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Animal and Plant
Health Inspection
Service

Plant Protection and
Quarantine

Professional
Development Center

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Initial Export Certification Training Course Reference

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Introduction

This document is a printable PDF copy of the online Initial Export Certification Training content. This document is provided for reference purposes only and should **not** be used as a substitute for completing the online training. The document does **not** contain the interactive elements found in the online training, or lesson and topic knowledge checks.

The content in this document is intended for TRAINING PURPOSES ONLY. When performing the duties of an ACO, refer to the XPM, PCIT and your local Export Certification Specialist (ECS) for the most current Export Program information.

Course Overview

Purpose

This course introduces you to key concepts of the Export Certification Program including PPQ policy, the export certification process, and the tools used in export certification. Successful completion of this course is the **first** step to becoming an Authorized Certification Official (ACO).

Note: The final step in becoming an ACO is completing training with your local Export Certification Specialist (ECS). Your local ECS will make necessary arrangements to coordinate and deliver that training.

Scope

By the end of this course you will be able to:

- Describe the export certification process and PPQ's role in it.
- Describe the export certification tools used in the Export Certification Program.
- Describe PPQ Export Policies.
- Describe the five steps of the export certification process.
- Use Phytosanitary Export Database (PExD) to determine foreign phytosanitary requirements for export.
- Use PCIT to process an application.
- Use the held shipments worksheet and describe the held shipments process.

Course Structure and Function

Course Structure

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 is self-paced and consists of the following seven lessons:

Lesson 1: Introduction and Background of Export Certification

Lesson 2: Tools of the Export Certification Program

Lesson 3: PPQ Policy

Lesson 4: Export Certification Process

Lesson 5: Using PExD

Lesson 6: Using PCIT

Lesson 7: Held Shipments

Lessons 1-4

After completing the first four lessons, you have to complete an exam that consists of 25 multiple choice questions. The minimum passing score is 80 percent. You have three attempts to successfully complete the exam with a minimum score of 80 percent. The exam includes questions related to the content from the following lessons:

- Lesson 1: Introduction and Background of Export Certification
- Lesson 2: Tools of the Export Certification Program
- Lesson 3: PPQ Policy
- Lesson 4: Export Certification Process

Lessons 5-7

In addition to completing lessons one through four and passing the associated exam, you must also complete lessons five through seven to receive completion credit for the online portion of the Initial Export Certification Training.

- Lesson 5: Using PExD
- Lesson 6: Using PCIT
- Lesson 7: Held Shipments

Course Requirements

You will need the following to complete this course online:

- Computer with internet connection and a web browser
- Adobe Acrobat Reader or other PDF reader

Note: Some of the documents referenced in this course are provided in PDF (Portable Document Format). In order to view PDF files on your computer, you must have a PDF reader installed.

Course Navigation

Please complete the lessons in order as they are listed in the AgLearn Online Content Structure.

Knowledge check questions are provided at the end of lesson topics and each lesson. 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, images, PDF documents, and rollovers. These resources are part of the training and should be reviewed while completing the course. Links are identified by underlined blue text. Some links require you to select the link while others simply require that you roll your cursor over a particular image or piece of text. Please note, links that require you to select them are followed by (*Select the link to view the document*) or similar wording.

Technical Difficulties

If you experience technical difficulties with this course you can contact the PCIT Help Desk at:

- 1-866-457-7248 or 1-866-HLP-PCIT

Content Questions

If you have questions pertaining to course content, please contact your local ECS.

Help Button

This information can also be found by selecting the **Help** button available on the bottom of most screens in this course.

Overview Summary

In this course overview you were introduced to the structure of the Initial Export Certification course you are about to begin. Specifically, you learned about lesson completion, the exam, course requirements, course navigation, and how to get help when needed.

Lesson 1: Introduction and Background of Export Certification

Lesson Overview

This lesson includes the following sections:

- Introduction
- Topic 1: The Export Certification Program
- Topic 2: Regulatory Authorities
- Lesson Summary

Introduction

Background

Export certification is a process of verification to determine if an agricultural commodity meets the entry requirements of an importing country.

The goals are to facilitate a commodity's entry into commerce on arrival at an importing country, strengthen the marketability of U.S. agriculture in international commerce and preservation of the global environment.

The Animal Plant Health Inspection Service (APHIS) – Plant Protection and Quarantine (PPQ) is the National Plant Protection Organization (NPPO) of the United States, and assumes the responsibility of managing the export program in alignment with its mission.

Export Certification is a service provided to assist U.S. applicants in meeting foreign country import requirements for eligible plants and plant products. In order to provide this service, PPQ follows guidance outlined by the International Plant Protection Convention (IPPC) and Regional Plant Protection Organization (RPPO).

If the commodity meets the known phytosanitary requirements of the importing country, a phytosanitary certificate can be issued. Phytosanitary certificates are issued from an exporting NPPO to an importing NPPO.

Purpose

The purpose of this lesson is to enable you to describe the export certification process and PPQ's role in it.

Scope

By the end of this lesson you will be able to:

- Identify PPQ's basic policies used to assist exporters to meet import requirements of foreign countries.
- Describe the legislation, regulations and standards that authorize officials to certify exports.

- Describe the roles and responsibilities of an Authorized Certification Official (ACO) and others involved in export certification.

Topic 1: Export Certification Program

Topic Preview

In this topic we will cover:

1. Export Certification Program
2. Authorized Certification Official
3. Roles and Responsibilities
4. Communication Protocols

1. Export Certification Program

The purpose of export certification is to facilitate the entry of eligible commodities into foreign countries and to assure the NPPO of an importing country, that its known phytosanitary import requirements have been met.

The U.S. **does not** require export certification of commodities, but rather provides certification as a service to U.S. exporters.

As a result of the Export Certification Program, PPQ does the following things to assist U.S. exporters:

- Analyzes the information, prepares summaries of the import requirements, and makes the summaries available to ACOs and other interested parties.
- Inspects commodities offered for export.
- Certifies shipments that meet the import requirements of foreign countries.
- Monitors the issuance of export certificates to ensure accuracy.
- Assists U.S. exporters if shipments are held at the final destination.
- Monitors program activities to ensure credibility of the export program.

In the U.S., in order to help facilitate export certification, USDA-APHIS-PPQ enters into Memorandum of Understanding (MOU) with state regulatory agencies. The MOU:

- Grants the authority for participating states to issue certificates.
- Is renewed every five years.
- Specifies responsibilities for USDA-APHIS-PPQ and the participating state regulatory agency.

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

2. Authorized Certification Officials

ACOs are Federal, State or County officials accredited to inspect commodities, issue export certificates, and support the continuity, credibility and integrity of the export program at the grass roots level.

ACOs promote the safe trade of U.S. agricultural commodities by assisting U.S. exporters in meeting the plant import requirements of foreign countries.

To be considered for ACO accreditation, a candidate must meet time and/or education requirements, and be nominated by their supervisor and Export Certification Specialist (ECS). They must obtain final approval from Export Services in order to attend the required training.

3. Roles and Responsibilities

The Export Program requires a cooperative relationship between industry and government. To gain a better understanding of the roles and responsibilities of each stakeholder, read more about each of the following:

- Applicants
- ACOs
- Export Certification Specialist
- Trade Specialist
- National Operations Manager
- Export Services

Applicants

The responsibilities of the exporter or shipper include the following:

- Apply for the inspection, sampling, testing, and certification of commodities offered for export.
- Provide all necessary documentation, including, import permits (IP), bills of lading, manifests, shipping invoices, foreign export certificates, and inspection certificates. It is the exporter's responsibility to provide official documents stating import requirements if they differ from those PPQ has.
- Make the commodity available for inspection, sampling, testing, etc. prior to loading containers. It is the exporter's responsibility to ensure the shipment is sampled and inspected.
- Provide labor to open and close packages and provide adequate facilities to perform the inspection. Such facilities include supplies, equipment, and proper lighting.
- Provide for any required treatments, reconditioning, or other actions to meet the import requirements of the foreign country.
- Safeguard the certified shipment and ensure it departs within the time limits specified by the importing country.

ACOs

The responsibilities of an ACO include the following:

- Continue to meet the education, experience, and training requirements of an ACO.
- Provide information and assistance to exporters.
- Identify the import requirements of a foreign country and determine whether a commodity meets the requirements and is eligible for an export certificate.

- Conduct inspections.
- Prepare and issue export certificates.
- Collect appropriate user fees.
- Refuse to issue export certificates for prohibited commodities or commodities that do not meet a country's import requirements.

Export Certification Specialist

ECSs provide training and quality control functions. Their role includes the following responsibilities:

- Serve as the point of contact and expert on phytosanitary issues for all ACOs under their assigned area.
- Serve as technical liaison among local, State, regional, and national officials regarding export certification assistance.
- Review (at least monthly) 5% of all certificates issued by ACOs within their assigned area for compliance with established policy and foreign import requirements.
- Investigate the issuance of certificates for shipments that have been detained or rejected by the importing country.
- Determine the need for, coordinate, and conduct initial training for State and county personnel within assigned areas.
- Screen and forward a list of State cooperator nominees, along with their qualifications, to Export Services for granting accreditation to issue certificates.
- Maintain accreditation records for all ACOs in the nationwide ACO database. Notify Export Services of cooperators who transfer, retire, or otherwise separate from State or county employment.

Trade Specialist

Trade Specialists have the following responsibilities:

- Work with visiting foreign officials to address work plan compliance and new market access issues.
- Interpret negotiated work plans and implements work plans at both a local and multi-state level.
- Investigate problems with work plan implementations.
- Serve as liaison with the field, Regional Trade Specialists, Phytosanitary Issues Management (PIM), and Export Services.
- Maintain active relationships with Federal, State, county, industry representatives, and stakeholders in agricultural export certification matters.
- Investigate the issuance of export certificates for detained shipments. Aid agricultural exporters and ACOs in negotiating the release of detained shipments.

National Operations Manager (formerly Regional Program Managers)

National Operation Managers have the following responsibilities:

- Distribute information on policy, regulations, procedures, etc. to customers and stakeholders.
- Facilitate trade through export and import guidelines for agricultural commodities.
- Interact with ECSs through regional workshops, conference calls, and other support as needed.
- Assist Export Services with trade issues.
- Gather information for new and continuing export markets from the field.
- Assist industry with export issues.
- Facilitate the development of, and aid with, the implementation of trade and international work plans for export.
- Provide advice, information, and support in developing guidelines for program objectives.
- Identify problem areas and recommend corrective measures.

Export Services

As a participant in the export program, Export Services is responsible for the following:

- Establish export certification policy.
- Maintain current information on the plant quarantine import requirements of foreign countries.
- Analyze the information, prepare and write up Export Summaries of the foreign import requirements for use by Federal, State, and County ACOs and other interested parties.
- Monitor the export program, other than certificate issuance, to ensure credibility of the export program.
- When possible, assist U.S. exporters if their certified shipments are held at destination.
- Provide advice to U.S. exporters with shipments on hold that were exported without meeting the importing country's phytosanitary requirements.
- Ensure only authorized inspectors and ACOs inspect and certify the phytosanitary conditions of commodities offered for export.

4. Communication Protocols

When personnel involved in the export program require assistance, it is important they receive a prompt response from the appropriate person. To ensure issues are resolved in a timely fashion, it is important the person requesting assistance:

- Gather all pertinent information.
- Refer it to the proper person for assistance.

For questions, concerns, and suggestions relating to the export program refer to the **Contact Protocol for Assistance with Export Certification** table.

Table A-1-1: Contact Protocol for Assistance with Export Certification

If you are:	Then your first contact is:	Then your second contact is:	Then your third¹ contact is:	Then your fourth contact is:	Then your last contact is:
A PPQ Authorized Certification Official (ACO)	Supervisor	ECS	SPHD	RPM	ES
A State or county ACO	Supervisor or SPRO	ECS	SPHD	RPM	ES
An applicant	State, County, or Federal ACO	ECS	SPHD	RPM	ES

1 Each SPHD's office may have specific instructions on who the contact person is in that office. Follow the contact information provided by your SPHD's office.

Topic 2: Regulatory Authority

Topic Preview

In order to perform the duties of an ACO, it is important to understand the legal authorities and PPQ policies associated with export certification. Topic 2 provides information on legal authorities and PPQ policies.

PPQ's authority to conduct certification inspections comes from:

- Legislation
- Regulations
- Conventions
- Standards

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

Let's look at the regulatory authority for export certification in more detail.

Legislation

There are several pieces of legislation that authorize or restrict export certification activities that PPQ must follow.

PPQ's legislative authority to conduct certification inspections comes from the Plant Protection Act of 2000 (PPA).

Plant Protection Act of 2000

Section 418 of the Plant Protection Act of 2000 (PPA) provides the authority for issuing certificates for the export of commodities, and enables PPQ to help exporters meet the plant quarantine import requirements of foreign countries.

Section 418 Certification for Exports

The Secretary may certify as to the freedom of plants, plant products, or biological control organisms from plant pests or noxious weeds, or the exposure of plants, plant products, or biological control organisms to plant pests or noxious weeds, according to the phytosanitary or other requirements of the countries to which the plants, plant products, or biological control organisms may be exported.

Section 431(a) provides the authority to cooperate with other Federal agencies; the governments of foreign countries; international organizations or associations; States or their political subdivisions; farmer's associations; and other persons to detect, eradicate, suppress, control, and prevent or delay the spread of plant pests or noxious weeds.

As you will learn later in this lesson, PPQ and each State's Department of Agriculture, participate in a cooperative program to more effectively perform export certification of commodities and to

expand the export program, by issuing export certificates at interior points of origin in the United States.

The PPA provides PPQ with the authority for issuing certificates for the export of commodities and enables PPQ to help exporters meet import requirements of foreign countries.

PPQ's authority for enforcing regulations of protected commodities comes from the:

- Convention on International Trade in Endangered Species (CITES)
- Endangered Species Act of 1973 (ESA)

The **mission** of CITES is to protect those animal and plant species which are **threatened by international trade**. It establishes an international legal framework with common procedural mechanisms for the prevention of international commercial trade in endangered species.

In the United States the Endangered Species Act of 1973 (ESA) (16 USC 1531-1544) provides the framework for regulation of CITES. Each of the requirements for membership in CITES is addressed by the ESA.

Regulations

PPQ's regulatory authority to conduct certification inspections and issue export certificates comes from the Code of Federal Regulations (CFR). The main regulations used in the Export Certification program are 7CFR Part 353 and 7CFR Part 354.

7CFR Part 353 provides:

- The purpose and administration of the U.S. Export Certification Program.
- The regulations for enforcing the PPA.
- Provisions for entering into cooperative programs with other state and federal cooperators.
- The administrative rules regarding:
 - Who is involved and what their responsibilities are?
 - What can and cannot be certified?
 - Where an exporter can apply for an inspection and phytosanitary certificate?

7CFR Part 354:

- Establishes authority for collecting user fees for phytosanitary certificates.

Conventions

Conventions are international agreements between multiple countries handling regulatory issues.

There are two main conventions used in the Export Certification Program.

- **IPPC – International Plant Protection Convention** is an international treaty established under the authority of the Food and Agricultural Organizations within the United Nations. Currently, there are over 175 signatories.

- **CITES – Convention on International Trade in Endangered Species of Wild Flora and Fauna** is an international agreement which provides varying levels of protection for species that are or may be in danger of extinction from international trade.

Standards

The export program is based on standards established by two sources:

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

The **IPPC** provides for the international cooperation in controlling and preventing the international spread of plant pests and diseases.

IPPC Standards are implemented at the national level by the National Plant Protection Organization (NPPO). PPQ is the NPPO for the U.S.

As a member of the IPPC, PPQ is obligated to meet the written IPPC standards known as International Standards for Phytosanitary Measures (ISPM). The **main** standards regarding export are:

- ISPM 7 – Export Certification System
 - Outlines components the NPPO must establish for an Export Certification Program.
- 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 certificate and information that should be included.

NAPPO is a Regional Plant Protection Organization (RPPO) established in 1976 to help achieve the IPPC mission on intra/interregional levels between Canada, Mexico and the United States.

NAPPO's mission is to coordinate efforts to protect plant resources from the entry, establishment and spread of regulated pests within North America.

NAPPO creates Regional Standards for Phytosanitary Measures (RSPMs) to help establish standards on a regional level. RSPMs are the equivalent of ISPMs. An example is:

- RSPM 8 – Authorization of Individuals to Issue Phytosanitary Certificates
 - Establishes guidelines for becoming an ACO.
 - Establishes testing requirements for obtaining ACO status such as:
 - Initial Training.
 - Reaccreditation training (required every three years after initial training).

Lesson Summary

In this lesson you learned about the Export Program and its purpose of facilitating the entry of eligible commodities into foreign countries, and the duties and responsibilities of an ACO and all parties involved in the Export Certification Program.

You also learned about the Regulatory Authority governing export certification. You saw that your authority originates from four sources: legislation, regulations, standards and conventions.

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Lesson 2: Tools of the Export Certification Program

Lesson Overview

This lesson includes the following sections:

- Introduction
- Topic 1: Export Program Manual (XPM)
- Topic 2: Phytosanitary Certificate Issuance and Tracking (PCIT)
- Topic 3: Phytosanitary Export Database (PExD)
- Lesson Summary

Introduction

Background

There are numerous tools used for export certification and all of these tools are commonly referenced during the export certification process. The primary export tools are covered in this lesson and include:

- Export Program Manual (XPM)
- Phytosanitary Certificate Issuance and Tracking (PCIT)
- Phytosanitary Export Database (PExD)

Purpose

The purpose of this lesson is to enable you to describe the export certification tools used in the Export Certification Program.

Scope

By the end of this lesson you will be able to describe the following export certification tools:

- Export Program Manual (XPM)
- Phytosanitary Certificate Issuance and Tracking (PCIT)
- Phytosanitary Export Database (PExD)

Topic 1: Export Program Manual (XPM)

The XPM is the operational reference the ACOs use for providing phytosanitary certification. Export Certification Specialists, Trade Specialists, PPQ management and State officials also use the XPM.

The XPM covers:

- PPQ policy, regulations, and regional and international standards.
- General and special procedures for certifying commodities offered for export.

Unless otherwise specified, all references to “export certificates(s)” in the XPM refer to the following forms:

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

The XPM is divided into the following chapters:

- **Introduction** – Provides basic information about the XPM, including the manual’s purpose, scope, users, and conventions. The elements of a credible program are also covered.
- **Policy** – Provides the framework needed to coordinate and execute activity throughout the export program. Policy statements help focus attention and resources on high-priority issues - aligning and merging efforts to achieve program goals.
- **General Procedures** – Explain the operational processes required to implement program policy and how ACOs carry out their responsibilities.
- **Special Procedures** – Is subdivided into two groups:
 - Commodity – for certifying specific commodities
 - Special Programs – for certifying commodities associated with special programs
- **Appendixes** – Contain the following topics:
 - Supplementary information not considered procedural
 - Explanations and elaborations not essential to the manual but helpful to the user
 - Information that interrupts the main flow of the procedures, making them more difficult to follow
- **Glossary** – Defines specialized words, abbreviations, and acronyms associated with certifying commodities for export.
- **Index** – Contains topics with links and page numbers for quick reference.

Each chapter has the following navigations features: content, figures and tables.

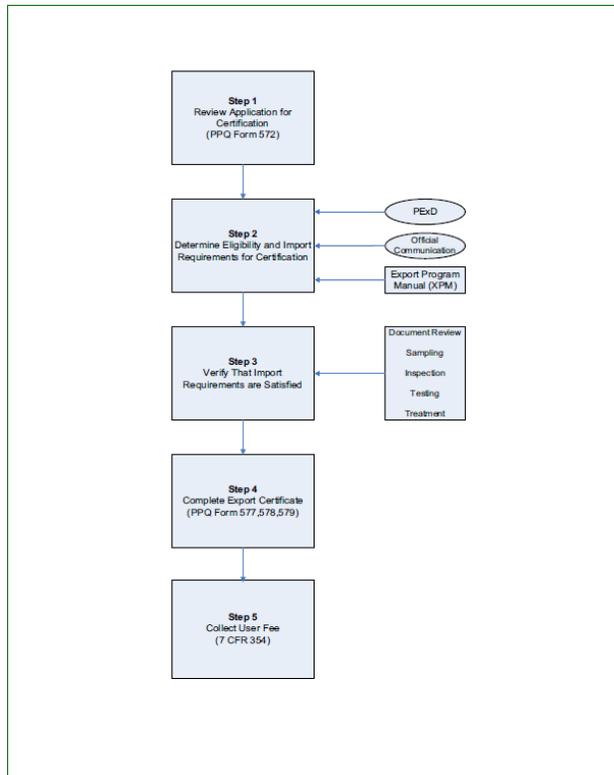
Content

Most chapters and sections have a table of contents that lists heading titles.

Figures

The figures illustrate examples and lists of information.

Figure 3-1-1: Schematic of the Process of Export Certification



Notice that **Figure 3-1-1** is a visual representation (schematic) of the process used to certify commodities offered for export (export certification).

Tables

The decision tables in the XPM provide procedural guidance to the user. They are listed in numerical order. These lists are an extension of the content to help navigate the XPM.

TABLE 1-1-1: How to Use Decision Tables

If you are a:	And your age is:	Then:
Male	Under 30	Do not schedule a physical
	30 or over	Schedule a physical
Female	Under 25	Do not schedule a physical
	25 or over	Schedule a physical

Read decision tables from left to right, beginning with the column headings and moving right one column at a time. Each column represents a condition with the last column on the right representing the action to take once all the conditions are considered.

Topic 2: Phytosanitary Certificate Issuance and Tracking (PCIT)

The Phytosanitary Certificate Issuance and Tracking System (PCIT) is a web-based application that automates the issuance of a phytosanitary certificate, including collection and tracking of its related information, for eligible agricultural commodities being exported to foreign countries.

The web-based PCIT is available nationwide. This application:

- Enables the electronic creation of phytosanitary certificates.
- Provides data standards to ensure data integrity for reporting and interfacing with foreign governments.
- Protects PCIT data by incorporating defined security requirements.

To use PCIT, please contact your Export Certification Specialist (ECS) to enroll. Using PCIT is covered in **Lesson 6** of this training.

PCIT User Roles

PCIT is structured in a way that provides access to users based on their roles within an organization. User roles contain functionality in support of activities executed by the specific user for the creation of a phytosanitary certificate. Users may have multiple roles.

Benefits of PCIT

Some of the benefits of using PCIT include:

- Fast, secure, and easy to use.
- Streamlined user interfaces and templates for fast application creation.
- Applications can be submitted and tracked from anywhere in the country.
- View and print copies of applications and issued certificates.
- Securely pay for certificates in PCIT using a credit card or electronic checks (ACH). Checks are accepted at duty stations.
- Held shipments are handled faster because the information is available electronically.
- PCIT information is being used to retain and expand the market access for commodities.
- Robust reporting features of PCIT data.
- ACOs take their reaccreditation training through PCIT.
- Certificate verification by foreign governments.

Topic 3: Phytosanitary Export Database (PExD)

Phytosanitary Export Database (PExD) is a repository of phytosanitary requirements of importing countries. PExD also provides links to other information used during special export circumstances. For example, Germplasm Resource Information network (GRIN) and CITES.

It is important to note that PExD only contains requirements for **U.S. origin** commodities.

Key Features of PExD

A few key features of PExD are:

- Enhances PPQ's ability to maintain the export program for U.S. exporters.
- Contains phytosanitary import requirements of U.S. origin commodities to foreign countries.
- Role-based, allowing for government officials to access certain phytosanitary information.

Using PExD is covered in **Lesson 5** of this training.

Lesson Summary

In this lesson, you learned that USDA-APHIS-PPQ uses a number of tools to ensure export commodities meet all necessary phytosanitary requirements. These tools are the XPM, PCIT and PExD.

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Lesson 3: PPQ Policy

Lesson Overview

This lesson includes the following sections:

- Introduction
- Topic 1: PPQ Policy Part 1
- Topic 2: PPQ Policy Part 2
- Topic 3: PPQ Policy Part 3
- Topic 4: PPQ Policy Part 4
- Lesson Summary

Lesson Note: This lesson reviews PPQ policies for the Export Certification Program found in the Policy section of the XPM. For convenience, the policies are presented as four separate parts in this lesson. The policies in the XPM appear in alphabetical order and are presented here issuing the same method. **The order in which policies appear are not an indicator of their importance.**

Introduction

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 technological advances, overarching issues, changes in industry practices, and provide clarification when necessary.

Purpose

The purpose of this lesson is to introduce you to key export policies outlined in the XPM.

Scope

By the end of this lesson you will be able to explain key points of the following PPQ policies:

Part 1

- Accreditation
- Additional Declarations
- Additional Official Phytosanitary Information
- Certification Eligibility Review
- Commercial Information
- Confidentiality

Part 2

- Export Certificates
- Export Certificate Violations
- Field Inspections
- Genetically Modified Organisms
- Grain
- Official Samples, Inspection and Testing
- Pest Free Areas / Pest Free Place of Production (PFPP)

Part 3

- PCIT
- Prohibited Information on an Export Certificate
- Record Keeping
- Replacement
- Return of Foreign Origin Commodities to the Country of Origin

Part 4

- Safeguarding
- Safety
- Time Limits
- Treatments
- USDA Letterhead Statements
- User fees

Refer to the Policy chapter of the XPM for complete details on **all** established policies.

Topic 1: PPQ Policy Part 1

Accreditation

As mentioned in Lesson 2, ACO accreditation is in accordance with **7 CFR 353** and **NAPPO Regional Standard RSPM 8**.

Accreditation helps ensure the integrity of the Export Program by requiring ACOs to meet training, experience, and education criteria in order to sign phytosanitary certificates.

Seed Health Accreditation – PPQ’s National Seed Health System (NSHS) provides accreditation to nongovernment entities, in accordance with 7 CFR 353.9, to perform certain laboratory testing and field inspections, which an ACO may use to issue a PPQ Form 577 or 579.

Additional Declarations

Additional Declarations (ADs) are official assurances regarding the phytosanitary status of a plant or plant product. Remember the following concerning ADs:

- Only pertain to **phytosanitary** activities
- Can only be included on PPQ Form 577 and 579
- Must be verified by the ACO
- 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.”

Additional Official Phytosanitary Information (AOPI)

AOPI is included on a phytosanitary certificate at the request of exporters to help facilitate future reexports from a foreign country.

This information is included in the **additional declarations** block of the phytosanitary certificate **after** the first country of importation requirements have been met.

AOPI is separated from the first country import requirements under a heading titled: Additional Official Phytosanitary Information.

Certification Eligibility Review

When a commodity is not eligible for certification there is a mechanism for applicants to request a review according to PPQ’s policy.

Export Services will address an applicant’s request for review once the applicant has provided all the information requested in the *Certification Eligibility Review* section of the *Policy* chapter of the XPM.

Commercial Information

Based on ISPM12, phytosanitary certificates are **not** commercial documents. Commercial information **cannot** be referenced on phytosanitary certificates, and is **not** to be used as the basis for phytosanitary certification.

The most common forms of commercial information requested are:

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

Confidentiality

Records containing privileged or confidential trade information and commercial or financial information (obtained from a person) is exempt from mandatory release under the Freedom of Information Act (FOIA). See Title 5, United States Code, Section 552(b)(4). However, FOIA only applies to agency records that are in the possession of a Federal agency at the time the FOIA request is made.

Certificates and State records that provide the basis for certificates maintained by State cooperating agencies are **not** subject to the Federal FOIA. However, many States have open government laws that may require the release of records maintained by State agencies.

Topic 2: PPQ Policy Part 2

Export Certificates

Phytosanitary certification for exports is not a requirement of the USDA. Certification is provided as a service to U.S. applicants to meet the phytosanitary requirements of foreign countries.

PPQ Form 577 (Phytosanitary Certificate) and PPQ Form 579 (Phytosanitary Certificate for Reexport) conform to the model certificates in ISPM 12 of the IPPC, and are used to document the phytosanitary condition of exported commodities.

Before issuing PPQ Form 577 or 579, the ACO signing the form **must** officially verify that:

- The consignment has been inspected.
- All the phytosanitary requirements of the importing country have been met.

Anytime a PPQ Form 577 or 579 is issued:

- The preprinted certification statement assures the importing country that the shipment conforms to its requirements regarding freedom from regulated pests.
- PPQ policy requires that all shipments certified are practically free from all non-regulated pests. This policy allows for no more than a two percent infestation level of any non-regulated pest.

In addition to PPQ Forms 577 and 579, PPQ Form 578, Export Certificate for Processed Products, was created to assist U.S. exporter of processed plant products whose shipments may be placed in jeopardy if an official document is **not** issued.

PPQ Form 578 can **only** be issued for items listed in PExD under the Processed Products (PPQ Form 578) link.

Even though a PPQ Form 578 is **not a phytosanitary certificate**, there is a similar statement preprinted in the signature block regarding freedom from injurious plant pests due to the processed nature of the shipment.

Export Certification Violations

Unauthorized changes to an export certificate are in violation of **7 CFR 353**, and may be prosecuted under the Plant Protection Act (7 USC 7701) and other applicable laws.

Note: Unauthorized changes may result in a foreign government rejecting a shipment, and threaten the credibility of the Export Certification Program.

Field Inspections

Often, foreign countries require a growing season inspection by an official certifying agency in the country of origin, and the results of the inspection may be recorded on a phytosanitary certificate.

For the purpose of export certification, USDA-APHIS-PPQ recognizes **all** State, County, and NSHS accredited entities' field inspection reports.

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 weed seeds** (regardless of whether the requirement is stated in an export summary or official communication).

By definition, grain is intended for processing or consumption, and is generally recognized as low risk.

ACOs **cannot** attest to freedom from plant disease-causing organisms on a phytosanitary certificate when the disease occurs in the U.S.

Laboratory testing **cannot** be used as a basis for certification because a methodology for representative sampling and testing for disease-causing organisms has **never** been developed.

Exceptions to this policy are the following:

- When the pathogen is not known to occur in the U.S.
- When there is an ongoing national survey for the pathogen (currently **only** Karnal bunt of wheat)
- Special programs approved by Export Services

APHIS and Federal Grain Inspection Service (FGIS) have entered into a MOU that sets forth the policies and procedures by which Grain Inspection, Packers, and Stockyards Administration (GIPSA) and APHIS will collaborate on the issuance of phytosanitary certificates.

Most grain and grain products are inspected by 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.

Official Samples, Inspection, and Testing

It is PPQ policy that all sampling, inspection and testing for export certification purposes be officially conducted by government officials or accredited entities. Under **no** circumstances can an applicant provide his or her own sample for a PPQ Form 577 or PPQ Form 579.

Note: Inspections should be conducted on the entire shipment. The preferred method of certifying a commodity for export is to inspect the commodity before it is containerized. There is no method for inspecting or obtaining representative samples for retail packaging.

The shipment must remain safeguarded after sampling has taken place. No additions can be made to the total count or weight of the shipment after sampling.

Official sampling and inspecting may be conducted by:

- Federal, State or County officials
- Cooperating agencies such as FGIS, or Agricultural Marketing Service (AMS)
- Non-government entities accredited for seed sampling and inspection
- Personnel at compliant cotton warehouses

Seed Sampling and Testing

Federal laboratories, State laboratories, university laboratories, and companies **accredited** under the USDA-APHIS-PPQ Accreditation Program may test and sample seed.

- Seed must be sampled and inspected prior to encapsulation (pelletized seed) or embedding into other media (e.g. seed mats).
- If the seed is treated with a fungicide or pelletized after the laboratory analysis or test, the increase in weight **must** match the amount of product applied to the seed.
- Some laboratory analysis **cannot** be conducted on treated seeds. The ACO **must** check with the laboratory before submitting samples.
- The lot number **cannot** change after the laboratory analysis or test has taken place.

Note: Accredited entities are **only** authorized to perform those specific phytosanitary functions for which accreditation is held and listed.

Pest Free Area (PFA) or Pest Free Place of Production (PFPP)

A country may require that a commodity originate from a PFA or a PFPP. In order to qualify for this requirement, PFAs and PFPPs **must** be demonstrated by scientific evidence.

ISPMs 4, 8 and 10 were developed to provide guidance on developing and maintaining PFA and PFPP statuses.

ISPM 4 – Requirements for the establishment of pest free areas

ISPM 8 – Determination of pest status in an area

ISPM 10 – Requirements for the establishment of pest free places of production and pest free production sites

Note: If a foreign country requires PFA or PFPP, then field inspections alone are not enough to meet those requirements.

A country may state that a commodity is prohibited from:

- Areas in which a specific pest occurs (they do not specify the area).
- Areas considered infected/infested with a pest.

Conversely, some countries may specify the areas in the U.S. that they recognize as free from a specific pest, but not always.

Note: If PExD does **not** specify which areas of the U.S. are considered free of a pest, the **ACO** must make that determination before deciding whether a commodity is prohibited.

The actual requirements for establishing and maintaining a **PFA** or **PFPP** will vary widely according to:

- The biology of the pest
- The size and nature of the area
- Available information pertaining to the pest

PFA

To establish a **PFA**, a plan outlining how the proposed PFA would satisfy the requirements found in **ISPM 4** and **ISPM 8** **must** be readily available if the importing country requests documentation proving the PFA.

Methods used to achieve the PFA may include:

- General surveillance
- Surveys
- Regulatory controls
- Records audits
- Documentation and record keeping
- Periodic verification of pest freedom

PFPP

To establish a **PFPP**, a plan outlining how the proposed PFPP would satisfy the requirements found in **ISPM 8** and **ISPM 10** **must** be available if the importing country requests information regarding the PFPP.

Methods used to achieve the PFPP may include:

- A system to establish pest freedom.
- A system to maintain pest freedom.
- Verification of pest freedom.
- A system to maintain product identity, integrity, and phytosanitary security.
- Establishment and maintenance of buffer zones.

Topic 3: PPQ Policy Part 3

PCIT

PCIT tracks the inspection of agricultural products and certifies compliance with plant health requirements of importing countries.

- **Federal ACO:** All PPQ Form 577 and 579 **must** be issued through PCIT.
- **State and County ACO:** PCIT use by State and County ACOs is currently optional, but **strongly recommended**.

Lesson 6 covers using PCIT in more detail.

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. ACOs **must never** enter or authenticate the following information on an export certificate:

- Advice number
- Aflatoxins or other mycotoxins
- Authorization number (not same as letter of authorization for European Union (EU))
- For any grain, freedom from plant disease-causing organisms when the disease occurs in the U.S.
- Fitness for human consumption
- Freedom from animal diseases and statements about animal health concerns
- Grade and/or quality
- Genetic composition and/or disease resistance
- Intended Use (such as for scientific purposes)
- Import reference number
- Import tariff item number
- Letter of credit number or requirements
- Any official requests from applicants and consignees
- Levels of radioactivity, nuclear radiation, or radionuclides associated with a commodity
- Official verification listed in an export summary or an import permit
- Pesticides or other chemical residues
- Purchase contract number
- References pertaining to a permit or a permit number issued by the Division of Management Authority (DMA) for protected plant species
- References to wild collected plants
- References to trade names, sizes or other commercial terms
- Any other requested statement that is not of a phytosanitary nature, such as economic permits, quantity or quality restrictions or methods of packaging
- References to genetically modified organism (GMO) status
- Tax identification numbers

Record Keeping

PCIT generated certificates and documentation attached in PCIT are automatically archived. This is the **easiest and most efficient method** of meeting record keeping requirements.

For **paper** documents:

- Retain PPQ Forms 577, 578, 579, and all supporting documents for **3** years.
- Retain CITES/ESA and supporting documentation for **5** years.
- Retain any documents associated with USDA User fees for **3** years.

Replacement

If a consignment **has been** exported from the U.S., **has not** officially entered the commerce of the importing country, and **is** being stored in a foreign country, you can replace a PPQ Form 577 or 579 if all phytosanitary requirements of the new country can and have been met.

Return of Foreign Origin Commodities to the Country of Origin

Foreign origin commodities which are being returned to the country of origin and have:

- entered U.S. commerce
- been safeguarded
- or remain sealed in original packaging,

can be certified **without** official communication from the country of origin.

Exporters should verify if there are additional phytosanitary requirements from the country of origin prior to exportation.

Topic 4: PPQ Policy Part 4

Safeguarding

Safeguarding prevents regulated pests of concern from infesting or infecting the shipment after official sampling, inspection testing, treatment, or certification has taken place.

Exporters must ensure that the shipment is safeguarded.

Safety

PPQ follows safety guidelines of the Emergency Preparedness and Response Health and Safety Plan (HASP).

States and Counties may have their own safety guidelines in place. Consult with your supervisor regarding current safety guidelines in your area.

Take an active role in ensuring your own safety while performing your duties as an ACO.

Time Limits

An export certificate **must** be issued within 30 days of the phytosanitary inspection.

This policy **must** be met even if a country's time limits refer to the time period between certificate issuance and exportation.

If an importing country's time limit is more restrictive than PPQ's policy, the importing country's time limit requirement takes precedence.

Field inspection and laboratory test results are not subject to PPQ's policy on time limits.

Treatments

Commodities may be treated for the following reasons:

- Importing country requirements
- Pest detection during inspection
- Exporter request

PPQ Policy is as follows:

Treatments to be recorded on a phytosanitary certificate:

- Must be conducted according to the label.
- Must be verified by a Federal, State or County plant quarantine official or conducted by FGIS and listed on FGIS Form 921-2.

Note: Do not transpose treatments recorded on foreign phytosanitary certificates onto a PPQ Form 579. Follow all safety precautions when verifying treatments.

USDA Letterhead Statements

On some occasions, applicants request certification for commodities that are not eligible for any type of export certification from USDA-APHIS. In these cases, USDA-APHIS may issue a letterhead document to facilitate an applicant's shipments.

These documents are issued **only** by PPQ personnel. If needed, State, or County ACOs must request this document from the appropriate ECS, SPHD, or PPQ regional office personnel.

User Fees

PPQ has the authority to collect user fees for export certificates through 7 CFR 354.3.

State or County cooperators can establish their own fees for issuing Federal export certificates, based on 7 CFR 354.3.

Lesson Summary

In this lesson you were introduced to PPQ policies found in the Policy section of the XPM. You should be able to explain the key points of the policies covered in the lesson.

Full details about all Export Policies can be found by reviewing the *Policy* section of the XPM.

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Lesson 4: Export Certification Process

Lesson Overview

This lesson includes the following sections:

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

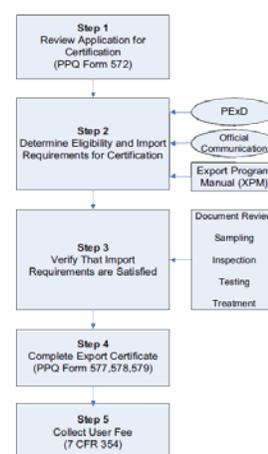
Introduction

Background

There are five steps in the export certification process:

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

The figure on the right provides a graphical representation of this process.



Purpose

The purpose of this lesson is to introduce you to the steps of the export certification process.

Scope

By the end of this lesson you will be able to:

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

Refer to the *General Procedures* chapter of the XPM for complete details on the export certification process.

Topic 1: Reviewing Applications 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, or other application.

Note: PCIT is the preferred method of submitting an application.

Applications provide the information needed to determine a commodity's eligibility and import requirements. The applicant is responsible for supplying all pertinent shipment information in a timely manner. ACOs are responsible for holding in strict confidence any information provided by industry.

For additional information on reviewing applications, refer to the *Application for Export Certification* section in the *General Procedures* Chapter of the XPM.

Topic 2: Determining Eligibility and Import Requirement

The second step in the export certification process is ensuring the commodity is eligible for phytosanitary certification and determining its import requirements.

Eligibility

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

- Eligibility based on commodity

TABLE 3-3-1: Determine Eligibility for Certification Based on Commodity

If the commodities are:	And they are:	And they are:	Then based on what the articles are:
Plants, parts of plants, or derived from plants (including edible mushrooms)	Processed products	Listed in the Phytosanitary Export Database (PExD) Processed Products (PPQ Form 578)	1. CONSIDER eligible for PPQ Form 578 2. GO to Eligibility Based on Origin and Destination on page 3-3-4
		Listed in PExD under <i>Ineligible Commodities</i> ¹	1. CONSIDER ineligible for a certificate 2. EXIT this manual
		Listed in PExD as eligible for certification and all conditions can be met	1. CONSIDER eligible for a PPQ Form 577 or 579 2. GO to Eligibility Based on Origin and Destination on page 3-3-4
	Unprocessed products	→	
Mushroom spawn	→	→	1. CONSIDER eligible for PPQ Form 577 only 2. GO to Table 3-3-2 on page-3-3-3
Neither plants nor anything derived from plants	→	→	1. CONSIDER ineligible for a certificate 2. EXIT this manual
Mixture or combination of plant and nonplant materials	→	→	Follow the contact protocol in Table A-1-1 on page-A-1-1

1 The Ineligible Commodities list is **not** all inclusive. **Do not** use this list to determine if a commodity is **ELIGIBLE** for certification – **only** that a commodity is **INELIGIBLE**.

- Eligibility based on origin and destination

TABLE 3-3-3: Determine Eligibility for Certification Based on Origin and Destination

If the commodities are from:	And are being exported:	Then:
The U.S. or affiliated islands ¹	To a foreign country	1. CONSIDER eligible for PPQ Form 577 or PPQ Form 578 2. GO to Eligibility Based on Protected Status on page 3-3-5
	Interstate via Canada	
A foreign country ^{2,3}	To a foreign country	1. CONSIDER eligible for PPQ Form 577, PPQ Form 578, or PPQ Form 579 2. GO to Eligibility Based on Protected Status on page 3-3-5
	Interstate via Canada	
	To the U.S. or affiliated islands	1. CONSIDER ineligible for a certificate 2. REFER applicant to the State, country, or affiliated island's plant regulatory agency for certification using a State export certificate 3. EXIT this manual

- 1 Islands associated with the United States but **not** fully integrated as a State (i.e., American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands).
- 2 **Only** foreign origin commodities that have entered U.S. commerce are eligible for reexport certification. Commodities transiting the U.S. are ineligible.
- 3 If the commodity is of foreign origin but did not require a phytosanitary certificate to make entry into the U.S., if eligible for phytosanitary certification, and all foreign import requirements have been met, a PPQ Form 577 should be issued with country of origin listed in block 13, Place of Origin.

- Commodity protected status (is commodity protected by CITES or ESA)

TABLE 3-3-4: Determine Eligibility for Certification Based on CITES and ESA Status

If the commodities being exported are:	And you are:	Then:
Neither protected by CITES nor ESA		GO to <i>Determining Import Requirements</i> on page 3-3-6
Protected by CITES or ESA	Located at a CITES or ESA port	1. REFER to <i>Determining Import Requirements</i> on page 3-3-6
	Not at a CITES or ESA port	1. CONTACT the nearest CITES port or PPQ regional botanist (through proper channels) or Export Certification Specialist (ECS) for guidance on moving the shipment to a designated port (at the owner's expense). Some CITES ports have established procedures for ACOs at interstate locations and non CITES ports to assist in inspecting and processing shipments of protected plants ¹ 2. EXIT this manual.

- 1 Some CITES ports have established procedures that allow State or County cooperators to attest that the plants are artificially propagated and to complete a State export certificate. The applicant sends the State export certificate, the invoice, and specified copies of the CITES or ESA documents to the designated CITES port for validation and endorsement. At some CITES ports, a blank export certificate **must be** obtained and partially completed by the applicant and sent back to the CITES port, along with the other paperwork.

Procedures have been established to allow PPQ Plant Health Safeguarding Specialists (PHSSs) at non- CITES ports to confirm that the applicant has PPQ Form 622, USDA General Permit, and proper CITES or ESA documents. The PHSS confirms that all the paperwork matches and the applicant completes PPQ Form 572 and sends it along with specified copies of the invoice and CITES or ESA documents to the designated CITES port for validation and endorsement. If there's a concern about the shipment's validity, the shipment may be required to go through a CITES port.

Import Requirements

Import requirements vary by country, commodity, and plant part. Reviewing PExD or official communication allows the ACO to determine the import requirements and activities necessary for certification.

When an applicant presents import requirements differing from those in PExD, the information must be in the form of official communication, and will supersede PExD.

For reexport commodities, the applicant must provide the importing country's import requirements from the country of origin by means of official communication.

On occasion, the National Plant Protection Organization (NPPO) of an importing country may not issue an import permit (IP) to facilitate reexports. ACOs should allow the exporter to provide a copy of the import requirements from the importing country website or via their official regulations, and highlight the area of the requirements that pertains to the commodity being certified.

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

- PExD
- Official communication

Phytosanitary Export Database (PExD) contains the published phytosanitary requirements for commodities from the U.S. Each country has its own summary. The information in PExD can be replaced or supplemented by official communication.

Note: PExD **does not** contain third party requirements for reexports. These are the requirements for the destination country from the country of **origin**. The applicant must provide this information.

Official communication (OC) contains the phytosanitary requirements from an NPPO that must be met to import a commodity. The most common form of OC is import permits (IP). There is no international standard for OC. ACOs need to ensure that all OC is from the appropriate NPPO. This information is found in PExD under **Foreign Points of Contact**.

Note: Once official communication has been presented, the ACO must meet the requirements that were presented. If the requirements on official communication are not allowed by PPQ policy, refuse to certify, and recommend that new official communication be obtained.

Note: ACOs **must** refuse to issue an export certificate if either:

- The commodity **does not** meet the import requirements, or
- The import requirements violate PPQ policy (disease freedom statements for grain, quality related statements, fiduciary information, etc.).

Topic 3: Verifying Import Requirements

ACOs must verify that foreign import requirements have been met, and all pertinent information necessary for completing export certificates is available.

For procedures to inspect specific commodities covered under a work plan or other protocol, refer to the export summary in PExD.

Verifying import requirements require the ACO to:

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

The following pages will discuss the basics of each step. Please read the *Verify Import Requirements* section in the *General Procedures* chapter of the XPM for full details. Please be sure you can locate all tables referenced on the following pages in the XPM.

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 applicant presents you with documentation that an inspection has already occurred, you need to determine if the documentation is acceptable and if an additional inspection is required. Refer to the **Documentation Presented** table and the **Acceptable Inspection Certificate and Documents** table.

TABLE 3-4-1: Documentation Presented

If the documentation is:	And :	And you decide:	Then:
Acceptable ¹	All phytosanitary requirements have been met	No inspection is necessary	GO to <i>“Step 6: Record Inspection Results”</i> on page-3-4-12
	Not all phytosanitary requirements have been met	Inspection is necessary 	GO to <i>“Step 2: Determine the Sample Size”</i> on page-3-4-4
Unacceptable			

1 For acceptable documents, refer to [Table 3-4-2](#) on [page-3-4-3](#).

TABLE 3-4-2: Acceptable Inspection Certificates and Documents

Issuing Agency/ Organization	Form Number	Form Title and Notes
Agricultural Marketing Service (AMS)	FV 146	Certificate of Quality and Condition (Processed Foods)
	FV 147	Certificate of Quality and Condition (Processed Foods) Quality Assurance
	FV 149	Certificate of Quality and Condition (Processed Foods) Continuous Inspection
	FV 294	Report on Sanitary Inspection (issued for apples, pears, emperor grapes, and some vegetables)
Federal Grain Inspection Service (FGIS)	FGIS 921-2 ^{1, 2} (01-07)	Inspection Report—Insects in Grain
Florida	FV 185-C	Florida Export Citrus Fruit Inspection Report
Various States	Various	Any State Phytosanitary Certificate
Various States/ Counties	State/County Inspection Report	Any State/County Inspection Report
Foreign NPPOs ³	Various	Phytosanitary certificates and phytosanitary certificates for reexport
Accredited entities	Various	Various forms ⁴

1 When FGIS Form 921-2 is used as the basis for issuing an export certificate, the applicant or GIPSA inspector **must** contact a local ACO to identify the phytosanitary import requirements in preparation for the GIPSA inspection.

2 Contact the [field office](#) responsible for the geographic area in which the service will be provided. For further information on FGIS Form 921-2, contact Branch Chief, Policies and Procedures Branch, Field Management Division, 1400 Independence Avenue, SW, Room 2409 N, Washington, DC 20250-3630, Telephone: (202) 720-0224, Fax: (202) 720-1015, Email: robert.s.lijewski@usda.gov

3 Forms issued by foreign NPPOs are **only** applicable to PPQ Form 579. Additional inspection may be necessary if the commodity has **not** been safeguarded. If the exporter has the original or a photocopy of the foreign phytosanitary certificate, enter the number of the foreign certificate, check whether the certificate is the original or a certified true copy, stamp the foreign phytosanitary certificate with an ink stamp that references your affiliation ("USDA," "County of _____," or "State of _____"), and sign and date the foreign phytosanitary certificate next to your stamp. See [PPQ Form 579, Phytosanitary Certificate for Reexport](#) on [page 3-5-10](#).

4 ACOs must ensure that the company's accreditation is recognized by PPQ for that activity.

Note: Even if acceptable documentation is presented and all phytosanitary requirements have been met, you may still decide an additional inspection is necessary. This decision is situational so use your experience and knowledge of the commodity.

2. Determining 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 larger shipments where inspecting 2% is impractical, use the **Hypergeometric Table for Random Sampling** to determine the appropriate sample size.

TABLE 3-4-3: Hypergeometric Table for Random Sampling

Total number of inspectional units:	Randomly select this number of units to inspect:
1-13	Inspect all units
14-15	13
16-17	14
18-19	15
20-22	16
23-25	17
26-28	18
29-32	19
33-38	20
39-44	21
45-53	22
54-65	23
66-82	24
83-108	25
109-157	26
158-271	27
272-885	28
886-200,000	29

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 for China. Using the 2% inspection rate would require inspection of 100 boxes, while using the hypergeometric table would only require you to inspect 29 boxes.

3. Inspect the Commodity

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

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

- Laboratory testing.
 - Federal and State laboratories, university laboratories, or companies accredited by USDA-APHIS-PPQ can conduct laboratory tests.
- Growing season inspections.
- Area freedom.
- Production area freedom.

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

If a country allows for a field inspection or laboratory testing, as a basis for certification, then a negative result of either cannot replace a positive result.

If a pest is detected then further action may be needed. Use the following table to determine what action should be taken:

TABLE 3-4-5: Action to Take When a Commodity Must be Free from Pests

If you determine that the commodity:	And the pest or disease:	And the commodity is:	And a treatment is:	Then:
Is free of pests	—————→	—————→	—————→	GO to “Step 4: Monitor Treatments” on page-3-4-8
Has pests ^{1, 2}	Does not have phytosanitary significance to the importing country	Practically free of pests ³	—————→	GO to “Step 4: Monitor Treatments” on page-3-4-8
		Not practically free of pests	Unavailable or the applicant refuses to treat ⁴	1. REFUSE to certify 2. EXIT this manual
	Has phytosanitary significance to the importing country	—————→	Unavailable ⁴	1. REFUSE to certify 2. EXIT this manual
			Available ⁴	GO to “Step 4: Monitor Treatments” on page-3-4-8

- 1 Any intercepted pest must be identified by the nearest PPQ or State Identifier unless you have identification release authority.
- 2 If you detect multiple pests, evaluate each pest using this table. Follow the most restrictive action in the “Then” column.
- 3 For export certification purposes, the working definition of practically free is to **not** exceed a 2% infestation level unless otherwise stated by the importing country. When FGIS inspection certificates are used as supporting documentation for certifying grain, practically free refers to FGIS’ acceptance standards for insects found in grain.
- 4 If the applicant elects to recondition the commodity, GO to **“Step 2: Determine the Sample Size”** on page-3-4-4.

4. Verify Treatments

Phytosanitary treatments may be necessary based on:

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

Phytosanitary treatments may also be verified based on exporter request.

Treatments **do not** replace 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 verified.
- Strictly conform to all pesticide label requirements.
- Be done according to importing country requirements.

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

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.

PPQ's policy is that export certificates be issued within 30 days of inspection. Field inspections and lab tests do not have to meet time limits. Day one is the date the inspection occurred. If the inspection takes place over multiple days, then day one is the date the inspection started.

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

Packaging requirements

Verify that importing country packaging requirements are met. Notify the exporter of any discrepancies and advise them to recondition the package if necessary. **Do not** refuse to certify the shipment because packaging requirements have not been met at the time of inspection.

Specified ports

Some countries require shipments to enter the country through designated ports. **Do not** refuse to issue an export certificate if a designated port is not listed.

6. Record Inspection Results

Enter your inspection results in PCIT on the Inspection Details screen or in the appropriate section on a paper PPQ Form 572. Remember to include inspection results and additional information that supports your decision to certify or not to certify a commodity.

For example:

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

For information on recording inspection results using a **paper** PPQ Form 572, refer to the *General Procedures* chapter in the *Verifying Import Requirements* section of the XPM.

7. Decide Which Export Certificate to Issue

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

- commodity origin, and
- 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 Products
- PPQ Form 579, Phytosanitary Certificate for Reexport

The **Deciding When to Issue PPQ Form 577 or 579** table guides ACOs through the process of deciding which form to issue.

TABLE 3-4-10: Deciding When to Issue PPQ Form 577 or 579

If the origin is:	And a foreign PC is:	And the requirements are:	And the requirements:	Then:
Domestic			Can be met	ISSUE PPQ Form 577; refer to PPQ Form 577, Phytosanitary Certificate on page 3-5-6
			Cannot be met	1. REFUSE to certify 2. EXIT this manual
Foreign	Present	Known	Can be met by the foreign PC and/or activities conducted in the U.S.	ISSUE PPQ Form 579; refer to PPQ Form 579, Phytosanitary Certificate for Reexport on page 3-5-10
			Cannot be met	1. REFUSE to certify 2. EXIT this manual
		Unknown		
	Absent	Known	Can be met by activities conducted in the U.S.	ISSUE PPQ Form 577; refer to PPQ Form 577, Phytosanitary Certificate on page 3-5-6
			Cannot be met	1. REFUSE to certify 2. EXIT this manual
		Unknown		
Domestic and foreign (blended)	Present	Known	Can be met by the foreign PC and/or activities conducted in the U.S.	ISSUE PPQ Form 577; refer to PPQ Form 577, Phytosanitary Certificate on page 3-5-6
			Cannot be met	1. REFUSE to certify 2. EXIT this manual
		Unknown		
	Absent	Known	Can be met by activities conducted in the U.S.	ISSUE PPQ Form 577; refer to PPQ Form 577, Phytosanitary Certificate on page 3-5-6
			Cannot be met	1. REFUSE to certify 2. EXIT this manual
		Unknown		

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 the current phytosanitary requirements of the importing country.

<small>No phytosanitary certificate can be issued until an application is completed (CPH 865)</small> UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		<small>FORM APPROVED ONE NO. 855-402</small> FOR OFFICIAL USE ONLY PLACE OF ISSUE NO. DATE INSPECTED	
PHYTOSANITARY CERTIFICATE TO: THE PLANT PROTECTION ORGANIZATION(S) OF			
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 DISINFECTION TREATMENT			
1. DATE	2. TREATMENT		
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE		
5. CONCENTRATION	6. ADDITIONAL INFORMATION		
DESCRIPTION OF THE COMMODITY			
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 \$250,000 (7 U.S.C. Section 7724 (a)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 3 years, or both (19 U.S.C. Section 1601).			
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.			
<small>PPQ Form 577 FEB 2007</small>		<small>Previous editions are obsolete as of 03/03/07</small>	
SHIPPER'S ORIGINAL			

PPQ Form 578 – Export Certificate Processed Plant Products

Use:

PPQ Form 578 is used to certify processed plant commodities. It is not a phytosanitary certificate and can only be issued for processed products listed in PExD.

Purpose:

To assist U.S. applicants whose shipments may be placed in jeopardy if such a document is not issued. PPQ Form 578 was created by PPQ to fill a void where no other government certification existed.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0052. The time required to complete this information collection is estimated to average 30 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. FORM APPROVED
OMB NO. 0570-0052

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE	FOR OFFICIAL USE ONLY PLACE: DATE: NUMBER:				
EXPORT CERTIFICATE PROCESSED PLANT PRODUCTS					
NAME AND ADDRESS OF EXPORTER	NAME AND ADDRESS OF CONSIGNEE				
MEANS OF CONVEYANCE	PORT OF ENTRY				
DESCRIPTION OF CONSIGNMENT					
PRODUCT (Kind, Quantity, and Weight) (1) 1000 sheets (20x) Wood (pieces); 4' X 8' sheets in 50 bundles					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CERTIFICATION</td> <td style="width: 90%;"></td> </tr> <tr> <td style="width: 10%;">ORIGIN</td> <td style="width: 90%;"></td> </tr> </table>		CERTIFICATION		ORIGIN	
CERTIFICATION					
ORIGIN					
WARNING: Any alteration, forgery, or unauthorized use of this 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).					
This is to affirm that, based upon inspection of submitted samples and/or by virtue of processing received, the plant products described above are believed to be free from injurious plant pests.					
	NAME OF AUTHORIZED OFFICER SIGNATURE				
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 578 SEP 2011 Previous edition dated FEB 2011 may be used. 1 of 1					

SHIPPER'S ORIGINAL

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 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 safeguarding against infestation/infection in the U.S.

The image shows the front side of the PPQ Form 579. At the top left, it states 'No phytosanitary certificate can be issued until an application is completed (7 CFR 305)'. The top right corner indicates 'FORM APPROVED OMB NO. 0579-002'. The main header identifies the issuing agency as the United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine. The title of the form is 'PHYTOSANITARY CERTIFICATE FOR REEXPORT'. Below the title, there is a section for 'TO: THE PLANT PROTECTION ORGANIZATION(S) OF'. To the right of this section is a box for 'FOR OFFICIAL USE ONLY' containing fields for 'PLACE OF ISSUE' and 'NO.'. The USDA logo is prominently displayed on the right side. The main body of the form is divided into several sections: 'CERTIFICATION' (with checkboxes for original/certified status), 'DISINFESTATION AND/OR DISINFECTION TREATMENT' (with numbered fields for date, treatment, chemical, duration, concentration, and additional info), and 'DESCRIPTION OF THE CONSIGNMENT' (with numbered fields for exporter/consignor info, product name, botanical name, packages, and marks). A 'WARNING' section is located below the description of the consignment. At the bottom, there is an 'ADDITIONAL DECLARATION' section with a grid for text, a signature line for the authorized officer, and the date issued. The form is labeled 'SHIPPER'S ORIGINAL' at the bottom right.

Important Reexport Considerations

- PPQ Form 579 may only be used when 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 the destination country will not provide official communication identifying 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 incoming phytosanitary certificates and/or activities conducted in the U.S., then do not certify.

Topic 4: Completing Export Certificates

Overview

This section contains information for completing the following certificates:

- PPQ Form 577
- PPQ Form 578
- PPQ Form 579

Note: Hold all information in strict confidence to protect buyers and applicants. Disclosure of confidential information may reveal trade secrets, or may cause financial harm to buyers and applicants.

Note: An ACO may issue an export certificate (PPQ Forms 577 and 579) for an unrestricted commodity if it is eligible for phytosanitary certification.

Most export certificates are completed using PCIT. PCIT automates a number of certificate completion steps and its use reduces certificate errors. To process an application in PCIT refer to the document *Processing an Application* in the *PCIT Quick Reference Guides*. PCIT is also covered in this training as part of **Lesson 6: Using PCIT**.

Guidelines for completing export certificates are as follows for:

- PPQ Form 577
- PPQ Form 578
- PPQ Form 579

PPQ Form 577

The PPQ Form 577 is broken down into 3 parts for review.

PPQ Form 577: Part 1

No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		FORM APPROVED OMB NO. 0579-0052
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE	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 DISINFECTION TREATMENT		
1. DATE	2. TREATMENT	
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE	
5. CONCENTRATION	6. ADDITIONAL INFORMATION	

Place of Issue: Enter the complete name of the city and state of the issuing office. Enter **only** the issuing office name for each PPQ Form 577. PCIT will automatically populate this field.

No.: The certificate number appears here. PCIT will automatically populate this field; multi-part paper certificates are pre-numbered.

Date Inspected: Enter the date(s) the commodity was inspected. **Never** enter the date of a field or growing season inspection or laboratory tests.

- 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.

To: The Plant Protection Organization of: Enter the approved country name of the foreign country, and list any transiting countries if required by the export summary, or official communication, by placing each country within parenthesis. For example, (Bolivia).

Block 1. Date: Enter the date(s) the commodity was treated.

Block 2. Treatment: Enter the description of the treatment method (e.g. fumigation, cold treatment, dip, spray).

Block 3. Chemical (active ingredient): Enter the common name of the active ingredient. Trade names are **not** acceptable.

Block 4. Duration and Temperature: Enter the duration of the treatment and temperature (if applicable).

Block 5. Concentration: Enter the chemical concentration.

Block 6. Additional Information: Enter information that further identifies the treatment (e.g. slurry, dusted, sprayed).

PPQ Form 577: Part 2

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. DISTINGUISHING MARKS
13. PLACE OF ORIGIN	14. DECLARED MEANS OF CONVEYANCE
	15. DECLARED POINT OF ENTRY

Block 7. Name and Address of the Exporter: Enter the complete name and U.S. address of the exporter. PCIT automatically populates this.

Block 8. Declared Name and Address of the Consignee: Enter **only** one complete name and address of the person or company taking delivery of the commodity. This block must include a name, city, and approved country name. PCIT automatically populates this.

Block 9. Name of Produce and Quantity Declared: Enter the common name and quantity of the commodity. For seeds for consumption, enter the specific grain; for seeds for planting, enter seeds. PCIT automatically populates this.

Block 10. Botanical Name of Plants: Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities. PCIT automatically populates this.

Block 11. Number and Description of Packages: 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). PCIT automatically populates this.

Block 12. Distinguishing Marks: Enter the markings as they appear on the containers, cartons, bags, etc. If there are **no** distinguishing marks, enter “NONE”. PCIT automatically populates this.

Block 13. Place of Origin: Enter where the commodity was grown by state, county, or as otherwise required in the country summary. PCIT automatically populates this.

Block 14. Declared Means of Conveyance: Enter the specific name of the conveyance, if known. If unknown, enter air freight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, etc. PCIT automatically populates this.

Block 15. Declared Point of Entry: Enter the authorized point of entry declared by the applicant. If the port is unknown, enter the approved country name. PCIT automatically populates this.

PPQ Form 577: Part 3

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		
Page 1 of 1		
16. DATE ISSUED	17. NAME OF AUTHORIZED OFFICER (<i>Type or Print</i>)	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 after 6/30/01

WARNING: This warning alerts all parties that any alteration, forgery, or unauthorized use of PPQ Form 577 is subject to civil penalties or punishable by a fine or imprisonment.

Additional Declaration: 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 16. Date Issued: Enter the date the certificate was signed. Do **not** pre or postdate.

Block 17. Name of Authorized Officer: Enter the name of the ACO that will **sign** the form.

Block 18. Signature of Authorized Officer: Sign the form. The signature **must** match the name entered in Block 17.

PPQ Form 578

The PPQ Form 578 is broken down into 2 parts for review.

PPQ Form 578: Part 1

<small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average .03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small>		<small>FORM APPROVED OMB NO. 0579-0052</small>
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE	FOR OFFICIAL USE ONLY	
EXPORT CERTIFICATE PROCESSED PLANT PRODUCTS		PLACE: DATE: NUMBER:
NAME AND ADDRESS OF EXPORTER	NAME AND ADDRESS OF CONSIGNEE	
MEANS OF CONVEYANCE	POINT OF ENTRY	

Place: Enter the complete name of the city and state of the issuing office.

Date: Enter the date when the certificate is prepared by an Authorized Certification Official (ACO).

Number: The certificate number appears here. PCIT will automatically populate this field; multi-part paper certificates are pre-numbered.

Name and Address of Exporter: Enter the complete name and U.S. address of the applicant.

Name and Address of Consignee: Enter the complete name and U.S. address of the consignee.

Means of Conveyance: Enter the specific name of the conveyance, if known. If unknown, enter airfreight, ocean vessel, railroad, truck line, air mail, etc.

Point of Entry: Enter the authorized point of entry declared by the applicant. If the port is unknown, enter the approved country name.

PPQ Form 578: Part 2

DESCRIPTION OF CONSIGNMENT	
PRODUCT (Kind, Quantity, and Weight)	
IDENTIFICATION	
ORIGIN	
<p>WARNING: Any alteration, forgery, or unauthorized use of this 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).</p> <p>This is to affirm that, based upon inspection of submitted samples and/or by virtue of processing received, the plant products described above are believed to be free from injurious plant pests.</p>	
	NAME OF AUTHORIZED OFFICER
	SIGNATURE
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 578	SEP 2001
Previous edition dated FEB 2001 may be used.	
1 of 1	

Product: Enter the name of the processed product exactly as it appears in the list in PExD; **do not** add scientific names. Enter the amount and description of the shipping containers as declared by the applicant (e.g., 11 wooden crates, 123 cardboard cartons, 5 burlap bags, or if in bulk enter “in bulk”).

Identification: Enter the markings as declared by the applicant. If there are no distinguishing marks, enter “NONE.”

Origin: Enter the origin as declared by the applicant, specifying the states or countries.

Warning: This warning alerts all parties that any alteration, forgery, or unauthorized use of PPQ Form 578 is subject to civil penalties or punishable by a fine or imprisonment.

Name of Authorized Officer: Enter the name of the ACO that will **sign** the form.

Signature: Sign the form. The signature must match the name entered in NAME OF AUTHORIZED OFFICER.

PPQ Form 579

The PPQ Form 579 is broken down into 3 parts for review.

PPQ Form 579: Part 1

No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		FORM APPROVED OMB NO. 0579-0052
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	
TO: THE PLANT PROTECTION ORGANIZATION(S) OF	NO.:	
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 <input type="checkbox"/> None <input type="checkbox"/> original <input type="checkbox"/> certified true copy 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"/> in new containers, that based on the <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	

Place of Issue: Enter the complete name of the city and state of the issuing office.

No.: The certificate number appears here. PCIT will automatically populate this field; multi-part paper certificates are pre-numbered.

To: The Plant Protection Organization(s) of: Enter the approved name of the foreign country/countries.

Certification: Enter the name of the country/countries from which the commodity originated. Enter the number of the foreign export certificate and check whether the certificate is an original or a certified true copy. Check whether the commodity is packed in the original containers or was repacked into new containers. Check whether conformance with the current phytosanitary requirements of the importing country is based on the foreign export certificate.

Block 1 – Date: Enter the date(s) the commodity was treated.

Block 2 – Treatment: Enter description of the treatment (e.g., fumigation, cold treatment, dip, spray).

Block 3 – Chemical: Enter the common name of the active ingredient. Do **not** use trade names.

Block 4 – Duration and Temperature: Enter the duration of the treatment and temperature (if applicable).

Block 5 – Concentration: Enter the chemical concentration.

Block 6 – Additional Information: Enter information that further identifies the treatment (e.g. slurry, dusted, sprayed).

PPQ Form 579: Part 2

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. DISTINGUISHING MARKS
13. PLACE OF ORIGIN	14. DECLARED MEANS OF CONVEYANCE
	15. DECLARED POINT OF ENTRY

Block 7 – Name and Address of Exporter: Enter **only** one complete name and U.S. address of the exporter. PCIT automatically populates this.

Block 8 – Declared Name and Address of the Consignee: Enter **only** one complete name and address of the person or company taking delivery of the commodity. Include a name, city, and the approved country name. The approved country name **must** be the same as listed in TO: THE PLANT PROTECTION ORGANIZATION(S) OF block. PCIT automatically populates this.

Block 9 – Name of Produce and Quantity Declared: Enter the common name and quantity of the commodity. For seeds for consumption, enter the specific grain; for seeds for planting, enter seeds. PCIT automatically populates this.

Block 10 – Botanical Names of Plants: Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities. PCIT automatically populates this.

Block 11 – Number and Description of Packages: 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). PCIT automatically populates this.

Block 12 – Distinguishing Marks: Enter the markings as they appear on the containers, cartons, bags, etc. If there are **no** distinguishing marks, enter “NONE”. PCIT automatically populates this.

Block 13 – Place of Origin: 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, county, or state. PCIT automatically populates this.

Block 14 – Declared Means of Conveyance: Enter specific name of the conveyance, if known. If unknown, enter air freight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, etc. PCIT automatically populates this.

Block 15 – Declared Point of Entry: 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. PCIT automatically populates this.

PPQ Form 579: Part 3

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		
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 579 FEB 2001 Previous editions are obsolete after 6/30/01		

Warning: This alerts all parties that any alteration, forgery, or unauthorized use of PPQ Form 579 is subject to civil penalties, or punishable by a fine or imprisonment.

Additional Declaration: 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 16 – Date Issued: Enter the date certificate was signed.

Block 17 – Name of Authorized Officer: Enter the name of the ACO that will **sign** the form.

Block 18 – Signature of Authorized Officer: Sign the form. The signature **must** match the name entered in Block 17.

Note: Remember: Federal ACOs are **required** to issue certificates through PCIT and State/County ACOs are **strongly encouraged** to use PCIT.

Do's and Don'ts

The following guidelines provide the Do's and Don'ts regarding Completing Export certificates:

DO's

- Attest **only** to the phytosanitary condition of plants or plant products (PPQ Form 577 & 579).
- 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 (PPQ Form 577 & 579 only).
- Prepare all export certificates in English.
- List **only** U.S. addresses in the NAME AND ADDRESS OF THE EXPORTER block. Affiliated island addresses are acceptable.
- Type or handwrite export certificates (if handwritten, do so **only** in all upper case or capital letters)
- Spell out dates in the month/day/year format (example: July 17, 2015).
- Enter the actual dates of inspection. If there is not enough space to list all dates in the DATE INSPECTED block, list the dates in the ADDITIONAL DECLARATION (AD) block (PPQ Form 577 & 579 only).
- Enter abbreviations of scientific units of measure, based on United States customary units, or the metric system, **only** in the Treatment block (PPQ Form 577 & 579 only).
- Check the export summary to see if the declared point of entry is authorized; if the point of entry is **not** authorized, warn the exporter that the shipment may be delayed or refused entry.
- Attest to additional official phytosanitary information **only** after all foreign import requirements of the first country of import have been addressed (PPQ Form 577 & 579).

DON'Ts

- Record ADs from foreign phytosanitary certificates on PPQ Form 579.
- 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.
- Abbreviate: Calendar months, city names, State names, country names, or any other entry unless it is part of a business name (example: A.B.C. Distributing Inc. LLC).
- Enter dates of a field or growing season inspection or laboratory tests.
- Enter a grade, intended use, a commercial term, or a trade name.
- Enter phone or facsimile numbers.
- Enter statements such as "In-care-of," (c/o), "Attention to," "Agent for," or "Notify."
- Enter titles to signatures or names.
- Enter a variety unless it is required in PEXD or is listed in an IP and all the conditions can be met.
- Certify treatments or Additional Declarations on a PPQ Form 578.

Replacing PPQ Forms 577 and 579

Replaced certificates are based on the same inspection dates and results of the original certificates. If a new inspection is required the certificate needs to be issued according to the **Decide Whether to Replace a PCIT issued PPQ Form 577 or 579 Based on Original Issuance** table.

TABLE 3-5-6: Decide Whether to Replace a PCIT issued PPQ Form 577 or 579 Based on Original Issuance

If the original PPQ Form 577 or 579 is:	And:	And the replacement date is:	Then:
Surrendered to the ACO	The consignment is reinspected	→	ISSUE a new PPQ Form 577 or 579 at any duty station ¹ based on the new inspection
	The consignment is not reinspected	Within 30 days of inspection or specific country requirements	REPLACE the original PPQ Form 577 or 579 at any duty station, with no AD referencing the replacement
		Not within 30 days of inspection or specific country requirements ²	REPLACE the original PPQ Form 577 or 579 at any duty station, with an AD "This certificate replaces Phytosanitary certificate (or Phytosanitary certificate for reexport) [number], issued on [date], at [issuing office], because [reason for issuing new PPQ Form 577 or 579]."
Not surrendered	The document was already mailed	→	REPLACE the PPQ Form 577 or 579 with an AD "This certificate replaces Phytosanitary certificate (or Phytosanitary certificate for reexport) [number], issued on [date], at [issuing office], because [reason for issuing new PPQ Form 577 or 579]."
	The document was lost	→	REPLACE the PPQ Form 577 or 579 with an AD "This certificate replaces the applicant's lost original of Phytosanitary certificate (or Phytosanitary certificate for reexport) [number], issued on [date], at [issuing office]."

¹ ACOs may have to contact the originating office for supporting documents if the documents are not attached within PCIT.

² The original export certificate was issued according to PPQ policy concerning time limits.

The date of issuance must **always** be the date the ACO signs the certificate.

If the replacement occurs outside the country's time limit, include an AD referring to the original certificate and the original date of issuance.

Topic 5: Collecting User Fees

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

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

All export user fees can be collected through PCIT.

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

For additional user fee information, refer to the *User Fees* section of the *General Procedures* chapter of the XPM.

Lesson Summary

In this lesson you were introduced to the five steps of 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

You should be able to correctly explain the process of export certification and each of its five steps.

Important Note: Full details about the export certification process can be found by reviewing the *General Procedures* chapter of the XPM.

Lesson 5: Using PExD

This lesson includes the following sections:

- Introduction
- Topic 1: Main Screen
- Topic 2: View Country Information
- Topic 3: Additional Export Data
- Topic 4: Ineligible Commodities
- Topic 5: Processed Products
- Topic 6: PExD Reports
- Lesson Review
- Lesson Summary

Introduction

Background

The Phytosanitary Export Database (PExD) enhances the Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine's (PPQ) ability to maintain the export program for United States exporters.

PExD is a repository for foreign phytosanitary requirements for U.S. origin commodities. It does not contain phytosanitary requirements for third-party countries and should not be used for reexported commodities.

PExD is housed within the Phytosanitary Certificate Issuance and Tracking System (PCIT). It is a role based system and accessibility to certain data is based on the user's role in the system.

PExD provides PPQ, State and County cooperators, and industry users easy access to export summaries.

Purpose

By the end of this lesson you will be able to use PExD to determine the foreign phytosanitary requirements for a commodity offered for export.

Scope

By the end of this lesson you will be able to:

- Navigate through the features of PExD from the main screen.
- Determine country information for a domestic commodity being exported out of the United States.
- Find additional export data and resources that will assist you in determining export requirements for a commodity.
- Determine commodities that are ineligible for certification.

- Determine processed products eligible for certification on PPQ Form 578.
- Generate reports.

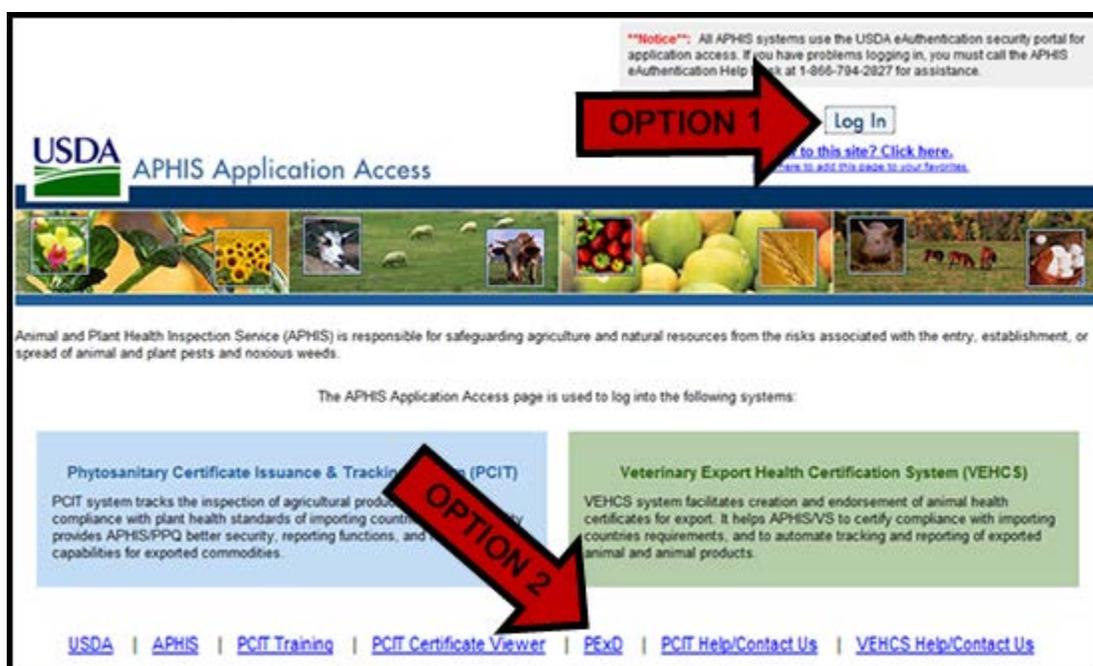
Topic 1: Main Screen

This topic covers the correct method for an ACO to access PExD. It also shows how to navigate the features of PExD.

Accessing PExD

There are two methods to access PExD:

1. **Logging into PCIT and selecting PExD on the left hand navigation menu.** This option is intended for government users. You can log into PCIT using either your LincPass or your eAuthentication user ID and password.
2. **Selecting the PExD link on the PCIT home page.** This option is intended for external users **without** a login or eAuthentication.



Government users should **always** use Option 1 to see all available information for a particular country. There are notable differences using the external link versus signing in to access PExD.

You can always identify which version you are in from the information at the top of the message screen. If you enter PExD **without** linking through PCIT, you will always see the limited accessibility notice at the top of each page.

The accessibility notice states “Notice: Certifying officials accessing the system without logging into PCIT may have limited document visibility.”

Navigating the Features

The first screen you see in PExD is the **View Country Information** screen.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Phytosanitary Export Database (PExD) interface. The top navigation bar includes the USDA logo, the system name, and a user welcome message: "Welcome Abe C. Officer of Export Services" with a "Close PExD" link. Below the navigation bar is a "Messages" section with a "Refresh Messages" button. The main content area is titled "View Country Information" and contains a message: "Select the country you would like to view information on. Items marked * are required." Below this is a dropdown menu labeled "Country: * Select". A second message below the dropdown reads: "Then select the type of information you would like to view on the selected country." The footer contains navigation links: "USDA | APHIS | Export Program Manual | Export Certification Specialists List | Help/Contact Us".

There is a library bar on the left side of the screen. These links navigate through the database. This page also displays the **Messages** Box. The **Messages** box displays informational messages that affect all commodities and/or all countries throughout PExD.

The **View Country Information** screen is the default page you see when accessing PExD. You may click on any of the other links at any time to move to that page in the database. Once you select a country, more detailed information pertaining to that country appears.

Topic 2: View Country Information

Topic Preview

This topic will cover the following components of the **View Country Information** screen.

- Commodity
- Harmful Organisms
- Points of Entry
- Supporting Documents
- Foreign Points of Contact
- Definitions
- General Requirements
- Historical Data

The first item, and default page in the library is the **View Country Information** screen. To view more detailed country information you must select a country. You may only view one country at a time. When you want to view a specific summary, use the drop down menu to select a country from the list on the screen.

The online course example uses Azerbaijan as a country example.

Phytosanitary Export Database (PExD) Need Help ?

Welcome to the Phytosanitary Export Database (PExD) System. PExD contains phytosanitary import requirements of U.S.-origin commodities to foreign countries. This information may be retrieved by users with access to the Phytosanitary Certificate Issuance & Tracking (PCIT) system. Refresh Messages

Messages

View Country Information

Select the country you would like to view information on. Items marked * are required.

Country: * Azerbaijan

Then select the type of information you would like to view on the selected country.

Important Notes:

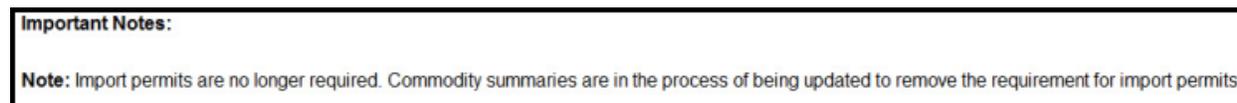
Note: Import permits are no longer required. Commodity summaries are in the process of being updated to remove the requirement for import permits.

Last Updated: June 26, 2012

Commodity View individual commodity summaries.	Foreign Points of Contact View the National Plant Protection Organization contact information for the importing country. Generally, requests for import permits are directed to this organization.
Harmful Organisms View a list of injurious pests as specified by the importing country.	Definitions View the definitions and terms which are used by the importing country for official phytosanitary purposes.
Points of Entry View a list of airports, seaports and land border points officially designated for the importation of consignments as provided by the importing country.	General Requirements View general phytosanitary information provided by the importing country which does not pertain to specific commodities.
Supporting Documents View workplans or other phytosanitary documentation provided by the importing country.	Historical Data View commodity summaries based on the date they were published.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Export Certification Specialists List](#) | [Help/Contact Us](#)

There is an Important Notes field which informs the users of any specific information related to that country. For example:



Underneath the Import Notes field, you will notice that the screen is dated. Each country summary provides the date that indicates when something within the country summary was last updated. This helps the user identify if any changes have been made for that country. Example:



At the bottom of the screen are the country information boxes. Each of these will be covered in more detail.

<p><u>Commodity</u> View individual commodity summaries.</p>	<p><u>Foreign Points of Contact</u> View the National Plant Protection Organization contact information for the importing country. Generally, requests for import permits are directed to this organization.</p>
<p><u>Harmful Organisms</u> View a list of injurious pests as specified by the importing country.</p>	<p><u>Definitions</u> View the definitions and terms which are used by the importing country for official phytosanitary purposes.</p>
<p><u>Points of Entry</u> View a list of airports, seaports and land border points officially designated for the importation of consignments as provided by the importing country.</p>	<p><u>General Requirements</u> View general phytosanitary information provided by the importing country which does not pertain to specific commodities.</p>
<p><u>Supporting Documents</u> View workplans or other phytosanitary documentation provided by the importing country.</p>	<p><u>Historical Data</u> View commodity summaries based on the date they were published.</p>

Commodity

This page allows a user to search the import requirements for individual commodities for the specified country. The user must enter the botanical name of the commodity they wish to find.

Note: The less information you enter into the commodity search engine, the more items you will get back in return. The more information you enter, the fewer items you will get in return.

The 'search tips' feature contains valuable information on performing commodity searches.

You can use wildcards (*) to help you search. The following are some examples to help you search for commodities (using *Abies* as an example).

Using the * wildcard:

If you want to find commodities with a common beginning, enter the beginning text followed by an *. E.g., the search results for the botanical name *Abies** may include *Abies alba*, *Abies*

amabilis, *Abies balsamea*, etc. Please note that results are not returned if there is no current summary information mapping to the commodities which match the search criteria.

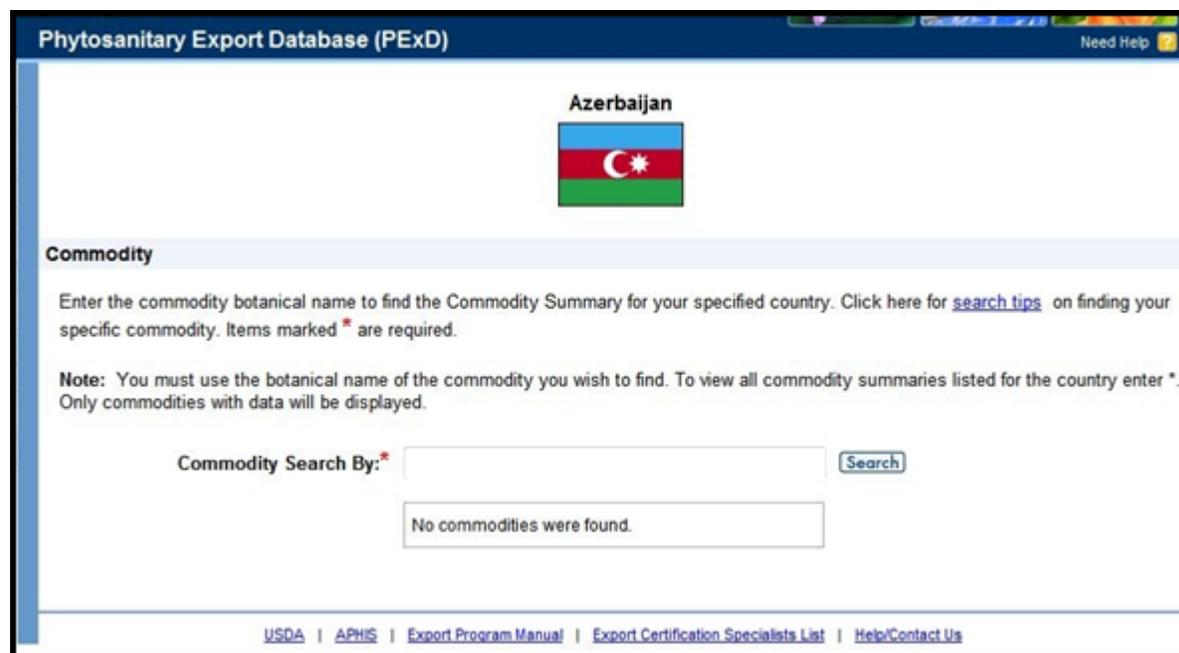
If you want to find commodities with a common ending, enter the * followed by the ending text. E.g., the search results for the botanical name **alba* may include: *Abies alba*, *Abronia alba*, *Acarospora cinereoalba* (amongst others).

If you want to find commodities with a common beginning and ending, enter the beginning text, followed by the *, followed by the ending text. E.g., the search results for the common name *b*alba* may include” *Baptista alba*, *Basella alba*, *Bidens alba*.

If you want to find every combination of a commodity, enter the * before and after your text. E.g., the search results for **amabilis** will include every commodity with the word *amabilis* in it.

Please note that search text is not case sensitive.

As an example, if the user conducts a search in a commodity summary for apples, *Malus sp.* in the Azerbaijan commodity summary and the user places an “m” in the **Commodity Search By** field, only two options are displayed.



Phytosanitary Export Database (PExD) Need Help

Azerbaijan


Commodity

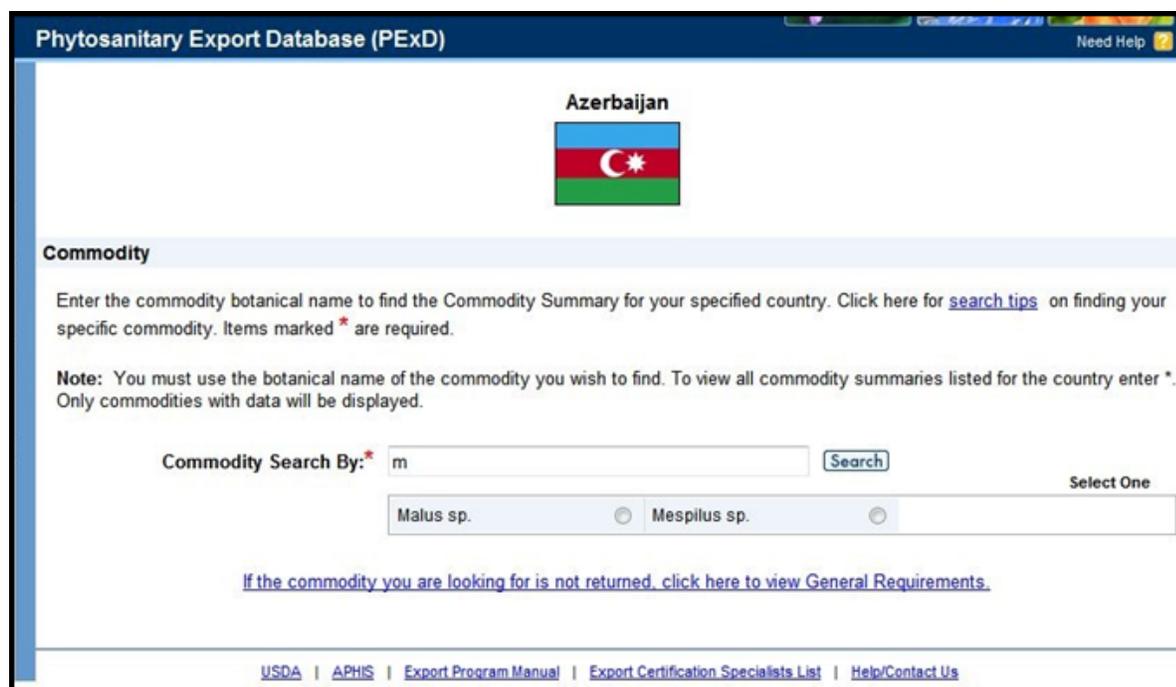
Enter the commodity botanical name to find the Commodity Summary for your specified country. Click here for [search tips](#) on finding your specific commodity. Items marked * are required.

Note: You must use the botanical name of the commodity you wish to find. To view all commodity summaries listed for the country enter *. Only commodities with data will be displayed.

Commodity Search By:*

No commodities were found.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Export Certification Specialists List](#) | [Help/Contact Us](#)



Phytosanitary Export Database (PExD) Need Help ?

Azerbaijan


Commodity

Enter the commodity botanical name to find the Commodity Summary for your specified country. Click here for [search tips](#) on finding your specific commodity. Items marked * are required.

Note: You must use the botanical name of the commodity you wish to find. To view all commodity summaries listed for the country enter *. Only commodities with data will be displayed.

Commodity Search By:* Select One

Malus sp. Mespilus sp.

[If the commodity you are looking for is not returned, click here to view General Requirements.](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Export Certification Specialists List](#) | [Help/Contact Us](#)

If the user typed “Ma” or “Mal” or “Malus”, only *Malus sp.* would display.

Selecting the radio button beside a particular commodity displays all the commodity parts that have requirements. In this example, the only part available is **Fruit**.



Phytosanitary Export Database (PExD) Need Help ?

Azerbaijan


Commodity

Enter the commodity botanical name to find the Commodity Summary for your specified country. Click here for [search tips](#) on finding your specific commodity. Items marked * are required.

Note: You must use the botanical name of the commodity you wish to find. To view all commodity summaries listed for the country enter *. Only commodities with data will be displayed.

Commodity Search By:* Select One

Malus sp. Mespilus sp.

Part:* [Select All](#)

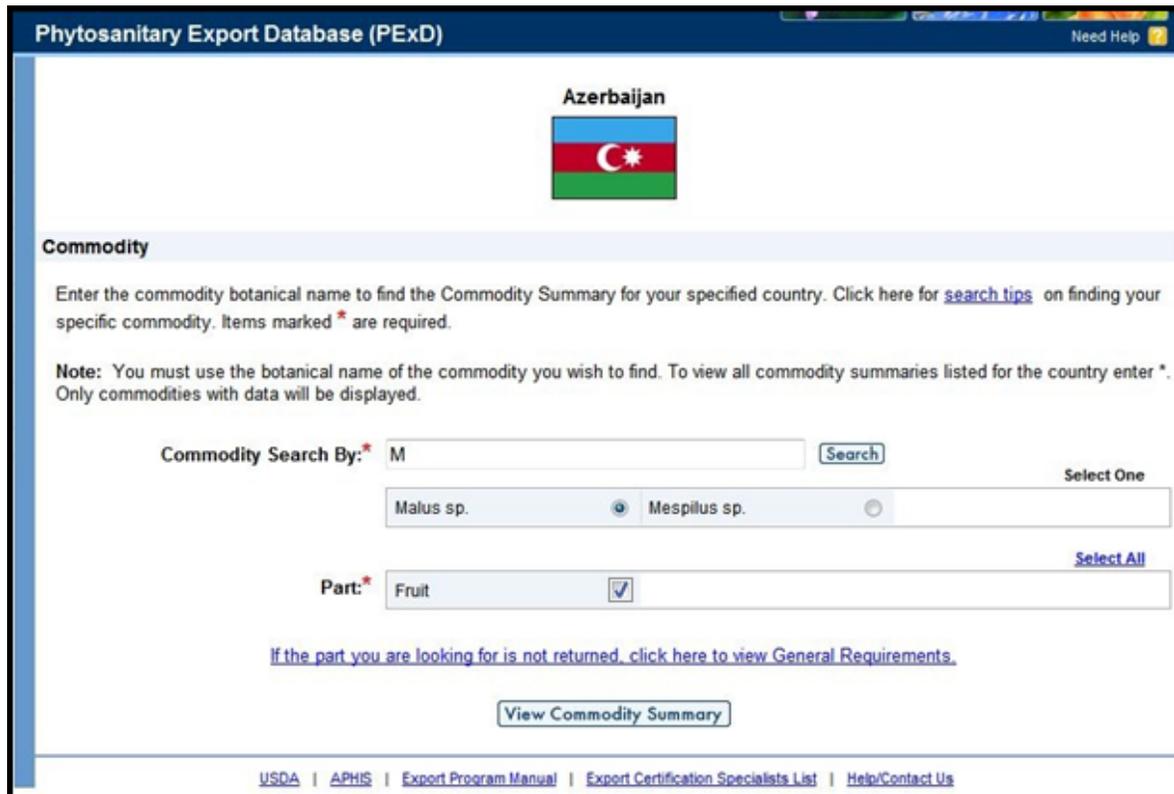
[If the part you are looking for is not returned, click here to view General Requirements.](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Export Certification Specialists List](#) | [Help/Contact Us](#)

You select the specific commodity part(s) you wish to see, or choose **Select All** to see all import requirements for a particular commodity.

Once the commodity and part are identified, select the **View Commodity Summary** button.

Note: If the part you are looking for does not appear in the specific commodity search, you must look in the **General Requirements**.



The screenshot displays the Phytosanitary Export Database (PExD) interface for Azerbaijan. At the top, the title "Phytosanitary Export Database (PExD)" is visible, along with a "Need Help" link. The country "Azerbaijan" is selected, and its flag is shown. Below this, the "Commodity" section contains instructions: "Enter the commodity botanical name to find the Commodity Summary for your specified country. Click here for [search tips](#) on finding your specific commodity. Items marked * are required." A note follows: "Note: You must use the botanical name of the commodity you wish to find. To view all commodity summaries listed for the country enter *. Only commodities with data will be displayed." The search form includes a "Commodity Search By:" field with the value "M" and a "Search" button. Below this, there are radio button options for "Malus sp." and "Mespilus sp.", with "Mespilus sp." selected. A "Select One" label is positioned to the right. A "Part:" field is set to "Fruit" with a checked checkbox. A "Select All" link is located to the right of the part field. A link below the form reads: "If the part you are looking for is not returned, click here to view General Requirements." At the bottom of the form is a "View Commodity Summary" button. The footer contains links for "USDA", "APHIS", "Export Program Manual", "Export Certification Specialists List", and "Help/Contact Us".

The commodity summary is shown. The commodity summary provides all the specific summary information PExD has regarding this particular species and part.

The screenshot displays the Phytosanitary Export Database (PExD) interface. At the top, the title "Phytosanitary Export Database (PExD)" is visible, along with a "Need Help ?" link and a "Back" button. The main content area features the flag of Azerbaijan and the text "Azerbaijan". Below this, the "Commodity Summary" section is highlighted, containing a note: "** Malus sp. is a member of the [Malus spp.](#) genus and Rosaceae family. **". A paragraph follows, stating: "Review the commodity summary displayed below for **Malus sp.** and visit all the commodity summary links listed above (if applicable) for the complete information regarding the commodity, genus, and family." The commodity name "Malus sp." is displayed in a large, bold font. Under "Commodity Parts:", there is a list item "Fruit". A horizontal dashed line separates this from the "Fruit" section, which has a dark blue header. In the "Fruit" section, it states "Phytosanitary Certificate (PC) is required." and "Last Updated: May 09, 2012". Below this, the "Additional Information" section contains a "Note to Exporter": "Fumigation is required at Southern points of entry when imported between April 1 through September 30." and a "[Return to Top of Page]" link. A link "Click Here to View General Requirements." is also present. The "USDA Contact:" section includes a link to "Export Certification Specialists List". A disclaimer at the bottom reads: "The information in this database is considered correct and current. Nevertheless, this information is not legally authoritative." A "Back" button is located at the bottom center. The footer contains navigation links: "USDA | APHIS | Export Program Manual | Export Certification Specialists List | Help/Contact Us".

If the species you are looking for is not available at the species level, the taxonomic tree may be available. Use the **Commodity Family Statement** and link to help determine the family or genus name for a commodity whose botanical name is not specifically listed. The **Commodity Family Statement** is located at the top of the Commodity Summary screen. Note, if you are looking for a species and it does not appear, but the genus appears, you can certify using those requirements.

Commodity Requirements

Commodity requirements vary greatly depending on the destination country. Within a commodity summary there are further subheadings that provide detailed information about import requirements for that commodity.

Treatments – provides specific treatment information for a commodity that the importing country is specifying for condition of entry.

Additional Declarations – lists the additional declarations that are required on the phytosanitary certificate as a condition of entry into the importing country.

Supporting Documents – may include pest contaminants lists, seed contaminant lists, protocols, work plans, and guidelines.

Look for examples of these when reviewing the examples of corn summaries below.

Some examples of country summaries for the same commodity showing the varying differences on complexity of import requirements for corn seed include:

Simple:

Zea mays

Commodity Parts:

- [Seeds](#)

Seeds

Last Updated: September 28, 2012

Phytosanitary Certificate (PC) and Import Permit (IP) are required. Do not certify unless an IP is presented.

[\[Return to Top of Page\]](#)

Semi-complex:

Zea mays

Commodity Parts:

- [Seeds](#)

Seeds

Last Updated: May 24, 2012

Phytosanitary Certificate (PC) is required.

Additional Declaration

Consignment complies with Annex IV A **52 a** of EC Plant Health Directive 2000/29/EC.
OR
Consignment complies with Annex IV A **52 b** of EC Plant Health Directive 2000/29/EC.

[\[Return to Top of Page\]](#)

Complex:

Zea mays

Commodity Parts:

- [Seeds](#)

Seeds

Last Updated: July 24, 2012

Phytosanitary Certificate (PC) is required.

Treatments

The listed treatment amounts are in mg/g of Active Ingredient (A.I.) Seed may be treated with one of the following fungicide combinations in lieu of the following AD: "The Zea mays seeds for sowing in this consignment have been sourced from a "Pest Free Area", free from *Botryosphaeria zeae*, *Cochliobolus pallescens*, *Cochliobolus tuberculatus*, *Claviceps gigantea*, *Gloeocercospora sorghi*, *Ustilago maydis*, *Peronosclerospora heteropogoni*, *Peronosclerospora maydis*, *Peronosclerospora philippinensis*, *Peronosclerospora sacchari*, *Peronosclerospora sorghi*, *Phaeocytophthora ambiguum*, *Sclerophthora rayssiae* var. *zeae*, *Rhizopus maydis*, *Stenocarpella macrospora* and *Cephalosporium maydis*."

Treatment Table 1

Fungicide			
Concentration	Temperature	Duration	Comments
---	---	---	Imazalil 80mg/kg and Triadimenol 220mg/kg
---	---	---	Fludioxonil at .025g per kg seed and mefenoxam at .01g per kg of seed
---	---	---	Fludioxonil .025g and metalaxyl .03g per kg of seed
---	---	---	Carboxin at .8g and Thiram at .8g per kg of seed
---	---	---	Carboxin .8g/kg and Captan .7g/kg
---	---	---	Imazalil 80mg/kg and Flutriafol 80mg/kg
---	---	---	Difenoconazole .12g per kg seed and mefenoxam .01g per kg of seed

Additional Declaration

The ZEA MAYS seeds for sowing in this consignment have been sourced from a pest free area, free from ***Acidovorax avenae subsp. avenae*, *Clavibacter michiganensis subsp. nebraskensis*, *Pantoea stewartii subsp. stewartii*, *High plains virus*, *Maize dwarf mosaic virus* and *Maize chlorotic mottle virus*.**

OR

The ZEA MAYS seeds for sowing in this consignment have been sourced from a pest free place of production, free from ***Acidovorax avenae subsp. avenae*, *Clavibacter michiganensis subsp. nebraskensis*, *Pantoea stewartii subsp. stewartii*, *High plains virus*, *Maize dwarf mosaic virus* and *Maize chlorotic mottle virus*.**

OR

***Acidovorax avenae subsp. avenae*, *Clavibacter michiganensis subsp. nebraskensis*, *Pantoea stewartii subsp. stewartii*, *High plains virus*, *Maize dwarf mosaic virus* and *Maize chlorotic mottle virus* were not detected in a representative sample of seeds officially drawn from this consignment.**

Harmful Organisms

This page provides a list of harmful organisms identified by the foreign country in the summary.

Select the **View Harmful Organisms List Report** button to view the entire list of harmful organisms in a report for a country. For an extensive list, once a list is generated you can use Ctrl-F to search the list quickly for a harmful organism. Topic 6 of this lesson also covers how to create a **Harmful Organisms Report** from the View PEXD Reports library.

Points of Entry

This page provides a list of air, land and sea border points that are officially designated for the importation of commodities as defined by the importing country. Examples include:

- Airports
- Seaports
- River ports
- Train stations
- Post offices
- Land border ports

Note: Points of Entry are also listed as Protected Zones.

Supporting Documents

This screen provides links to important documents that foreign NPPOs have provided to PPQ.

Examples of documents include: NPPO's phytosanitary certificates, reexport certificates, import permits, pest and disease host lists, policies, and work plans.

You must download a document to view it. The document will open in a new window.

Many of the supporting documents provided in this section are sensitive in nature, such as work plans, and are not available to all users.

Foreign Points of Contact

This page provides you with the contact information of the National Plant Protection Organization (NPPO). This information is useful if an exporter contacts you requesting details of where they can apply for an import permit.

Definitions

This page provides approved definitions for the selected import country.

Definitions are listed in an alphabetical tabular format. If a letter is black, then there are no definitions starting with that letter. If a letter is blue and hyperlinked, then there are definitions behind the letter.

General Requirements

This screen provides general phytosanitary information about commodities for an importing country. You must check the **Commodity** information as well as the **General Information** screen to conduct a full summary inquiry.

The General Requirements screen is divided into four tabbed categories:

- **Additional Information** – This tab provides additional information, such as Import Permit and Contact Information details available for the specified country.
- **Prohibited Products** – This tab provides information regarding prohibited products or materials. Examples include, but are not limited to:
 - Growing media
 - Specific commodities and commodity types (i.e. bulbs, tubers, cut flowers, fruits, vegetables, wood, seeds, noxious weeds)
 - Soil
- **Restricted Products** – This tab gives the user information about a specific plant. Examples include, but are not limited to:
 - Cut flowers
 - Fruits
 - Grain
 - Logs
 - Lumber
 - Packing Material
 - Plants
 - Seeds
 - Vegetables
- **Unrestricted Products** - This tab provides information the country has regarding unrestricted products or materials.

Note: If the country deems a commodity unrestricted, but the exporter requests a certificate, and the commodity is eligible, then a certificate may be issued according to policy.

The information on each of these pages varies based on the information that is supplied to PPQ by the NPPO, and not all country summaries will have information under all four tabs.

A country's General Requirements are listed in an alphabetical tabular format. If a category is not underlined or is black, then there are no general import requirements for that category starting with that letter. If a category is blue and hyperlinked, then there are general import requirements behind the letter.

Historical Data

This page allows a user to view historical data for a specified country. This includes commodity summaries based on the date they were published. Historical data is viewable by all government users.

First you select the commodity and commodity part, and then select the **Search for Historical Data** button. Historical data entries will be displayed according their most recent date. You must select **View** to see each entry.

Topic 3: Additional Export Data

The Additional Export Data screen provides links to external resources that may be useful for phytosanitary certification.

The Additional links and information include:

CABI – Crop Compendium

The Crop Protection Compendium provides a wide range of science-based information on crop protection. It contains datasheets on pests, diseases, weeds, host crops, and natural enemies. Subscription fees may apply.

Checklist of CITES species

An electronic resource provides users with an intuitive interface where queries can be made using not just scientific or common species names but also CITES Appendices, countries or regions, and any combinations thereof. The display of results can be further refined by selecting criteria such as synonyms or authors' names. Users can thus produce a tailored index of CITES species listing, for instance, all CITES species occurring in a specific country. The history of listing is displayed on screen for each taxon and can be printed off in a single document covering all taxa.

Convention on International Trade in Endangered Species (CITES) Appendices I, II, and III

CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival.

Convention on International Trade in Endangered Species (CITES) Approved USDA Ports

The USDA is responsible for enforcing regulations specific to the import and export of plants regulated by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). CITES listed plants and plant products must exit the United States through a "Designated Port".

Cooperative Emerald Ash Borer Project

The Emerald ash Borer (EAB), *Agrilus planipennis*, has been identified as the causal agent in ash tree decline and mortality. USDA-APHIS-PPQ has provided detailed information on EAB and a survey map to identify EAB Federal and State Quarantine areas.

Germplasm Resources Information Network [GRIN]

In GRIN Taxonomy for Plants all families and genera of vascular plants and over 46,000 species from throughout the world are represented, especially economic plants and their relatives. Information on scientific and common names, classification, distribution, references, and economic impacts are provided.

International Plant Protection Convention (IPPC)

The IPPC is an international treaty to secure action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control. It is governed by the Commission on Phytosanitary Measures (CPM), which adopts International Standards for Phytosanitary Measures (ISPMs).

National Plant Board (United States)

The National Plant Board is a non-profit organization of the plant pest regulatory agencies of each of the states and Commonwealth of Puerto Rico. Member agencies must be members in good standing of the regional plant board in which their state or commonwealth is located.

National Seed Health System (NSHS)

The National Seed Health System (NSHS) is a program authorized by USDA-APHIS, and administered by the Iowa State University Seed Science Center to accredit both private and public entities to perform certain activities needed to support the issuance of Federal phytosanitary certificates for the international movement of seed.

North American Plant Protection Organization (NAPPO)

NAPPO is a regional plant protection organization of the International Plant Protection Convention which coordinates the efforts among Canada, the United States, and Mexico to protect their plant resources from the entry, establishment, and spread of regulated plant pests, while facilitating intra/interregional trade.

Phytophthora ramorum – Sudden Oak Death

Phytophthora ramorum is the pathogen that causes Sudden Oak Death (SOD), ramorum leaf blight or ramorum dieback. Through ongoing surveys, APHIS-PPQ continues to define the extent of the pathogen's distribution in the U.S., and to limit its artificial spread beyond infected areas through quarantine and a public education program.

Treatment Manual

This manual is the operational guide for selecting and conducting quarantine treatments. The procedures and treatment schedules in this manual are administratively authorized for use by APHIS to prevent the movement of agricultural pests into or within the United States. Listed treatments include chemical treatments such as fumigation with methyl bromide, and nonchemical treatments with heat, cold, or irradiation.

U.S. Fish and Wildlife Service Endangered Species Program

The Endangered Species Act protects endangered and threatened species and their habitats by prohibiting the “take” of listed animals and interstate or international trade in listed plants and animals, including their parts and products, except under Federal permit. Such permits generally are available for conservation and scientific purposes.

USDA Export Program Manual (XPM)

The Export Program Manual (XPM) is a reference to use when inspecting commodities and issuing export certificates. The information in the XPM is based on international standards, Plant Protection and Quarantine (PPQ) policy, and regulations providing procedures for certifying commodities offered for export.

Topic 4 – Ineligible Commodities

The Ineligible Commodities list is accessed by selecting the link from the library bar located on the PCIT main welcome screen.

Items listed on the Ineligible Commodities screens are considered ineligible for export certification. This is **not** an all-inclusive list. It is intended as a tool to help guide you when you are determining the eligibility of a commodity for export certification.

The ineligible list is viewable in an alphabetical tabular format. Letters that are blue and hyperlinked have items alphabetically behind those letters. If the letters are black there are no items listed for that letter. If you are not sure of the specific name of the item or prefer to view the complete list, choose the **All** tab.

Note: If you do not see the commodity listed under the Ineligible list, **do not assume it is eligible.**

Topic 5: Processed Products

The Processed Products (PPQ Form 578) commodities screen is accessed by selecting the link from the library bar located on the PCIT main welcome screen.

Commodities listed on the Processed Products list must be written on the PPQ Form 578 as they are listed in PExD. For example, bags made of jute must be identified as “Jute (new bags)” on the export certificate.

You must also check the specific country summary to determine if there are any specific import requirements for that commodity.

The Processed Products list is viewable in an alphabetical tabular format. Letters that are blue and hyperlinked have items alphabetically behind those letters. If the letters are black there are no processed products listed for that letter. If you are not sure of the specific name of the item or prefer to view the complete list, choose the **All** tab.

Topic 6: PExD Reports

The PExD reports screen is accessed by selecting the link from the library bar located on the PCIT main welcome screen.

PExD provides the ability to run and print reports. Reports can be generated in multiple formats.

We will discuss three report types:

- Commodity Requirements Report
- Country List of Commodity Summaries Report
- Harmful Organisms Report



Commodity Requirements Report

The Commodities Requirements Report provides a list of countries that have requirements for a specific plant part.

Country List of Commodity Summaries Report

The Country List of Commodity Summaries Report provides a list of all commodities and plant parts in a country summary.

Harmful Organisms Report

The Harmful Organisms Report provides a list of countries that regulate a specific plant pest.

Lesson Review

If you would like practice in PExD within the live site, use the link below to go to PCIT. Log in to your PCIT account to access the full function version of PExD.

<https://pcit.aphis.usda.gov/pcit/>

Lesson Summary

In this lesson you were introduced to PExD. You should have the basic understanding of how to conduct a commodity search in PExD to determine the foreign import requirements of a commodity offered for export.

In this lesson you learned how to:

- Navigate through the features of PExD from the main screen.
- Determine country information for a domestic commodity being exported out of the United States.
- Find additional export data and resources that will assist you in determining export requirements for a commodity.
- Determine commodities that are ineligible for certification.
- Determine processed products eligible for certification on PPQ Form 578.
- Generate reports.

Lesson 6: Using PCIT

Lesson Overview

This lesson includes the following sections:

- Introduction
- Topic 1: Navigating PCIT
- Topic 2: Processing Applications
- Lesson Summary

Introduction

Background

Phytosanitary Certificate Issuance and Tracking (PCIT) tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS-PPQ better security, increased credibility, reporting functions, and monitoring capabilities for exported commodities.

PCIT facilitates the creation and processing of applications (PPQ Form 572) with the intention of generating an export certificate (PPQ Form 577, 578, 579).

PCIT automates the issuance of export certificates, including collection and tracking of its related information. PCIT currently has more than 24,000 industry and government users.

Purpose

By the end of this lesson you will be able to identify the steps necessary to process an application for an export certificate.

Scope

By the end of this lesson you will be able to:

- Navigate through features of PCIT from the main screen.
- Determine how to process applications for export certificates in PCIT.
- Generate an export certificate.

Topic 1: Navigating PCIT

In this topic we will cover

1. Main Screen
2. Welcome Page

1. Main Screen

The USDA APHIS Application Access page is used to log into PCIT. Use the Log In button to log into PCIT using your eAuthentication credentials.

****Notice**:** All APHIS systems use the USDA eAuthentication security portal for application access. If you have problems logging in, you must call the APHIS eAuthentication Help Desk at 1-866-794-2827 for assistance.

[Log In](#)

[New to this site? Click here.](#)
[Click here to add this page to your favorites.](#)

USDA APHIS Application Access

Animal and Plant Health Inspection Service (APHIS) is responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds.

The APHIS Application Access page is used to log into the following systems:

Phytosanitary Certificate Issuance & Tracking System (PCIT)
 PCIT system tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS/PPQ better security, reporting functions, and monitoring capabilities for exported commodities.

Veterinary Export Health Certification System (VEHCS)
 VEHCS system facilitates creation and endorsement of animal health certificates for export. It helps APHIS/VS to certify compliance with importing countries requirements, and to automate tracking and reporting of exported live animals.

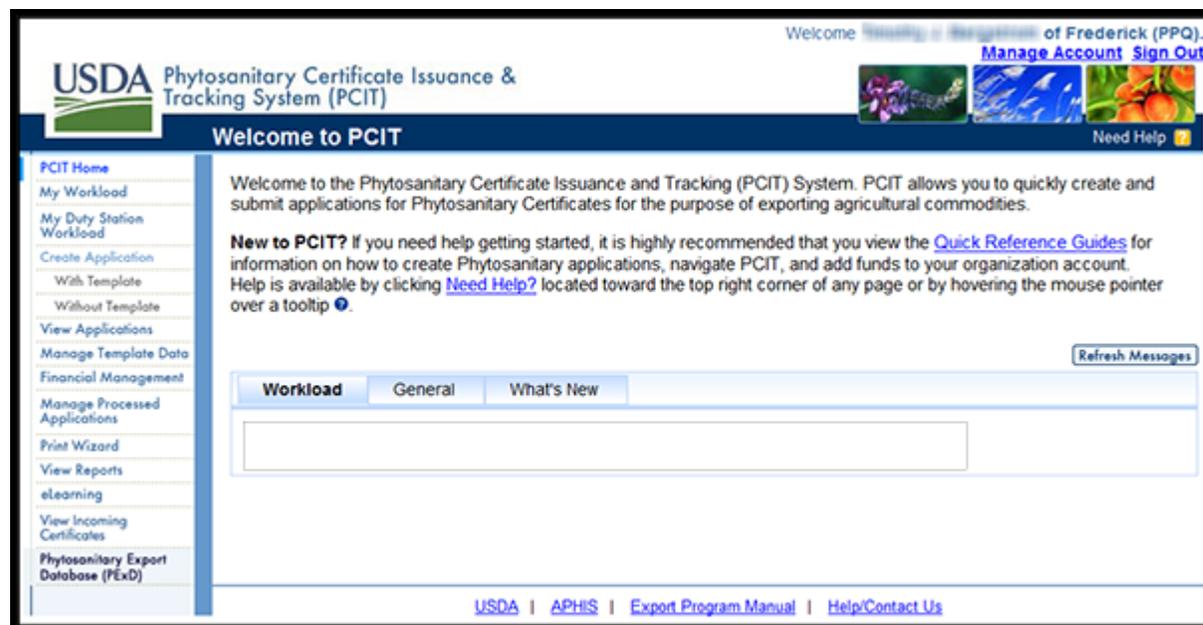
[USDA](#) | [APHIS](#) | [PCIT Training](#) | [PCIT Certificate Viewer](#) | [PExD](#) | [PCIT Help/Contact Us](#) | [VEHCS Help/Contact Us](#)

The hyperlinks at the bottom of the APHIS Application Access screen direct you as follows:

- **USDA** – directs you to the main USDA webpage
- **APHIS** – directs you to the main APHIS webpage
- **PCIT Training** – directs you to the PCIT training site where users can practice using PCIT
- **PCIT Certificate Viewer** – allows anyone to verify the authenticity of a U.S. export certificate they are presented
- **PExD** – directs you to the industry version of PExD
- **PCIT Help/Contact Us** – directs you to information or assistance using PCIT
- **VEHCS Help/Contact Us** – directs you to information or assistance using the Veterinary Export Health Certification System (VEHCS)

2. Welcome Page

PCIT is tailored to a user's role. Based on your role, your screen may look different. The screens used in this training are for an Authorized Certification Official role.



Notice the library bar on the left side of the Welcome Page. It includes:

PCIT Home – returns users to the PCIT home page

My Workload – takes user to screen to process applications and certificates assigned to them

My Duty Station Workload – takes user to screen to process or assign applications and certificates for their duty station

Create Application (with or without template) – enables user to create applications for industry. Applications can be created with or without a template.

View Applications – enables user to view or edit applications in their duty station

Manage Template Data – enables user to create and manage template data. Templates simplify creating new applications by reusing existing information

Financial Management – enables user to fund applicant accounts or collect fees for phytosanitary certificates that were issued outside of PCIT (i.e. multi-part paper certificates)

Manage Processed Applications – enables user to view certificates already processed by a duty station, and conduct post issuance activities (e.g. replace, split, void). Once selected, another option appears on the left hand menu to Combine Certificates, which enables users to combine multiple certificates into one.

Print Wizard – enables user to print copies of applications (PPQ Form 572), export certificates (PPQ Forms 577, 578, 579), and State certificates. Authorized users can also print original phytosanitary certificates.

View Reports – enables user to select standardized reports that are available based on their user role. A variety of administrative, certificate, commodity, financial, and other reports are available. Most reports are available in HTML, PDF, or Excel formats.

eLearning – enables user to access online learning applications through AgLearn

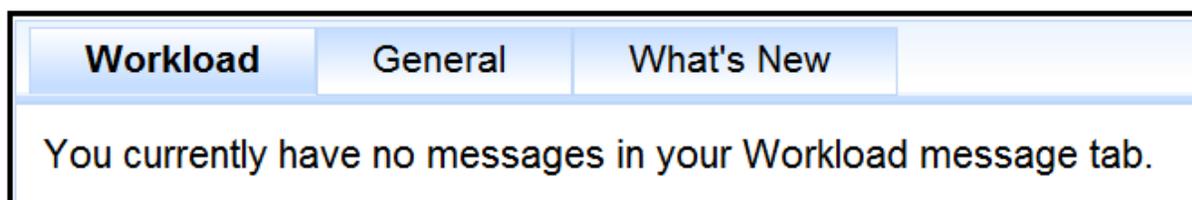
View Incoming Certificates – enables users to review any incoming phytosanitary certificates APHIS receives electronically

Phytosanitary Export Database (PExD) – directs users to the government version of PCIT

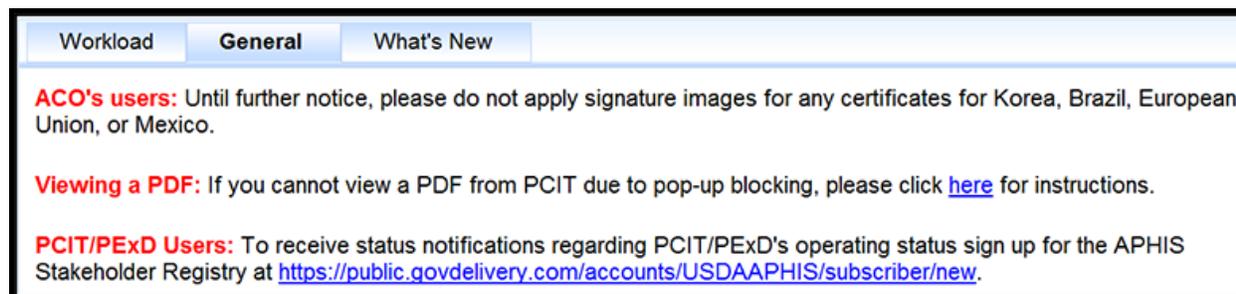
The area in the top right of the Welcome Page identifies the user and their organization within PCIT, and the **Sign Out** link. Selecting the **Manage Account** link allows the user to modify their profile within PCIT.

Notice the three tabs near the center of the Welcome Page. They include:

Workload – tab provides links to any applications or certificates that need further processing at any assigned duty stations. For example:



General – tab provides information about export programs and recent policy changes. For example:



What's New – tab provides information about PCIT and PExD. For example:

Workload	General	What's New
Intermittent Outages on the Training Site: The PCIT Training Site is being used to test the new migration environment so users may experience intermittent outages while using the Training site and the PCIT Online Help.		

The hyperlinks at the bottom of the Welcome Page direct you as follows:

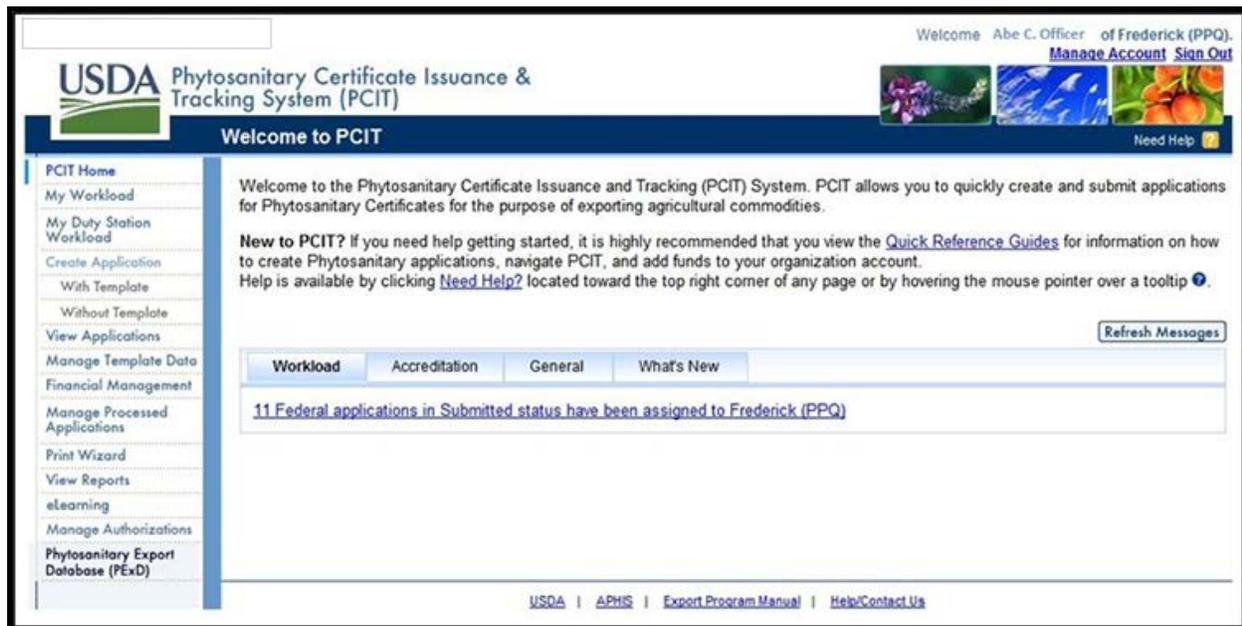
- **USDA** – directs you to the main USDA webpage
- **APHIS** – directs you to the main APHIS webpage
- **Export Program Manual** – directs you to the Export Program Manual (XPM)
- **Help/Contact Us** - directs you to information or assistance using PCIT
 - **Note:** The PCIT help desk cannot assist you with inquiries about export summary data. If you need assistance, contact your local ECS.

Topic 2: Processing Applications

In this topic we will cover the following steps for processing applications:

1. General
2. Inspections
3. Treatments
4. Additional Declarations
5. Adjustments
6. Issuing and Printing

1. General



The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) homepage. The page features a navigation pane on the left with options like 'My Workload', 'My Duty Station Workload', and 'Create Application'. The main content area displays a 'Welcome to PCIT' message and a 'New to PCIT?' section. A 'Workload' tab is selected, showing a message: '11 Federal applications in Submitted status have been assigned to Frederick (PPQ)'. The footer includes links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

Access the My Duty Station Workload page by selecting **My Duty Station Workload** from the navigation pane on the left or selecting the link under the **Workload** tab.

The applications assigned to your duty station are shown in the **My Duty Station Workload List**.

My Duty Station Workload List Show All							
<u>Tracking Information</u>	<u>Cert. Type</u>	<u>Status</u>	<u>Submission Date</u>	<u>Inspect. Avail. Date</u>	<u>Destination Country</u>	<u>Assigned To</u>	
16930 PDC	577	Submitted	01/14/2013 15:00 ET	01/15/2013	Dominica	Assign	Process
20885 Export Services	577	Submitted	06/10/2013 11:46 ET	06/10/2013	China	Assign	Process
20906 Francesca's Flowers	577	Submitted	06/17/2013 09:22 ET	06/17/2013	Bosnia and Herzegovina	Assign	Process
21623 Tonascia Farms	577	Submitted	09/05/2013 08:49 ET	09/05/2013	Japan	Assign	Process
21626 Tonascia Farms	577	Submitted	09/06/2013 13:23 ET	09/06/2013	Japan	Assign	Process

Assign – This button enables users to assign applications to another duty station or to a specific individual within their own duty station.

Process – This button enables users to begin processing an application.

If you select the **Process** button for: 21626 Tonascia Farms, you are directed to the **Application Details** screen.

On the Application Details Screen, there are six editable sections from the application.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 21426
Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602)
Applicant Funds in PCIT: \$5.00
Destination Country: Japan
Application Submission Date: 12/29/2013 09/06/2013

Current Status: Submitted
Assigned To: (Name)

1 Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602)
Applicant Address: 1841 San Benito Street, Hollister, CA 95023, Phone: 301-851-2279
Export Name: United Grain & Feed Inc.
Export Address: 1622 Airport Drive, Stockton, CA 95223
Consignee Name: Mitsui Grain International
Consignee Address: 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420
Destination Country: Japan
Requested Issuing Duty Station: MD-Fredrick (PPQ)
Reference Information: Import Permit Number: [Field]
Comments: [Field]

Shipment Value: Commercial
Approximate Date For Departure From: 09/06/2013
Port: [Field]
Mode of Conveyance: Ocean Vessel
Shipping Details: For information, click the commodity Details' button(s) below.
Point Of Entry: Tokyo

Commodities Available For Inspection: Warehouse 3
AC: [Field]
Commodities Available On: 09/06/2013 Time: 13:30
Commodity: 1

Common Name	Botanical Name	Part	Quantity	Unit	
Com	Zea mays	Seeds	1000	Kilograms	(Details)

Attachments: No attachment(s) added to this application.

ACQ Notes: No ACO notes added to this application.

Next

- Certificate Type** – This section enables you to choose the certificate type that you are trying to process. This enables you to change the certificate type if applicable.

Application Details	
Certificate Type:	PPQ Form 577 Edit

- Applicant Details** – This section displays the applicant's, exporter's, and consignee's name and address, and the requested issuing duty station. It also contains destination country, and any reference numbers, import permit numbers, and comments provided by the applicant. Selecting **Edit** allows you to change this information.

Applicant Name:	Tonascia Farms (Org ID 37602)
Applicant Address:	1841 San Benito Street Hollister , CA 95023 Phone: 301-851-2279
Exporter Name:	United Grain & Feed Inc.
Exporter Address:	1622 Airport Drive Stockton, CA 95023
Consignee Name:	Mitsui Grain International
Consignee Address:	1-10-5 Akasaka Minato-ku Tokyo 107-8420
Destination Country:	Japan
Requested Issuing Duty Station:	MD-Frederick (PPQ)
Reference Information: ?	
Import Permit Number: ?	<input type="text"/>
Comments: ?	<input type="text"/>

3. **Shipping Details** – This section displays shipment value, date of departure, port of export, declared means of conveyance, and point of entry for the commodity being exported. This section also identifies the default shipping details, such as number of packages in the consignment, package description, and distinguishing marks for the shipment. Each commodity defaults with this information; however, it can be updated and changed in the commodities overview box.

Shipment Value:	Commercial
Approximate Date For Departure From Port Of Export:	09/06/2013
Port Of Export:	
Declared Means Of Conveyance:	Ocean Vessel
Shipping Details:	<i>For information, click the commodity 'Details' button(s) below.</i>
Point Of Entry:	Tokyo

4. **Commodities** – This section displays inspection and commodity details. Selecting **Edit** allows you to change the information.

Commodities Available For Inspection At:	Warehouse 3
Commodities Available On:	09/06/2013 Time: 13:30
Commodities Total:	1

List of Commodities					
Common Name	Botanical Name	Part	Quantity	Unit	
Corn	Zea mays	Seeds	1000	Kilograms	Details

5. **Attachments** – This section displays any attachments added to the application. Selecting **Edit** allows the ACO to delete or add additional attachments.

Attachments:	No attachment(s) added to this application.	Edit
---------------------	---	----------------------

6. **ACO Notes** – This section allows the ACO to add information that helps the ACO process the application and maintain relevant long-term information regarding a commodity and shipment. The notes are not viewable to the applicant.

ACO Notes:	There have been no ACO notes added to this application.	Edit
Next		

2. Inspections

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Abe C. Officer of Frederick (PPQ) [Sign Out](#)

Application for Phytosanitary Certificate

Tracking #: 21626
Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602)
Applicant Funds in PCIT: \$0.00
Destination Country: Japan
Application Submission Date: 09/06/2013

Current Status: Submitted [Update Status](#)

Inspections

Before issuing a certificate, inspection results must be entered for each commodity in the application. You can click the 'Create Inspection for All' button to create the same inspection finding for all listed commodities.

You can click the 'Create Inspection' button that is to the right of each listed commodity if you want to create a unique inspection for that commodity. Once an inspection has been added, you can edit each individual inspection by clicking the 'Edit' button. Inspections can be removed by clicking the 'Delete Selected' button.

Insp. Date	Insp. Name	Insp. %	Infestation Type	Contaminants	Delete Selected
	▼ Corn (Zea mays)				Create Inspection

[Previous](#) [Next](#)

USDA | APHIS | [Export Program Manual](#) | [Help/Contact Us](#)

The inspection screen allows the ACO to input inspection results for commodities listed on the certificate.

The **Update Status** button is located on most application processing screens. The Update Status button allows the ACO to return the application to the applicant for updating. The ACO can also cancel the application if it does not pass inspection or for any other reason.

If the certificate has multiple commodities with separate inspections, the **Create Inspection** button beside each commodity should be selected.

If the certificate has multiple commodities with a single inspection, the **Create Inspection for All** button allows the common inspection results to be added to all the commodities.

If the certificate contains one commodity, selecting **Create Inspection for All** or **Create Inspection** will allow the ACO to input the inspection results.

Once an inspection is created, complete the details from the commodity inspection on the **Inspection Details** screen. It is important to include as much information as possible, even the detection of non-regulated pests.

Inspection details in PCIT are used to defend the issuance of an export certificate when questioned by the foreign country, and are useful for trace back activities.

Inspection Details

Enter all inspection information for the application below. Items marked * are required.

* Inspector Name: Officer, Abe C. * Inspection Percent: 2

* Inspection Start Date: Inspection End Date:

mm/dd/yyyy mm/dd/yyyy

Inspection Finding: Select Add

Inspection Results

* Harmful Organism Found: None

If Other: Contaminants:

Cancel Save

Select the Save button once all the inspection details are entered.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Abe C. Officer of Frederick (PPQ). [Sign Out](#)

Application for Phytosanitary Certificate Need Help ?

Tracking #: 21626
Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602)
 Applicant Funds in PCIT: \$0.00
 Destination Country: Japan
 Application Submission Date: 09/06/2013

Current Status: Submitted
[Update Status](#)

Inspections

Before issuing a certificate, inspection results must be entered for each commodity in the application. You can click the 'Create Inspection for All' button to create the same inspection finding for all listed commodities.

You can click the 'Create Inspection' button that is to the right of each listed commodity if you want to create a unique inspection for that commodity. Once an inspection has been added, you can edit each individual inspection by clicking the 'Edit' button. Inspections can be removed by clicking the 'Delete Selected' button.

List of Added Inspections						
Create Inspection for All						
Insp. Date	Insp. Name	Insp. %	Infestation Type	Contaminants		Delete Selected Select All
▼ Corn (Zea mays) Create Inspection						
09/06/2013	Officer, Abe C.	2	None		Edit	<input type="checkbox"/>

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Notice that the inspection has been recorded in the **List of Added Inspections**.

3. Treatments

The third step in processing an application is Treatments.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Abe C. Officer of Frederick (PPQ). [Sign Out](#)

Application for Phytosanitary Certificate Need Help ?

Tracking #: 21626
Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602)
 Applicant Funds in PCIT: \$0.00
 Destination Country: Japan
 Application Submission Date: 09/06/2013

Current Status: Submitted
[Update Status](#)

Treatments

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application.

List of Added Treatments	
Treatment Type	Commodities
No treatments have been added to the application. Please use the 'Add New Treatment' button to add a treatment if needed for this application.	

[Add New Treatment](#)

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

To add a treatment to the entry, select the **Add New Treatment** button. The treatment details screen will appear.

ACOs need to fill in the boxes with the appropriate treatment information (see box 1 above). You must select **Add** for a treatment to be recorded on the phytosanitary certificate (see box 2 above). All three buttons at the bottom of box 2 above will return you to the main **Treatments** screen.

4. Additional Declarations

Additional Declarations is the fourth step in processing an application. There are two parts to this screen.

Additional Declarations (Box 1 above)

Enter any AD in the text box provided by selecting from the drop down box, cutting and pasting, typing in the box, or by using the PExD AD Import Tool.

The PExD AD Import Tool directly links the commodity and plant parts to the corresponding summary in PExD. The information provided by the applicant determines how filtered the response is. Refer to the example below.

Applicant Name: Tonascia Farms (Org ID 37602) Current Status: **Submitted**
 Applicant Funds in PCIT: \$0.00
 Destination Country: Japan
 Application Submission Date: 09/06/2013

PExD Additional Declaration Import Tool

Select one or more additional declaration(s) and click the 'Save' button to automatically populate the Additional Declaration based on Commodity Summary section.

[View General Requirements](#) [Collapse](#)

▼ Zea mays [View Requirements](#)

Seeds from Hawaii
Phytosanitary Certificate (PC) is required.
Additional Declaration
No ADs listed for commodity.

[View Requirements](#)

▼ Zea mays [View Requirements](#)

Seeds from Puerto Rico
Phytosanitary Certificate (PC) is required.
Additional Declaration
 This is to further certify that the parent plants were grown on a farm(s) where intensive controls against the vectors of *Paratoea stewartii* were carried out, and where these plants were inspected on the field during the most active growing season and found to be free from the pest mentioned above.

[View Requirements](#)

▼ Zea mays [View Requirements](#)

Seeds from All Other States
Phytosanitary Certificate (PC) is required.
Additional Declaration
 This is to further certify that the parent plants were grown on a farm(s) where intensive controls against the vectors of *Paratoea stewartii* were carried out and where these plants were inspected on the field during the most active growing season and found to be free from the pest mentioned above.
AND
 This is to further certify that the parent plants were inspected on the field during the most active growing season and found to be free from *Clavibacter michiganensis* subsp. *Nebraskensis*.

[Cancel](#) [Save](#)

Check the appropriate ADs based on the origin of the shipment. Then, select **Save** to automatically populate the **Additional Declarations** screen.

The **View General Requirements** button links to the **General Requirements** for the country you are investigating. It is advised that you check this link to ensure that no import requirements were overlooked.

The **View Requirements** button links to the complete import requirements for the plant part and origin combination to the left of each button that is specified in the PExD import AD tool on screen.

Selecting **Cancel** will return the user to the AD screen without saving any ADs that might have been selected.

NOTE: PCIT allows any ADs to be selected **whether correct or not**.

Additional Official Phytosanitary Information (AOPI) (Box 2 above)

The AOPI box is where additional pest related information may be added to a certificate to facilitate reexports. To use this feature, select the **Harmful Organism Selection Tool** and check the boxes related to the corresponding activity for any pests. Then, select 'Save' to add that information to the AOPI box.

5. Adjustments

The ACO then comes to the Certificate Adjustment and Payment screen. This screen allows users to make any necessary adjustments to the certificate prior to issuing the certificate. The screen is separated into seven fields.

The screenshot shows the 'Application for Phytosanitary Certificate' interface. At the top, it displays tracking information and applicant details. Below this, a section titled 'Certificate Adjustment and Payment' contains seven numbered fields:

- Inspection Date Adjustment:** A field to change the inspection date from September 06, 2013. It includes a date picker and a text input field for manual entry (44 characters max).
- Issue Date Adjustment:** A field to change the issue date from September 06, 2013. It includes a date picker.
- Country of Transit Adjustment:** A field to add additional transit countries. It includes a dropdown menu and an 'Add Country of Transit' button.
- ACO Adjustment:** A field to change the ACO responsible for issuing the certificate. It includes a dropdown menu.
- Save Adjustments:** A button labeled 'Save Current Adjustments'.
- Preview:** A button labeled 'Preview Certificate'.
- Certificate Payment:** A field showing fees: Federal Fee (\$106.00) and Total Charges (\$106.00). It includes a 'Fee Comment' dropdown and an 'Issue Certificate & Deduct Charges' button.

1. **Inspection Date Adjustment** – This field allows adjustments to the inspection date of the shipment.

Inspection Date Adjustment

The current inspection date is **September 06, 2013**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:

mm/dd/yyyy (44 characters max)

2. **Issue Date Adjustment** – This field allows adjustment to the issue date.

Issue Date Adjustment

The current issue date is **September 06, 2013**. If you wish to change this date, you can enter it here:

Enter A Date:

mm/dd/yyyy

- 3. **Country of Transit Adjustment** – This field allows the user to add any countries that the shipment will transit before reaching the destination country.

Country of Transit Adjustment

The destination country is **Japan**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

- 4. **Printed ACO Adjustment** – This field allows the user to change the ACO responsible for issuing the certificate.

Printed ACO Adjustment

Currently, ********* has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here

Select An ACO:

- 5. **Save Certificate Adjustments** – If you made any adjustments to the fields on this screen, you must select Save Current Adjustments.

Save Certificate Adjustments

If you have made adjustments click the 'Save Current Adjustments' button to save your changes:

[Save Current Adjustments](#)

- 6. **Certificate Preview** – This field allows users to preview the certificate prior to issuing. A certificate is generated that you can view as it will be printed. This action is highly recommended for all applications you process to check for errors.

Certificate Preview

Click this button to preview your certificate:

[Preview Certificate](#)

- 7. **Certificate Payment** – This field allows users to collect appropriate fees as applicable. Check with your local authority regarding your fee collection status. Once the appropriate fee is displayed, select **Issue Certificate & Deduct Charges**. Once selected, no additional changes can be made to the certificate.

Certificate Payment

Federal Fee:	\$106.00	<input type="text" value="Commercial"/>
Total Charges:	\$106.00	Fee Comment

Note: PCIT only deducts charges with the issuance of a certificate.

[Issue Certificate & Deduct Charges](#)

6. Issuing and Printing

The final step is issuing and printing the certificate.

Certificate #: F-F-24021.00021626.7-N
 Certificate Type: PPQ Form 577

Applicant Name: Tonascia Farms (Org ID 37602) Current Status: **Issued**
 Applicant Funds in PCIT: **\$0.00**
 Destination Country: Japan

Print Certificate

This certificate was successfully charged as follows. If this charge is in error, please go to Manage Processed Applications to update the charge.

Federal Fee:	\$ 106.00
Total Charges:	\$ 106.00

The certificate can now be printed. To print the original certificate now, please follow these steps:

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

Optional Step: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

Notice that the current status (upper right of image) of the certificate has changed from **Submitted** to **Issued**. The **Print Certificate** screen also displays the official charge for the certificate.

Generate Original Certificate – This button generates the original certificate as a PDF document in a new window.

Printed – When the original certificate has been successfully printed, select the Printed button. This ensures that a duplicate original cannot be generated in PCIT and the status of the certificate will change from Issued to Printed. 'Printed' is the final status of a certificate in PCIT. The message "This certificate has been successfully printed" will display.

Certificate #: F-F-24021-00016839-7-N
Certificate Type: PPQ Form 577

Applicant Name: PDC (Org ID 35113)
Applicant Funds in PCIT: \$0.00
Destination Country: Chile

Current Status: Printed

Print Certificate

This certificate was successfully charged as follows. If this charge is in error, please go to Manage Processed Applications to update the charge.

Federal Fee:	\$0.00
Total Charges:	\$0.00

This certificate has been successfully printed.

To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies at a later time, use the Print Wizard.

[Generate Certificate Copy](#)

Optional Step: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

Reuse Certificate - If a certificate is eligible for reuse, a **Reuse Certificate** button will display. Selecting this button allows you to reuse this certificate to generate additional certificates with similar information for another shipment. You may edit the information as needed when reusing a certificate.

Lesson Summary

In this lesson you were introduced to PCIT. You should have a basic understanding of how to process an application and generate an export certificate in PCIT.

In this lesson you learned how to:

- Navigate through the features of PCIT from the main screen.
- Process applications for phytosanitary certificates in PCIT.
- Generate an export certificate.

This lesson focused on the basics of processing an application. There are many additional roles and features within PCIT. For additional information on using PCIT or special authorizations and roles, please utilize [PCIT Support help documents](#), or contact your ECS for assistance.

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Lesson 7: Held Shipments

Lesson Overview

This lesson includes the following sections:

- Introduction
- Topic 1: Guidance on Held Shipments
- Topic 2: Held Shipment Worksheet
- Lesson Summary

Introduction

Background

PPQ assists U.S. applicants with commodities that are eligible for certification to meet the phytosanitary import requirements of foreign countries. Most export shipments make entry into foreign countries without incident. However, occasionally a consignment is held or detained at the foreign port of entry.

Purpose

The purpose of this lesson is to introduce you to the process for addressing held shipments.

Scope

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

- Assist an applicant with a held shipment worksheet.
- Review the held shipment worksheet to ensure the necessary information is provided for assistance.

Refer to *Appendix F* of the XPM for complete details on held shipments.

Topic 1: Guidance on Held Shipments

Export shipments may be held or detained by the receiving country for a number of reasons.

Export Services may be able to assist applicants whose shipments are being detained for **phytosanitary reasons**.

In order to assist with consignments being held at the port of destination, the applicant must provide as much documentation pertaining to the consignment as possible.

All applicable documentation must be legible and, if appropriate, translated into English.

Examples of these types of documents are:

- Import Permits
- Inspection Records
- Treatment Records
- Laboratory Analysis
- Phytosanitary Certificate

The applicant may supply other supporting documentation. For example, a bill of lading or a rejection notice from the foreign NPPO.

The more pertinent documentation available to Export Services, the better they can assist the applicant.

Topic 2: Held Shipment Worksheet

The worksheet can be downloaded from **Appendix F: Supplemental Forms** in the XPM.

Worksheet completion is self-explanatory.

After an ACO has completed a held shipment worksheet and collected all pertinent documents, they will forward everything to the appropriate Export Specialist. If all pertinent documents and information are in PCIT, then you only need to submit a completed Held Shipment Worksheet.

Held Shipment Worksheet		
To: Export Services , attention:	Date:	Fax: (301) 734-7639
From:	Email address:	Phone:
Exporter Contact Information		
Exporter's name:		
Email address:	Phone:	
Location of Held Shipment		
Country:	Port of entry:	
Dated shipped:	Date shipment held:	
Contact name at point of entry:	Contact information:	
Commodity Information		
Common name:	Botanical name:	
Plant Part:	Estimated value of the commodity: \$	
Certificate Issuance		
Was an export certificate issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Enter certificate number(s):		
<i>If all the pertinent information is in PCIT, only submit this form</i>		
Copies of the following should be attached, if pertinent to the consignment:		
<ul style="list-style-type: none"> • Rejection notice from the foreign NPPO • U.S. or foreign phytosanitary certificate or export certificate • Import permit or other form of official communication from NPPO stating import requirements • Inspectional records • Laboratory analyses • Field inspection records • Treatment documentation • Container numbers • Bill of lading 		
Reason for Held Shipment		
<small>Notice: The information collected on this worksheet will be shared with USDA cooperators and foreign National Plant Protection Organization (NPPO) officials to obtain the release of the shipment listed above.</small>		
ES- 05/2010-01		

Lesson Summary

In this lesson you were introduced to the process for addressing held shipments. You should also be able to assist an applicant with a held shipment worksheet and review the held shipment worksheet to ensure the necessary information is provided.

Full details about held shipments can be found by reviewing **Appendix F** of the XPM.

Glossary

Accreditation – Official recognition of proficiency resulting in the approval and authority to perform specific tasks or provide specific services in full or partial support of fulfilling official obligations (RSPM No. 8 Accreditation, and RSPM No. 9 Lab Accreditation). [NAPPO 2004]

Commodities – A type of plant, plant product, or other article being moved for trade or other purpose.

Cooperators – Plant regulatory officials designated under the Federal State Cooperative Program. Cooperators are authorized by PPQ to inspect and certify the phytosanitary conditions of commodities offered for export, and to issue export certificates.

Federal Grain Inspection Service – A service within the Grain Inspection Packers and Stockyards Administration Agency that provides inspection of grain exports that are certified by PPQ Form 577 or 579. Also, the Federal Grain Inspection Service is responsible for inspecting, grading, classing, standardizing, sampling, witnessing treatments, and testing specific agricultural and food commodities.

Grain – A commodity class for seeds intended for processing or consumption and **not** for planting.

Growing Season Inspection – An examination of plants during active growth to verify freedom from specific pests or pathogens. Also may include the growing media or soil.

Letters of Credit – A document issued by a bank authorizing an applicant to draw a stated amount of money from the issuing bank. Letters of credit are strictly fiduciary documents.

Official Communication – Official communication (OC) contains the phytosanitary requirements from an NPPO that must be met to import a commodity. The most common form of OC is import permits (IP). There is no international standard for OC. ACOs need to ensure that all OC is from the appropriate NPPO. This information is found in PExD under **Foreign Points of Contact**.

Pest Free Area – An area in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained.

Pest Free Place of Production – Place of Production in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained for a **defined period**.

PExD – Phytosanitary Export Database (PExD) contains the published phytosanitary requirements for commodities from the U.S. Each country has its own summary. The information in PExD can be replaced or supplemented by official communication.

Phytosanitary – Concerning the health of plants, especially freedom from quarantine pests.

Plant Protection Act – Unauthorized changes may result in a foreign government rejecting a shipment, and threaten the credibility of the export certification program.

Practically free –As a working definition for export certification purposes, practically free means, not to exceed a 2 percent infestation level unless otherwise stated by the importing country. When Federal Grain Inspection Service (FGIS) inspection certificates are used as supporting documentation for certifying grain, practically free refers to FGIS’ acceptable standards for insects found in grain.

Processed Plant Products – A commodity derived from a plant that has been subjected to a procedure believed to have rendered the commodity free from plant pests.

Replaced – refers to issuing a new PPQ Form 577 or 579 to substitute for a previously issued certificate.

Time Limits – The maximum time allowed between the date of inspection of the commodity and the issuance date of an export certificate unless otherwise specified by the importing country. This limit is established by the importing country or PPQ.

Treatments – Official procedure for killing, inactivation or removal of pests, rendering pests infertile, or devitalization.