

Initial Export Certification Training – Exam Resources Guide

Instructions

Welcome to the Initial Export Certification Training Exam Resources Guide. This PDF document contains all the resources you need to complete the Initial Export Certification Training Exam.

Navigate the guide by selecting an item from the [Table of Contents](#) on page 3, **OR** selecting an item from the bookmarks pane on the left side of the screen.

The content in the Exam Resources Guide is intended for TRAINING PURPOSES ONLY.

Initial Export Certificate Test Exam Resources Guide

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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.

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

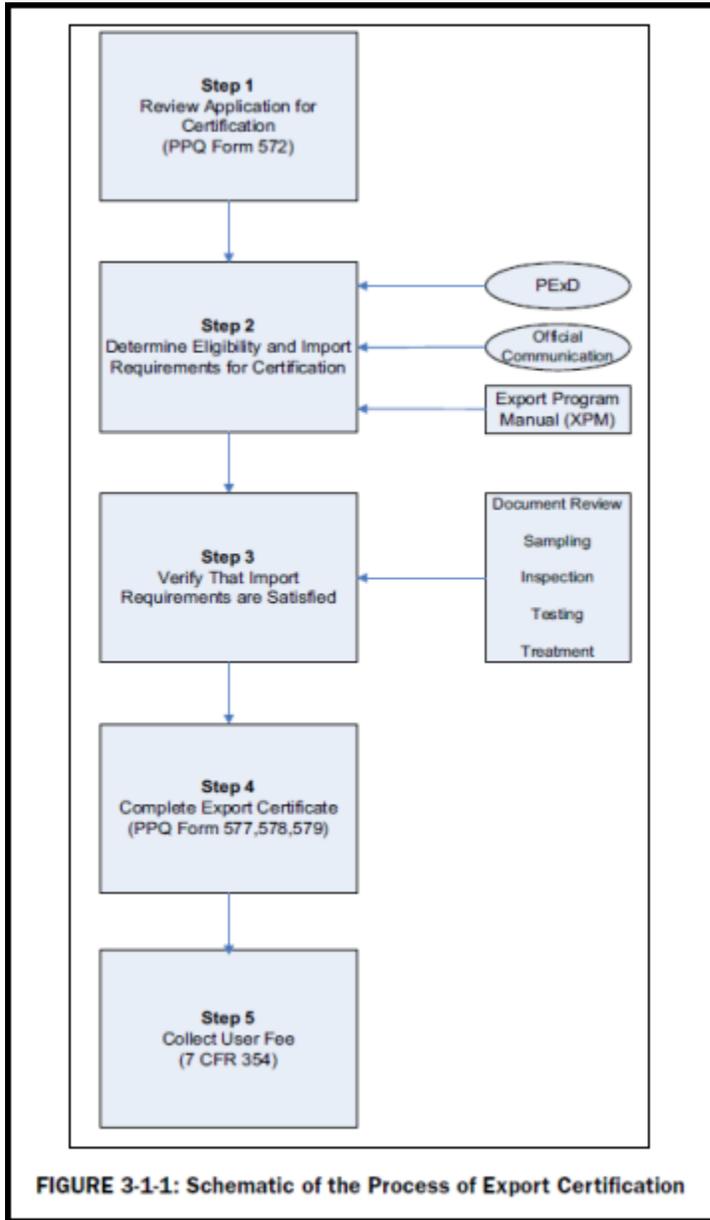


Table 3-3-1: Determine Eligibility for Certification Based on Commodity

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 <i>Eligibility Based on Origin and Destination</i> 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 <i>Eligibility Based on Origin and Destination</i> 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 <i>Internal Communication</i> 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**.

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

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.

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
		Inspection is necessary	GO to <i>“Step 2: Determine the Sample Size”</i> on page-3-4-4
	Not all phytosanitary requirements have been met		
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
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.

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

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	→	
		Not practically free of pests	Unavailable or the applicant refuses to treat ⁴	1. REFUSE to certify 2. EXIT this manual
	Available ⁴		GO to “Step 4: Monitor Treatments” on page-3-4-8	
	Has phytosanitary significance to the importing country	→		Unavailable ⁴
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.

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

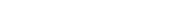
If the origin is:	And a foreign PC is:	And the requirements are:	And the requirements:	Then:	
Domestic			Can be met	ISSUE PPQ Form 577; refer to <i>PPQ Form 577, Phytosanitary Certificate</i> on page 3-5-6	
			Cannot be met	1. REFUSE to certify 2. EXIT this manual	
Foreign	Present	Known	Can be met by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

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.

Commodities Ineligible for Certification List

The Commodities Ineligible for Certification list is not all-inclusive, nor is it intended to perform the exhaustive task of containing all commodities, which are considered ineligible for an export certificate. Rather, this list simply addresses the most common queries Export Services has received over the years in determining commodity eligibility. Guidance is provided in the Export Program Manual (XPM). If the product is not listed here and ACOs have questions concerning commodity eligibility, contact Export Services.

Animal products

See USDA-APHIS-PPQ Animal Products Manual or contact PPQ, VMO.

Animal supplements

Animals

See USDA-APHIS-PPQ Animal Products Manual or contact PPQ, VMO.

Apple pectin

Apple sauce

Avocado dip

Baby cereal

Baby food

Baby formula

Bakery goods

Bakery mixes

Baking powder

Baking soda

Barbecue spice

Beeswax

Beeswax is a true wax secreted by glands on the abdomen of worker honeybees. The wax is produced by the bees at the expense of honey production, and it can take 6-8 pounds of honey to produce 1 pound of wax. Beeswax is used in cosmetics, for cold creams, ointments, lotions, lipsticks; candle making and in bee industry for the replacement foundation that goes into frames for brood and honey production. It is also used in pharmaceuticals, waterproofing materials, polishes, furniture wax and light lubricants in manufacturing. Beeswax is processed by melting,

straining, filtering, centrifuging and/or bleaching and solidified in blocks of various sizes for shipping.

Exporters should contact their State Apiarist for any certification requests.

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from an agency, other than, the NPPO. The above information has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters.

Beet sugar

Beverage concentrate

Biscuit mix

Bottled

Most, not all, bottled items are not eligible for certification.

Bran cereal

Bread

Brewer's yeast

Broomcorn

Ineligible when it is made into a manufactured or processed product. Broomcorn that has not been manufactured is eligible for a Phytosanitary Certificate (PC).

Cake

Cake mix

Calf food

Candied fruit

Candied peel

Candy

Cane sugar

Canned

The term "canned" refers to processed or preserved commodities, which are packaged in cans. Canned commodities are not eligible for any type of Export Certificate.

USDA, Agricultural Marketing Service, Processed Products Branch, issues a "Certificate of Quality and Condition" for canned fruits and vegetables and other related products. Refer exporter to:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693
Fax: (202) 690-1087

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a consignment, that requires a phytosanitary certificate, is only accompanied by an AMS certificate the consignment may be rejected.

Cardboard

Cat food

Catsup

Cellulose

Cereal

Chewing gum

Chicken food

Chocolate

Cigars

Citrus concentrate

Citrus pectin

Citrus pulp

Cloth

Clothing

Coconut milk

Coffee creamer

Coffee substitute

Coffee whitener

Condiments

Confectioner's sugar

Cooked

Cooked cereal

Corn cereal

Corn chip pellets

Corn soy blend

Corn soymilk

Cornstarch

Cornstarch glucose

Corn syrup

Cottage cheese

Cotton cloth

Cotton piece goods

Cottonseed thread

Crackers

Cream

Creamer

Crepe rubber

Dehydrated potatoes

USDA, Agricultural Marketing Service, Processed Products Branch, issues a "Certificate of Quality and Condition," which could include dehydrated potatoes. Additional information may be obtained from the:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693
Fax: (202) 690-1087

IMPORTANT NOTE: if the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a consignment that requires a phytosanitary certificate is only accompanied by an AMS certificate, the consignment may be rejected.

Dehydro-frozen

USDA, Agricultural Marketing Service, Processed Products Branch, issues a "Certificate of Quality and Condition," which include some dehydrated potatoes. Additional information may be obtained from the:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693
Fax: (202) 690-1087

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a consignment that requires a phytosanitary certificate is only accompanied by an AMS certificate, the consignment may be rejected.

Dessert

Dessert powder

Dextrine

Dextrose

Dextrose hydrate

Dietary formula

Enzymes

Fabric

Farina

Quick-cooking and instant cereal types of farina.

Fat

Fatty acids

Feed supplements

Fertilizer

Fish food

Flavoring

Food coloring

Food flavoring

Food seasoning

Food supplements

Formula

Frappe mix

Frappes

Freeze-dried (except mushrooms)

French fries

USDA, Agricultural Marketing Service, Processed Products Branch, issues a "Certificate of Quality and Condition" for frozen fruits and vegetables and other related products. Refer the exporter to:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693

Fax: (202) 690-1087

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a consignment that requires a phytosanitary certificate is only accompanied by an AMS certificate, the consignment may be rejected.

Frozen food

USDA, Agricultural Marketing Service, Processed Products Branch, issues a "Certificate of Quality and Condition" for frozen fruits and vegetables and other related products. Refer the exporter to:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693
Fax: (202) 690-1087

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a consignment that requires a phytosanitary certificate is only accompanied by an AMS certificate, the consignment may be rejected.

Frozen juice

Fructose

Fruit butter

Fruit drink

Fruit flavoring

Fruit glaze

Fruit juice concentrate

Fruit pie filling

Fruit pulp

Fruitcake

Furniture

Glucose

Granulated

Gravel

Guar bean derivative

Gum

Gum turpentine

Hominy

Hulled corn with the germ removed and served either ground or whole

Honey

Honey is produced by bees from the nectar of a variety of plants as well as from secretions of sap-feeding insects. The bees collect the nectar into their honey stomach and take it back to the colony. In the process of collecting and taking it to the colony, some enzymes are added and sugars are altered. The nectar is stored in cells in the combs and the bees work to evaporate the moisture until it is between 16-18%. At this stage, it is honey and because of its very high sugar content (>80%), it keeps very well.

USDA, Agricultural Marketing Service (AMS), Processed Products Branch (PPB), issues a "Certificate of Quality and Condition" (FV Form 146) for inspecting honey, to meet grade and quality standards.

Information on locations to request honey inspection and AMS export certification services is available via that agency's website: <http://www.ams.usda.gov/fv/ppbweb/ppboffices.html>

Additional information may be obtained from the:

Processed Products Branch, Fruit and Vegetable Programs
Agricultural Marketing Service, U.S. Department of Agriculture
1400 Independence Avenue, SW, Room 0709-S, Stop Code 0247
Washington, DC 20250-0247
Telephone: (202) 720-4693
Fax: (202) 690-1087

Alternatively, exporters should contact their state apiarist.

IMPORTANT NOTE: if the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from AMS. The above information on AMS has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters. If a

consignment that requires a phytosanitary certificate is only accompanied by an AMS certificate, the consignment may be rejected.

Honeycomb

Natural beeswax as built by the bees with liquid honey sealed in the cells. Honeybees build a mass of hexagonal wax cells in their nest to contain brood and stores of honey. By sight, to tell the difference between honeycomb and beeswax, the beeswax will have very even consecutive cells, which have been mass-produced or stamped out.

Exporters should contact their state apiarist for any certification requests.

Hops extract

Hot sauce

Humate

Hydrolized vegetable protein

Hydrolized vegetables

Hydrolyzed vegetable protein

Hydrolyzed vegetables

Ice

Imitation milk

Imitation milk mix

Incense

Infant formula

Insects

Jam

Jello

Jelly

Juice concentrate

Kenaf

Ineligible when it is made into a manufactured or processed product. Kenaf that has not been manufactured is eligible for a phytosanitary certificate (PC).

Ketchup

Ketcup

Ketsup

Lactose

Laminated beams

Lemonade

Leonardite

A low rank coal between peat and sub-bituminous. Leonardite is currently used as a soil conditioner, in soil remediation, in wastewater treatment, and as a drilling fluid modifier.

Maltose

Maple sugar

Maple syrup

Margarine

Marmalade

Mashed potatoes

Milk substitute

Milk sugar

Mincemeat

Mincemeat was originally a conglomeration of bits of meat, dried fruit, and spices, created as an alternative to smoking or drying for preservation. Mincemeat containing actual meat has become less common over the years. The customary form today typically consists of raisins, spices, and bits of apple or pear, and sometimes tomato and suet. Mincemeat may also contain currants, candied fruits, and brandy, rum, or other liquor.

Mineral concentrate

Minerals

Molasses

Natural crepe rubber

Nectar

The sugar-rich liquid produced by the flowers of plants in order to attract pollinating animals. It is also the principal raw ingredient of honey.

Nitrogen soil culture

Non-dairy cream

Non-fat dry milk

Nut butter

Oat cereal

Oil

Oil includes such products as cooking oil, corn oil, cottonseed oil, essential oils, mint oil, olive oil, peanut oil, pine oil, soybean oil, and Tung oil.

Oil-cured olives

Oleomargarine

Orange juice concentrate

Ovaltine

A brand of milk flavoring product made with sugar, malt extract, cocoa, and whey.

Paper

Peanut butter

Pectin

Any of a group of white, amorphous, complex carbohydrates that occur in ripe fruits and certain vegetables. Fruits rich in pectin are the peach, apple, currant, and plum. Protopectin, present in unripe fruits, is converted to pectin as the fruit ripens. Pectin forms a colloidal solution in water and gels on cooling. When fruits are cooked with the correct amount of sugar, and when the acidity is optimum and the amount of pectin present is sufficient, jams and jellies can be made.

Pharmaceuticals

Pickled

Pickles

Pie filling

Plasterboard

Plywood boxes

Popcorn (microwave)

Enclosed in ready to use bags with oil and artificial flavorings.

--

Postum

Trademark for a coffee substitute invented by C. W. Post, and made with chicory and roasted grains.

Preserves

Propolis

Propolis is a sticky, gummy resinous material gathered by bees from trees and other vegetation. Bees use it to reduce the beehive entrance size and encase foreign material. Propolis contains waxes, resins, balsams, oils, and pollen. It is used in alternate medicine because of its antimicrobial properties (tinctures, ointments, creams etc.)

Exporters should contact their state apiarist for any certification requests.

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from an agency, other than, the NPPO. The above information has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters.

Pudding

Pumice

A light vesicular form of volcanic glass with a high silica content; it is usually light in color and will float on water.

Rags

Relish

A cooked or pickled sauce usually made with vegetables or fruits, generally used as a condiment. It can be smooth or chunky, sweet or savory, hot or mild.

Rice cereal

Rice, precooked

Precooked rice usually appears rough and is lighter than polished rice. Precooked rice is also called instant rice, as it requires little or no cook time versus a 20-30 minute cooking time for parboiled, polished, or brown rice. This commodity is not eligible for a PPQ 577, PPQ 578, or PPQ 579.

Royal jelly

Royal jelly is secreted by glands in the head of worker bees and is fed to queens throughout their larval and adult lives, and to young workers and drone larvae. It is high in proteins and is synthesized with the aid of proteins from pollen. After collection, it can be sealed in small vials or freeze-dried. It is used as a health food and for its therapeutic value in cream.

Exporters should contact their state apiarist for any certification requests.

IMPORTANT NOTE: If the importing country requires a phytosanitary certificate, the NPPO will not accept a certificate from an agency, other than, the NPPO. The above information has no bearing on meeting a country's phytosanitary requirements and is provided as a courtesy to exporters.

Rubber

Saccharine

Salad dressing

Salt

Sandwich spread

Sauce

Sauce mix

Seasoning

Seasoning mix

Shellac

Sherbet

Shortening

Shredded

Shredded coconut

Sisal

Soap

Soft drinks

Soil inoculant

Soup

Soy corn

Soy flour whey

Soy formula

Soy isolates

Soymilk

Soybean inoculant

Soybean lecithin

Starch

Sucrose

Sugar

Sweetened condensed milk

Sweetener

Syrup

Tapioca

Tea bags

A tea bag is defined as a small, porous paper, silk or nylon sealed bag, containing tea leaves for brewing tea.

Urea feed

Used clothing

Vanilla

Vanilla extract

Vanillin

Vegetable flavoring

Vegetable juice

Vinegar

Vitamins

Wastepaper

Wheat starch

Wood flour

Wood pulp

Wood rosin

Wood turpentine

Yogurt

Processed Products List (PPQ Form 578)

Prior to issuing a certificate for any commodity on this list, the export summary must be checked to determine the importing country's import requirements for that commodity. If a product is not on this list, refer to the Export Program Manual (Section 2-1 Policy, Certification Eligibility Review).

Bags: made from new jute

Commodity must be listed on certificate as: **Jute (new bags)**

Corbel

Commodity must be listed on certificate as: **"insert common name of plant" (corbel)**

Feed

Commodity must be listed on certificate as: **"insert common name of plant" (feed)**

The PPQ 578 can be used for feed products whose primary components are grains or grain products AND has had vitamins or minerals added. Some MAY also have had small amounts of processed animal products added.

The PPQ 578 can only be issued after:

- the export summary of the importing country has been reviewed for the import requirements for the plant material in the feed. If the importing country has phytosanitary requirements for the individual grains in the feed or for "feed," DO NOT issue a PPQ 578 if a PPQ 577 or PPQ 579 is required.
- a sample of the product is examined to determine that it is composed primarily of grain or grain products AND contains vitamins, minerals, or a small amount of processed animal products. If the commodity is composed of only grain, it cannot be categorized as "feed."
- a sample of the product has been inspected and found free of stored pests.

Feed composed primarily of grain or grain products with the addition of vitamins, minerals, molasses, etc., but No animal byproducts:

PPQ 578 and letterhead certificate can be issued.

NOTE: The letterhead certificate must identify the individual shipment that it is associated with, either by referring to the PPQ 578 number or indicating the bill of lading number, truck license number, or rail car number.

APHIS PPQ sample letterhead:

(Date)

To Whom It May Concern:

This office has on file an affidavit from (name of company) stating that the grain product in this shipment contains no animal byproducts.

(Signature of PPQ Officer)

(Typed or Printed Name of PPQ Officer)

(PPQ, APHIS, USDA)

NOTE: Please advise exporters, manufactures, etc., that the manufacturer must provide a letter with each feed shipment stating that the feed contains no animal byproducts. This letter must be kept on file with the file copy of the Export Certificate.

Feed composed, primarily, of grain, or grain products with the addition of vitamins, minerals, molasses, etc., and Animal products:

PPQ 578 and VS 16-4 for the byproducts portion of the consignment can be issued. The VS 16-4 must note the following two (2) certification statements:

1) "The animals from which the product was obtained were not fed ruminant origin meat and bone meal."

AND,

2) "In the country of origin, there are animal health regulations that forbid the feeding of ruminant origin meat and bone meal to ruminant animals."

NOTE - These statements must be supported by a notarized affidavit, which must be kept on file with the file copy of the Export Certificate. The VS 16-4 must identify the individual shipment that it is associated with, either by referring to the PPQ 578 number or indicating the bill of lading number, truck license number, or rail car number.

Fiber board

Commodity must be listed on certificate as: **Fiber board**

Fluff wood pulp

Commodity must be listed on certificate as: **Fluff wood pulp**

Must be in a roll.

Furniture parts

Commodity must be listed on certificate as: **"insert common name of plant" (furniture parts)**

Must be: unassembled; unfinished; sanded or unsanded wood

Molding: made from wood

Commodity must be listed on certificate as: **"insert common name of plant" wood (molding)**

Example: pine wood (molding)

Definition: A shaped strip of wood used for finishing or decorating walls, furniture, etc.

Newsprint in bulk from woodpulp

Commodity must be listed on certificate as: **Newsprint made from woodpulp**

Nuts in bulk that are salted

Commodity must be listed on certificate as: **"insert common name of plant" nuts (salted)**

Nuts can be shelled or unshelled.

Oriented strand board (OSB)

Commodity must be listed on certificate as: **Oriented Strand Board**

Particleboard

Commodity must be listed on certificate as: **Particleboard**

Plywood

Commodity must be listed on certificate as: **Plywood**

Preserved plant material

Commodity must be listed on certificate as: **"insert common name of plant" "plant part if known" (preserved)**

Examples: rose petals (preserved)

Description of commodity: Plant material that has been treated with some type of preservative so that it maintains a natural look. In addition to the preservatives, the material can be dyed.

Protein: made from soybeans

Commodity must be listed on certificate as: **"insert common name of plant" (protein)**

Example: Soybean (protein)

Thread waste from cotton milling

Commodity must be listed on certificate as: **Cotton (thread waste)**

Tobacco: reconstituted

Commodity must be listed on certificate as: **Tobacco (reconstituted)**

Description of commodity: This entry refers to a type of processed tobacco sheet made from a slurry of tobacco dust, stems, and scraps. The material is ground and mixed with water to produce a slurry. During this process, additives, such as flavorings, may be introduced. The slurry is sprayed onto a flat surface and allowed to dry. Once dry, the product is cut into pieces that may be irregular in size and shape.

Veneer: made from wood

Commodity must be listed on certificate as: **"insert common name of plant" wood (veneer)**

Example: Oak wood (veneer)

Wood impregnated with creosote/lubricants

Commodity must be listed on certificate as: **"insert common name of plant" wood (creosote or lubricant impregnated)**

For example: pine (creosote impregnated)

Description of wood impregnated with lubricants: The wood is, usually, kiln dried and impregnated with a non-toxic lubricant consisting of waxes and oils via a heat and pressure treatment process.

Note: This commodity is not eligible for a PPQ 577.

PPQ CITES Designated Ports Directory

PPQ CITES Plant Inspection Stations (All CITES Regulated Plants, Plant Parts and Derivatives)

NOGALES, ARIZONA

USDA-APHIS-PPQ
Plant Inspection Station
9 North Grand Ave., Rm. 120
Nogales, AZ 85621
Phone: (520) 287-6463
Fax: (520) 397-0138
Allen Dawson, Plant Pathologist

MIAMI, FLORIDA

USDA-APHIS-PPQ
Plant Inspection Station
6302 NW 36 Street
Miami, FL 33122
Phone: (305) 492-1800
Fax: (305) 492-1796
Leo Castaneda, Botanist (CITES Wood Specialist)
Fred Zimmerman, Plant Pathologist

LOS ANGELES, CALIFORNIA

USDA-APHIS-PPQ
Los Angeles Inspection Station
11840 S. La Cienega Blvd.
Hawthorne, CA 90250
Phone: (310) 725-1910
Fax: (310) 725-1947
Jamal Al-Henaid, Botanist (CITES Wood Specialist)
Phone: (310) 725-1916
Andy Lee, OIC
Kristen Kaser, Botanist (in Long Beach)
Phone: (562) 628-8900

ORLANDO, FLORIDA

USDA-APHIS-PPQ
3951 Centerport St.
Orlando, FL 32827
Phone: (407) 825-4222
Fax: (407) 648-6859
Metwaly Sheta, Identifier
Phone: (407) 825-4237

SAN DIEGO, CALIFORNIA

USDA-APHIS-PPQ
Plant Inspection Station
9777 Via de la Amistad, Rm. 140
San Diego, CA 92154
Phone: (619) 661-3316
Fax: (619) 661-3047
Michael Meadows, Botanist
Phone: (619) 661-3029

ATLANTA, GEORGIA

USDA-APHIS-PPQ
1270 Woolman Place
Atlanta Perishables Bldg.
Atlanta, GA 30354
Phone: (404) 765-3821
Fax: (404) 763-7429
Carlos Perez, OIC

SAN FRANCISCO, CALIFORNIA

USDA-APHIS-PPQ
Plant Inspection Station
389 Oyster Point Blvd., Suite 2
South San Francisco, CA 94080
Phone: (650) 876-9093
Fax: (650) 876-9008
Tim Torbett, Botanist (CITES Specialist)
Phone: (650) 876-9112
Shannon Jarman, Botanist
Arthur Berlowitz, OIC

JAMAICA, NEW YORK

USDA-APHIS-PPQ
JFK International Airport
Plant Inspection Station
230-59 International Airport Centers Blvd.
Bldg. C- Ste. 100, Rm. 109
Jamaica, NY 11413
Phone: (718) 553-3500
Fax: (718) 553-3510
John Arcery, Botanist (CITES Specialist)
Phone: (718) 553-3509
Keith Clancy, Botanist
Phone: (718) 553-5311

NEW ORLEANS, LOUISIANA

USDA-APHIS-PPQ
Plant Inspection Station
900 East Airline Service Rd. A
Kenner, LA 70063
Regular Mail:
P.O. Box 20114
New Orleans, LA 70141
Phone: (504) 464-0430
Fax: (504) 465-0968
Tony Di Vittorio, Identifier
Eric White, Entomologist

SAN JUAN, PUERTO RICO

USDA-APHIS-PPQ
150 Central Center Sector
Bldg. C-2, Warehouse 3
Carolina, PR 00979
Phone: (787) 253-7850
Fax: (787) 253-4514
Misael Nieves, Entomologist
Wilfredo Garcia, Plant Pathologist

HONOLULU, HAWAII

USDA-APHIS-PPQ
Honolulu Inspection Station
Honolulu International Airport
300 Rodgers Blvd., #58
Honolulu, HI 96819
Phone: (808) 861-8494
Fax: (808) 861-8500
Mark Towata, Botanist

BARRIGADA, GUAM

USDA-APHIS-PPQ
Plant Inspection Station
P.O. Box 8769
Tamuning, GU 96913-6030
Phone: (671) 647-6030
Fax: (671) 647-6029
Russell Campbell, Entomologist

LINDEN, NEW JERSEY

USDA-APHIS-PPQ
Frances Krim Memorial Inspection Station
2500 Brunswick Ave., Bldg. C
Linden, NJ 07036
Phone: (908) 862-2012
Fax: (908) 862-2095
Ana Margina, Botanist

BROWNSVILLE, TEXAS

USDA-APHIS-PPQ
Plant Inspection Station
P.O. Drawer Box 399
100 Los Indios Blvd.
Los Indios, TX 78567
Phone: (956) 399-2085
Fax: (956) 399-4001
Elias Gonzalez - OIC
Oscar Mireles - Plant Pathologist/Botanist

HOUSTON, TEXAS

USDA-APHIS-PPQ
Plant Inspection Station
19581 Lee Rd.
Humble, TX 77338
Phone: (281) 443-2063
Fax: (281) 443-7643
Norma Diaz, Botanist
Eric McDonald, Entomologist

SEATTLE, WASHINGTON

USDA-APHIS-PPQ
Plant Inspection Station
835 South 192nd St.
Building C, Suite 1600 SeaTac, WA 98148
Phone: (206) 878-6600
Fax: (206) 870-8043
Gayle Van de Kerckhove, Plant
Pathologist (CITES Wood Specialist)

Designated CITES Ports for Orchids (For Exports and Re-exports Only)

HILO, HAWAII

USDA-APHIS-PPQ
Hilo International Airport
Hilo, HI 96720
Phone: (808) 933-6930
Fax: (808) 933-6932

CHICAGO, ILLINOIS

State Plant Health Director
USDA-APHIS-PPQ
2300 E. Devon, Ste. 222
Des Plaines, IL 60018
Phone: (847) 699-2400
Fax: (847) 699-2429
Rick Gammons, PHSS
Scot Saiki, PHSS

Designated CITES Ports for Ginseng Exports (Designated CITES Ginseng Ports Also Approved as Goldenseal Ports)**CHICAGO, ILLINOIS**

State Plant Health Director
USDA-APHIS-PPQ
2300 E. Devon, Ste. 222
Des Plaines, IL 60018
Phone: (847) 699-2400
Fax: (847) 699-2429
Rick Gammons, PHSS
Scot Saiki, PHSS

ST. LOUIS, MISSOURI

USDA-APHIS-PPQ
4300 Goodfellow Blvd. Building 102 E
St. Louis, MO 63074
Phone: (314) 389-8420
Fax: (314) 389-7640
Brenda Hutchins, Safeguarding Specialist

MILWAUKEE, WISCONSIN

USDA-APHIS-PPQ
4369 South Howell Ave., Ste. 201
Milwaukee, WI 53207
Phone: (414) 744-6601
Fax: (414) 744-6662
Alecia Marson, PHSS

CHARLOTTE, NORTH CAROLINA

USDA-APHIS-PPQ
1809-C Associates Lane
Charlotte, NC 28217
Phone: (704) 424-1014
Fax: (704) 357-1667
William O. Torres, PHSS
Paul Allyn, PHSS

ATLANTA, GEORGIA

USDA-APHIS-PPQ
1270 Woolman Place
Atlanta Perishables Building
Atlanta, GA 30354
Phone: (404) 765-3821
Fax: (404) 763-7429
Carlos Perez, OIC

BALTIMORE, MARYLAND

USDA-APHIS-PPQ
2200 Broening Highway, Room 140
Baltimore, MD 21224
Phone: (410) 631-0073
Fax: (410) 631-0069
Matthew Travis, SPHD

Designated CITES Port for Venus Flytrap

WILMINGTON, NORTH CAROLINA

USDA-APHIS-PPQ

1815 Gardner Drive

Wilmington, NC 28405

Phone: (910) 815-4678

Fax: (910) 815-4964

Darlene Brown, PHSS

Designated CITES Ports for Export and Re-export of Logs and Lumber**FT. LAUDERDALE, FLORIDA**

USDA-APHIS-PPQ
1800 Eller Dr., Ste. 414
Fort Lauderdale, FL 33316
Phone: (954) 356-7080
Fax: (954) 356-7113
Sonia Hernandez, PHSS

JACKSONVILLE, FLORIDA

USDA-APHIS-PPQ
2431 St. John's Bluff Rd., South, Ste. 119
Jacksonville, FL 32246
Phone: (904) 620-9501
Fax: (904) 620-9496
L. Oscar Vazquez, PHSS

WILMINGTON, NORTH CAROLINA

USDA-APHIS-PPQ
1815 Gardner Dr.
Wilmington, NC 28405
Phone: (919) 815-4678
Fax: (910) 815-4964
Darlene Brown, PHSS
Timothy Stevens, PHSS

GULFPORT, MISSISSIPPI

USDA-APHIS-PPQ
3505 25TH Ave., Bldg. 16, rooms 1-4
Gulfport, MS 39501
Phone: (228) 822-3136
Fax: (228) 822-3132
Pam Strecker, PHSS
Don Haynes, PHSS
Ann Lotz, PHSS

SAVANNAH, GEORGIA

USDA-APHIS-PPQ
5514 Export Blvd.
Garden City, GA 31401
Regular mail: P.O. Box 9268
Savannah, GA 31412
Phone: (912) 964-4212
Fax: (912) 964-9142
Steve Davis, OIC; Tim Brackney, PHSS
Phil Boyd-Robertson, PHSS
Wally Harrington, PHSS

CHARLESTON, SOUTH CAROLINA

USDA-APHIS-PPQ
4600 Goer Dr., Ste. 104
North Charleston, SC 29406
Phone: (843) 746-2950, ext. 101
Fax: (843) 746-2954
Mary Douglass, OIC

MOBILE, ALABAMA

USDA-APHIS-PPQ
3737 Government Blvd., Ste.517
Mobile, AL 36693
Phone: (251) 661-2742
Fax: (251) 661-4381
Jeffrey Lasiter, PHSS

LAREDO, TEXAS

USDA-APHIS-PPQ
120 San Francisco
Bridge II Complex, Building 5, Room 505
Laredo, TX 78040
Phone: (956) 726-2225
Fax: (956) 726-2322
Willis Gentry, Botanist
William Graves, Plant Pathologist

PORTLAND, OREGON**(Also handles Vancouver, WA)**

USDA-APHIS-PPQ

6135 NE 80th Ave., Ste. A-5

Portland, OR 97218

Phone: (503) 326-2140

Fax: (503) 326-2969

Ken Ball, Identifier Plant Pathology

PHILADELPHIA, PENNSYLVANIA

USDA-APHIS-PPQ

Navy Yard Corporate Center

3 Crescent Drive, Suite 405

Philadelphia, PA 19112

Phone: (215) 218-4971

Fax: (215) 218-4974

Bruce Cahan, OIC

NORFOLK, VIRGINIA

USDA-APHIS-PPQ

200 Granby St., Rm. 331

Norfolk, VA 23510-1811

Phone: (757)-441-3211

Fax: (757) 441-3646

Karen Williams, Supervisory OIC

BALTIMORE, MARYLAND

USDA-APHIS-PPQ

2200 Broening Highway, Room 140

Baltimore, MD 21224

Phone: (410) 631-0073

Fax: (410) 631-0063

Matthew Travis, SPHD

CITES Designated Canadian Border Ports Exports

BATAVIA, NEW YORK
(EXPORTS VIA BUFFALO)
USDA-APHIS-PPQ
29 Liberty Street, Suite 1
Batavia, NY 14020
Phone: (585) 343-9167 ext 1033
Fax: (585) 343-5538
Lewis Tandy, PHSS

BLAINE, WASHINGTON
USDA-APHIS-PPQ
100 Peace Portal Dr.
Peach Arch Border Stn., Rm. 222
Blaine, WA 98230
Phone: (360) 332-1766
Fax: (360) 332-1395
William Carlson, PPQ Officer
Stacey Herron, PHSS

CHAMPLAIN, NEW YORK
(FOR ROUSE POINT, NY)
USDA-APHIS-PPQ
217 West Service Road
Champlain, NY 12919
Phone: 518-298-5529
Fax: 518-298-5564
Thomas Colarusso, PHSS

ROMULUS, MICHIGAN
(EXPORTS VIA DETROIT & PORT
HURON)
USDA-APHIS-PPQ
11200 Metro Airport Center Dr., Ste. 140
Romulus, MI 48174
Phone: (734) 942-9005
Fax: (734) 942-7691
Brian Sullivan, Export Cert. Sp.
David Dehn, PHSS
Sarah Rehberg, PHSS

Export Certification Program Acronyms

ACH	Automated Clearing House
ACO	Authorized Certification Official
AD	Additional Declaration
AE	Authorized Entity
AMS	Agricultural Marketing Service
AOPI	Additional Official Phytosanitary Information
APHIS	Animal and Plant Health Inspection Service (USDA)
CFR	Code of Federal Regulations
CITES	Convention on International Trade in Endangered Species of Wild Flora and Fauna
ECS	Export Certification Specialist
ES	Export Services
ESA	Endangered Species Act
FGIS	Federal Grain Inspection Service
FOIA	Freedom of Information Act
FPC	Federal Phytosanitary Certificate
GIPSA	Grain, Inspection, Packers and Stockyards Administration
GMO	Genetically Modified Organism
GRIN	Germplasm Resources Information Network
HASP	Health and Safety Plan
ID	Identification (i.e. Tax ID number)
IP	Import Permit
IPPC	International Plant Protection Organization
ISPM	International Standards for Phytosanitary Measures
KD	Kiln-drying; Kiln-dried
MOU	Memorandum of Understanding
NAPPO	North American Plant Protection Organization
NPPO	National Plant Protection Organization
PCIT	Phytosanitary Certificate Issuance & Tracking
PExD	Phytosanitary Export Database
PFA	Pest Free Area
PFPP	Pest Free Place of Production
PHSS	Plant Health Safeguarding Specialist
PPA	Plant Protection Act 2000
PPQ	Plant Protection and Quarantine (USDA-APHIS)
PPQ 572	Application for Phytosanitary Certification
PPQ 577	Phytosanitary Certificate
PPQ 578	Export Certificate for Processed Plant Product
PPQ 579	Phytosanitary Certificate for Reexport
RPC	Reexport Phytosanitary Certificate
RPPO	Regional Plant Protection Organization
RSPM	Regional Standards for Phytosanitary Measures
SPHD	State Plant Health Director
SPRO	State Plant Regulatory Official

USDA United States Department of Agriculture
XPM Export Program Manual