



*One gateway to
all user manuals,
videos and templates*

TRACES TOOLKIT

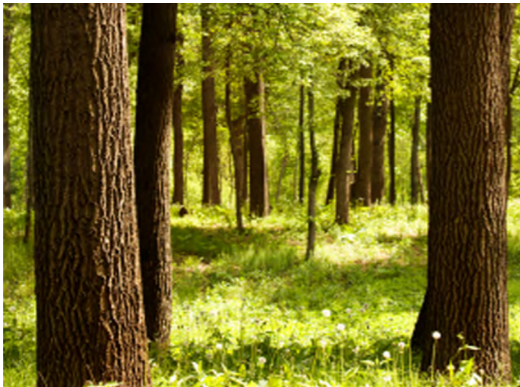
TRACES



Your ultimate toolkit
for submitting **official
documents** and **RASFF
notifications**, for listing
establishments, for
extracting **statistics** and
reports...

Turn page

The TRACES Toolkit is...



a **platform** guiding you through all user information available

This platform **assists you in identifying** the different available user manuals, videos and templates, in order to **clarify the functional 'TRAdE Control and Expert System' (TRACES) objectives, tools and modules.**

Our intention is to **guide you on your TRACES path.**

For **the implementation of the general EU legislation** we invite you to **contact the national competent authorities or official EU services** in order to obtain the correct details on movement requirements and other information.

- **Dynamic TRACES presentation**
- **Quick Start Guide on official documents**
- **Overview of the released TRACES versions** (since 2006)

Dealing with...

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EU/EFTA countries

Introduction

TRACES allows **communication** between the national competent authorities in EU and EFTA countries and with non-EU countries, in order to **guarantee** that the **European policy areas** of DG Health and Consumers as regards '**Animal Health**', '**Animal Welfare**' and '**Veterinary Public Health**' are met.

Official documents

The national **competent authorities** and their **economic operators** are directly involved in drafting and submitting official documents in TRACES, whilst using the international approved codification; the **Customs Nomenclature code**.

The persons involved will automatically obtain updates related to the certification process, by means of secure **notification messages** sent by TRACES.

ICT Tools

Competent authorities of EU/EFTA countries using TRACES for certification purposes, are given the opportunity to use various ICT tools in order to **visualise, manage and extract** the data.

Nevertheless, in order to accommodate to the **data privacy requirements**, TRACES applies stringent rules and restrictions at different levels.

TRACES' use in numbers

>> Detailed statistical overview

You are an **EU/EFTA** country, dealing with...

Official intra-EU and export documents



REFERENCES

Intratrade Animal Health Certificate (INTRA)
Commission Regulation (EC) No 599/2004 as regards the adoption of a harmonised model certificate and inspection report linked to intra-Community trade in animals and products of animal origin.

Commercial Document (DOCOM)
Commission Regulation (EU) No 142/2011 as regards animal by-products and derived products not intended for human consumption.

Export Health certificate (EXPORT)
As regards harmonised certificates at EU level.



EU/EFTA country
origin

EU/EFTA country
transit/destination

Official intra-EU and export documents

REQUIRED

PART I

Consignment

economic operator
or
competent authority



PART II

Decision

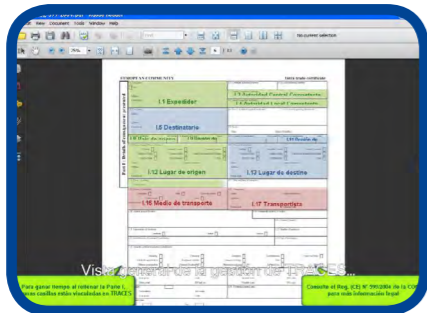
competent
authority



PART III

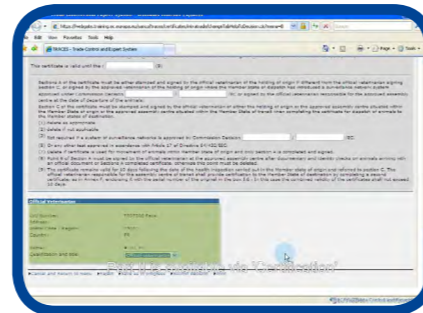
Control

competent
authority



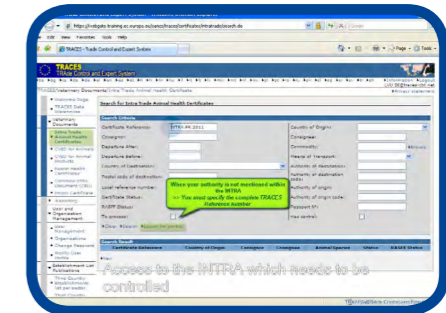
Submission - Part I

The economic operator prepares Part I of the official document, to be submitted to the competent authority of the origin country.



Certification - Part II

The competent authority of the origin country processes Part II of the official document.



Control - Part III

The competent authority of the transit or destination country records the checks on the official document.

INTRA-EXPORT-DOCOM (I)

Discover how to **submit** official documents related to intra-EU trade or export, to the competent authority of the origin country.

INTRA-EXPORT-DOCOM (II)

Discover how to **certify** and **record checks** on official documents related to intra-EU trade or export.

You are an **EU/EFTA** country, dealing with...

Official entry documents



REFERENCES

Common Entry Document (CED)

Commission Regulation (EC) No 669/2009 as regards the increased level of official controls on imports of certain feed and food of non-animal origin.

Common Veterinary Entry Document: Animals (CVEDA)

Commission Regulation (EC) No 282/2004 introducing a document for the declaration of, and veterinary checks on, animals from third countries entering the Community

Common Veterinary Entry document: Products (CVEDP)

Commission Regulation (EC) No 136/2004 laying down procedures for veterinary checks at Community border inspection posts on products imported from third countries

Declaration document (DECLAR)

Commission Regulation (EU) No 142/2011 as regards certain samples and items exempt from veterinary checks at the border.

Common Health Entry Document for Plants and Plant protection (CHED-PP)

Council Directive 2000/29/EC on protective measures against the introduction into the Community of organisms harmful to plants or plant products and against their spread within the Community



Non-EU country
origin

EU/EFTA Border
Entry Point

EU/EFTA country
transit/destination

Import certificates
(IMPORT)

Official entry documents

REQUIRED

PART I

PART II

PART I

PART II

Follow up

Consignment
economic operator
or
competent authority

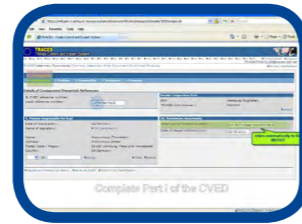
Certification
competent
authority

Consignment
economic operator
or
competent authority

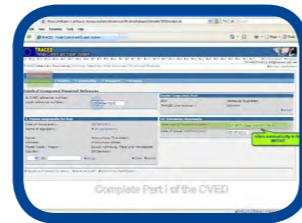
Decision
competent
authority

competent
authority

Cloning



Cloning IMPORT



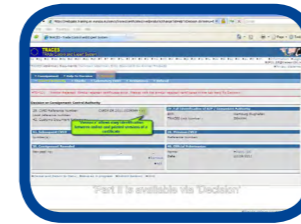
New

or direct **submission** official
entry document - Part I

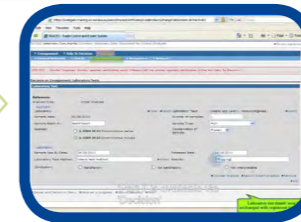
The economic operator prepares
Part I of the official entry document,
to be submitted to the EU Border
Entry Point.

**CED - CVED - DECLAR -
CHEDPP(I)**

Discover how to **clone** and **submit**
official entry documents to the EU
Border Entry Point.



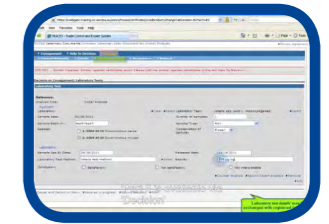
Certification - **Validation** - Part II
The EU Border Entry Point
processes Part II of the official
entry document.



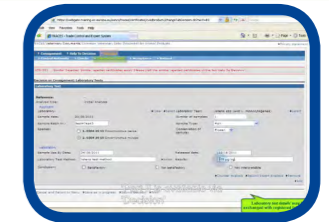
Certification - **Rejection** - Part II
The EU Border Entry Point
processes Part II of the official
document. If required, a RASFF
notification is submitted.

CED-CVED-DECLAR-CHEDPP(II)

Discover how to **certify** and **record checks** on official entry documents,
and to submit RASFF notifications if required.



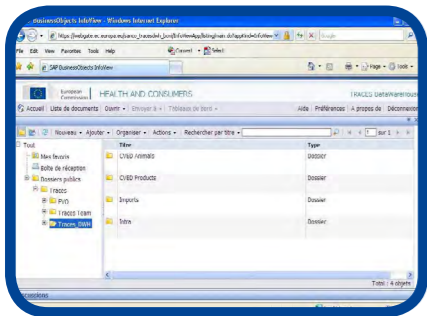
Control - Part III
The competent authority of transit
or destination country records the
checks on the official entry document.



RASFF notification
The national RASFF Contact Point
processes the RASFF notification.
If required, a re-enforced check is
proposed.

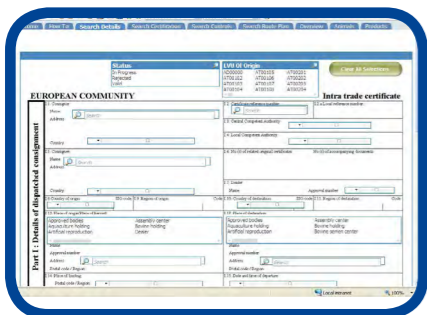
ICT Tools

In order to accommodate to the **data privacy requirements**, TRACES applies **stringent rules on restrictions at different levels**. Depending on your profile and user rights, you may access the data encoded within TRACES. While bearing this in mind, **competent authorities** are given the possibility to extract data from TRACES, in order to allow them to **execute targeted checks in the field** and **perform data quality controls**.



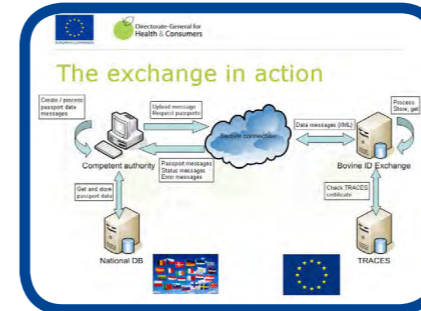
DWH (Data Warehouse) / BO (Business Objects)

Interface to visualise, organise and use tailor made TRACES reports via your web navigator.



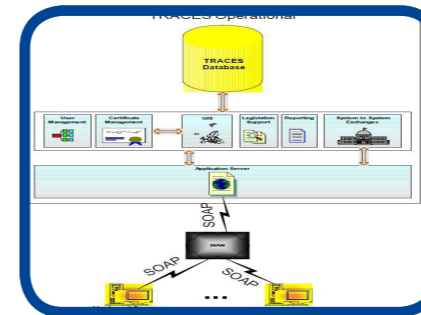
Qlikview

Business Intelligence tool to consolidate and visualise data from multiple sources into a single application.



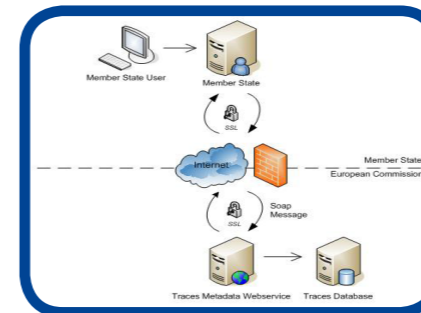
BOVEX (Bovine ID Exchange)

System related to **Regulation (EC) No 1760/2000** establishing a system for the identification and registration of bovine animals and regarding labelling of beef and beef products.



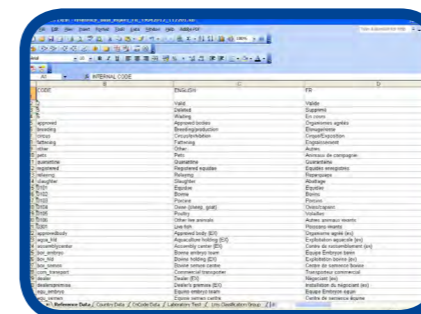
S2S: System to System

Interface to exchange official documents' related information between TRACES and the EU/EFTA country systems.



XTB (XMLGate TRACES Businesses) XTC (XMLGate TRACES Cities)

Webservices enabling the management of organisations and cities registered in TRACES.



MDM (MetaData Management)

ICT tool for verification and modification of translations to the TRACES online interface (GUI), Part I (Consignment), Part III (Control), the HTD, LMS, RASFF, GIS modules... **Reference data template on request of the Competent Authority.**



Non-EU countries

Introduction

TRACES allows **communication** between the national competent authorities in non-EU countries and with EU and EFTA countries, in order to **speed up the administrative processes at the EU Border Entry Point**.

Official documents

The national **competent authorities** and their **economic operators** are directly involved in drafting and submitting consignments in TRACES, whilst using the international approved codification; the **Customs Nomenclature code**.

The persons involved will automatically obtain updates related to the certification process, through the official document submitted in TRACES, by means of secure **notification messages** sent by TRACES.

ICT Tools

Competent authorities of Non-EU countries using TRACES for certification purposes, are given the opportunity to use various ICT tools in order to **visualise, manage and extract** the data.

Nevertheless, in order to accommodate to the **data privacy requirements**, TRACES applies stringent rules and restrictions at different levels.

TRACES' use in numbers

>> Detailed statistical overview

You are a **non-EU** country, *dealing with...*

Import certificates



REFERENCES

Veterinary certificate to the EU (IMPORT)
Commission Decision 2007/240/EC laying down new veterinary certificates for importing live animals, semen, embryos, ova and products of animal origin into the Community.



Non-EU country
origin

EU/EFTA Border
Entry Point

EU/EFTA country
transit/destination

Import certificates (IMPORT)

Official entry documents

REQUIRED

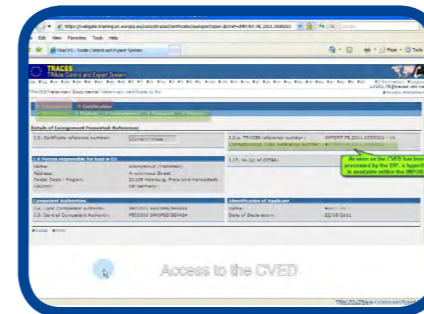
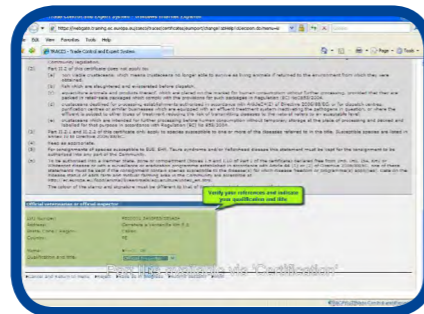
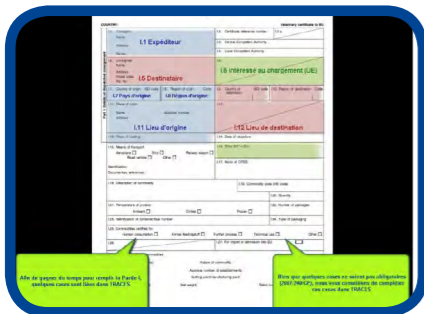
PART I
Consignment
economic operator
or
competent authority

PART II
Certification
competent authority

PART I
Consignment
economic operator
or
competent authority

PART II
Decision
competent authority

Follow up
competent authority



Submission - Part I

The economic operator prepares Part I of the IMPORT, to be submitted to the competent authority of origin country.

Certification - Part II

The competent authority of origin country processes Part II of the IMPORT.

Access and feedback on decision

When the EU Border Entry Point has processed the IMPORT into an official entry document, the decision taken by the EU Border Entry Point can be accessed via the IMPORT.

IMPORT (I)

Discover how to **submit** official documents related to import to the EU, to the competent authority of origin country.

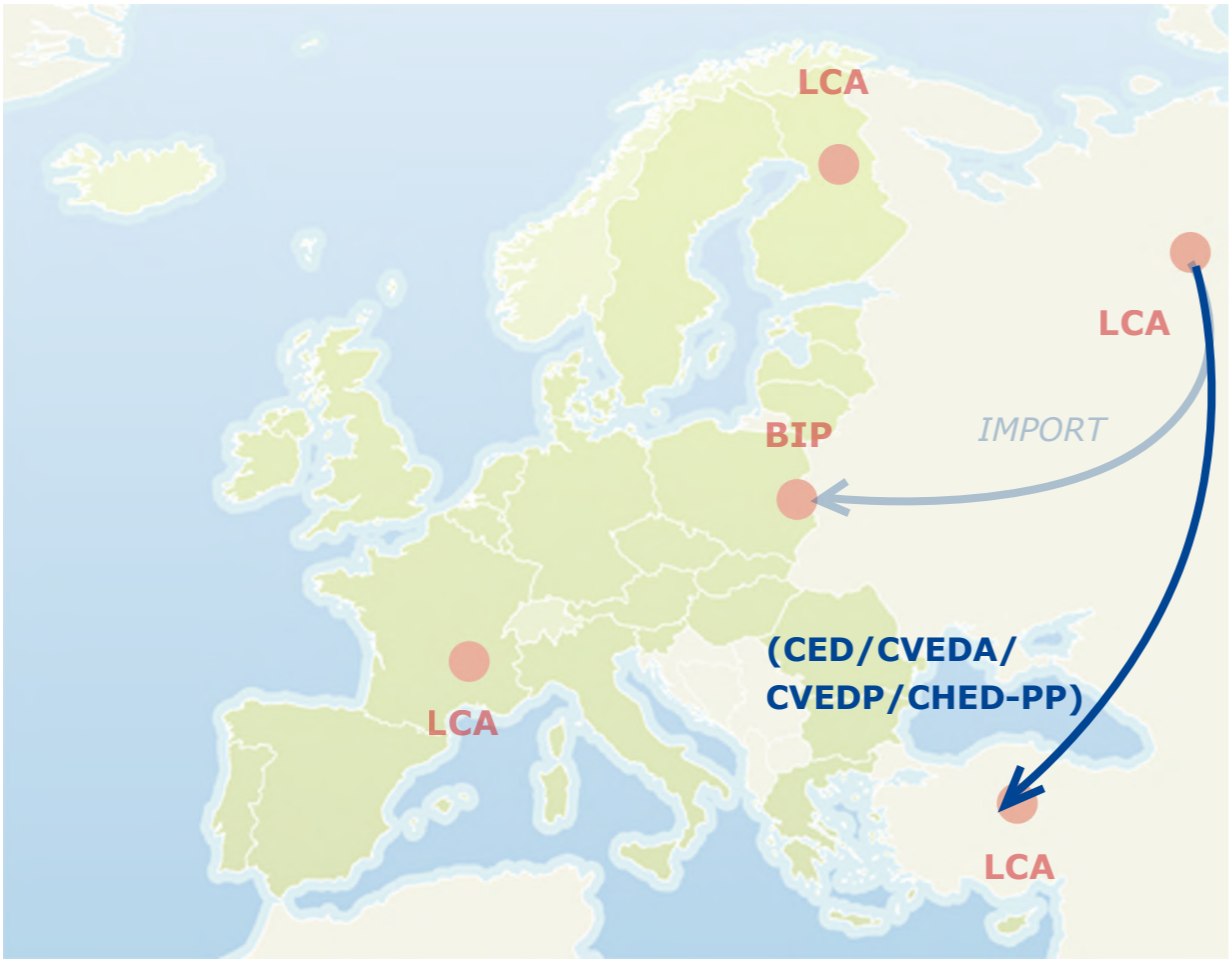
IMPORT (II)

Discover how to **certify** official documents related to import to the EU, and how to **access** decisions taken by the EU Border Entry Point, by means of your validated IMPORT.

Cloning

You are a **non-EU** country, *dealing with...*

Official documents for non-EU countries



REFERENCES

- Common Entry Document (CED)**
 - Common Veterinary Entry Document: Animals (CVEDA)**
 - Common Veterinary Entry Document: Products (CVEDP)**
 - Common Health Entry Document for Plants and Plant products (CHED-PP)**
- Available to any non-EU country on a voluntary basis.



Non-EU country
origin

Non-EU country
transit/destination

Official documents for non-EU countries

REQUIRED

PART I

Consignment

economic operator
or
competent authority

PART II

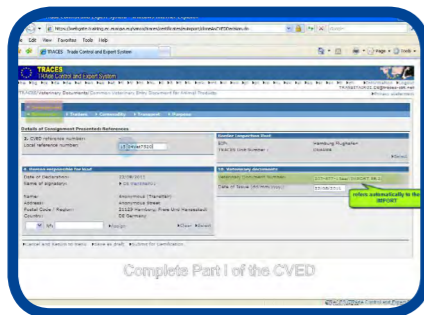
Decision

competent
authority

PART III

Control

competent
authority

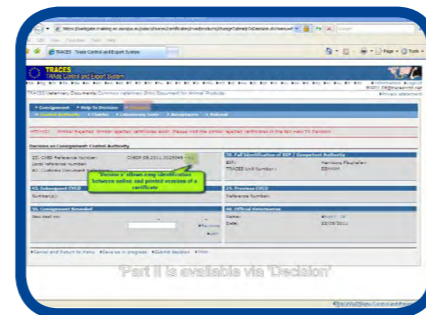


Submission - Part I

The economic operator prepares Part I of the official document to be submitted to the competent authority of the origin country.

CVED-CED-CHEDPP (I)

Discover how to **submit** official documents related to border control in non-EU countries, to the competent authority of the origin country.

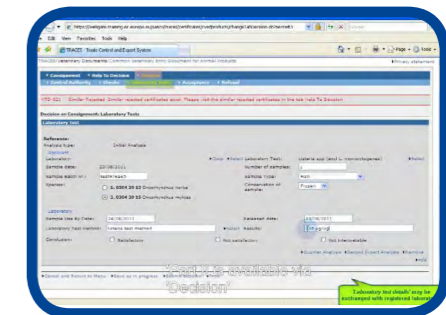


Certification - Part II

The competent authority of the origin country processes Part II of the official document.

CVED-CED-CHEDPP (II)

Discover how to **certify** and **record checks** on official documents related to border control in non-EU countries.

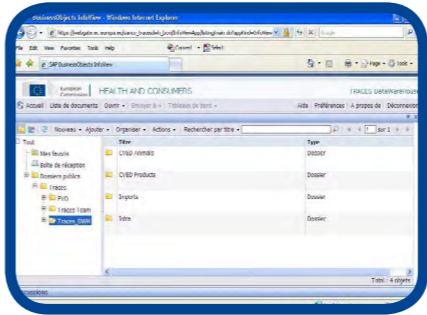


Control - Part III

The competent authority of transit or destination country records the checks on the official document.

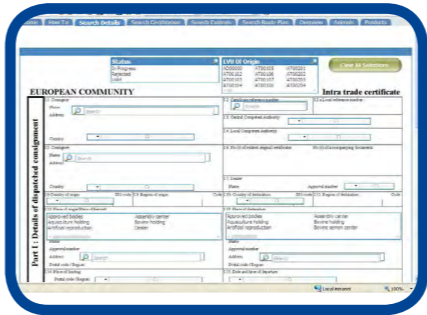
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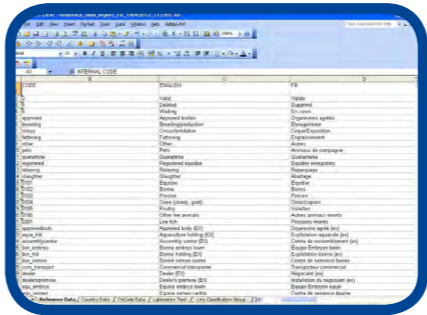
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MDM (MetaData Management)

ICT tool for verification and modification of translations to the TRACES online interface (GUI), Part I (Consignment), Part III (Control), the HTD, LMS, RASFF, GIS modules... **Reference data template on request of the Competent Authority.**



Common features

Managing organisations, users and authorities

Depending on the authority **structure** set up in agreement with the European Commission, permissions may be attributed differently. Accordingly, the TRACES information web can be **adapted to the national structure**; so to best meet the local wishes and requirements.

Organisations, users and **authorities** can be managed through TRACES.

Organisation, user and authority management

Managing notifications

While respecting stringent rules on the access of data, and in view of data protection, **economic operators** and **competent authorities registered in TRACES** may receive automatically generated notification messages. Discover how notifications work in TRACES, how to **manage** and how to **troubleshoot** this issue...

Notification management

Testing TRACES features

TRACES users are invited to check upon any TRACES features and functionalities within one of the TRACES 'test' environments mentioned below.

Unlike the Production environment, both test environments are disconnected from the 'real life world' and will not trigger any notification messages to the TRACES users involved.

<https://webgate.training.ec.europa.eu/sanco/traces/>

As the **TRAINING** environment contains a simulated version of the Production environment, particular workflows of the real life environment can be tested and practised within the Training environment.

Nevertheless, some discrepancies between the Training and Production environment may occur.

<https://webgate.acceptance.ec.europa.eu/sanco/traces/>

As the **ACCEPTANCE** environment contains an upgraded simulated version of the Production environment, new features and functionalities can be tested and practised within the Acceptance environment.

Nevertheless, some discrepancies between the Acceptance and Production environment may occur.

Note that we can not guarantee 24/7 availability of the Acceptance environment; as it is also used by the TRACES IT development team.

Managing establishment listings (LMS)

Through TRACES, lists of establishments and operators approved or registered by the national competent authority can be **communicated to the European Commission and EU countries**, and can be made **available to the public**.

Archived establishment listings may be **consulted** through TRACES.

REFERENCES

Animal by-products [Regulation \(EC\) No 1069/2009](#)

Foodstuffs [Regulations \(EC\) No 852/2004](#), [No 853/2004](#), [No 854/2004](#)

Veterinary and zootechnical [Commission Decision No 2009/712/EC](#)

Animal health requirements [Council Directive 92/65/EEC](#)

Animal welfare [Council Regulation \(EC\) No 1/2005](#)

Mandatory for Chapter I (Food)

National LMS Contact Point
LMS Commission User (On behalf of)

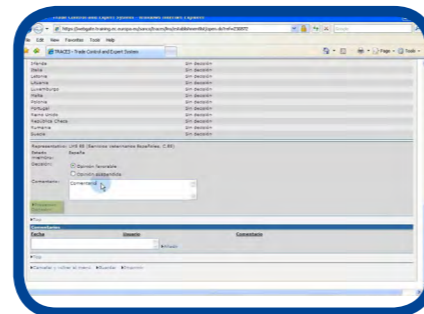
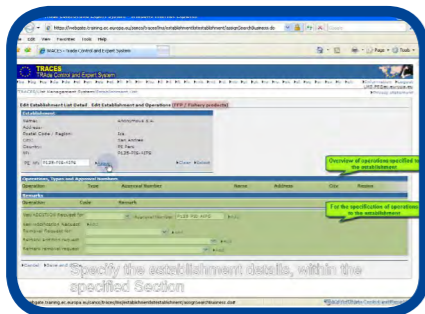
EU countries

'ec.europa.eu' portal

submit establishment list

Consultation

Publication of establishments lists



As a national competent authority you may contact the **TRACES Team** (DG SANCO) to request your TRACES access rights in view of the submission of establishment lists.

Submission - establishment list

The national LMS Contact Point submits establishments to be listed for different Chapters, Sections and Activity Types.

Submission - MS Consultation

Depending on the Chapter, Section and Activity Types, the EU countries may need to be consulted, before the establishment list is published.

Links

- 1/ [EU countries establishment listings](#)
- 2/ [Non-EU countries establishment listings](#)

LMS

Discover how to approve or register establishments and operators on the European portal, through the TRACES listing procedures.

Found a 'virtual' bug?

Contingency Plan

If TRACES is unavailable for **more than 24 hours**, each competent authority (*central or regional depending on the national structure*) shall send *-by email or fax-* part I of all intra-EU trade (INTRA) and official entry documents (CVED), to the country to which the consignment is dispatched.

A **copy of the blank official document model** can be found on the TRACES **Training environment**; if this is not affected:
<https://webgate.training.ec.europa.eu/sanco/traces/>

In order to login to this Training environment, you must use your personal login and password from the TRACES Production environment.

If the TRACES Training environment is also affected, you can request a (*PDF*) copy of the blank official document model directly from the TRACES Team:

- sanco-traces@ec.europa.eu
- telephone: +32 2 297 63 50
- fax: +32 2 299 43 14

The information must be entered by the competent authority concerned into the TRACES Production environment once it is re-established.

>> [GO to the Contingency Plan](#)

Problem reporting

In order to communicate issues detected in TRACES, you are invited to use the TRACES problem statement report, as can be found below.

>> [Report a TRACES problem \(statement report\)](#)



Let's talk 'TRACES'

Abbreviation

Meaning

3CP (or 3CCP)	Non-EU Contact Point
ADM	Administrator
ABP	Animal By-Products
ba	Language code for Bosnian
bg	Language code for Bulgarian
BIP	Border Inspection Post (Commission Decision 2009/821/EC)
<u>BO</u>	Business Objects
CA	Competent Authority
CCA	Central Competent Authority
CED	Common Entry Document for the feed and food of non-animal origin
<u>CN code</u>	Customs Nomenclature code. The CN code is comprised of the Harmonized System (HS) nomenclature with further Community subdivisions. The HS is run by the World Customs Organisation (WCO) . (Council Regulation (EEC) No 2658/87)
CP	Contact Point
cs	Language code for Czech
CVEDA	Common Veterinary Entry Document for Animals
CVEDP	Common Veterinary Entry Document for Products of animal origin
da	Language code for Danish
DB	DataBase
de	Language code for German

Abbreviation

Meaning

DECLAR	Declaration Document
<u>DG SANCO</u>	Directorate General Health and Consumers
DOCOM	Commercial Document
DPE	Designated Point of Entry
DPI	Designated Point of Import
<u>DPO</u>	Data Protection Officer
<u>DWH</u>	Data Warehouse
EC	European Commission
ECADM	European Commission Administrator
ECCP	European Commission Contact Point
ECUser	European Commission User
el	Language code for Greek
en	Language code for English
EO	Economic Operator (<i>business user linked to a Local Competent Authority</i>)
<u>ePhyto</u>	The international Plant Protection Convention
<u>EPPO code</u>	The European and Mediterranean Plant Protection Organization (EPPO) codes, as available in EPPO Plant Protection Thesaurus (EPPT).
es	Language code for Spanish
et	Language code for Estonian
EU	European Union (Members of the EU plus Andorra, Faroe Islands, Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland)



Abbreviation

Eur-Lex / CELEX

Meaning

EUR-Lex / CELEX provides direct free access to European Union law. The website makes it possible to consult the Official Journal of the European Union and it includes inter alia the treaties, legislation, case-law and legislative proposals.

fi Language code for Finnish

fr Language code for French

GIS Geographic Information System

GUI Graphical User Interface (*the TRACES online interface*)

hr Language code for Croatian

HS Nomenclature

Harmonised System Nomenclature
The international multipurpose nomenclature elaborated under the auspices of the **World Customs Organisation (WCO)**.

(**Council Regulation (EEC) No 2658/87**)

HTD 'Help To Decision' making process

hu Language code for Hungarian

ICT Information and Communication Technology

il Language code for Icelandic

IMPORT Official document for import into the EU/EFTA countries from a Non-EU country

INTRA Intra-EU trade health certificate (official document)

IS Information System

it Language code for Italian

IT Information Technology

LCA Local Competent Authority

Abbreviation

LMS

List Management System for EU and Non-EU country establishments: official establishment listings

lt Language code for Lithuanian

lv Language code for Latvian

LVU Local Veterinary Unit

(**Commission Decision 2009/821/EC**)

mk Language code for Macedonian

MS Member State(s) (EU/EFTA)

MSADM Member State Administrator (EU/EFTA)

MSCP Member State Contact Point (EU/EFTA)

mt Language code for Maltese

nl Language code for Dutch

nw Language code for Norwegian

official document INTRA, EXPORT or DOCOM

Official entry document CVEDA, CVEDP, CED or DECLAR

OJ

Official Journal (access to European Union law)

OPV Official Private Veterinary

pl Language code for Polish

pt Language code for Portuguese

QlikView

Multiple dashboards for instant reporting to management control

RADM Regional Administrator

RASFF Rapid Alert System for Food and Feed

RCA Regional Competent Authority

RCADM Regional Competent Administrator

Abbreviation	Meaning
RCCA	Central Competent Authority with restricted access
RLVU	Local Veterinary Unit with restricted access
ro	Language code for Romanian
ROPV	Official Private Veterinarian with restricted access
RRCA	Regional Competent Authority with restricted access
ru	Language code for Russian
S2S	System to System
SANCAS	SANCO Authentication System
sk	Language code for Slovak
sl	Language code for Slovenian
SLA	Service Level Agreement
SLVU	Super Local Veterinary Unit; this is in principle a Local Veterinary Unit to whom the management rights of CVED is given. (Annex II of Commission Decision 2009/821/EC)
SOAP	Simple Object Access Protocol
sr	Language code for Serbian
sv	Language code for Swedish
sq	Language code for Albanian
TARIC	The online customs tariff database is a multilingual database covering all measures relating to tariff, commercial and agricultural legislation. TARIC helps secure their uniform application.
Third Country	Non-EU country
tr	Language code for Turkish
TRACES	TRAdE Control and Expert System

Abbreviation	Meaning
TRANSITAIR	Forwarding agent responsible for the load (<i>business user linked to a Border Entry Point</i>)
UM	User Manual (<i>use case specifications</i>)
WCO	World Customs Organisation
WSDL	Web Services Description Language
XML	eXtensible Markup Language
zh	Language code for Chinese



TRADE Control and Expert System (T R A C E S)

is a management tool for **tracking movements** of animals, products of animal origin and plants from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to **improve** the relationship between the **private** and **public** sectors, and to **strengthen** the **cooperation** between EU parties. It aims to **facilitate trade**, to **enhance safety** of the food chain and to **protect** the **animal health**.

This system **consolidates** and **simplifies** the existing systems. It is a major innovation in improving the **management of animal diseases** and **reducing the administrative burden** on economic operators and competent authorities.

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For more information

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Health and Consumers

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TRACES