



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Canada



Canadian Food Inspection Agency

INFO KIT FOR BROKERS

(February 2008)

Table of contents

[1. Purpose](#)

[2. Customs Broker Responsibilities](#)

[3. Import Service Centre \(ISC\) General Business Process](#)

[4. Request for Release Approval](#)

[4.1 Courier Companies](#)

[4.2 Air Cargo](#)

[4.3 Marine Containers](#)

[4.4 Land Borders](#)

[4.5 Multiple Broker Shipments](#)

[4.6 Canada Border Services Agency \(CBSA\) authority to release](#)

[4.7 Electronic Data Interchange \(EDI\)](#)

[5. Importation of Meat and Poultry Products](#)

[6. Importation of Fish and Seafood Products](#)

[7. Import Permits](#)

[8. Original Documents](#)

[9. Administrative Monetary Penalties \(AMPs\)](#)

[10. General Information](#)

[Appendix I Import Service Centres \(ISC\)](#)

[Appendix II Import Requests Transmission](#)

[Appendix III Change Request](#)

1. Purpose

This information kit is a reminder of your responsibilities as an agent representing a third party importing Canadian Food Inspection Agency (CFIA) regulated commodities. It is an update on CFIA's latest requirements and modifications to our established procedures.

Since April 6, 1998, the Import Services Centres (ISC) have become the sole locations for the review and process of documents for all importations of CFIA regulated commodities requiring approval prior to Canadian Border Services Agency (CBSA) releases.

The ISC is also the single window of service for Brokers, Importers, CBSA Officers and the general public to obtain import information.

Since the opening of the ISCs, CFIA has created the Automated Import Reference System (AIRS) and an Electronic Data Interchange (EDI) link with CBSA which allows you to obtain releases for CFIA regulated commodities.

We invite you to share this information with your clients and to contact us for suggestions, comments or to obtain more information.

The CFIA would like to take this opportunity to thank you for your constant support and cooperation as well as for the privileged business relationship that we maintain.

2. Customs Broker Responsibilities

The responsibilities described hereby pertain strictly to the CFIA. This list does not replace or supercede any other responsibilities that you may have as a body representing a third party.

Therefore, your responsibilities are:

- To facilitate the importation of CFIA regulated commodities by preparing and presenting supporting documents that meet CFIA and CBSA requirements.
- To verify AIRS requirements and forward your Request for Release Approval to the appropriate Agency (CFIA or CBSA).
- To inform your clients of any new procedures implemented by CFIA that will affect their operations.
- To keep your staff informed and updated on all CFIA import procedures.
- To provide all necessary information that is required by CFIA to make an import release decision.
- To ensure CFIA release approval has been granted before inland movement from the first port of landfall in Canada, when required. Approval may be acquired using the Pre-Arrival Review System (PARS).
- To ensure that the disposition of a shipment as indicated on the request for release approval, following a CFIA decision, is forwarded to transport companies.
- To advise the ISC, in a reasonable amount of time, of any changes made to the transaction number, the client account number or other requested information after the entry has been processed by the ISC. *See Appendix III.*

- To forward to the importer or owner any specific instructions from CFIA as soon as received (e.g.: Detention to Destination, Notice to Importers, etc.)
- To forward within the prescribed time any original documents required from the importer or his representative (broker) by the CFIA following the ISC release.

3. Import Service Centre (ISC) General Business Process

The CFIA authorize the release of CFIA imported regulated commodities. The authorization must be granted before inland movement from the first port of landfall in Canada for any commodity which must be "referred to CFIA-ISC" as indicated in the Memorandum D19-1-1 or AIRS. This applies to all ports of entry: seaports, land borders, airports, courier depots, mail, train yards including "in-bond" shipments where the CBSA release office is located at an inland office.

We strongly recommend that you submit your request for release at the CBSA office closest to the first point of entry. This would prevent having to fax two different ISC's as per instructions provided at the end of section 4.7.

For example, an importation of live plants which require a permit or a phytosanitary certificate must not enter on Canadian soil before obtaining the CFIA ISC's authorization. If the merchandise is imported through Lacolle border, paper information will be faxed to the EISC and the CBSA release office should be 351, even if the importer is located in Ontario.

NOTE: *Please remember that an import permit must be obtained prior to changed: ... to import animal ... to read: ... to importing animal... import animal or plant commodities and before the departure of the shipment from the country of origin.*

The volume of imported CFIA regulated commodities has been distributed between three ISCs to ensure efficient service and sufficient turn-around times. During our regular working hours (see Appendix I), the Eastern ISC located in Quebec processes all shipments being imported through the Quebec and Atlantic Provinces. The Western ISC located in British Columbia processes all shipments entering Alberta, Manitoba, Saskatchewan and British Columbia. The Central ISC located in Ontario processes all shipments being imported through Ontario.

After Eastern and Central ISCs regular working hours, all shipments can be processed by the Western ISC (see Appendix II). In the early morning and before the Western ISC opening time, the Eastern ISC will process shipments for provinces located west of Ontario.

NOTE: *Please forward pertinent documents to the appropriate ISC during hours of transfer (see Appendix II).*

4. Request for Release Approval

Since October 15, 2007, CBSA requires transactions to be submitted electronically via EDI. A few exceptions may apply. Please refer to CBSA website (Customs Notice 07-029) for [more information on these exceptions and the measures to increase the use of Electronic Data Interchange \(EDI\) for CBSA Release Purposes](http://www.cbsa-asfc.gc.ca/publications/cn-ad/cn07-029-eng.html): <http://www.cbsa-asfc.gc.ca/publications/cn-ad/cn07-029-eng.html>. You will find specific information on CFIA-EDI process under section 4.7 of this document.

The CFIA form 5272 "Request for Release Approval" must accompany supporting documents for every shipment. All documents submitted must be legible, complete and signed when applicable. It is extremely important that this cover sheet be completed accurately. Lack of information may delay the release of shipment and trigger additional work for all parties involved. Please use the latest version of the "Request for Release Approval" form which is [available on our web site](http://www.inspection.gc.ca) www.inspection.gc.ca <http://www.inspection.gc.ca>, under Quick Links, "Forms" then under "CFIA Forms". We have added an appendix to this form to explain what information is required.

A Customs transaction number is mandatory for all import requests and should appear on the "Request for Release Approval" form. The cover sheet will be stamped by the ISC to inform Brokers and CBSA of the CFIA decision. It will also include instructions on how to handle the shipment and relevant documents. (*For EDI transactions, please see section 4.7*).

Instructions on how to handle the shipment and relevant documents such as original certificates generally appear in the "comments" section. The box located at the bottom right corner of the cover sheet is used exclusively for CFIA stamps and is a clear message for CBSA Officers (i.e. refused, satisfactory, border inspection or refer to D-19-1-1/ AIRS).

NOTE: *In some cases, all documents in the entry may be stamped with the CFIA stamp. This does not make any difference for release purposes, as long as the cover sheet is stamped.*

The ISC will fax the stamped cover sheet with instructions, and any other necessary documents to the Broker. In addition, an invoice will either be faxed to the Broker (if the Broker's account is being billed) or mailed to your client directly (if your client's account is being billed). Should the invoice be missing from the faxed package, you must call the ISC immediately to obtain one.

If you require additional copies of the invoice or disagree with the amount being charged, please contact the appropriate finance office. The ISCs are responsible for generating an invoice when a Request for Release is presented and Accounts Receivable Service Centre in Moncton is responsible for the monthly summaries. ISC's contact phone numbers are indicated in *Appendix I* and Accounts Receivable Moncton may be contacted at .

Should an error attributed to CFIA occurs, the error will be corrected by the corresponding ISC office. However, should changes or modifications be required due to a Broker/Importer error (i.e. wrong transaction number used, changes in client name and/or account numbers) and to which the request for release has already been approved and transmitted, this will be considered a new entry and will be billed accordingly (see change request form in *Appendix III*).

NOTE: *If you have to fax the Request for release approval form more than once to the ISC, please indicate in the comment box: "Second or third Request...". Otherwise you will receive an invoice for each request sent to the ISC.*

4.1 Courier Companies

"Low Value Shipments" (LVS) being imported via courier companies do not fall under the same CBSA rules as regular commercial shipments. However, imported commodities that requires CFIA - ISC approval according to AIRS, regardless of their value, must be presented with a complete commercial declaration and not under LVS program. They

need to be presented to CBSA to be released according to the D-19 Memo and AIRS. CFIA approval is mandatory for high risk commodities when the AIRS tool indicates "Refer to CFIA-ISC". In situations where CBSA inspects parcels containing food, plant or animal products that are not eligible in Canada, those products will be confiscated or seized and ordered to be removed from Canada.

4.2 Air Cargo

For commodities requiring a CFIA release, you must indicate the airway bill number on the Request for Release Approval form. This will prevent unnecessary delays to the release of your commodity when an inspection is performed in the cargo area.

4.3 Marine Containers

When AIRS indicates "Refer to CFIA - ISC", you must first obtain CFIA release before the commodity leaves the seaport and moves on Canadian soil. In order to avoid potential delays, it is suggested you obtain the Release Approval before the vessel arrives at the Canadian seaport. Requesting the release prior to arrival allows CFIA to react to any potential or serious problems in advance. This procedure is also suggested for marine containers transiting the USA via rail or truck and arriving at land borders.

You must ensure the following information is clearly indicated on the Request for Release Approval form: the first point of entry in Canada (Seaport), the CBSA release office (e.g.: 395, 495, 821), the vessel's name, the voyage number and the container number.

Since January 2005, all inspection activities required at the border are performed by CBSA, with the exception of some live animal inspections and situations where a technical or scientific evaluation is required from CFIA. Therefore, some of the CFIA inspectors were transferred to CBSA to pursue activities related to inspection of wood packaging, dunnage, used vehicles, personal and settler's effects and other mandatory inspections on food, plant and animal products at the point of entry.

If you have been informed that your container is on Dock Hold, please follow the instructions received from the CBSA harbour inspection office.

The following is a list of the CBSA harbour offices which deliver inspection activities previously performed by CFIA at the seaports.

CBSA harbour office	Telephone	Facsimile
Port of Halifax	or e-mail address: container.inquiries.atl-hfx@cbsa-asfc.gc.ca	
Port of Saint-John (New Brunswick)		
Port of Montreal (7:30 a.m. to 3:30 p.m)		
Port of Vancouver		
Toronto Container Inspection Unit		

Please note that the harbour offices and Toronto Container Inspection Unit are opened from 8:00 a.m. to 4:00 p.m (local time) and they are closed during weekends and holidays.

4.4 Land Borders

Commodities indicated as "Refer to CFIA" in AIRS must be referred to a CFIA Import Service Centre or to CFIA animal health inspector (live animals) before leaving the border crossing. This also applies to marine containers and air shipments which arrive at a USA Port and travel overland to enter Canada at a land border crossing. It These same conditions apply to In-Bond shipments needing CFIA approval.

4.5 Multiple Broker Shipments

As of April 6, 1998, when more than one broker is involved in the release of a shipment, the different parts of the shipment must be documented separately.

4.6 CBSA authority to release

The D-19 Memorandum between CFIA and CBSA allows CBSA Officers to release or dispose of food, plant and animal products at the point of entry according to instructions found in the AIRS tool. Some commodities need the CFIA ISC approval while some others do not need any ISC review.

To avoid unnecessary faxing of documents, please verify if your commodity can be released by CBSA without CFIA approval before you fax the request to the ISC. If ISC receives a request to release for a commodity that can be released directly by CBSA, your request will be stamped with the indication: "CBSA to release as per D-19-1-1/AIRS".

***** This indication is strictly limited to the documentation review and has no reference to inspection or agreement for inspection on the merchandise. *****

CBSA officers are authorized to release some regulated commodities upon presentation of duly completed documentation. Examples of this documentation include an Import Declaration (CFIA-4560) for processed fruits and vegetables, or a Confirmation of Sale (CFIA-3885) for fresh fruits and vegetables. At the time of release, please ensure that there is a copy identified for delivery to CFIA when you present a "paper" request for release to CBSA. Upon releasing the goods, CBSA will forward these documents to CFIA for further verification or product inspection. When the request is transmitted via EDI, the documents should be available to CFIA upon request only. The importer SHALL keep original documents on file for further CFIA inspection and audit purposes.

NOTE: *The Import Declaration or Confirmation of sale may need to be faxed to the ISC when a border lookout is placed on commodities like fresh fruit and vegetables and processed products.*

To help you determine where to send your Requests for Release Approval, refer to the messages indicated in the AIRS web site under Recommendations to CBSA / Documentation and Registration Requirements as follows :

Transmission mode:	If the Recommendations to Customs is:	Send the request to:
---------------------------	--	-----------------------------

PAPER	APPROVED	CBSA
PAPER	APPROVED WITH must be accompanied by the following documents/registrations; <i>**Please ensure there is a copy identified for delivery to CFIA at the time of release</i>	CBSA
EDI	APPROVED (if HS codes used are in the CFIA HS Codes List. See section 4.7 third paragraph)	CFIA (OGD Service Options)
EDI	APPROVED (if HS codes used are NOT in the CFIA HS Codes List)	CBSA
EDI	APPROVED WITH "must be accompanied by the following documents/registrations"; <i>**Please DO NOT fax copies to the ISC</i>	CFIA (OGD Service Options)
PAPER & EDI	CBSA INSPECTION	CBSA
PAPER & EDI	NO CFIA REQUIREMENTS	CBSA
PAPER & EDI	REFER TO CFIA - ISC	CFIA (OGD Service Options)
PAPER only, EDI will be rejected	REFER TO CFIA - VETERINARIAN INSPECTION (Re: live animals as per AIRS)	CFIA veterinarian at first point of entry
N.B. OGD = Other Government Departments		

4.7 Electronic Data Interchange (EDI)

All Requests for Release Approval forms for EDI transactions must bear the indication "EDI" on the upper right corner of the form and on the stamp box.

The Request for Release Approval form and all pertinent documents should be faxed first to the ISC, then the request should be transmitted as soon as possible by the EDI. Your reply will be sent only through the electronic system. Depending on the commodity imported, you will receive a copy of the invoice only if you are identified as the payer of the import fee.

NOTE: EDI transactions must be received by the ISC that originally received the faxed documents, PRIOR to the end of their scheduled working hours, in the same day. If this is not possible and to avoid electronic reject message, it is the Broker/Importer responsibility to forward all pertinent documents to the appropriate ISC according to the hours of transfer. (see Appendix II)

To help you determine which commodities must be submitted through CFIA service options (RMD-471/PARS-463) please refer to please refer to the latest [CFIA HS Codes List](http://www.cbsa-asfc.gc.ca/eservices/ogd-amg/hs-sh-eng.html) at : <http://www.cbsa-asfc.gc.ca/eservices/ogd-amg/hs-sh-eng.html>

For more information on the EDI business process, please refer to the Participants Information Document (PID) or contact: [Jennifer Realffe](mailto:realffe@inspection.gc.ca) at 613- 221-4621, realffe@inspection.gc.ca or [Michael Andrews](mailto:andrewsm@inspection.gc.ca) at , andrewsm@inspection.gc.ca.

NOTE: *To inquire about the status of an EDI transaction, please contact the appropriate ISC*

We strongly recommend that you submit your request for release to the CBSA office closest to the first point of entry. This would prevent unnecessary transfer of information between ISCs and allow control at the first point of entry for high risk commodities.

Should you decide to clear your shipment on EDI at an "inland CBSA office" which would be linked to a different ISC than the one closest to the point of entry, you will be responsible for forwarding your CFIA release to the ISC near the CBSA release office. For example, when shipments arriving in Halifax are moved in-bond to Ontario, there are two steps to ensure the EDI release:

1. Send a request for release approval form (Form 5272, without the EDI indication) with all required documents to the Eastern ISC (EISC covers Halifax)
2. Then, forward the release (Form 5272 stamped) with the invoice received from the Eastern ISC to the Central ISC (closer to the CBSA release office) with the indication **EDI** in capital letters in the comments section to ensure the EDI release.

*** Shipments containing CFIA high risk goods have to be authorised by CFIA before they leave the first point of entry. See AIRS indication: "Refer to CFIA" ***

5. Importation of Meat and Poultry Products

Procedures for importation of meat and poultry products are available from ISCs. However we would like to bring the following important points to your attention:

For all meat shipments originating from the U.S.A. that are identified as "skip lots", you are responsible for sending the original certificate (FSIS Form 9135-3) to the ISC that processed the transaction. To facilitate the matching of documents you should attach a copy of the corresponding Multi Commodity Activities Program (MCAP) report (first page only) to the original certificate.

For products of US origin, you must not submit any documents for review more than 72 hrs before the shipment arrives at the border. Some verification procedures will be put in place to ensure that this time frame is respected and any delinquencies will be denied the privilege of using the CFIA Pre Arrival Review System (PARS) for importation of meat from the USA Shipments arriving after 72 hours will be refused and the shipment will have to be re-certified. This time frame does not apply to meat products from countries other than the USA.

- Generally the only shipments from the U.S. that will be targeted for border inspection by CFIA are the "partial loads". These shipments must be verified to ensure that there is no incompatible material being shipped in the same vehicle. All other shipments, including those certified as unstamped and unmarked will not be referred automatically at the border. However the ISC has the authority to target any shipment for the purpose of verification.

- All meat shipments from the U.S. including CBSA custom bonded shipments must be released first by CFIA before they can go inland. This information is available in the CFIA AIRS.
- When completing the "Request for Release Approval form" (CFIA 5272), make sure that all required information is presented and accurate. Especially the information regarding the establishment designated for re-inspection of the product and the final destination of the shipment. No modification to these fields will be allowed after the ISC has sent their decision. The shipment must be presented to the designated establishment as indicated on the form.
- For an unmarked meat product shipment, the ISC will reject your request if this information is not available on CFIA 5272 form. For these shipments, a processing establishment number at destination must be provided, an establishment registered as a storage will not be accepted.
- Please note that overtime will no longer be provided by the Western ISC for any request for release received after 11:00p.m, Pacific Time (PT) / 2:00a.m., Eastern Time (ET). Should the Western ISC be unable to process your shipment, they will notify you by fax that your request will have to be re-submitted to the appropriate ISC for processing the following morning.
- It is important to note that CFIA will release only **ONE** transaction per meat certificate. Therefore the first transaction received by CFIA that is associated with a particular certificate number will be the only transaction released by CFIA for that certificate. The name of the importer indicated on the meat certificate is the one entered in our Import Control and Tracking System (ICTS).

6. Importation of Fish and Seafood products

Importers are required to obtain an import licence issued by CFIA prior to importing commercial shipments of fish and seafood products for human consumption. To avoid rejection of your request for release, please provide CBSA with a copy of your import licence with your import documents when you request your release on paper.

Also, within 48 hours of importation, the importer must provide in writing an import notification with the details of the shipment to the appropriate CFIA office (see fax numbers below). Product must not be distributed until the notification is provided to the CFIA office and the indications are received, from the CFIA Fish Inspection Office, for inspection or distribution of the products. This requirement is also mandatory when the Importer/Broker send the information through EDI. A CFIA inspector will contact the importer to arrange for sampling or to release the product without inspection. The proposed end use of each imported product (further processing, institutional use, retail market) must also be indicated on the import notification for the purposes of determining the required analysis and the related fees.

The use of the "[Fish Notification Form](#)" is strongly encouraged. You can obtain this form and the instructions on how to complete it at the bottom of the following page:
<http://www.inspection.gc.ca/english/fssa/fispoi/import/importe.shtml> .

Please acknowledge the following communications and procedures:

- Since April 1, 2001 all shellfish entries must be reviewed by the ISC prior to release by CBSA. The Request for Release Approval form must indicate the shipper's name and registration number. See the information on "[Importing Live and Raw Molluscan Shellfish](#)" at:
<http://www.inspection.gc.ca/english/fssa/fispoi/import/molimpe.shtml>

- October 2007 the [Notification of Fish Imports to the CFIA Remains Mandatory Regardless of the Implementation of Mandatory EDI](http://www.inspection.gc.ca/english/fssa/fispoi/commun/20071009e.shtml) :
http://www.inspection.gc.ca/english/fssa/fispoi/commun/20071009e.shtml
- October 2007 requirements for [Importing Live and Raw Molluscan Shellfish - New Mandatory Declaration of Country of Harvest](http://www.inspection.gc.ca/english/fssa/fispoi/commun/20071017e.shtml) on CFIA Documents :
http://www.inspection.gc.ca/english/fssa/fispoi/commun/20071017e.shtml

We remind you that the Fish Import Notification should be faxed to the nearest CFIA office listed below prior to or within 48 hours of importation :

Offices	Fax Numbers	Offices	Fax Numbers
Burnaby, B.C.		Prince Albert, SK	
Calgary, AB		Belleville, ON	
Edmonton, AB		Leamington, ON	
Winnipeg, MB		Mississauga, ON	

Quebec and Atlantic Provinces, Eastern Import Service Centre:

For specific questions, import permits or scientific information, please contact the fish inspection offices indicated at the end of the [Guide to Canadian regulatory requirements and examination procedures for imported fish](http://www.inspection.gc.ca/english/fssa/fispoi/import/guidee.shtml):

http://www.inspection.gc.ca/english/fssa/fispoi/import/guidee.shtml.

7. Import Permits

Import permits must be obtained prior to import of animal or plant commodities that require one. Without a valid import permit presented to the ISCs at time of release, the request will be refused and the shipment will be ordered to destroyed or removed from Canada. You must apply before your shipment leaves the country of origin. A permit will not be granted if the shipment has left the country of origin.

NOTE: For plant products the names of the plants listed on your Import Permit **MUST** match the names of the plants listed on the Phytosanitary Certificate. If the names do not match the shipment and/or the species missing, the shipment will be refused entry and ordered destroyed or removed from Canada.

8. Original Documents

Four CFIA programs have regulatory requirements for an original document to be presented to CFIA during the import process. They are: the Animal Health, Plant Health, Meat Hygiene and Eggs Programs. You are responsible to provide CFIA ISC with the Original Meat Inspection Certificate (OMIC) for meat shipments with a "skip lot" status. The Certificates must be sent within 10 working days of the release. Original Phytosanitary Certificates must be sent to the ISC within 14 calendar days.

Other original documents such as Zoosanitary, Meat and Eggs Inspection Certificates must accompany the shipment to destination or the inspection facility. Original documents must be available to CFIA inspectors, upon arrival, when requested. These documents are mandatory prior to performing the inspection of the shipments.

NOTE: *The original zoosanitary certificates must be kept on file at the importers premises for ten (10) years. CFIA inspector may ask to examine these documents at any time.*

9. Administrative Monetary Penalties (AMPs)

The Administrative Monetary Penalties system (AMPs), or AMPs, gives the option of issuing penalties for violations of the *Health of Animals Act* and the *Plant Protection Act* and their regulations.

The CFIA and now CBSA enforces these Acts. AMPs is a flexible and cost-effective response to violations that do not warrant costly and lengthy court prosecution procedures but are serious enough to pose a risk to our country.

Since June 5, 2000, AMPs also apply to commercial violations of these same laws at border points and beyond. Individuals and companies who bring restricted and prohibited items into the country for sale; who transport animals to market in an inhumane fashion; or who conduct their business in a manner that brings them into conflict with these two acts in any way, will find themselves facing fines of up to \$6,000. You can find more information related to CFIA AMPs legislation on our [website](http://www.inspection.gc.ca): <http://www.inspection.gc.ca>

10. General Information

Clients requiring general information on food import should be referred to the AIRS tool and to the following documents at [CFIA web site](http://www.inspection.gc.ca): www.inspection.gc.ca under Subjects: Food, then Imports:

they will find under the "Highlights" section, our searchable database tool:

- Automated Import Reference System (AIRS)

and then in the main section, they will find the following documents:

- Guide to Importing Food Products Commercially
- Good Importing Practices For Food
- Plus more specific guides

Please use the latest CFIA forms under "Quick links", "Forms/ Publications", then under "CFIA Forms":

3885 - Confirmation of Sale
4560 - Import Declaration
5272 Request for Release Approval
5272 - Request for Release Approval - EDI

(***NOTE: This form must be use if you are transmitting information electronically)

Permit applications, Registration Requests and other CFIA forms are also available at this address.

Appendix I

Appendix II

IMPORT REQUESTS TRANSMISSION

In an effort to improve the CFIA release service via hardcopy and electronic transmission we have developed the following chart for your use:

ISC	Opening Time ET= Eastern time, PT= Pacific time	Phone Number	Fax Number
Eastern ISC	7:00am to 11:00pm ET		
	Hours of transfer: 10:30pm until 2:30am ET documents & EDI transactions should be transmitted to the Western ISC		
Central ISC	7:00am to midnight ET		
	Hours of transfer : 11:30pm until 2:30am ET documents & EDI transactions should be transmitted to the Western ISC		
Western ISC	7:00am to midnight PT		
	Hours of transfer : after 11:30pm PT (2:30am ET) documents & EDI transactions should be transmitted to the Eastern ISC for processing after 7:00am ET		

Please be advised when importing through an Ontario port of entry, documents and EDI transactions must be transmitted to the Central ISC or according to the hours of transfer described above.

When importing through a Quebec or Atlantic port of entry, documents and EDI transactions must be transmitted to the Eastern ISC or according to the hours of transfer described above.

When importing through a west of Ontario port of entry, the documents and EDI transactions must be transmitted to the Western ISC or according to the hours of transfer described above.

***** Remember that commodities requiring ISC release (ie: when AIRS indicates "Refer to CFIA") must be cleared by CFIA at the first point of entry before moving inland or to an inland CBSA bonded warehouse.

***** When AIRS indicates "Refer to CFIA", all documents have to be faxed to the ISC that corresponds with the port of entry (where it physically arrives in Canada) regardless of the final destination of the shipment or the port of entry as designated for CBSA use.

Example :

Port of entry Halifax. Final destination Toronto. All documents have to be faxed to Eastern ISC. (Halifax area is covered by the EISC). For EDI requests, the release and the invoice

obtained must be faxed to the Central ISC to ensure the EDI release (*refer to point 4.7 for more details*).

Port of entry Calgary or Vancouver. Final destination Montreal. All documents have to be faxed to Western ISC. (Calgary and Vancouver area are covered by WISC). For EDI requests, the release and the invoice obtained must be faxed to the Eastern ISC to ensure the EDI release (*refer to point 4.7 for more details*).

EDI releases :

In addition to the above, please ensure that all electronic request for release approval forms bear the indication "EDI" (Form 5272). All pertinent documents should be faxed to the appropriate ISC, followed by the EDI transmission. Refer to point 6.3 of the Participant Information document (PID). (*Does not apply for MEAT shipments*).

Appendix III

[PDF \(142 kb\)](#)



	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C.S.I.E./E.I.S.C.	C.I.B.C.	C.S.I.O./W.I.S.C.
Téléphone / Phone #:	877-493-0468	890-835-4486	888-732-6222
Facsimilé / Fax:	514-493-4103	416-661-5767	604-666-1577

DEMANDE DE MODIFICATION / CHANGE REQUEST

Número de transaction/ Transaction number:	
---	--

Je _____ de _____
demande le(s) changement(s) suivant(s) pour la transaction ci-haut mentionnée.
I _____ of _____
am requesting the following change(s) for the transaction number above.

Numéro de transaction de / Transaction number to: _____

Numéro du compte clientèle / Client account number to: _____

Autre / Other: _____

En signant cette modification, j'accepte de porter à mon compte _____ les frais équivalant à la facture précédente _____ émise pour la transaction ci-haut mentionnée.

By signing this request, I acknowledge that the account number _____ will be billed the equivalent of the previous invoice _____ that was issued for the processing of the above stated transaction number.

Signature Date

Date modified: 2008-10-15