



United States
Department of
Agriculture

Marketing and
Regulatory
Programs

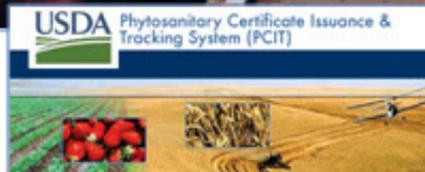
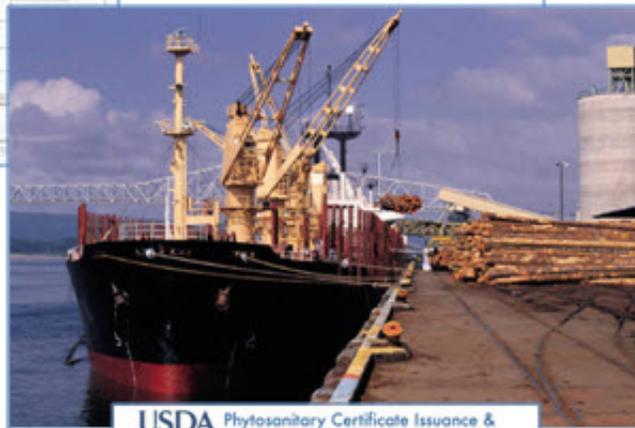
Animal and
Plant Health
Inspection
Service

Plant Protection
and Quarantine

Professional
Development
Center

May 2011

Export Reaccreditation Training – Course PDF



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Introduction

This document is a printable PDF copy of the online Export Reaccreditation Training content. This document is provided for reference purposes only and should not be used as a substitute for completing the online training.

Course Overview

This course is designed to ensure Authorized Certification Officials (ACOs) can make the correct regulatory decision and take appropriate action regarding phytosanitary certification.

This course includes the following components:

- Introduction
- Lesson 1: Legal Authorities, Standards, & PPQ Policy
- Lesson 2: Export Certification Process
- Course Summary, Evaluation, & Next Steps
- Reaccreditation Exam

Knowledge check questions are provided at the end of each lesson topic. These questions are designed to reinforce information presented in the course and are **not** graded.

Throughout the course, you will encounter links to Web pages and PDF documents. These resources are part of the training and should be reviewed while completing the course. Links are identified by [underlined blue text](#). Where necessary, these resources are also supplied in an "alternative format" compatible with screen readers and other forms of assistive technology.

Remember, you can contact your local Export Certification Specialist (ECS) with questions pertaining to this course.

Background

There are numerous tools used for export certification and all of these tools are commonly referenced during export certification. These tools include:

- The Export Program Manual (XPM)
- Phytosanitary Certificate Issuance & Tracking (PCIT)
- International and regional standards
- PExD

This course focuses on recent policy and procedural changes, and common mistakes made in export certification. The exam focuses on the information presented throughout this training.

Export certification is a service provided to U.S. exporters to meet the phytosanitary requirements of foreign countries for plants and plant products. Phytosanitary Certification is based on the standards established by:

- International Plant Protection Convention (IPPC)
- North American Plant Protection Organization (NAPPO)

Objectives

The objective of this course is to enable ACOs to identify current export certification policies and procedures.

In order to achieve this objective, this course will provide direction on:

- Identifying the legal authorities and standards for export certification
- Identifying and correctly applying PPQ policy
- Reviewing applications for certification
- Determining eligibility and import requirements
- Verifying import requirements
- Accurately completing export certificates
- Collecting applicable user fees

Lesson 1: Legal Authorities, Standards, & PPQ Policy

Lesson Overview

This lesson includes the following topics:

- Introduction
 - Topic 1: Legal Authorities & Standards
 - Topic 2: PPQ Policy
- Lesson Summary

Background

In order to perform the duties of an ACO, it is useful to understand the legal authorities associated with export certification, as well as current Plant Protection and Quarantine (PPQ) policies.

Lesson 1 provides information on legal authorities related to export certification activities, as well as important PPQ policies.

Objectives

By the end of this lesson, you should be able to:

- Identify the legal authorities and standards for export certification
- Identify and correctly apply PPQ policies

Topic 1: Legal Authorities & Standards

Topic Preview

The legal authorities which enable USDA to provide export certification services come from:

- Legislation
- Regulations

There are also international organizations which develop standards that provide general guidelines to obtain consistency regarding phytosanitary activities.

This topic will discuss each of these sources in greater detail.

Legislation

Legislation, such as an Act, is broad in scope and provides the authority to make rules.

The legislative authority for USDA to conduct export certification activities comes from the Plant Protection Act of 2000 (PPA). The PPA:

- Establishes USDA-APHIS-PPQ as the National Plant Protection Organization (NPPO) for the United States.
- Gives USDA-APHIS-PPQ the authority to issue phytosanitary certificates.

Regulations

Regulations are rules or requirements that an Agency implements and enforces based on the authority provided to the Agency by Congress. Regulations are published in the Code of Federal Regulations (CFR) based on their subject area.

USDA's export certification regulations are contained in CFR Title 7 Chapter III (7 CFR), which deals with agriculture. The following parts of 7 CFR deal with export certification:

- 7CFR Part 353
 - Provides the regulations for enforcing the Plant Protection Act
 - Establishes guidelines for the U.S. Export Certification Program
 - Establishes requirements for U.S. ACOs
- 7CFR Part 354
 - Establishes authority for collecting user fees for phytosanitary certificates

Memorandum of Understanding (MOU)

In the United States, in order to facilitate export certification, USDA-APHIS-PPQ enters into MOUs with interested states. These MOUs:

- Grant the authority to issue certificates to participating states
- Are renewed every five years
- Provide responsibilities for USDA-APHIS-PPQ and the participating state

Note: In California, County Departments of Agriculture also perform export certification activities through an MOU.

Phytosanitary Standards

Standards provide countries with guidance in developing their phytosanitary policies and procedures.

Standards used in the United States come from two sources:

- IPPC - International Plant Protection Convention
- NAPPO - North American Plant Protection Organization

The IPPC is an international organization comprised of National Plant Protection Organizations (NPPO). The IPPC works to prevent the international movement of plant pests to protect agriculture and natural resources. IPPC member countries develop [International Standards for Phytosanitary Measures \(ISPMs\)](#) to achieve this purpose. These standards are implemented at the national level by NPPOs.

The main standards regarding export certification are:

- ISPM 7 – Export Certification System
 - Outlines components the NPPO must establish for an export certification system.
- ISPM 12 – Guidelines for Phytosanitary Certificates
 - Describes principles and guidelines for the preparation and issuance of phytosanitary certificates
 - Provides model certificates.
 - Describes fields on the certificates and information that should be included.

Regional Plant Protection Organizations (RPPO) work under the auspices of the IPPC and develop standards to deal with phytosanitary issues within a region. The North American Plant Protection Organization (NAPPO) is the RPPO for the United States, Canada, and Mexico.

NAPPO develops [Regional Standards for Phytosanitary Measures \(RSPMs\)](#). RSPMs are implemented at the national level by the NPPO.

The primary regional standard regarding export certification is RSPM 8 - Authorization of

Individuals to Issue Phytosanitary Certificates.

RSPM 8:

- Establishes guidelines for becoming an Authorized Certification Official (ACO)
- Establishes testing requirements for obtaining ACO status
 - Initial training
 - Reaccreditation training (required every three years after initial training)

Topic 2: PPQ Policy

Background

USDA-APHIS-PPQ establishes policies and procedures for export certification based on CFRs, ISPMs, RSPMs, and industry needs. These policies and procedures are outlined within the Export Program Manual (XPM).

Specific policies are developed and updated to address overarching issues and to provide clarification when necessary.

Topic Preview

This topic is broken down into the following subtopics addressing key PPQ policies:

- Additional Declarations
- Genetically Modified Organisms (GMOs)
- Grain
- Commercial Information
- Prohibited Information On An Export Certificate
- Treatments

XPM Reference: Refer to the XPM's *Policy* Chapter for a complete list of established policies.

Additional Declarations

Additional Declarations (ADs) are official assurances that certain activities were conducted. Remember the following concerning ADs:

- Only pertain to phytosanitary activities
- Can only be included on PPQ Form 577 and 579.
- Must be verified by ACOs
- If an AD is prohibited by PPQ policy then you must refuse to certify the shipment
- Only include ADs required by PExD or official communication (i.e. import permits)

Note: When import permits are presented, always include an AD stating: "*Import Permit (number) was presented.*"

Genetically Modified Organisms

Export certificates **cannot** be used to certify the Genetically Modified Organism (GMO) status of a commodity.

If a country requires that an export certificate attest to GMO status, the export certificate **cannot** be issued.

Grain

When certifying grain:

- PPQ policy is to only include additional declarations attesting to freedom from insects and weeds (regardless of whether the requirement is stated in an export summary or on an import permit).
- By definition, grain is intended for processing or consumption and is generally recognized as low risk.
- You cannot attest to freedom from plant disease-causing organisms on a phytosanitary certificate when the disease occurs in the U.S.
- Most grain and grain products are inspected by the Federal Grain Inspection Service (FGIS) or Official Agencies approved by FGIS.
- FGIS Form 921-2 is the only acceptable document provided by FGIS or Official Agencies for phytosanitary purposes.

Commercial Information

Based on ISPM 12, phytosanitary certificates are not commercial documents. Commercial information cannot be referenced on phytosanitary certificates. The most common forms of commercial information requested are:

- Letters of credit
- Trade names, sizes, or other commercial terms
- Tariff numbers
- Purchase contract number
- Tax ID numbers

Prohibited Information On An Export Certificate

Export certificates should only attest to the phytosanitary condition of a commodity. Do not include non-phytosanitary information on an export certificate, such as:

- Aflatoxins or other mycotoxins
- Fitness for human consumption
- Freedom from animal diseases and statements about animal health concerns
- Grade and/or quality
- Genetic composition and/or disease resistance
- Import tariff item number
- Any unofficial requests from applicants and consignees
- Levels of radioactivity, nuclear radiation, or radionuclides associated with a commodity
- Pesticides or other chemical residues
- CITES information
- Commodity size
- Any other requested statement that is not of a phytosanitary nature, such as economic permits, quality or quality restrictions, or methods of packaging

Treatments

PPQ treatment policy is as follows:

- Commodities may be treated for the following reasons:
 - Importing country requirements (i.e. mandatory)
 - Pest detection during inspection
 - Exporter request
- Treatments to be recorded on phytosanitary certificates:
 - Must not violate the pesticide label
 - Must be monitored by:
 - A Federal, State, or County plant quarantine official
 - The Federal Grain Inspection Service (FGIS) and listed on FGIS Form 921-2
 - Accredited Entities
- Do not list treatments recorded on foreign phytosanitary certificates

Note: Employee safety is paramount

Lesson Summary

In Lesson 1, you learned about the legal authorities and standards governing export certification. You saw that your authority originates from three sources: legislation, regulations, and standards.

You also learned that, based on the authority provided in these sources, PPQ develops policies and procedures to address overarching issues and provide clarification. These policies and procedures, contained in the XPM, help guide ACOs in the performance of their duties.

Lesson 2: Export Certification Process

Lesson Overview

This lesson includes the following topics:

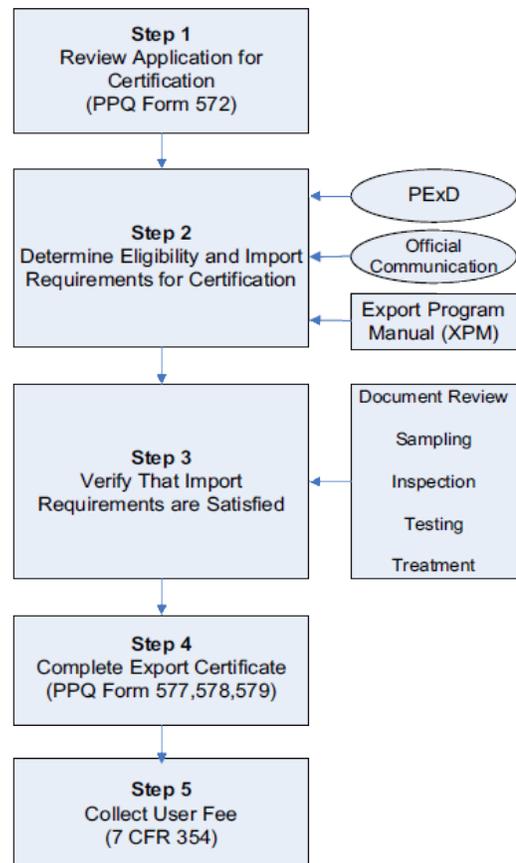
- Introduction
- Topic 1: Reviewing Applications For Certification
- Topic 2: Determining Eligibility & Import Requirements
- Topic 3: Verifying Import Requirements
- Topic 4: Completing Export Certificates
- Topic 5: Collecting User Fees
- Lesson Summary

Background

In Lesson 1, you learned about your legal authority and PPQ export certification policies. Lesson 2 will focus on the five steps that make up the export certification process:

1. Review application
2. Determine eligibility & import requirements for certification
3. Verify that import requirements are satisfied
4. Complete export certificate
5. Collect user fee

The figure at right provides a graphical representation of this process.



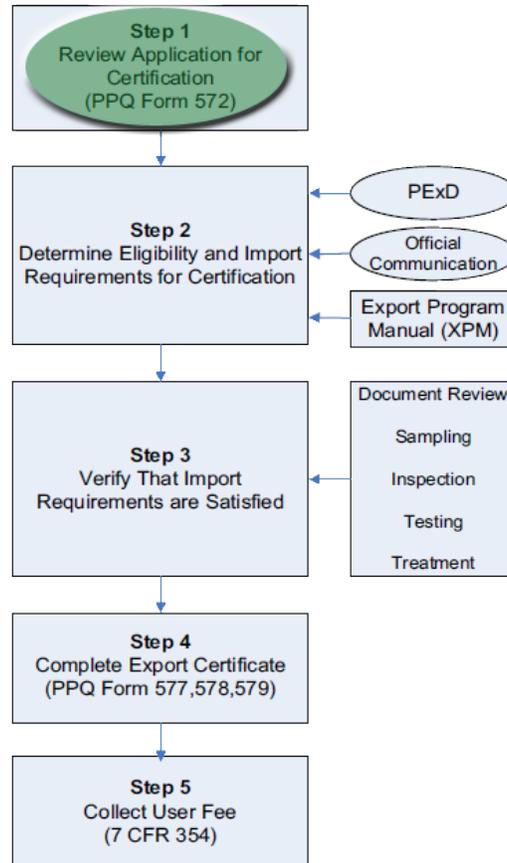
Objectives

By the end of this lesson, you should be able to:

- Review applications for certification
- Determine eligibility and import requirements
- Verify import requirements
- Accurately complete export certificates
- Collect applicable user fees

Topic 1: Reviewing Applications For Certification

This topic covers reviewing applications for certification.



XPM Reference: For additional information on reviewing applications for certification, refer to the *Application for Export Certification* section in the XPM's *General Procedures* chapter.

Reviewing Application For Certification

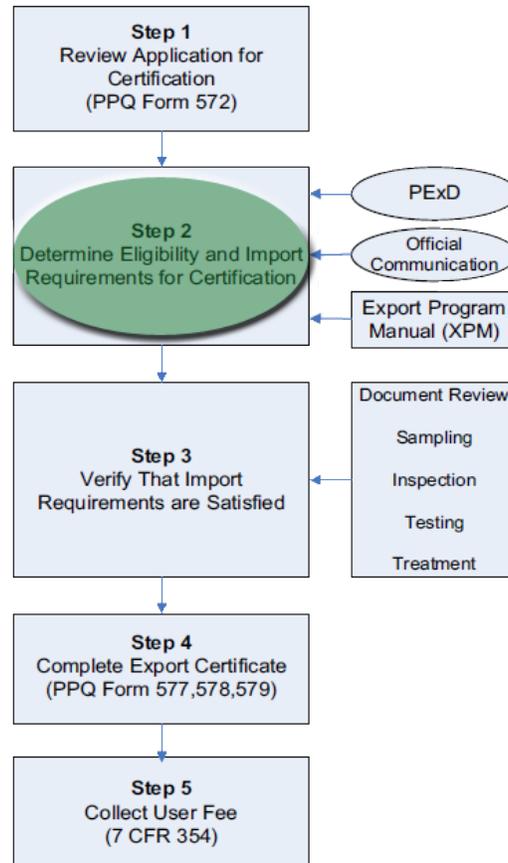
The first step in the export certification process is to review the application submitted by the applicant. Applications can be submitted through PCIT, a paper copy of PPQ Form 572 (Application for Inspection and Certification of Domestic Plants and Plant Products for Export), or other application. PCIT is the preferred method of submitting an application.

Note: The applicant is responsible for supplying all pertinent shipment information.

Once the application has been received, the ACO must determine if the commodity is eligible for certification and the importing country phytosanitary requirements.

Topic 2: Determining Eligibility & Import Requirements

This topic covers determining eligibility and import requirements. As you review the instruction, pay special attention to the highlighted links.



XPM Reference: For additional information on determining eligibility and import requirements, refer to the *Determining Eligibility and Import Requirements for Certification* section in the XPM's *General Procedures* chapter.

Determining Eligibility & Import Requirements

ACOs use various factors to determine if a commodity is eligible for export certification:

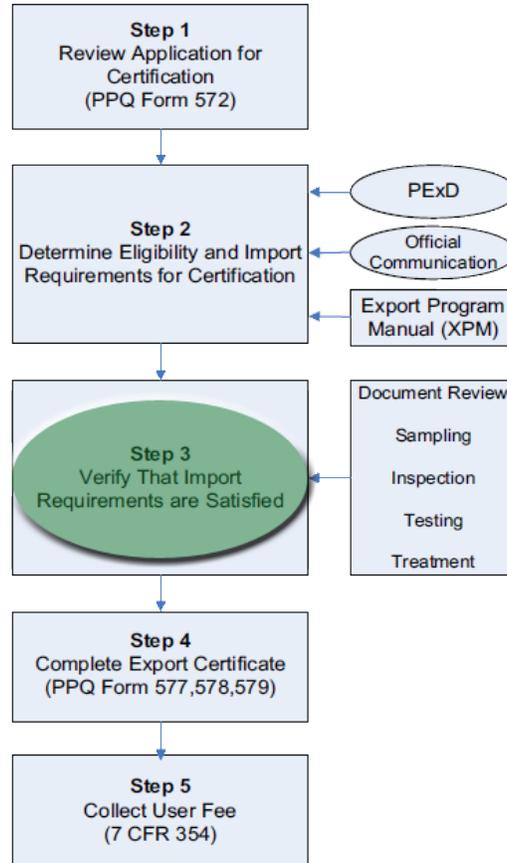
- [Commodity](#)
- [Commodity origin and destination](#)
- [Commodity protected status \(is the commodity protected by CITES or ESA\)](#)

Once eligibility has been determined, the ACO uses the following to determine the importing country's phytosanitary requirements:

- PExD (contains the phytosanitary requirements for **U.S. origin commodities**)
- Official communication:
 - Issued by foreign NPPOs
 - Most common type is an import permit
 - Necessary for re-exports from the U.S.
 - Supersedes PExD
 - Once presented, it must be followed

Topic 3: Verifying Import Requirements

The next 18 pages cover verifying import requirements. As you review the instruction, pay special attention to the highlighted links.



XPM Reference: For additional information on verifying import requirements, refer to the *Verifying Import Requirements* section in the XPM's *General Procedures* chapter.

Topic Preview

Verifying import requirements requires the ACO to:

1. Examine acceptable documentation
2. Determine sample size
3. Inspect the commodity
4. Monitor treatments (if applicable)
5. Verify miscellaneous requirements
6. Record inspection results
7. Decide which export certificate to issue

The following pages cover each of these in greater detail. The XPM discusses these steps in the Verifying Import Requirements section of Chapter 3. You may wish to review this section if you are unfamiliar with the process of verifying import requirements.

Step 1: Examine Acceptable Documentation

PPQ policy requires that all sampling, inspection, and testing for export certification purposes be conducted by:

- Federal, State, or County officials
- Cooperating agencies (e.g. Federal Grain Inspection Service or Agricultural Marketing Service)
- Accredited entities

If an exporter presents you with documentation that an inspection has already occurred, you will need to determine if the documentation is acceptable and if additional inspection is required.

Refer to these table in the XPM:

- [Acceptable Inspection Certificates and Documents](#)
- [Documents Presented](#)

Step 2: Determine Sample Size

If you determine that inspection is necessary, you must determine the sample size. In order to pull samples, the entire shipment must be presented and samples:

- Must be representative of the entire shipment
- Must be officially drawn
- May not be submitted by applicant

Note: The **only** time applicants are allowed to provide a sample is for the issuance of a PPQ Form 578.

Sample size depends on:

- Shipment size
- Commodity risk
- Importing country requirements

Two percent (2%) is the general inspection level.

For large shipments where inspecting 2% is impractical, use the XPM's [Hypergeometric Table for Random Sampling](#) to determine the appropriate sample size.

Nursery stock is considered **high risk** and should be inspected as close to **100%** as possible.

Seed, grain, and bulk commodities have special sampling procedures based on industry standards and risk considerations.

Example: You are presented 5,000 boxes of fresh oranges (*Citrus sp.*) destined to China. Using a 2% inspection rate would require inspecting 100 boxes, while using the hypergeometric table would only require you to inspect 29 boxes.

Step 3: Inspect The Commodity

ACOs must visually inspect all shipments for pests (i.e., weed seeds, insects, disease signs and symptoms, soil, etc.).

When inspecting:

- Commodities should be inspected before being containerized.
- Inspections are done on the entire sample.
- For retail packaging, there is no method for inspecting or obtaining samples.

Additionally, the importing country may require that pest freedom be determined by one or more of the following:

- Laboratory test¹
- Growing season inspection
- Area freedom
- Production area freedom

In such cases, acceptable documentation to support pest freedom must be presented.

¹ Federal and State laboratories, university laboratories, or companies accredited by USDA-APHIS-PPQ can conduct laboratory tests.

Step 4: Monitor Treatments

Phytosanitary treatments may also be necessary based on:

- Importing country requirement (official communication or PExD)
- Results of inspection (e.g. pest found)

Treatments do not replace phytosanitary inspection. If there is no opportunity to inspect prior to treatment, then an inspection must be conducted post treatment.

Phytosanitary treatments for export must:

- Be monitored
- Strictly conform to all pesticide label requirements

Phytosanitary treatments may also be monitored based on exporter request.

In order to include any treatment on phytosanitary certificates, PPQ policy must be followed.

Note: Follow all safety precautions when monitoring treatments or inspecting treated commodities.

Step 5: Verify Miscellaneous Requirements

The XPM outlines additional import requirements that may require verification including:

- Time Restrictions
- Time Limits
- Packaging Requirements
- Specified Ports

Time Restrictions

Some countries specify that a commodity may only enter during specific time periods. For example, a country concerned with oak wilt (*Ceratocystis fagacearum*) might specify that oak logs with bark can only enter between 15 October and 30 April.

Refuse to issue an export certificate if the period of entry specified in an export summary or on an import permit cannot be met.

Time Limits

The importing country's NPPO may impose specific time limits on when an export certificate may be issued. If an importing country's time limit is more restrictive than PPQ policy, the country's time limit takes precedence.

Note: Country time limits are defined in each country's summary in PExD's definition section.

PPQ policy is that export certificates be **issued** within 30 days of **inspection**².

Day 1 is the date the inspection occurred. If the inspection takes place over multiple days, then day 1 is the date the inspection started.

Packaging Requirements

Verify that importing country packaging requirements are met. Notify the exporter of any discrepancies and advise them to recondition the packaging if necessary.

Do not refuse to certify the shipment because packaging requirements have not been met at time of inspection.

Specified Ports

Some countries require that shipments enter the country through designated ports.

Do not refuse to issue an export certificate if a designated port is not listed.

Step 6: Record Inspection Results

Enter your inspection results in PCIT on the "Inspection Details" screen or in the appropriate section on the paper PPQ Form 572.

Remember to include inspection results and additional information that supports your decision to certify or not certify a commodity.

For example:

- Pests intercepted
- Actions taken to make a commodity eligible for certification (e.g. reconditioning)
- Presence/absence of IP or foreign phytosanitary certificate
- Other import requirements

² Field inspections and lab tests do not have to meet time limits.

Step 7: Decide Which Export Certificate To Issue

Deciding which export certificate to issue is based on a combination of factors:

- Commodity origin
- If a foreign phytosanitary certificate is present

Once the ACO determines that the commodity meets the importing country's phytosanitary requirements, they can complete the appropriate export certificate:

- PPQ Form 577, Phytosanitary Certificate
- PPQ Form 578, Export Certificate, Processed Plant Products³
- PPQ Form 579, Phytosanitary Certificate for Reexport

The XPM's [*Deciding When to Issue PPQ Form 577 or 579*](#) table guides ACOs through the process of deciding which form to issue.

PPQ Form 577 - Phytosanitary Certificate

Use: To certify domestic plants and plant products for export, blended foreign and U.S. origin commodities, and foreign commodities that entered the U.S. **without** phytosanitary certificates.

Purpose: To certify to the importing country's NPPO that the plants or plant products meet their phytosanitary requirements. ACOs certify that, based on phytosanitary activities (e.g. inspection, treatment, testing, reconditioning, etc.), the commodity conforms to current importing country phytosanitary requirements.

PPQ Form 579 - Phytosanitary Certificate for Reexport

Use: To certify foreign origin plants and plant products that entered the U.S. **with** a foreign phytosanitary certificate.

Purpose: To certify to the importing country's NPPO that a commodity meets that country's phytosanitary requirements.

ACOs certify that, based on inspection, testing, treating, or a foreign export certificate, the commodity:

- Conforms to the importing country's phytosanitary requirements
- Has been safeguarded against infestation/infection in the U.S.

³ PPQ Form 578 is not covered in this training.

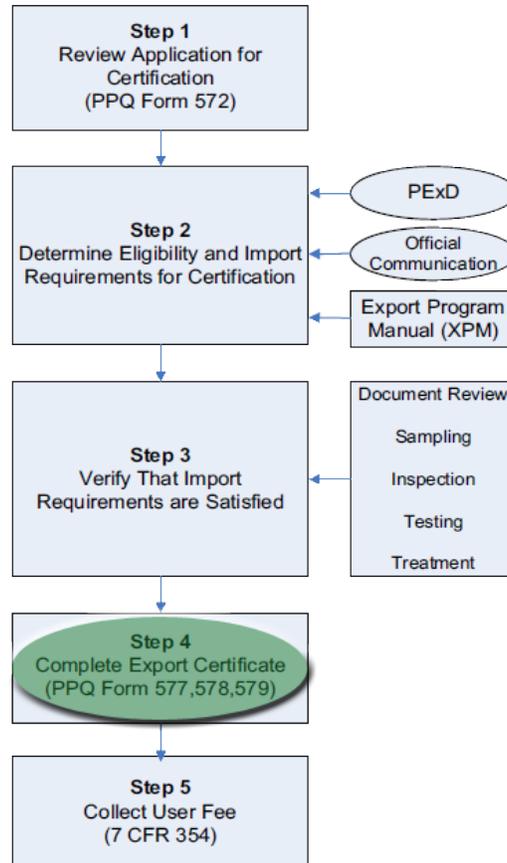
Important Re-export Considerations:

- Reexports may be certified on PPQ Form 577 or 579, depending on whether a phytosanitary certificate from the country of origin is available.
- The applicant must provide the ACO with the import requirements of the destination country from the country of origin.
 - If destination country will not provide official communication identifying the import requirements, then the applicant is allowed to provide highlighted copies of published requirements or e-mail communication from the NPPO.
- If the phytosanitary requirements cannot be met based on the incoming phytosanitary certificates and/or activities conducted in the U.S. then do not certify.

Important: PExD only contains the requirements for U.S. origin commodities.

Topic 4: Completing Export Certificates

This topic covers completing export certificates.



XPM Reference: For additional information on completing export certificates, refer to the *Completing PPQ Forms 577 and 579* section in the XPM's *General Procedures* chapter.

Topic Preview

This topic is divided into the following subtopics:

- Phytosanitary Certificate Issuance and Tracking (PCIT)
- Guidelines For Completing PPQ Forms 577 And 579
- PPQ Form 577
- PPQ Form 579

Phytosanitary Certificate Issuance and Tracking (PCIT)

Phytosanitary Certificates have traditionally been issued on 4-part forms. USDA-APHIS-PPQ has been moving to an automated system that allows for certificates to be generated via the internet. This system is called Phytosanitary Certificate Issuance and Tracking (PCIT) and provides many advantages over traditional certificates.

PCIT's main benefits are:

- Standardized data collection, increasing reporting integrity
- Faster certificate generation
- Electronic data storage, allows held shipments to be resolved faster
- Ability to create and store customizable templates for reuse
- Ability to archive certificates and supporting documentation, reducing onsite document storage
- Ability to collect state and county fees
- State certificate availability (17+ state phytosanitary certificates)
- Ability to enter multiple "Quantity" and "Unit" pairings and "Number of Packages" and "Package" pairings

Guidelines For Completing PPQ Forms 577 And 579

For PCIT and multi-part paper certificates:

- Treatment information should be in treatment area
- Enter the same country name in the "To: The Plant Protection Organization(s) of: block as the country identified in Block 8. Declared Name and Address of the Consignee.
- List only U.S. addresses in the Name and Address of the Exporter block. Affiliated island addresses are acceptable.
- Enter the actual dates of inspection.
- Spell out dates in month/day/year format (example July 17, 2015)
- Do not correct errors or add extraneous marks (i.e. tick marks, check marks, etc.) on an export certificate. Never use correction fluid or correction tape. If an ACO makes an error, the ACO must complete a new certificate.
- Never enter phone or facsimile numbers.
- Never enter titles or signatures to names.
- Do not include abbreviations. In particular, never abbreviate the following: Calendar months, city names, State names, country names, or any other entry unless it is part of a business name.
- Never enter dates of a field or growing season inspection or laboratory tests.
- Never enter statements such as "In-care-of", (c/o), "Attention to", "Agent for", or "Notify".

- Do not record ADs from foreign phytosanitary certificates on PPQ Form 579.
- Never enter a variety unless it is required in PExD or is listed on an IP and all the conditions can be met.

Note: PCIT is the preferred method for completing certificates.

PPQ Form 577 – Phytosanitary Certificate

No phytosanitary certificate can be issued until an application is completed (7 CFR 355) UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE		FORM APPROVED ONE NO. 809-002 
		FOR OFFICIAL USE ONLY
		PLACE OF ISSUE
		NO.
TO: THE PLANT PROTECTION ORGANIZATION(S) OF		DATE INSPECTED
CERTIFICATION		
This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.		
DISINFESTATION AND/OR DESINFESTION TREATMENT		
1. DATE	2. TREATMENT	
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE	
5. CONCENTRATION	6. ADDITIONAL INFORMATION	
DESCRIPTION OF THE CONSIGNMENT		
7. NAME AND ADDRESS OF THE EXPORTER	8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	
9. NAME OF PRODUCT AND QUANTITY DECLARED	10. BOTANICAL NAME OF PLANTS	
11. NUMBER AND DESCRIPTION OF PACKAGES	12. DISTINGUISHING MARKS	
13. PLACE OF ORIGIN	14. DECLARED MEANS OF CONVEYANCE	
	15. DECLARED POINT OF ENTRY	
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$150,000 (7 U.S.C. Section 7724-2(f)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (19 U.S.C. Section 1801).		
ADDITIONAL DECLARATION		
		
Page 1 of 1		
16. DATE ISSUED	17. NAME OF AUTHORIZED OFFICER (Type or Print)	18. SIGNATURE OF AUTHORIZED OFFICER
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.		
PPQ Form 577	FEB 2001	Previous editions are obsolete as of 03/01
SHIPPER'S ORIGINAL		

The following boxes provide a description of what to enter in each block on a PPQ Form 577:

Block – TO: THE PLANT PROTECTION ORGANIZATION(S) OF	PCIT Instructions – Automatically populated	Paper Instructions – Enter the approved name from <i>Appendix C</i> of the foreign country and list any transiting countries required by the export summary or official communication by placing each country within parenthesis, for example, (Bolivia).
Block – PLACE OF ISSUE	PCIT Instructions – Automatically populated	Paper Instructions – Enter the complete name of the city and state of the issuing office. Enter only the issuing office name for each PPQ Form 577
Block – No.: FPC	PCIT Instructions – Automatically populated	Paper Instructions – Preprinted
Block – DATE INSPECTED	PCIT & Paper Instructions – Enter the date(s) the commodity was inspected. Important: Never enter dates of a field or growing season inspection or laboratory tests. Notice: <ul style="list-style-type: none"> When calculating how many days have passed since the date of inspection, count the date of inspection as day one. When calculating how many days have passed since the date of inspection when a consignment has multiple dates of inspection, the 30 day time limit begins on the first (earliest) date of inspection. 	
Block – DATE	PCIT & Paper Instructions – Enter the date(s) the commodity was treated	
Block – TREATMENT	PCIT & Paper Instructions – Enter description of the treatment (e.g., fumigation, cold treatment, dip, spray).	
Block – CHEMICAL (<i>active ingredient</i>)	PCIT & Paper Instructions – Enter the common name of the active ingredient. Trade names are not acceptable.	
Block – DURATION AND TEMPERATURE	PCIT & Paper Instructions – Enter the duration of the treatment and temperature (if applicable).	
Block – CONCENTRATION	PCIT & Paper Instructions – Enter the chemical concentration	
Block – ADDITIONAL INFORMATION	PCIT & Paper Instructions – Enter information that further identifies the treatment (e.g., slurry, dusted, sprayed).	
Block – NAME AND ADDRESS OF THE EXPORTER	PCIT Instructions – Automatically populated	Paper Instructions – Enter only one complete name and U.S. address of the exporter.
Block – DECLARED NAME AND ADDRESS OF THE CONSIGNEE	PCIT Instructions – Automatically populated	Paper Instructions – Enter only one complete name and address of the person or company taking delivery of the commodity. Include a name, city, and approved country name. The approved country name must be the same as listed in TO: THE PLANT PROTECTION ORGANIZATION(S) OF block.

Block – NAME OF PRODUCE AND QUANTITY DECLARED	PCIT Instructions – Automatically populated	Paper Instructions – Enter the common name of the commodity. For seed for consumption, enter the specific grain; for seeds for planting, enter seeds.
Block – BOTANICAL NAME OF PLANTS	PCIT Instructions – Automatically populated	Paper Instructions – Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities.
Block – NUMBER AND DESCRIPTION OF PACKAGES	PCIT Instructions – Automatically populated	Paper Instructions – Enter the number and type of shipping containers (e.g., 50 wooden crates, 150 cardboard boxes, 500 burlap bags, 10 containers, and "bulk" for bulk shipments).
Block – DISTINGUISHING MARKS	PCIT Instructions – Automatically populated	Paper Instructions – Enter the markings as they appear on the containers, cartons, bags, etc. If there are no distinguishing marks, enter "NONE".
Block – PLACE OF ORIGIN	PCIT Instructions – Automatically populated	Paper Instructions – Enter the name of the country of origin. For blended commodities list all countries of origin, including the U.S. if appropriate. Do not abbreviate city, country, or state.
Block – DECLARED MEANS OF CONVEYANCE	PCIT Instructions – Automatically populated	Paper Instructions – Enter specific name of the airline, rail line, truck line or vessel, if known. If unknown, enter airfreight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, as appropriate.
Block – DECLARED POINT OF ENTRY	PCIT Instructions – Automatically populated	Paper Instructions – Enter the point of entry declared by the applicant after ensuring that the port is authorized. If the port is unknown, enter the approved country name.
Block – ADDITIONAL DECLARATION (AD)	PCIT & Paper Instructions – ALL ADs and additional official phytosanitary information must follow PPQ policy as listed in the Policy section for Additional Declarations (ADs) and Additional Official Phytosanitary Information in the XPM.	
Block – DATE ISSUED	PCIT & Paper Instructions – Enter the date certificate was signed.	
Block – NAME OF AUTHORIZED OFFICER (Type or Print)	PCIT & Paper Instructions – Enter the name of the Authorized Certification Official that will sign the form.	
Block – SIGNATURE OF AUTHORIZED OFFICER	PCIT & Paper Instructions – Sign the form. The signature must match the name entered in Block 17.	

PPQ Form 579 – Phytosanitary Certificate For Reexport

FORM APPROVED
OMB NO. 0579-0050

<small>No phytosanitary certificate can be issued until an application is completed (7 CFR 302)</small> UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE FOR REEXPORT		FOR OFFICIAL USE ONLY PLACE OF ISSUE NO.	
TO: THE PLANT PROTECTION ORGANIZATION(S) OF			
CERTIFICATION			
This is to certify that the plants or plant products described below were imported into the United States from (Country of origin) _____ covered by Phytosanitary Certificate _____ of which is attached to this certificate. That they are <input type="checkbox"/> packed <input type="checkbox"/> repacked <input type="checkbox"/> in original <input type="checkbox"/> original <input type="checkbox"/> certified true copy <input type="checkbox"/> original Phytosanitary Certificate <input type="checkbox"/> and additional inspection, they are considered to conform with the current phytosanitary regulations of the importing country, and that during storage in the United States, the consignment has not been subjected to the risk of infestation or infection.			
DISINFESTATION AND/OR DISINFECTION TREATMENT			
1. DATE	2. TREATMENT		
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE		
5. CONCENTRATION	6. ADDITIONAL INFORMATION		
DESCRIPTION OF THE CONSIGNMENT			
7. NAME AND ADDRESS OF THE EXPORTER		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	
9. NAME OF PRODUCE AND QUANTITY DECLARED		10. BOTANICAL NAME OF PLANTS	
11. NUMBER AND DESCRIPTION OF PACKAGES		12. DISTRIBUTOR AND MARKS	
13. PLACE OF ORIGIN		14. DECLARED MEANS OF CONVEYANCE	
		15. DECLARED POINT OF ENTRY	
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).			
ADDITIONAL DECLARATION			
16. DATE ISSUED		17. NAME OF AUTHORIZED OFFICER (Type or Print)	18. SIGNATURE OF AUTHORIZED OFFICER
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.			

Page 1 of 1

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SHIPPER'S ORIGINAL

The following boxes provide a description of what to enter in each block on a PPQ Form 579:

Block – TO: THE PLANT PROTECTION ORGANIZATION(S) OF	PCIT Instructions – Automatically populated	Paper Instructions – Enter the approved name from <i>Appendix C</i> of the foreign country and list any transiting countries required by the export summary or official communication by placing each country within parenthesis, for example, (Bolivia).
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Block – PLACE OF ISSUE	PCIT Instructions – Automatically populated	Paper Instructions – Enter the complete name of the city and state of the issuing office. Enter only the issuing office name for each PPQ Form 577
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Block – No.: FPC	PCIT Instructions – Automatically populated	Paper Instructions – Preprinted
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Block – CERTIFICATION	PCIT & Paper Instructions – Enter the name of the country (ies) from which the commodity originated. Enter the number of the foreign export certificate, if available, and check whether the certificate is an original or certified true copy. Check whether the commodity is packaged in the original containers or was repacked into new containers. Check whether the conformance with the current phytosanitary requirements of the importing country are based on the foreign export certificate and/or based on additional inspection.	
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Block – DATE	PCIT & Paper Instructions – Enter the date(s) the commodity was treated	
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Block – TREATMENT	PCIT & Paper Instructions – Enter description of the treatment (e.g., fumigation, cold treatment, dip, spray).	
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Block – CHEMICAL (<i>active ingredient</i>)	PCIT & Paper Instructions – Enter the common name of the active ingredient. Do not use trade names.	
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Block – DURATION AND TEMPERATURE	PCIT & Paper Instructions – Enter the duration of the treatment and temperature (if applicable).	
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Block – CONCENTRATION	PCIT & Paper Instructions – Enter the concentration of chemicals.	
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Block – ADDITIONAL INFORMATION	PCIT & Paper Instructions – Enter information that further identifies the treatment (e.g., slurry, dusted, sprayed)	
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Part II

Block – NAME AND ADDRESS OF THE EXPORTER	PCIT Instructions – Automatically populated	Paper Instructions – Enter only one complete name and U.S. address of the exporter.
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Block – DECLARED NAME AND ADDRESS OF THE CONSIGNEE	PCIT Instructions – Automatically populated	Paper Instructions – Enter only one complete name and address of the person or company taking delivery of the commodity. Include a name, city, and approved country name. The approved country name must be the same as listed in TO: THE PLANT PROTECTION ORGANIZATION(S) OF block.
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Block – NAME OF PRODUCE AND QUANTITY DECLARED	PCIT Instructions – Automatically populated	Paper Instructions – Enter the common name of the commodity. For seed for consumption, enter the specific grain; for seeds for planting, enter seeds.
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Block – BOTANICAL NAME OF PLANTS	PCIT Instructions – Automatically populated	Paper Instructions – Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities.
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Block – NUMBER AND DESCRIPTION OF PACKAGES	PCIT Instructions – Automatically populated	Paper Instructions – Enter the number and type of shipping containers (e.g., 50 wooden crates, 150 cardboard boxes, 500 burlap bags, 10 containers, and "bulk" for bulk shipments).
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Block – DISTINGUISHING MARKS	PCIT Instructions – Automatically populated	Paper Instructions – Enter the markings as they appear on the containers, cartons, bags, etc. If there are no distinguishing marks, enter "NONE".
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Block – PLACE OF ORIGIN	PCIT Instructions – Automatically populated	Paper Instructions – Enter the name of the country of origin. For blended commodities list all countries of origin, including the U.S. if appropriate. Do not abbreviate city, country, or state.
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Block – DECLARED MEANS OF CONVEYANCE	PCIT Instructions – Automatically populated	Paper Instructions – Enter specific name of the airline, rail line, truck line or vessel, if known. If unknown, enter airfreight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, as appropriate.
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Block – DECLARED POINT OF ENTRY	PCIT Instructions – Automatically populated	Paper Instructions – Enter the point of entry declared by the applicant after ensuring that the port is authorized. If the port is unknown, enter the approved country name.
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Part III

Block – ADDITIONAL DECLARATION (AD)	PCIT & Paper Instructions – ALL ADs and additional official phytosanitary information must follow PPQ policy as listed in the Policy section for Additional Declarations (ADs) and Additional Official Phytosanitary Information in the XPM.	
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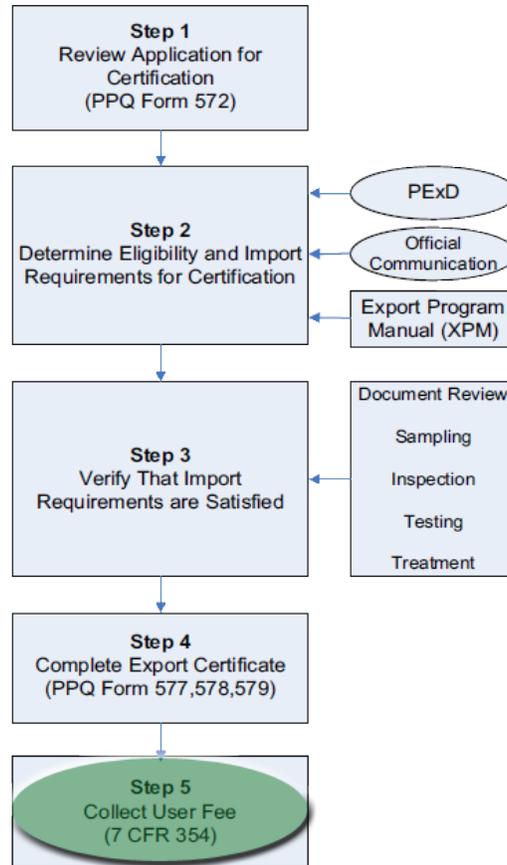
Block – DATE ISSUED	PCIT Instructions – Automatically populated with the ability to alter the date the certificate was signed	Paper Instructions – Enter the date certificate was signed.
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Block – NAME OF AUTHORIZED OFFICER (Type or Print)	PCIT Instructions – Automatically populated with the ability to enter the name of the Authorized Certification Official that will sign the form.	Paper Instructions – Enter the name of the Authorized Certification Official that will sign the form.
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Block – SIGNATURE OF AUTHORIZED OFFICER	PCIT & Paper Instructions – Sign the form. The signature must match the name entered in Block 17.	
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Topic 5: Collecting User Fees

This topic covers collecting user fees.



XPM Reference: For additional user fee information, refer to the *User Fees* section in the XPM's *General Procedures* chapter.

Collecting User Fees

Export certification is a full cost recovery program. USDA-APHIS-PPQ user fees are:

- Established to recoup the costs for the entire export program
- Assessed on a per certificate basis
- Due at the time of service
- Based on 7CFR Part 354

Note: The only time a USDA-APHIS-PPQ user fee is not charged is when an ACO makes an error requiring a new certificate. A user fee is not assessed for the new certificate.

States/Counties may also apply user fees for phytosanitary certificates they issue on behalf of USDA-APHIS-PPQ. These certificates are also subject to a USDA-APHIS-PPQ administrative fee. The administrative fee is assessed per certificate and due at the time of service.

Lesson Summary

In Lesson 2, you learned about the five step export certification process involving:

1. Review applications for certification
2. Determining eligibility & import requirements
3. Verifying import requirements
4. Completing export certificates
5. Collecting user fees