



Shellfish Export Agent User Guide



Office of Health and Safety/Shellfish Export Certification program

Already have a service? ... “No”



Shellfish Export Certificates

You do not have access to this application. Contact customer support at email shellfish@doh.wa.gov or call 360-236-3330!

Note:

If you are not registered with the Office of Health and Safety Shellfish Export Certificate program you will receive this message.

Already have a service? ... “Yes”

Washington State Department of Health

Shellfish Export Certificates

[Home](#) [Add Certificate](#) [Manage Certificate](#) [Manage Template](#) [SAW Logout](#)

Welcome to Export Certificates



Washington State Department of Health
Office of Health and Safety
Shellfish Program

Mailing Address:
PO Box 47824
Olympia, WA 98504-7824

Physical Address:
111 E Israel Road
Tumwater, WA

Technical issues with this Web site?
Email
[Environmental Health Application Testing and Support](#)
or call 360-236-4357

Do you request certificates for more than one company? ... “Yes”



Washington State Department of Health

Shellfish Export Certificates

Select an Export Company to proceed

--Select--
ARROW SEAFOODS
TAYLOR SHELLFISH COMPANY INC
ALASKA ICE SEAFOODS, INC DBA CAPITAL CITY OYSTER

Continue

- * Select your Shellfish Company
- You can change your Shellfish Company selection within the application
- Templates cannot be shared among Shellfish Companies

* If you request Shellfish Certificates for only one (1) Shellfish Company you will bypass this page

* If you represent more than one Shellfish Company you must select the Company here before starting your request

Shellfish Export Certificates Home Page

Washington State Department of Health **Shellfish Export Certificates**

Home Add Certificate Manage Certificate Manage Template **Export Company** SAW Logout

Welcome to Export Certificates



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If you work for more than one company you will have the option to select which company you are requesting a certificate for.

Do you request certificates for more than one company? ... “No”

Washington State Department of Health

Shellfish Export Certificates

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If you work for one company you will not have the option to select which company you are requesting a certificate for.

Home Page Menu Options



Create New Request

Shellfish Export Certificate

Shellfish Company: [BARCLAY SEAFOODS](#) Tracking Number: Cert Status: Request Date:

Consigned To: Shipped Via:

Port of Embarkation: Port of Debarkation:

Final Destination: Total Containers: Marked Weight:

Identifying Marks:

	Product	Product Class	Harvest Company	Growing Area	Harvest Date
	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text"/>

- + • Add more product by clicking on the + sign
- Each certificate allows for up to 6 products

Load from Template

Save

Back to Search

1. Enter in all known data to save request
2. Enter all required data to submit request

- Required data for "Submit":
- Consigned To
 - Shipped Via
 - Port of Embarkation
 - Port of Debarkation
 - Final Destination
 - Product
 - Harvest Product Class
 - Harvest Company
 - Growing Area
 - Harvest Date

Create New Request using a Saved Template

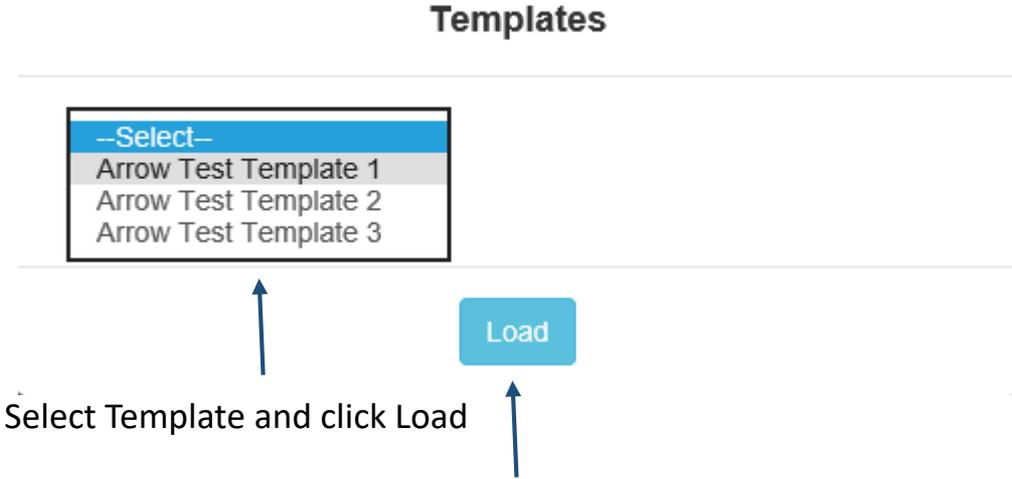
Shellfish Export Certificate

Shellfish Company: ABC Test

Export agent will click on Load from Template button at the bottom of this screen to use existing Template data



A small pop-up window will display a list of “Templates” to select from



Save New Request

Home

Add Certificate

Manage Certificate

Manage Template

Export Company

SAW Logout

Shellfish Export Certificate

Shellfish Company: [BARCLAY SEAFOODS](#) Tracking Number: Cert Status: Request Date:

Consigned To: Shipped Via: Air

Port of Embarkation: olympia, WA Port of Debarkation: Indonesia

Final Destination: Indonesia, Indonesia Total Containers: Marked Weight:

Identifying Marks:

	Product	Product Class	Harvest Company	Growing Area	Harvest Date
	Atlantic Oyster <input type="text"/>	Frozen <input type="text"/>	BRADY'S OYSTERS <input type="text"/>	Chuckanut Bay <input type="text"/>	10/08/2019
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Burrows Bay <input type="text"/>	10/07/2019

To remove a product click on the garbage can icon

- Add more product by clicking on the + sign
- Each certificate allows for up to 6 products

Load from Template

Save

Back to Search

↑
Click 'Save'

Submit New Request

* Request must be saved before it can be submitted

Shellfish Export Certificate

Shellfish Company: BRADY'S OYSTERS Tracking Number: Cert Status:

Consigned To: Shipped Via: Air

Port of Embarkation: olympia, WA Port of Debarkation: Indonesia

Final Destination: Indonesia, Indonesia Total Containers: Marked Weight:

Identifying Marks:

	Product	Product Class	Harvest Company	Growing Area	Harvest Date
	Atlantic Oyster <input type="text"/>	Frozen <input type="text"/>	BRADY'S OYSTERS <input type="text"/>	Chuckanut Bay <input type="text"/>	08/14/2019
	Oyster Meat <input type="text"/>	Frozen <input type="text"/>	BRADY'S OYSTERS <input type="text"/>	Chuckanut Bay <input type="text"/>	08/15/2019
	Horse Clams <input type="text"/>	Frozen <input type="text"/>	BRADY'S OYSTERS <input type="text"/>	Chuckanut Bay <input type="text"/>	08/14/2019

+

↑ If not ready to submit you can
Add a New Request after you Save

↑ Click 'Submit'

↑ Return to
Find screen

↑ Deleting a request
is permanent

Submit New Request

Example of required fields not completed

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Shellfish Export Certificate

Validation Errors:

- You must include Product Information:
- Product Type, Product Class, Harvest Company, Growing Area, Harvest Date
- You must choose Shipped via prior to submit request

Shellfish Company: Tracking Number: 201900034 Cert Status: Request Date: 10/22/2019

Consigned To: Shipped Via: --Select--

Port of Embarkation: Vancouver, B.C. Port of Debarkation: Indonesia

Final Destination: Indonesia, Indonesia Total Containers: Marked Weight:

Identifying Marks:

	Product	Product Class	Harvest Company	Growing Area	Harvest Date
	Geoducks	Fresh	ALBER SEAFOODS, INC.	Discovery Bay	
+					

Add New Request Save Submit Back to Search Delete Request

Find your Request(s)

- From the Manage Certificate screen you will have the option to see your requests regardless of status



Find Export Certification Requests

Shellfish Company: LUCKY SEAFOOD

Tracking Number: Status:
Approved
Cancelled
Denied

Requested Date From: To:

Search Options:

- Tracking Number
- Status
- Requested From and To Dates

Find your Request(s) continued...

- List displayed is the result of entering '2019' in Tracking Number field and selecting Status 'Approved' and 'In Progress'

Find Export Certification Requests

Shellfish Company: LUCKY SEAFOOD

Tracking Number: × Status:
Approved
Cancelled
Denied

Requested Date From: To:

- Click on Tracking Number to see request detail

Tracking Number	Request Date	Status	Consigned To
201900067	10/02/2019	Approved	Smile Heart Foods Co., Ltd.
201900063	09/23/2019	Approved	Smile Heart Foods Co., Ltd.
201900060	09/23/2019	Approved	ALL FOODS TRADING (CANADA) INC
201900059	09/23/2019	Approved	Smile Heart Foods Co., Ltd.
201900058	09/23/2019	In-Progress	Smile Heart Foods Co., Ltd.
201900047	09/12/2019	Approved	Smile Heart Foods Co., Ltd.

Showing 1 to 6 of 6 rows rows per page

View your Request

- Approved Certificate Requests cannot be edited, only viewed

View Shellfish Export Certificate

Export Agent: LUCKY SEAFOOD **Tracking Number:** 201900067 **Cert Status:** Approved
Consigned To: **Port of Embarkation:** Tacoma, WA **Port of Debarkation:** Seoul, Korea
Final Destination: Singapore, Malaysia **Total Containers:** 2 **Marked Weight:** 100
Identifying Marks: clam shells

Product	Product Class	Harvest Company	Growing Area	Harvest Date
Horse Clam	Frozen	HANSON OYSTER COMPANY	Annas Bay	09/29/2019
Oysters/Medium	Frozen/Shucked	ALLEN SHELLFISH LLC	Budd Inlet	09/26/2019
Manila Clams	Pacific	APAEZ SHELLFISH	Discovery Bay	09/25/2019

[Back to Search](#)

↑ To return to 'Find' screen click 'Back to Search' button

Edit your saved Request

Shellfish Export Certificate

Shellfish Company: LUCKY SEAFOOD Tracking Number: 201900058 Cert Status: In-Progress Request Date: 09/23/2019

Consigned To: Shipped Via: --Select--

Port of Embarkation: Tacoma, WA Port of Debarkation: Seoul, Korea

Final Destination: Singapore, Malaysia Total Containers: 2 Marked Weight: 100

Identifying Marks: clam shells

Fields that can be changed prior to submitting:

- Consigned To
- Shipped Via
- Port of Embarkation
- Port of Debarkation
- Final Destination
- Total Containers
- Marked Weight
- Identifying Marks
- Product

	Product	Product Class	Harvest Company	Growing Area	Harvest Date
	Horse Clam	Frozen	HANSON OYSTER COMPANY	Annas Bay	09/23/2019
	Oysters/Medium	Frozen/Shuc	ALLEN SHELLFISH LLC	Budd Inlet	09/23/2019
	Manila Clams	Pacific	APAEZ SHELLFISH	Discovery Bay	09/23/2019

+ ← Add more product

Delete product

Add New Request

Add a new request

Save

Update and save request

Submit

Submit your saved request

Back to Search

Return to find request screen

Delete Request

Delete your saved request

Manage Template



Click on "Manage Template"
"Find Template" screen will display

Find Template

The image shows the 'Find Template' search form. At the top, it says 'Shellfish Company: LUCKY SEAFOOD'. Below this are two input fields: 'Template Name:' followed by an empty text box, and 'Consignment Company:' followed by a dropdown menu. The dropdown menu is open, showing '--Select--' at the top and a list of options below. A text box is overlaid on the dropdown options, containing the text: 'The list will display that use the Shellfish Company you are requesting a certificate for'. At the bottom left is a blue 'Search' button, and at the bottom right is a blue 'Add New Template' button. Arrows point from the text below to these two buttons.

Search Options:

- Enter Template name and click search or
- Select a "Consignment Company" and click search

Add a new Template:

- Click on "Add New Template" button

Create New Template

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Manage Template

Export Company

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Template Details

Shellfish Company: [LUCKY SEAFOOD](#) Template Name:

Consigned To:

Port of Embarkation: Port of Debarkation:

Final Destination: Total Containers: Marked Weight:

Identifying Marks:

	Product	Product Class	Harvest Company	Growing Area
	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>

* You must give your template a name before saving

Change your Shellfish Company



Washington State Department of Health

Shellfish Export Certificates

Home Add Certificate Manage Certificate Manage Template **Export Company** SAW Logout

Change your Shellfish Company



Washington State Department of Health

Shellfish Export Certificates

Select an Export Company to proceed

--Select--
LUCKY SEAFOOD
TAYLOR SHELLFISH CO. INC.

Continue

- * *Note: You must be associated to the Shellfish Company for it to display in the list*
- * *If you do not see your Shellfish Company please contact Department of Health Shellfish Export Certification program*

Late Payments

Washington State Department of Health

Shellfish Export Certificates

Home Add Certificate Manage Certificate Manage Template Export Company SAW Logout

Your invoice is over due for payment. You cannot apply for new certificate until that payment is made! Please contact your Shellfish Company to get this resolved immediately!



If the Shellfish Company has not paid their account in the last 30-60 days you will see this reminder.

- If you see this reminder you will not be able to submit a request
- Notify your Shellfish Company right away
- Payments are updated immediately upon payment.

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