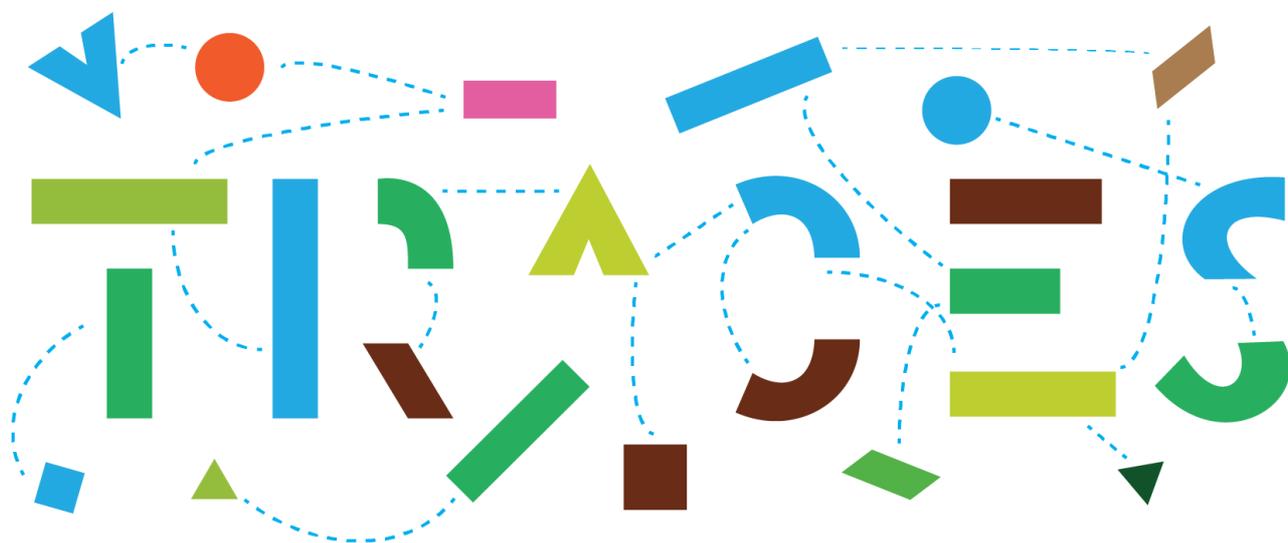




European  
Commission



## TRACES NT – INTRA Preparedness v.2.0

March 2021

This manual contains all essential information for the preparation of competent authorities ahead of the migration of the INTRA module from TRACES Classic to TRACES NT.

## Background information:

In view of the imminent migration of the INTRA module from TRACES Classic to the TRACES NT platform, the objective of the “**INTRA Preparedness**” manual is to provide TRACES NT users with a detailed guide on the necessary preparatory steps that are required for the efficient preparation of the competent authorities concerned. These preparatory steps aim towards facilitating and ensuring a smooth transition, for about 12.000 authority and business users using INTRA, to the TRACES NT platform.

In this regard, there are **three main steps**, which are showcased in detail in this manual, that you are strongly advised to follow in the weeks to come, ahead of the date of application of the Animal Health Law on 21 April 2021, for your **successful and timely preparation**:

- ❖ Access to TRACES NT & Role request as a local authority user
- ❖ Creation of the EU LMS establishments and the LMS NCP role
- ❖ Creation and management of the “Appointed Veterinary Offices” in TRACES NT

### [Access to TRACES NT & Role request as a local authority user](#)

Even before the availability of the INTRA module in TRACES NT, it is possible for authority users to **set-up their “EU Login accounts”**. The “EU Login” is the European Commission’s authorization system, which applies for several Commission services, and is also being used to login to TRACES NT. Authority users linked to local authorities that are issuing INTRA certificates in TRACES Classic, may already proceed with the creation of their EU Login accounts. This will enable them to consequently follow the steps that are showcased in detail in this manual in order to link to their competent authority in TRACES NT, as soon as the relevant INTRA domains will become available in TRACES NT.

### [Creation of the EU LMS establishments and the LMS NCP role](#)

The automatic transfer of the EU LMS establishments from TRACES Classic to the TRACES NT platform is not possible and as such, the favoured approach is to proceed with the **manual creation of the EU LMS establishments in TRACES NT**. For the accomplishment of this exercise, the **LMS NCP** role was implemented. The LMS NCP role allows authority users to create and manage EU LMS establishments in TRACES NT. This manual will show you how to request to be linked to this role, and how you may then proceed with the creation and management of EU LMS establishments.

It is important to note that the LMS NCP role may be assigned to many authority users and there is **no restriction** in terms of the number of users that have the “rights” to create and manage EU LMS establishments. In addition, your **EU LMS operators should be encouraged to create their entities in TRACES NT**. Then, the only necessary step is the assignment of the appropriate activity and its validation by the LMS NCP users. The implementation of an approach that will involve the operators concerned would significantly decrease the necessary workload, as the work will then be **shared between the operators and the competent authorities**.

So far in TRACES NT the EU LMS consist of Food and ABP establishments in accordance with Article 45 of Regulation (EU) 2019/1715 (IMSOC Regulation). As of 21<sup>st</sup> April 2021, the list of EU LMS will be extended to “Animal Health” and “Animal Welfare” establishments and operators in accordance with *DOCSANTE/7148/2020* (currently under formal adoption procedure). Accordingly, TRACES NT will shortly implement the revised listing requirements into new veterinary sections with a minimum of changes applied to existing sections.

The creation of the EU LMS establishments **can already start** by the LMS NCP users. Several MS have already completed this exercise while several others are in progress of creating their LMS establishments. In relation to the EU LMS creation in TRACES NT, a new “Establishment listings” functionality was enabled recently which allows the consultation of both EU and non-EU approved establishments that are registered in TRACES NT.

It is accessible through the “Publications” tab and it is publicly accessible through the following web-link: <https://webgate.ec.europa.eu/tracesnt/directory/publication/establishment/index#!/search?sort=country.translation>.

## Creation and management of the “Appointed Veterinary Offices” in TRACES NT

The “**Appointed Veterinary Offices**” (AVOs) is a new entity type that was implemented in TRACES NT in the context of the INTRA migration. This entity type was created in order to accommodate the private veterinarians that are endorsed by the authorities to perform checks and to issue INTRA certificates but should not be associated with the local authorities (former Official Private Veterinary (OPV) in TRACES Classic). The **creation** of “Appointed Veterinary Offices” and the relevant role requests from users who wish to be linked to these entities are **managed by the assigned responsible and associated authorities**.

Please note that currently TRACES NT allows the designation of “Associated authorities”. An upcoming improvement is foreseen to provide more flexibility as regards the creation and management of AVOs by authorities. The concept of “Responsible authorities will be introduced shortly. The authority creating the AVO will be set automatically as the “Responsible authority” in charge of the following:

- Change of AVO’s name, contact details, address, etc.
- Validation and management of users linked and requesting to be linked to the AVO
- Configuration and management of the AVO’s associated authorities

The associated authorities of an AVO will be designated by the “Responsible authority”, and will define the area of responsibility of an AVO. An AVO will only be able to operate on INTRA certificates falling under the area of responsibility of its associated authorities.

The “Responsible authority” will be able to define at the level of each “Associated authority” assigned to an AVO its access rights to INTRA certificates (e.g. manually assigned, control allowed, confidentiality). An AVO may have more than one “Associated authorities” whereas “Responsible” and “Associated” authorities may be identical for a given AVO.

Further to the creation and management of the AVOs, this manual also explains the “Confidentiality”, “Manually Assigned” and “Control allowed” settings available in the AVOs dedicated interface, as well as the proper configuration of the authorities managing these new entities.

Overall, the aim of the “**INTRA Preparedness**” manual is to illustrate in detail, and guide you through, the relevant workflows concerning the aforementioned steps. In case you need any further clarifications, please do not hesitate to seek the support of the TRACES Helpdesk team ([SANTE-TRACES@ec.europa.eu](mailto:SANTE-TRACES@ec.europa.eu)).

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## I. How to get access to TRACES NT and request a role as a Local Competent Authority (LCA) user?

The local competent authority users need to have an EU login account and a valid role linked to a local competent authority in order to have access to TRACES NT.

### How to request a role as local competent authority (LCA)?

➔ If you have an EU login account but don't have any role yet

Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page and log in. Choose the option "**Authority**":

Request authorisation

**You currently do not have any role allowing you to access the application.**

Please select the type of organisation you're requesting access for.

**IMPORTANT:** Do not request access from a new tab - this can result in duplicated access requests.

- Operator  
Economic operators such as *particular businesses, stores, non-profit organisations...*
- Organic Control Body  
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority**  
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Appointed Veterinary Offices  
[en] user.authorisation.request.veterinary.office.description
- Other body  
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

In the drop-down menus, select your country, your role (LAU - Local Authority Unit) and the relevant competence. Then click on « **Search** »:

Select an authority

Request authorisation

Country:

Role:

Competence:

Authority Name:

Tick the correct local authority unit and click on the **“Request authorisation”** button:

Name	Full Address	Role	Competence	Code	Select
Finistere	2 rue de Kérivoal 29334 Quimper France	LAU	CHEA-A rw, CHEA-P rw, EUIMPORT r, AJL rw	FR02900	Select

A pop-up window will appear: you have the option to send more information if you wish to. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for FR02900

Optionally, you can provide some additional useful information.

Message

Email: name@domain.com

Phone: +32 02 123456

Buttons: Cancel, Send authorisation request

In order to have your role validated, you need to contact your superior authority (regional or central competent authority).

**Note:** If you are the first user to request a role in this LCA, you will be assigned an administrator’s role. This enables you to consequently validate the role requests of your colleagues who wish to link to the same LCA.

➔ If you already have access to TRACES NT

Click on your email address in the top right corner and then click on **“Edit your profile”**:

Notifications **282** CCA01.FR@ec-traces.eu

**CCA FR ONE**  
CCA01.FR@ec-traces.eu [Log Out](#)

English (English) ▾

[Edit your profile](#)

Last login: 13/10/2020 12:13:45 +0200 CEST.

Available roles:

Click on **“Request a new role”** and select **“Authority”**. Then follow the procedure described previously (p.5).

### Edit Your Profile

[Request new role ▾](#) [Save Preferences](#)

Personal **Authority**  
Other body

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

General preferences

Timezone Europe/Luxembourg - Central European Time (+01:00) CET  
Local time: November 24, 2020 18:03:03 +01:00 CET

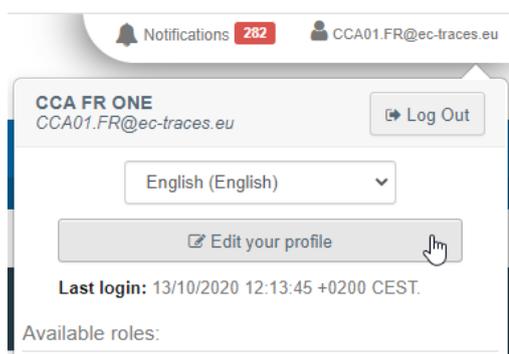
## II. LMS National Contact Point & Creation of the EU LMS establishments

This role enables you to **create and manage the EU LMS establishments** of your country (creating, editing, and validating/deleting LMS establishments) directly in TRACES NT.

### 1. How to request the role LMS National Contact Point?

**Note:** If you don't have access to TRACES NT yet, please follow the procedure described in I.1

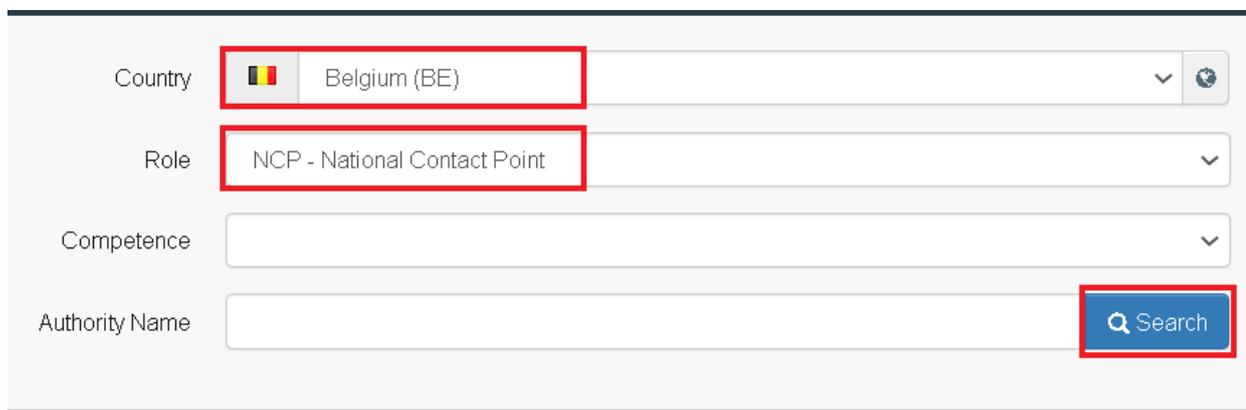
Once logged in TRACES NT, click on your email address in the top right corner and then click on **“Edit your profile”**:



Click on **“Request a new role”** and select **“Authority”**.



Select your country and the role **“NCP – National Contact Point”** in the drop-down menus. Click on **“Search”**:



Tick the box **“Select”** and click on **“Request authorization”**:

Select an authority  Request authorisation

Country 🇧🇪 Belgium (BE) ▼ 🌐

Role NCP - National Contact Point ▼

Competence  ▼

Authority Name  🔍 Search

Name <span>👤</span>	Full Address	Role	Competence	Code	<input checked="" type="checkbox"/> Select all
NCP Belgium FAVV	Atomium 1000 Ville de Bruxelles - Stad Brussel 🇧🇪 Belgium	NCP	<span>CHED-A</span> <span>CHED-P</span> <span>EU IMPORT</span>	BE1234	<input checked="" type="checkbox"/> Select

A pop-up window will appear and you have the option to send more information. Click on **“Send authorisation request”**:

Confirm authorisation request for FRGUY4 ✕

Optionally, you can provide some additional useful information.

Message

Email ✉ name@domain.com

Phone ☎ +32 02 123456

Cancel Send authorisation request

Once your request is sent, you can contact your colleague that has the administrator rights. If you are the first one of your country that requests this role, contact the TRACES helpdesk to have your role validated.

## 2. How to create an EU LMS establishment?

In order to create an EU LMS establishment, click on **“Organisations”** in the menu and then click on **“Operators”**:

Certificates ▼ | Interceptions ▼ | **Organisations** ▼ | Geograph

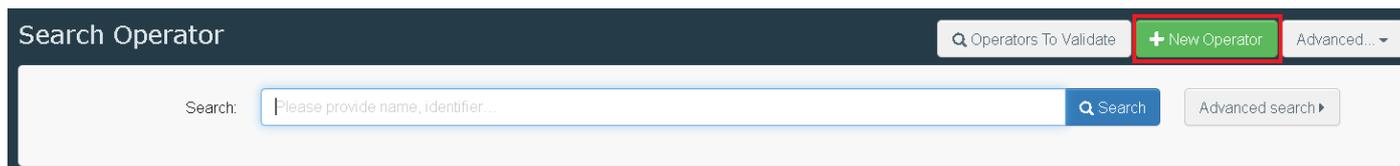
Welcome to TRACES

Last login: 08/12/2020 11:26:...

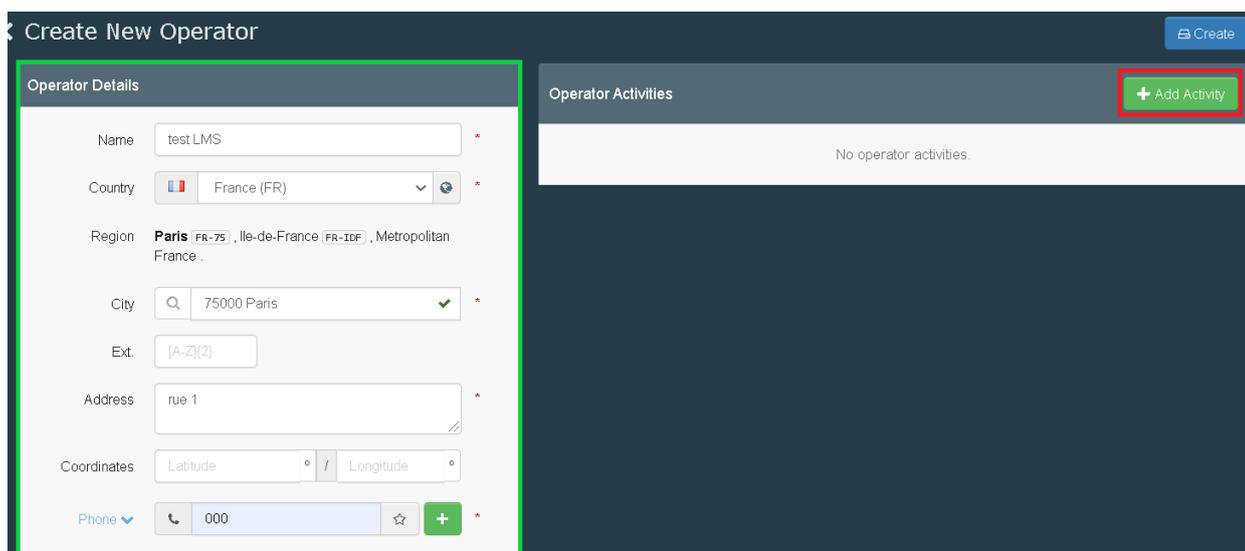
Latest News 📰

- Directory
- Users**  
Search, validate, manage roles...
- Operators**  
Search, modify, register new operators...

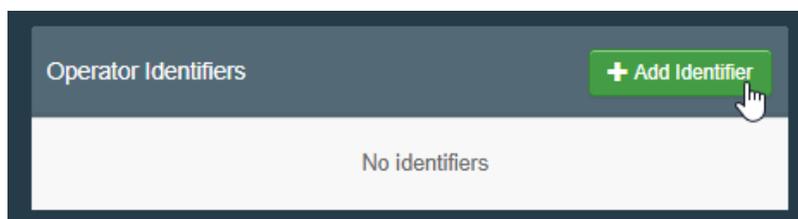
Click on “+ New Operator”:



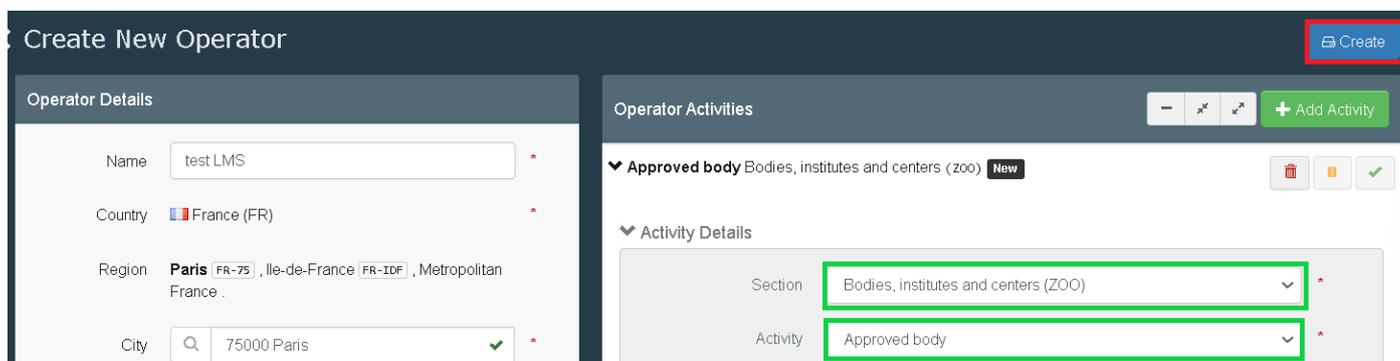
Fill all the relevant details in the “Operator Details” box and then click on “+ Add Activity”:



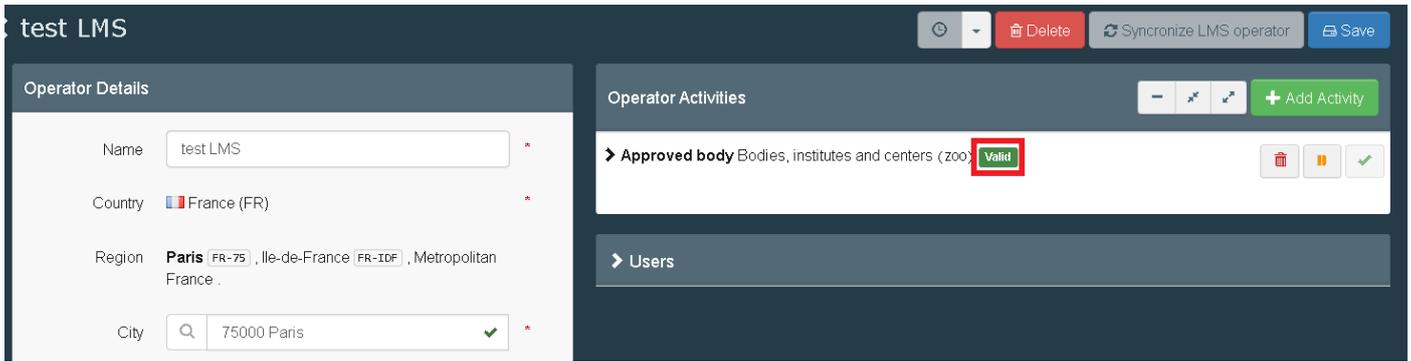
If you wish to, there is the option to add an identifier. In order to do so, click on “+ Add identifier”:



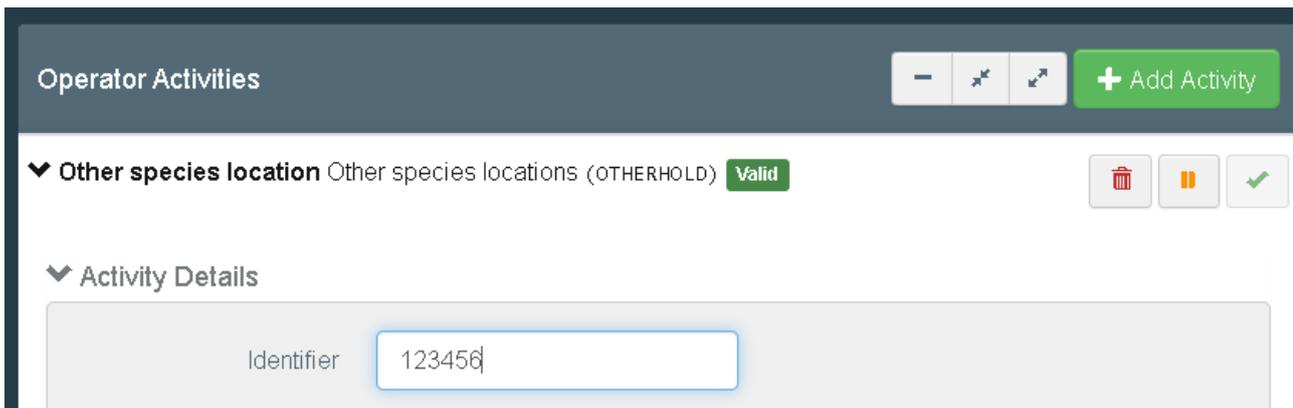
In the “operator activities” box, select the corresponding section and activity. Then click on “Create”:



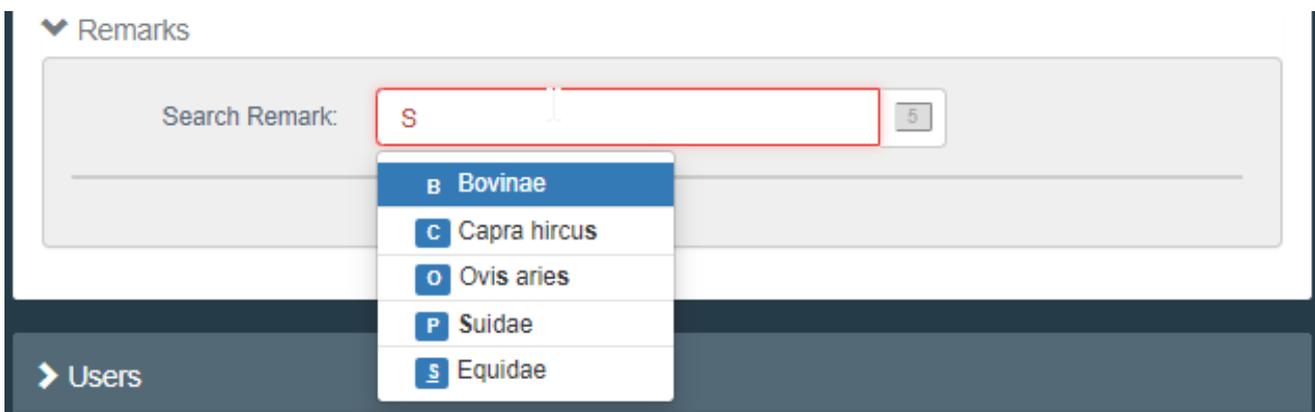
The status of the operator will automatically be “Valid”.



If you wish to, there is again the option to add an identifier. In order to do so, fill the identifier box:



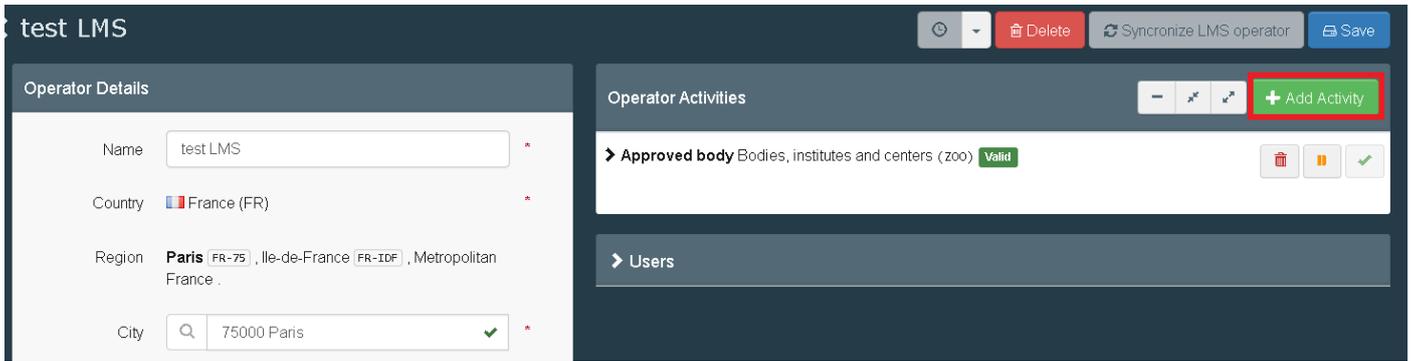
There is also the option to add a remark, if needed:



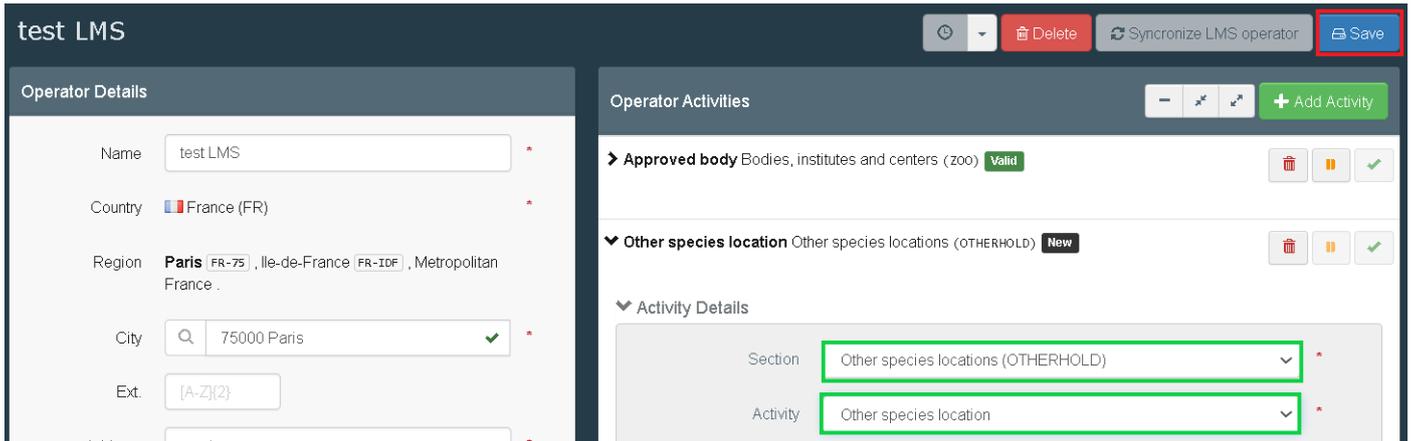
**Note:** The *Responsible authority* is automatically assigned when clicking on « **Create** », based on the geographical location of the establishment. However, there is the option to add an *Assigned authority* if different from the Responsible authority.

### 3. How to add a new LMS activity to an operator?

If you wish to add another activity to an existing operator, first, look for the operator via the menu organisation > operators. Click on the operator to open its details and click on “**+ Add Activity**”:



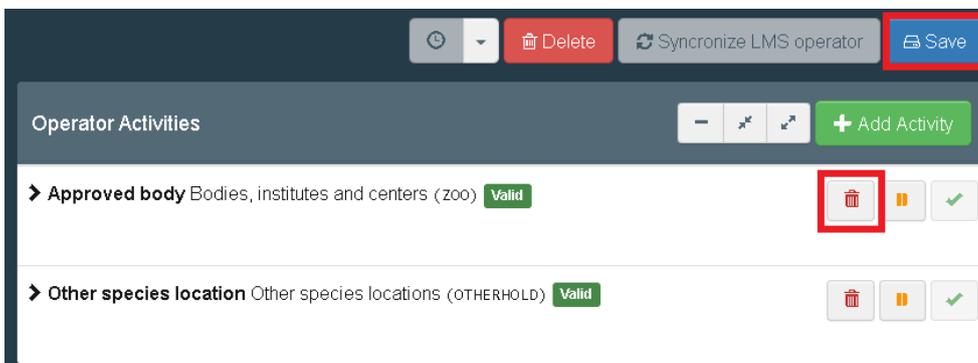
In the “operator activities” box, select the corresponding section and activity. Then click on “Save”:



**Note:** In case an operator has only one existing section/activity and you wish to modify this activity, you first need to add the new section/activity before removing the previous one. Once the new activity is created, you will be able to delete the previous activity.

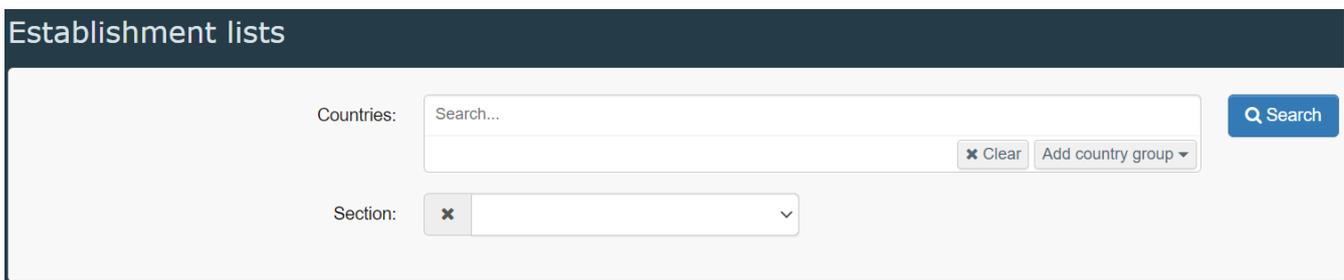
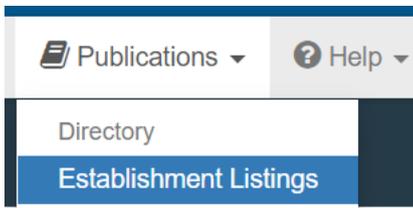
#### 4. Delete an LMS activity

If you wish to delete the activity of an existing operator, look for it via the menu organisation > operators. Click on the operator to open its details and click on the little red bin in the line of the activity you wish to delete. Click on “Save”:



## 5. New “Establishment listings” functionality

The “Establishment listings” functionality that has been implemented in TRACES NT allows the consultation of the lists of both EU and non-EU approved establishments registered in TRACES NT. It is accessible through the “Publications” tab and it is publicly accessible through the following web-link: <https://webgate.ec.europa.eu/tracesnt/directory/publication/establishment/index#!/search?sort=country.translation>.



A further improvement will enable the direct download of a PDF and EXCEL format of the establishments' lists.

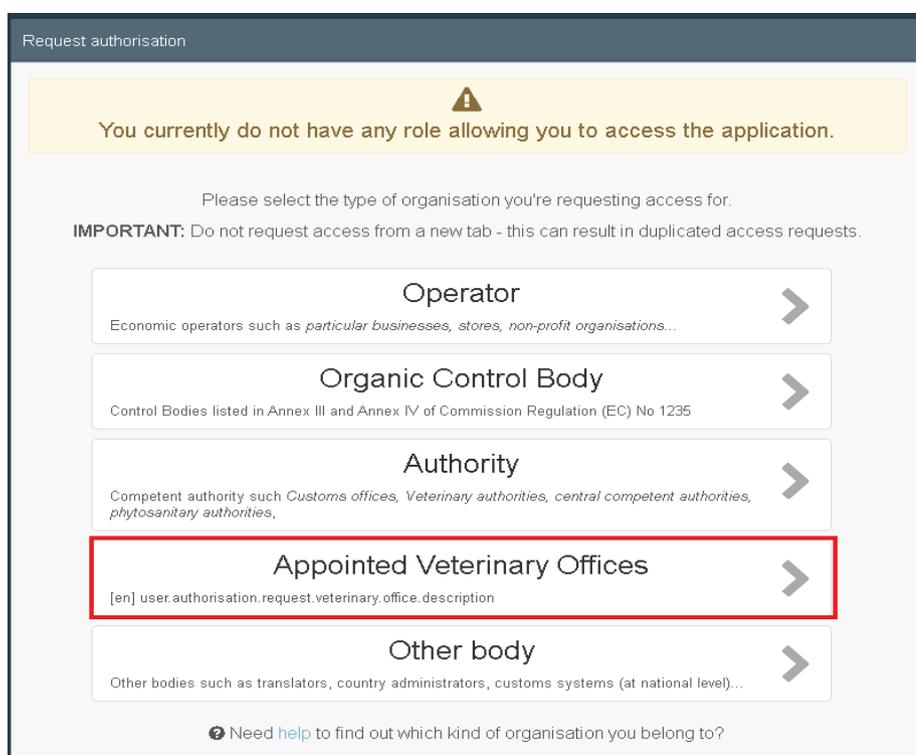
### III. Appointed veterinary offices

The “Appointed veterinary office” entities can be created in TRACES NT by the respective local competent authorities.

**Note:** the Appointed Veterinary Offices in TRACES NT correspond to the former Official Private Veterinary (OPV) in TRACES Classic.

#### 1. How to request a role as appointed veterinary officer?

First, make sure that you created your EU login account. Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page and log in. Choose the option “**Appointed Veterinary Offices**”:



Request authorisation

**You currently do not have any role allowing you to access the application.**

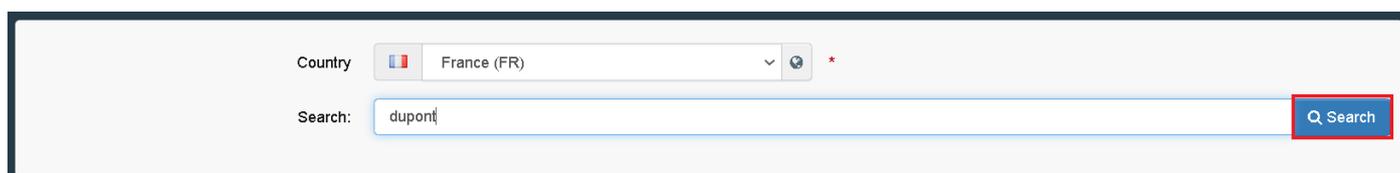
Please select the type of organisation you're requesting access for.

**IMPORTANT:** Do not request access from a new tab - this can result in duplicated access requests.

- Operator  
Economic operators such as *particular businesses, stores, non-profit organisations...*
- Organic Control Body  
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority  
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Appointed Veterinary Offices**  
[en] user.authorisation.request.veterinary.office.description
- Other body  
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

Select your country in the drop-down menu, type the name of the appointed veterinary office you wish to be linked to and click on the “Search” button:



Country: France (FR)

Search:

**Search**

Select the corresponding appointed veterinary office by clicking on “**Request authorisation**”:

Country	 France (FR) <span>▼</span>	
Search:	dupont	<input type="button" value="Search"/>
Name	Address	Identifier
Jean DUPONT	Rue du moulin, 64 29287 Brest  France	<input type="button" value="Request authorisation"/>

A pop-up window will appear: you have the option to send more information if you wish to. Otherwise, click on **“Send authorisation request”**:

**Confirm authorisation request for Jean DUPONT** ✕

Optionally, you can provide some additional useful information.

Message

Email

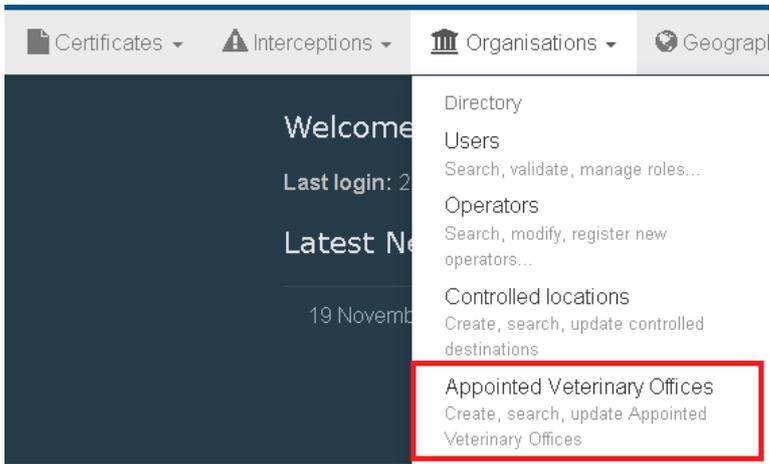
Phone

In order to have your role validated, you need to contact your competent authority (e.g. responsible LCA).

## 2. How to create a veterinary office?

**Note:** A Local Authority user is allowed to create an Appointed Veterinary Office only in his/her country.

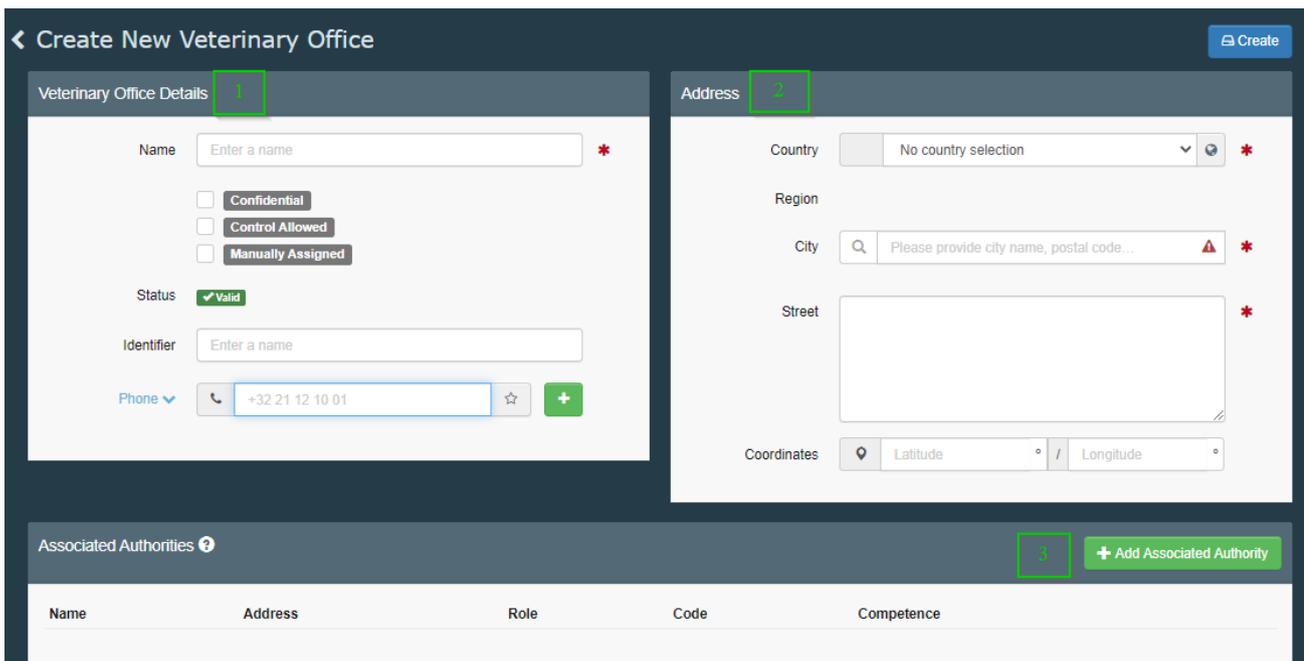
A valid LCA user is able to create appointed veterinary offices as follows: In the main menu, click on **“Organisations”** and then on **“Appointed Veterinary offices”**:



Click on “+ **New Appointed Veterinary Office**”:



Introduce the relevant information about the new appointed veterinary office:



1. Enter the name, the identifier and one contact option. You can allow “**confidentiality**” and select “**control allowed**” and “**manually assigned**” (see paragraph 4 below for definitions) as appropriate.
2. Enter the address information
3. Please click on “**+Add Associated Authority**” in order to select your own LCA.

In order to add associated authority, click on “+ **Add associated authority**”:

Associated Authorities ? + Add Associated Authority

Name	Address	Role	Code	Competence

Click on the « **Advanced search** » button to perform a search and select the corresponding authority, by clicking on “**Select**”:

[en] directory.veterinary.office.control.authorities.selection.modal.title

Search: finistère Search Advanced search ▾

Country France (FR) Role

Name	Country	Address	Role	Code	Competence	
Finistere	France	2 rue de Kérivoal 29334 Quimper	Local Authority Unit	FR02900	Animal By-Products Food Veterinary CHED-A CHED-P EU IMPORT AJL	Select

Click on “**Save**”. The appointed veterinary office will automatically be validated:

Jean DUPONT Valid Save

Veterinary Office Details

Name: Jean DUPONT \*

Confidential

Control Allowed

Manually Assigned

Last update on: November 10, 2020 12:57:45 +01:00 CET  
16 days ago.

Status: Valid

Identifier: FR132456v

Phone:

Address

Country: France (FR) \*

Region: Finistère (FR-29), Brittany (FR-BRE), Metropolitan France

City: 29287 Brest ✓ \*

Street: Rue du moulin, 64 \*

Coordinates:  /

Associated Authorities ? + Add Associated Authority

Name	Address	Role	Code	Competence	
Finistere	2 rue de Kérivoal 29334 Quimper France	Local Authority Unit	FR02900	Animal By-Products Food Veterinary CHED-A CHED-P EU IMPORT AJL	🗑️

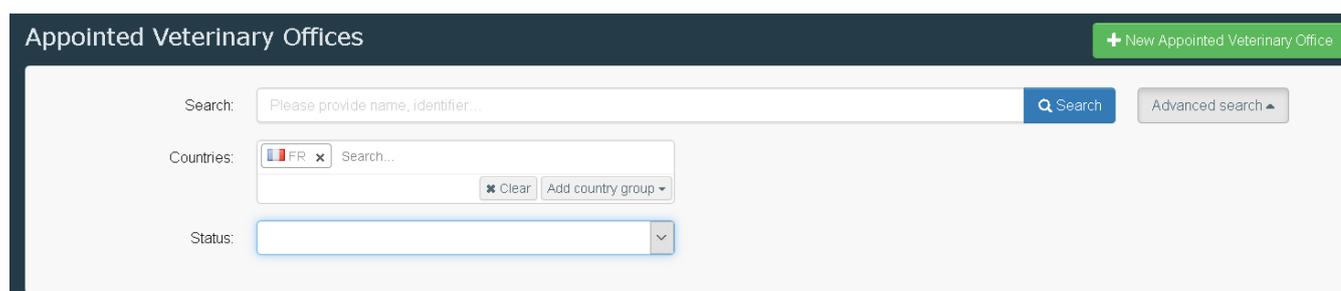
**Note:** There is the possibility to add extra authorities in case the veterinary officer would be endorsing responsibilities for different Local Authority units, e.g. in adjacent areas.

Once the appointed veterinary office is created, the veterinary officer(s) can request a role within the newly created Appointed Veterinary Office entity (see page 12).

### 3. How to search for a veterinary office?

The screen will provide you the usual search bar. You can search by typing the name of the veterinary office you are looking for and then click on the “**Search**” button.

You can also perform an advanced search by clicking on the “**Advanced search**” button. You will be able to search by country and by status:



### 4. Configuring a veterinary office: Definition of the “confidentiality”, “manually assigned” and “control allowed” options.

#### **Confidentiality:**

Enabling this option hides the details of an AVO from the main Appointed Veterinary Offices search menu and in Part II of the INTRA. The name of the AVO will remain visible but the address details will appear as follows:



**Manually assigned:** This option configures the accessibility of AVOs to complete Part II of the INTRA. When the box “Manually assigned” is selected, the AVO will only be able to be manually assigned by economic operators in Part I of the INTRA, and in Part II by its respective associated authority in INTRA certificates. This means that the AVO will only be able to see and access the INTRA certificates in which it has been directly assigned. All the other INTRA certificates will not be visible by the AVO.

When the Manually assigned box is not selected, the AVO is by default automatically assigned, and as such, it has visibility and access rights to INTRA certificates under the area of responsibility of its associated authorities.

**Control allowed:** This option configures the accessibility of AVOs to complete Part III of the INTRA. When this box is selected, the AVO is allowed to record in Part III of INTRA certificates the checks that have been performed. Where this box is not selected, the AVO does not have the relevant access rights to perform this step, which means that the AVO is not allowed to perform controls.

Both “Manually assigned” and “Control allowed” options are managed and configured by the assigned responsible authority of the AVO on behalf of the associated authorities, in the AVO configuration screen.