



Export Verification (EV) Programs Process for Updating Approved Product Lists

March 1, 2006, Rev. 01

Product lists must be in the approved Excel format which is available on the ARC Branch EV Program website at <http://www.ams.usda.gov/lsg/arc/bev.htm>.

Once the product list is approved by the ARC Branch, it is returned to the eligible supplier. The supplier must use this list as the official approved product list.

Updates to the approved product list are reviewed weekly. Updates should be submitted as soon as possible, but no later than close of business on Wednesday. Updates must be submitted to ev.export@usda.gov or 202-690-1038.

Reviews of updated lists occur weekly on Thursday. Approvals and new Statements of Verification are issued weekly on Friday.

If updates to the approved product list are necessary, the supplier must:

1. Enter all new products at the bottom of the list in red text.
 - Changes to item descriptions are considered a new product.
 - If a product that is approved for one country is added for another country, this is considered a new product.
 - If an approved product code and description is used and the same product description is used with another product code, this is considered a new product.
2. Identify removed products by deleting the text from the row, leaving the row blank.

Approved updated product lists are returned to the supplier with the revised approval date identified in the top row. The revised approval date also specifies which country was affected by the revision.

All products must be on the company's approved product list prior to the submission of the Application for Export Certificate. Products submitted for inclusion on the eligible product list must be produced in a system that is in place and operational, meets the Program requirements, is included in the QSA-EV Program quality manual, and is approved by the ARC Branch.