

# SEAFOOD INSPECTION SERVICES PORTAL PRODUCT REGISTRATION

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To assure national uniformity in the application Product Registration within Seafood Inspection Services Portal (SISP) and subsequent completion and issuance of USDC Seafood Inspection Program (SIP) export health certificates.



## DATES TO REMEMBER

- ❖ Product Registration will release in the Seafood Inspection Services Portal SISP on February 6, 2019.
- ❖ Intent To Export will sundown on July 1, 2019. Intent to Export product may be registered in SISP prior to July 1, 2019. Product remaining in Intent to Export will no longer be eligible for certification on July 1, 2019.



# OBJECTIVES

- 01 How to Register Product
- 02 How to obtain certificates from Registered Product
- 03 How Registered Product History and Tracking Function



# HOW TO REGISTER PRODUCT

Log in to SISP using existing credentials

<https://seafoodinspection.nmfs.noaa.gov/customer/customerlogin.html>

NOAA SEAFOOD INSPECTION PROGRAM  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Release: 5.10.1.0 [SIP Home](#) [Contact SIP](#)

This site has been tested with Internet Explorer versions 9-11. We have identified several features that do not work with other browsers. If you encounter problems using other browsers, please use Internet Explorer.

**Seafood Inspection Services Portal**

User Name:

Password :

**Sign In**

[New Customer Forgot Password?](#)

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

You are accessing a United States government computer system. The use of this system will be monitored for security, system administration, and law enforcement purposes. Accessing this system constitutes consent to monitoring. Any unauthorized access of this system or unauthorized use of the information on this system by unauthorized users or others is prohibited and is subject to criminal and civil penalties under federal and other laws.

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# COMMUNICATION SCREEN

**Your SIP Account**

THU, OCT 19, 2017

C - INTEGRATION DOMESTIC  
SIP COMPANY 5

129 GREY DR, SUITE 129  
GAITHERSBURG, MD 20874  
SISP Vendor ID: 202104

Home

Request a Certificate

Register Product

Request an Inspection

My Requests

Manage Locations

Manage Consignees

View Invoices & Payments

Manage Users

Change Password

Log Out

\* Required

## PRODUCT REGISTRATION

**Request Name \*** :

**Inspection Office \*** :

**Comments to Seafood Personnel :**

**Warning - due to security reasons, you will be automatically logged out after 30 minutes of inactivity. Activity is when you change screens. Entering data is not considered activity. Please save your work.**



Release: 5.11.0.0

[SIP Home](#) [Contact SIP](#)

Welcome, *SIP20 Int20*

### Your SIP Account

WED, OCT 17, 2018

NC SIP INT TEST COMPANY  
NC 20  
133 MAIN STREET, 134 MAIN  
STREET  
PORTLAND, ME 04101  
SISP Vendor ID: 303035

[Home](#)

[Request a Certificate](#)

[Register Product](#)

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[My Requests](#)

[Manage Locations](#)

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The Product Registration feature is found in the left hand menu.

**“Register Product”**

**Warning - due to security reasons, you will be automatically logged out after 30 minutes of inactivity. Activity is when you change screens. Entering data is not considered activity. Please save your work.**



# ATTESTATION

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The attestation declares that the registration meets both requirements

- ❖ Eligible product

U.S. wild-caught fishery products are eligible to be certified using the Product Registration process

- ❖ Eligible user

NOAA Approved Establishments with QMP

## ATTESTATIONS

### I Attest To The Following:

The listed fish and fishery products have all been processed in a USDC/HACCP/QMP Approved Establishment in accordance with USDC/SIP policy. Establishments have implemented Good Manufacturing Practices, Standard Sanitation Operating Procedures and Hazard Analysis Critical Control Point systems. Processing facilities are in compliance with the US Code of Federal Regulations, Title 21 parts 110 and 123. Criteria for export respect domestic tolerances and conditions at least equivalent to Standards and Code of Practice of the Codex Alimentarius. The consignment complies with official requirements regarding healthy and wholesome fish and is recognized as safe and fit for human consumption. The fishery products are produced under the control and surveillance of aquatic animal health authorities and are not under any restrictions of sale for disease control purposes.

Cancel Registration

I Agree



# DESCRIPTION OF FISHERY PRODUCTS

Product information is added, similar to current certificate request workflow

- ❖ Drop downs
- ❖ Weight in KG
- ❖ Up to 20 products may be registered in a single registration event
- ❖ Save and continue once all products have been added
- ❖ Reuse values is not available

### DESCRIPTION OF FISHERY PRODUCTS\*

Species**	Expanded Common Name**	
--	--	

Type Code**	Intermediate Code**	End Product Code**
--	--	--

Product	
Product Presentation	
Scientific Name	
Nature of Commodity	
Treatment Type	

Total Net Weight in Kilograms\*\*

Catch Area\*\*  
None selected ▾

*Please refer to [Section H:FISHING AREAS FOR STATISTICAL PURPOSES](#) for additional information on Catch Area*

PROCESSOR OF PRODUCT

My Locations\* :  
--

Company Name\*\*

Country\*\*  
- country -

Address 1**	Address 2
<input type="text"/>	<input type="text"/>

City**	State**	Zip/Postal Code**
<input type="text"/>	--	<input type="text"/>

CFN or FEI Number\*\*






# SUMMARY

The summary page allows for editing

## Submit

- ❖ Date of submission of a registration corresponds to the date of any subsequent export certification

PRODUCT REGISTRATION SUMMARY				
<b>Request Name:</b>	Demo PR	<b>Inspection office:</b>	Northeast Inspection Office (NH, VT, Northern MA)	
<b>Comments:</b>	This is a Demo for PR	<b>Region:</b>	Northeast	
				
Product	Processor Information	Weight (Kg)	Edit	Remove
<b>Species:</b> POLLOCK PACIFIC	<b>Processor Name:</b> NC SIP INT TEST COMPANY NC 20	<b>Net Weight:</b> 10,000.00		
<b>Expanded Common Name:</b> Walleye Pollock	<b>Address:</b> 133 MAIN STREET 134 MAIN STREET	<b>Available Weight:</b> 10,000.00		
<b>Type Code:</b> FROZEN	<b>City/State/Zip:</b> PORTLAND, ME, 04101			
<b>Intermediate Code:</b> RAW	<b>Country:</b> United States			
<b>End Product Code:</b> DRESSED	<b>CFN or FEI Number:</b> QQQQQQQQQQQQQQQQ			
<b>Scientific Name:</b> THERAGRA CHALCOGRAMMA (RFE)				
<b>Catch Area:</b> 67 Northeast Pacific				
<a href="#">Cancel Registration</a>		<a href="#">Back</a>	<a href="#">Submit</a>	

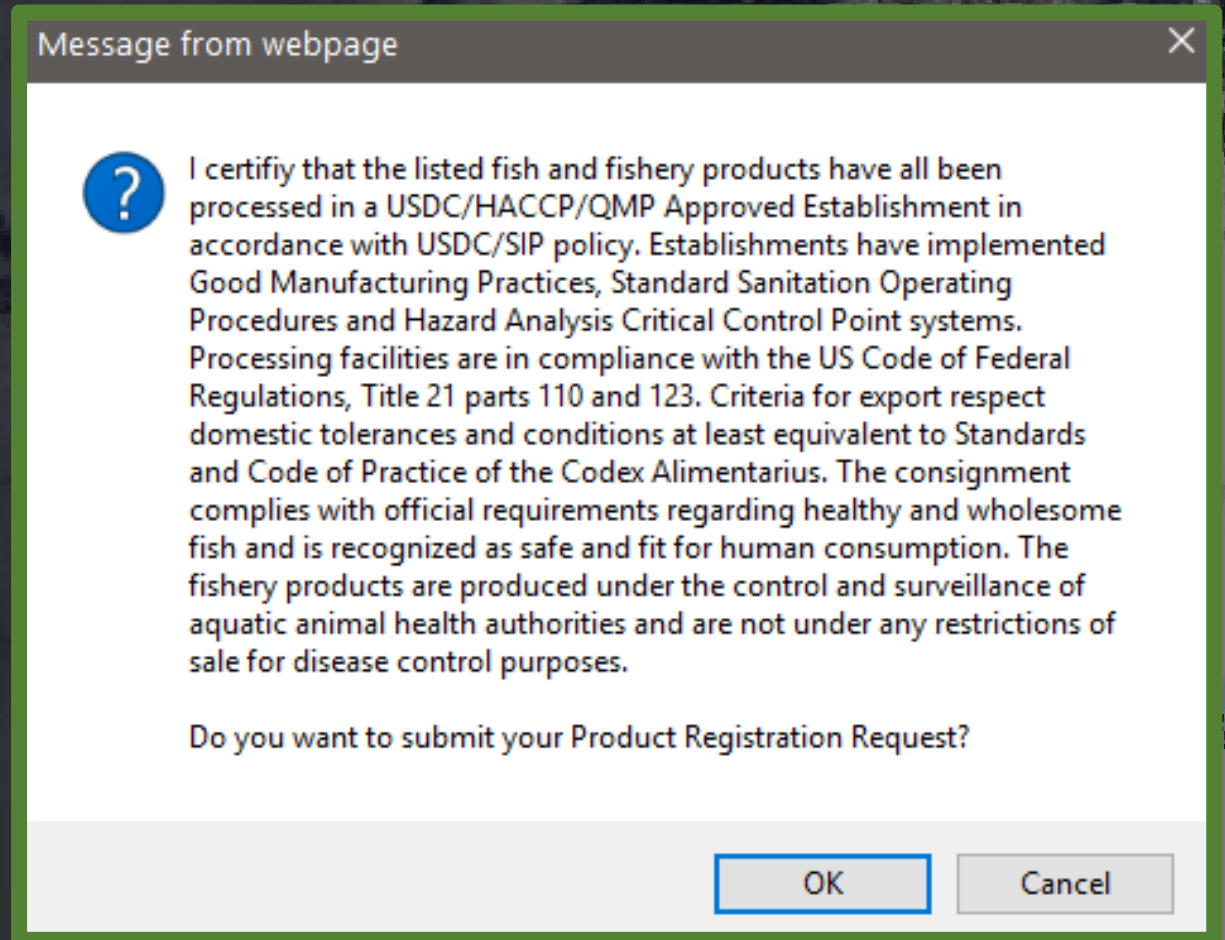
EDIT



# FINAL ATTESTATION

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A final attestation is made at the time of submission



# Recap

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**01** How to register products

**02** How to obtain certification for registered product



# HOW TO OBTAIN CERTIFICATE FROM REGISTERED PRODUCT

“Request a Certificate” from the left hand menu

- ❖ Will this request use previously registered products?

**YES** leads to workflow designed to issue certification based off registered product

**NO** leads to existing certification workflow

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NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Release: 5.11.0.0

SIP Home

Welcome, *SIP20 Int20*

Your SIP Account

WED, OCT 17, 2018

NC SIP INT TEST COMPANY  
NC 20  
133 MAIN STREET, 134 MAIN STREET  
PORTLAND, ME 04101  
SISP Vendor ID: 303035

Home

Request a Certificate

Register Product

Request an Inspection

My Requests

Manage Locations

Manage Consignees

View Invoices & Payments

Manage Users

Change Password

Log Out

PRODUCT FOR EXPORT?/USE REGISTERED PRODUCTS?

Product for Export? :  
Yes  No

Will this request use previously registered products?  
Yes  No

Cancel

Next

Warning - due to security reasons, you will be automatically logged out after 30 minutes of inactivity. Activity is when you change screens. Entering data is not considered activity. Please save your work.

# DESCRIPTION OF FISHERY PRODUCTS

Access previously registered product via

- 1) Drop down of users registrations
- 2) Entering the ID number of a registration that has been shared with you

Drop down fields will contain the information from the registration selected.

Multiple registered products can be added to one cert

**DESCRIPTION OF FISHERY/AQUACULTURE PRODUCTS\***

**My Registrations** 1539783073429:Demo 2  **Other Shared Registrations**

**Species\*\*** POLLOCK PACIFIC  **Expanded Common Name\*\*** Walleye Pollock

**Type Code\*\*** FROZEN  **Intermediate Code\*\*** --  **End Product Code\*\*** --

**CFN or FEI number\*\*** --

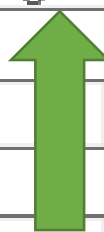

*The Product, Product Presentation, and Nature of Commodity fields may be modified by the user*

<b>Product**</b>	<input type="text"/>
<b>Product Presentation**</b>	<input type="text"/>
<b>Scientific Name</b>	THERAGRA CHALCOGRAMMA (RFE)
<b>Nature of Commodity**</b>	<input type="text"/>
<b>Treatment Type</b>	FROZEN
<b>HS Code**</b>	<input type="text"/>
<b>HS Code Description</b>	<input type="text"/>

**NOTE:** Starting January 1, 2017, the HS Code tables have been revised. Please ensure the correct HS code matches your product. For a complete list of HS Codes, [CLICK HERE](#)

# DETAIL OF POUNDAGE DURING CERTIFICATE REQUEST

**NOTE:** Starting January 1, 2017, the HS Code tables have been revised. Please ensure the correct HS code matches product. For a complete list of HS Codes, [CLICK HERE](#)

Number of Cases**	Case Net Weight**	Total Net Weight**	Unit**	Total Available
<input type="text" value="10"/>	<input type="text" value="50"/>	<input type="text" value="500.00"/>	<input type="text" value="kg"/>	<input type="text" value="1000.00"/>
<b>Production Date**</b> <input type="text" value="October 2018"/>				
<b>Label Brand**</b> <input type="text" value="Mermaid"/>				
<b>Lot Identification**</b>				

- ❖ When entering the details of EACH product you will see the available weight for certification.
- ❖ Kilogram or Pound may be selected at time of certification



# LOCATION OF PRODUCT AT TIME OF CERTIFICATION

**PRODUCT LOCATION INFORMATION**

**Current Location of Product\*\***

Inside Free Trade Zone  Bonded Cold Storage  Other

**Name of Facility and Address :**

--

**Name of facility:**

**Country:**

- country -

**Address1 :**

**Address2 :**

**City:**

**State:**

--

**Zip/Postal Code:**

**Save This Product to My Certificate** **Reset**

**Cancel** **Back** **Save and Continue**



Provide specific location details along with check box for Free Trade Zone or Bonded Cold Storage



# Recap

**01** How to register products

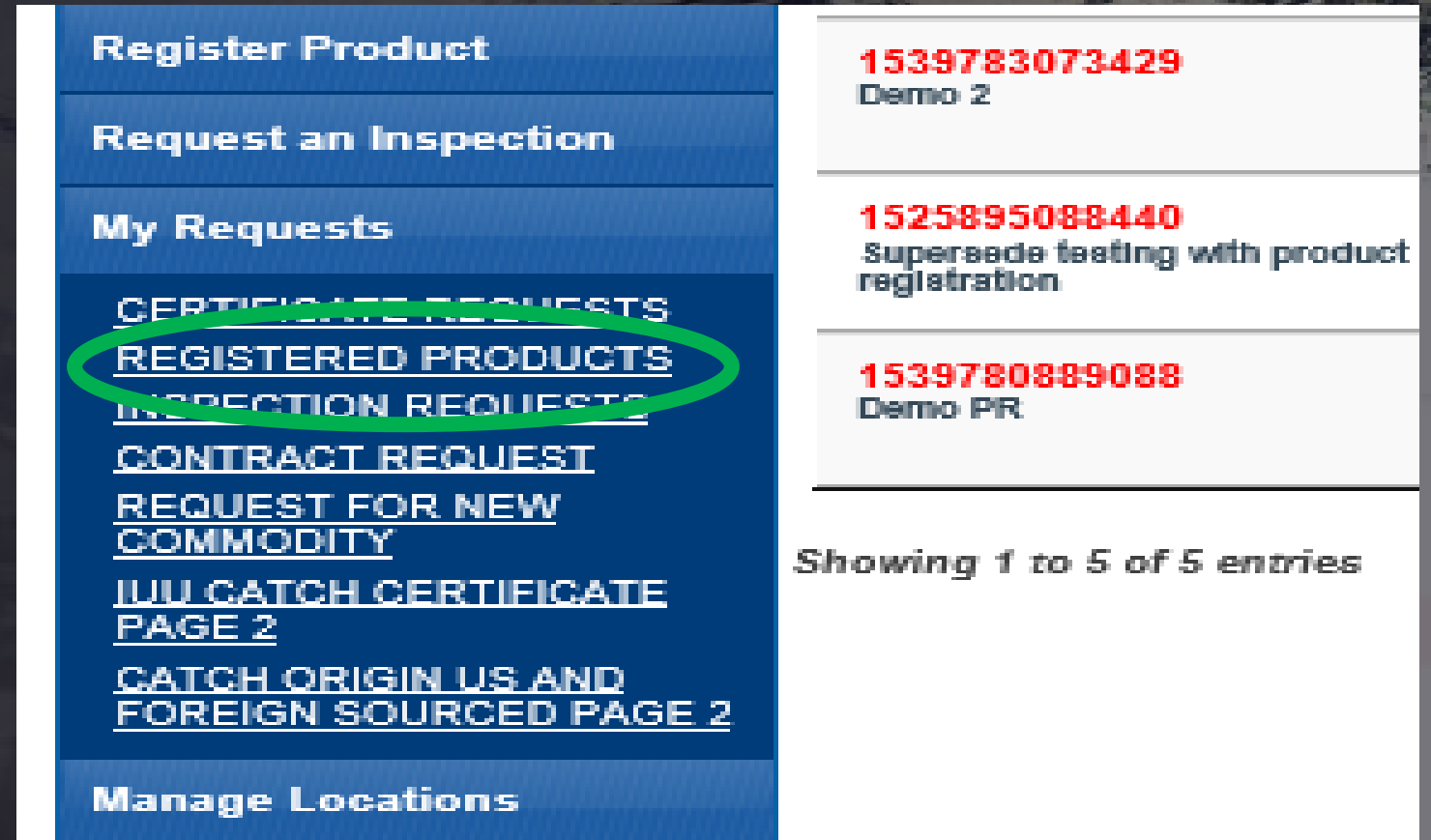
**02** How to obtain certification for registered product

**03** Registered product history and tracking



# LOCATING PRODUCT REGISTRATIONS

On the left hand menu, select the “My Requests” to display the drop down options including “Registered Products”



The screenshot displays a web application interface. On the left is a blue navigation menu with the following items: "Register Product", "Request an Inspection", "My Requests", a dropdown menu, and "Manage Locations". The dropdown menu is open, showing options: "CERTIFICATE REQUESTS", "REGISTERED PRODUCTS" (circled in green), "INSPECTION REQUESTS", "CONTRACT REQUEST", "REQUEST FOR NEW COMMODITY", "IUU CATCH CERTIFICATE PAGE 2", and "CATCH ORIGIN US AND FOREIGN SOURCED PAGE 2". To the right of the menu is a white content area containing a list of three product registration entries, each with a red ID number and a description. Below the list is the text "Showing 1 to 5 of 5 entries".

Register Product
1539783073429 Demo 2
1525895088440 Supersede testing with product registration
1539780889088 Demo PR.

Showing 1 to 5 of 5 entries



# FEATURES OF THE PRODUCT REGISTRATION PAGE

- 1) ID number
- 2) Date the registration was submitted
- 3) Current status of registration
- 4) Poundage listing of original and available

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Release: 5.11.0.0 SIP Home Contact SIP

Welcome, *SIP20 Int20*

**Your SIP Account**  
WED, OCT 17, 2018  
NC SIP INT TEST COMPANY  
NC 20  
133 MAIN STREET, 134 MAIN STREET  
PORTLAND, ME 04101  
SISP Vendor ID: 303035

Home  
Request a Certificate

**PRODUCT REGISTRATIONS**

Show  entries Search:

Registration Id/Name	Submitted Date	Status	Total Weight (Kg)
<b>1506455987597</b> Testing	09/26/2017	SUBMITTED	Registered: 30000.00 Available: 30000.00
<b>1506451913251</b> Testing	09/26/2017	SUBMITTED	Registered: 65000.00
10/17/2018	APPROVED	Registered: 10000.00 Available: 10000.00	<b>Register Product</b> <b>1539780889088</b> Demo PR
07/04/2018	APPROVED	Registered: 20000.00 Available: 20000.00	<b>Request an Inspection</b> <b>1525895088440</b> SISP Vendor ID: 303035

Showing 1 to 4 of 4 entries

- 1 Manage Consignees
- 2 View Invoices & Payments
- 3 Manage Users
- 4 Change Password
- Log Out

**Warning - due to security reasons, you will be automatically logged out after 30 minutes of inactivity. Activity is when you change screens. Entering data is not considered activity. Please save your work.**

# HOW TO ACCESS HISTORY PAGE

**NOAA SEAFOOD INSPECTION PROGRAM**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Welcome, SIP20 Int20

**Your SIP Account**  
WED, OCT 17, 2018  
NC SIP INT TEST COMPANY  
NC 20  
133 MAIN STREET, 134 MAIN STREET  
PORTLAND, ME 04101  
SISP Vendor ID: 303035

**PRODUCT REGISTRATION SUMMARY**

**Request Name:** Demo PR  
**Inspection office:** Northeast Inspection Office (NH, VT, Northern MA)  
**Comments:** This is a Demo for PR  
**Region:** Northeast  
**Registration Id:** 1539780889088  
**Status:** APPROVED  
**Date Submitted:** 10/17/2018

Product	Processor Information	Weight (Kg)
<b>Species:</b> POLLOCK PACIFIC <b>Expanded Common Name:</b> Walleye Pollock <b>Type Code:</b> FROZEN <b>Intermediate Code:</b> RAW <b>End Product Code:</b> DRESSED <b>Scientific Name:</b> THERAGRA CHALCOGRAMMA (RFE) <b>Catch Area:</b> 67 Northeast Pacific	<b>Processor Name:</b> NC SIP INT TEST COMPANY NC 20 <b>Address:</b> 133 MAIN STREET 134 MAIN STREET <b>City/State/Zip:</b> PORTLAND, ME, 04101 <b>Country:</b> United States <b>CFN or FEI Number:</b> QQQQQQQQQQQQQQ	<b>Net Weight:</b> 10,000.00 <b>Available Weight:</b> 10,000.00

Please contact your [regional office](#) if you would like to make changes to the information on this page.

[Back](#) [Close](#) [View History](#)

**Warning - due to security reasons, you will be automatically logged out after 30 minutes of inactivity. Activity is when you change screens. Entering data is not considered activity. Please save your work.**

Welcome, SIP20 Int20

**Your SIP Account**  
WED, OCT 17, 2018  
NC SIP INT TEST COMPANY  
NC 20  
133 MAIN STREET, 134 MAIN STREET  
PORTLAND, ME 04101  
SISP Vendor ID: 303035

**PRODUCT REGISTRATIONS**

Show  entries Search:

Registration Id/Name	Submitted Date	Status	Total Weight (Kg)
<b>1506455987597</b> Testing	09/26/2017	SUBMITTED	Registered: 30000.00 Available: 30000.00
<b>1506451913251</b> Testing	09/26/2017	SUBMITTED	Registered: 65000.00 Available: 65000.00
<b>1539783073429</b> Demo 2	10/17/2018	APPROVED	Registered: 1000.00 Available: 500.00
<b>1525895088440</b> Supersedes testing with product registration	05/09/2018	APPROVED	Registered: 2000.00 Available: 2000.00
<b>1539780889088</b> Demo PR	10/17/2018	CLOSED	Registered: 10000.00 Available: 10000.00

Showing 1 to 5 entries Previous  Next

❖ From the summary page you may select “View History”

❖ From the my registrations page you may click on red ID number

# HISTORY PAGE

Certificate History documents each certificate issued off of the original poundage

### CHANGE HISTORY

**Product Registration History**

Change Date	Old Value	New Value
No data available in table		

Showing 0 to 0 of 0 entries

**Registered Product History**

Change Date	Product(s)	Old Value	New Value
No data available in table			

Showing 0 to 0 of 0 entries

**Certificate History**

Certificate Date	Certificate Number	Product(s)	Net Weight	Remaining Weight
10/17/2018	AU.7777.48369.18	POLLOCK PACIFIC	500.00 kg	500.00 kg

[Back](#)



# ADDITIONAL POINTS OF INTEREST

- ❖ Certificates are dated the date of submission of the Product Registration
  - ❖ SISP manages poundage
- ❖ Owners may share their registrations with Freight Forwarders

Any Questions?

Jenny.Stephenson@noaa.gov

