFM.

- **FBOs nominated staff must be registered immediately on the online TRACES (classic) system to ensure on-going certification.**
- **Please note most FBOs may already be up and registered on TRACES (classic).**
- **All FBOs are requested to supply staff names and e-mail addresses to DAFM so that they may be set up as users on TRACES (classic).**
- **This notice requests details of at least 2 users per FBO. However, there is no limit on the number of users who can be nominated.**
- **A template for the List of Nominee Details is inserted at [Annex 1](#) of this document.**

The registration process will commence immediately and is as follows:

1. **On receipt of FBO nominated user details, DAFM will upload the requisite details of all FBO nominees on TRACES (classic) to register and create an account.**

2. This will generate an email from the EU TRACES website. It will come from the following address:
From: automated-notifications@nomail.ec.europa.eu <automated-notifications@nomail.ec.europa.eu>
3. **The email message requests each nominated user to create a 10-digit personal password** through a link. Click on the link to create the password.
4. **NOTE: The password must be created within 90 minutes of opening the email.**
5. It is not advisable to open the email on your phone.
6. The 10 digit password must contain at least: 1 capital letter, 1 number and 1 of the following symbols: # / ? %
7. Note: If your email operating system's Junk Mailbox is enabled, please check it regularly, as some TRACES emails may be misdirected as Junk Mail.
8. Nominated users who are already registered on **TRACES (classic)** or have an account, please ensure that your log-on facility is currently active.
9. A template for the List of Nominee Details is inserted at [Annex 1](#) of this document.
10. **This template is to be completed fully and returned immediately to the following email address:** TRACES-VPHIS-Reg@agriculture.gov.ie

TRACES (classic) Training will be provided to all FBOs by DAFM – details will issue shortly.

For all TRACES (classic) queries or assistance, please contact the following email address:
TRACES-VPHIS-Reg@agriculture.gov.ie

Note: TRACES NT (New Technology), a digital certification and management platform is currently in the final stages of development and it **is scheduled for roll out from 21st April 2021**. While this system will mirror TRACES (classic), separate registration will be required. **Details of the roll out and registration procedure for this new system will follow in due course.**

Trader Notice MH 03/2021 should be brought to the attention of any relevant personnel who do not have access to email.

It will appear on the Department of Agriculture website in due course at the link below.

[gov.ie - Food Safety Controls on Meat - Trader Notices \(www.gov.ie\)](#)

Regards,

Meat Hygiene Section

25 January 2021

*Background information on TRACES can be found through the following European Commission website link:
https://ec.europa.eu/food/animals/traces_en*

Annex 1 – List of FBO User Nominee Details - TRACES (classic) Template

List of FBO User Nominees - TRACES (classic)			
Plant Approval Number			
Plant Name			
Plant Address			
Eircode			
Plant Email Address			
Minimum 2 Nominees	Name of User Nominee	Nominee Email Address	Nominee Phone Number/s
1.			
2.			
3.			
4.			
5.			
6.			