

# 3

Export Program  
Manual

## General Procedures

### *Completing PPQ Forms 577 and 579*

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## Introduction

This section contains information and instructions for completing the following certificates:

- ◆ ***PPQ Form 577, Phytosanitary Certificate*** on **page 3-5-6**
- ◆ ***PPQ Form 579, Phytosanitary Certificate for Reexport*** on **page 3-5-10**



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.

Authorized Certification Officials (ACOs) can issue PPQ Forms 577 and 579 for those commodities listed in an export summary as unrestricted products if they are eligible for certification. The applicable user fees will apply.

## Guidelines for Completing PPQ Forms 577 and 579 (PCIT or Multi-part paper)

- ◆ Attest **only** to the phytosanitary condition of plants or plant products.
- ◆ 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.<sup>1</sup>
- ◆ 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).<sup>1</sup>
- ◆ 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.<sup>1</sup>
- ◆ Enter abbreviations of scientific units of measure, based on United States customary units, or the metric system, **only** in the Treatment block.<sup>1</sup>
- ◆ Do **not** correct errors or add extraneous marks (i.e. tick marks, check marks, etc.) on an export certificate. **Never** use correction fluid or correction tape. If an ACO makes an error, the ACO **must** complete a new certificate.
- ◆ **Never** abbreviate the following: 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).
- ◆ **Never** enter dates of a field or growing season inspection or laboratory tests.
- ◆ **Never** enter a grade, intended use, a commercial term, or a trade name.
- ◆ **Never** enter phone or facsimile numbers.
- ◆ **Never** enter statements such as “In-care-of”, (c/o), “Attention to”, “Agent for”, or “Notify”.
- ◆ **Never** enter titles to signatures or names.
- ◆ Do **not** record ADs from foreign phytosanitary certificates on PPQ Form 579.

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<sup>1</sup> PCIT performs this function automatically.

- ◆ **Never** enter a variety unless it is required in EXCERPT or is listed in an IP and all the conditions can be met.
- ◆ 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.

### Attachment Sheets

Use PPQ Form 576, Attachment Sheet for Phytosanitary Certificate or Phytosanitary Certificate for Reexport when there is insufficient space on PPQ Form 577 or 579 (refer to ***PPQ Form 576, Attachment Sheet for Phytosanitary Certificate or Phytosanitary Certificate for Reexport*** on page G-1-12).



PPQ Form 576 can **only** be used with a multi-part paper Phytosanitary Certificate (PPQ Form 577) or Phytosanitary Certificate for Reexport (PPQ Form 579). Do **not** list “See attachment” or a similar statement in a block on an export certificate before filling in as much information in the block as possible. Enter “See attachment” at the end of the information in the block before completing an attachment sheet.

PCIT automatically generates attachment sheets as necessary.

### Lining Out Unused Space

PCIT will automatically line out unused space. Line out unused space in all blocks on multi-part paper forms, with the exception of the following blocks:

#### PPQ Form 577

- ◆ To: The Plant Protection Organization of:
- ◆ Place of issue
- ◆ Certificate Number
- ◆ Date inspected
- ◆ Blocks 7, 8, 14, 15, 16, 17, and 18

#### PPQ Form 579

- ◆ To: The Plant Protection Organization of:
- ◆ Place of issue
- ◆ Certificate Number
- ◆ Certification
- ◆ Blocks 7, 8, 14, 15, 16, 17, and 18

See [Figure 3-5-1](#) below for examples of lining out unused space.

The figure illustrates two examples of how unused space on PPQ forms is lined out. The top example is a 'DISINFESTATION AND/OR DISINFECTION TREATMENT' form. It contains a table with 6 fields: 1. DATE, 2. TREATMENT, 3. CHEMICAL (active ingredient), 4. DURATION AND TEMPERATURE, 5. CONCENTRATION, and 6. ADDITIONAL INFORMATION. Diagonal lines are drawn from the top-left corner of the table to the bottom-right corner of the entire table area, indicating that the space between the lines is unused. The bottom example is an 'ADDITIONAL DECLARATION' form. It contains a text box with the following text: 'The cotton in this shipment originated from areas free from the pink bollworm, *Pectinophora gossypiella*. The cotton bales in this shipment were compressed at a minimum of 28 pounds per cubic foot.' Below the text box are three signature lines labeled 16. DATE ISSUED, 17. NAME OF AUTHORIZED OFFICER (Type or Print), and 18. SIGNATURE OF AUTHORIZED OFFICER. Diagonal lines are drawn from the top-left corner of the text box to the bottom-right corner of the signature lines, indicating that the space between the lines is unused.

**FIGURE 3-5-1: Examples of Lining Out Unused Space**

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## **PPQ Form 577, Phytosanitary Certificate**

PPQ Form 577, Phytosanitary Certificate is an accountable certificate used to certify domestic plants and unprocessed plant products for export. See **Figure 3-5-2** on **page-3-5-7** for an example. This certificate follows the format of the international model established by the International Plant Protection Convention (IPPC), and is used to document the phytosanitary condition of exported commodities.

### **Purpose**

The purpose of PPQ Form 577 is to certify to the National Plant Protection Organization (NPPO) of the importing country that the domestic plants or plant products meet that country's phytosanitary requirements. ACOs certify that based on inspection, the domestic commodity conforms with the current phytosanitary requirements of the importing country.

**Example**

No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		See reverse for additional OMB information.		FORM APPROVED OMB NO. 0579-0052	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE <b>PHYTOSANITARY CERTIFICATE</b> TO: THE PLANT PROTECTION ORGANIZATION(S) OF <b>SAMPLE</b>		FOR OFFICIAL USE ONLY			
		PLACE OF ISSUE <b>SAMPLE</b>			
		NO.: <b>FPC XXXXXXXX</b>			
		DATE INSPECTED			
<b>CERTIFICATION</b>					
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.					
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>					
1. DATE		2. TREATMENT			
3. CHEMICAL (active ingredient)		4. DURATION AND TEMPERATURE			
5. CONCENTRATION		6. ADDITIONAL INFORMATION			
<b>DESCRIPTION OF THE CONSIGNMENT</b>					
7. NAME AND ADDRESS OF THE EXPORTER			8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE		
9. NAME OF PRODUCE AND QUANTITY DECLARED <b>SAMPLE</b>			10. BOTANICAL NAME OF PLANTS <b>SAMPLE</b>		
11. NUMBER AND DESCRIPTION OF PACKAGES <b>SAMPLE</b>			12. DISTINGUISHING MARKS <b>SAMPLE</b>		
13. PLACE OF ORIGIN <b>SAMPLE</b>			14. DECLARED MEANS OF CONVEYANCE <b>SAMPLE</b>		
			15. DECLARED POINT OF ENTRY		
<b>WARNING:</b> 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).					
<b>ADDITIONAL DECLARATION</b>					
<b>SAMPLE</b>			<b>SAMPLE</b>		
					
16. DATE ISSUED		17. NAME OF AUTHORIZED OFFICER (Type or Print)		18. SIGNATURE OF AUTHORIZED OFFICER	
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.					
PPQ FORM 577 FEB 2001		Previous editions are obsolete after 6/30/01		<b>PART 1 - SHIPPER'S ORIGINAL</b>	

**FIGURE 3-5-2: Example of PPQ Form 577, Phytosanitary Certificate (blank)**

## Processing an Application in PCIT

Refer to the [Quick Reference Guide](#) to process an application in PCIT.

## Completing Multi-part Paper PPQ Form 577

**TABLE 3-5-1: Instructions to Complete PPQ Form 577**

Block	Instructions
TO: THE PLANT PROTECTION ORGANIZATION(S) OF	Enter the approved name from <a href="#">Appendix C</a> of the foreign country and list any transiting countries required by the export summary or official communication by placing each country within parenthesis, for example, (Bolivia).
PLACE OF ISSUE	Enter the complete name of the city and state of the issuing office. Enter <b>only</b> the issuing office name for each PPQ Form 577.
NO.: FPC	Do <b>not</b> write in this space; all PPQ 577 forms are pre-numbered.
DATE INSPECTED	<p>Enter the date(s) the commodity was inspected.</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>Never</b> enter dates of a field or growing season inspection or laboratory tests.</p> </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>◆ When calculating how many days have passed since the date of inspection, count the date of inspection as day one.</li> <li>◆ 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.</li> </ul> </div> </div>
<b>CERTIFICATION: DO NOT WRITE</b> in this space.	
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>	
Complete this section (Blocks 1-6) <b>only</b> if an acceptable treatment was conducted.	
1. DATE	Enter the date(s) the commodity was treated.
2. TREATMENT	Enter description of the treatment method (e.g., fumigation, cold treatment, dip, spray).
3. CHEMICAL ( <i>active ingredient</i> )	Enter the common name of the active ingredient. Trade names are <b>not</b> acceptable.
4. DURATION AND TEMPERATURE	Enter the duration of the treatment and temperature (if applicable).
5. CONCENTRATION	Enter the chemical concentration.
6. ADDITIONAL INFORMATION	Enter information that further identifies the treatment (e.g., slurry, dusted, sprayed).
<b>DESCRIPTION OF THE CONSIGNMENT</b>	

**TABLE 3-5-1: Instructions to Complete PPQ Form 577 (continued)**

Block	Instructions
7. NAME AND ADDRESS OF THE EXPORTER	Enter the complete name and U.S. address of the exporter.
8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	Enter <b>only</b> 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.
9. NAME OF PRODUCE AND QUANTITY DECLARED	Enter the common name and quantity of the commodity. For seed for consumption, enter the specific grain; for seeds for planting, enter seeds.
10. BOTANICAL NAME OF PLANTS	Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities.
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).
12. DISTINGUISHING MARKS	Enter the markings as they appear on the containers, cartons, bags, etc. If there are <b>no</b> distinguishing marks, enter “NONE”.
13. PLACE OF ORIGIN	Enter where the commodity was grown by state, county, or as otherwise required in the country summary.
14. DECLARED MEANS OF CONVEYANCE	Enter the specific name of the conveyance, if known. If unknown, enter airfreight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, etc.
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.
<b>WARNING:</b> 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 (AD)	Enter <b>only</b> those additional declarations required by the importing country in the export summary, on an import permit (IP) or by the Export Program Manual (XPM). All ADs <b>must</b> follow PPQ policy as listed in the <b>Policy</b> section for <b>Additional Declarations (ADs)</b> in this manual.
16. DATE ISSUED	Enter the date certificate was signed. Do <b>not</b> pre or post date.
17. NAME OF AUTHORIZED OFFICER (Type or Print)	Enter the name of the ACO that will sign the form.
18. SIGNATURE OF AUTHORIZED OFFICER	Sign the form. The signature <b>must</b> match the name entered in Block 17.

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## **PPQ Form 579, Phytosanitary Certificate for Reexport**

PPQ Form 579, Phytosanitary Certificate for Reexport, is an accountable certificate used to certify unprocessed foreign plants and plant products as well as blended commodities of U.S. and foreign origin for reexport. See [Figure 3-5-3](#) on [page-3-5-11](#) for an example of a blank PPQ Form 579.

### **Purpose**

The purpose of PPQ Form 579 is to certify to the NPPO of the importing country that the foreign origin plants or plant products meet its phytosanitary requirements. ACOs certify that, based on an original foreign export certificate and/or additional inspections or tests that the foreign commodity:

- ◆ Has been safeguarded against the risk of infestation or infection while in the U.S.
- ◆ Conforms to the current phytosanitary requirements of the importing country

**Example**

No phytosanitary certificate can be issued until an application is completed (7 CFR 353) See reverse for additional OMB information. FORM APPROVED OMB NO. 0579-0052

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE <b>PHYTOSANITARY CERTIFICATE          FOR REEXPORT</b>		FOR OFFICIAL USE ONLY	
		PLACE OF ISSUE	SAMPLE
TO: THE PLANT PROTECTION ORGANIZATION(S) OF		NO	-R
		FPC	XXXXXXX
			
<b>CERTIFICATION</b>			
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"/> 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.			
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>			
1. DATE	2. TREATMENT		
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE		
5. CONCENTRATION	6. ADDITIONAL INFORMATION		
<b>DESCRIPTION OF THE CONSIGNMENT</b>			
7. NAME AND ADDRESS OF THE EXPORTER		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	
SAMPLE		SAMPLE	
9. NAME OF PRODUCE AND QUANTITY DECLARED		10. BOTANICAL NAME OF PLANTS	
SAMPLE		SAMPLE	
11. NUMBER AND DESCRIPTION OF PACKAGES		12. DISTINGUISHING MARKS	
SAMPLE		SAMPLE	
13. PLACE OF ORIGIN		14. DECLARED MEANS OF CONVEYANCE	
		15. DECLARED POINT OF ENTRY	
<b>WARNING:</b> 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).			
<b>ADDITIONAL DECLARATION</b>			
SAMPLE		SAMPLE	
			
16. DATE ISSUED	17. NAME OF AUTHORIZED OFFICER (Type or Print)	18. SIGNATURE OF AUTHORIZED OFFICER	
	SAMPLE		
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			
<b>PART 1 - SHIPPER'S ORIGINAL</b>			

**FIGURE 3-5-3: Example of PPQ Form 579, Phytosanitary Certificate for Reexport (blank)**

## Processing an Application in PCIT

Refer to the [Quick Reference Guide](#) to process an application in PCIT.

## Completing Multi-part Paper PPQ Form 579

**TABLE 3-5-2: Instructions to Complete PPQ Form 579**

Block	Instructions
TO: THE PLANT PROTECTION ORGANIZATION(S) OF	Enter the approved name from <a href="#">Appendix C</a> of the foreign country (ies).
PLACE OF ISSUE	Enter the complete name of the city and state of the issuing office.
CERTIFICATION	Enter the name of the country (ies) from which the commodity originated. Enter the number of the foreign export certificate, if available, and check whether the certificate is an original or certified true copy. Check whether the commodity is packed in the original containers or was repacked into new containers. Check whether the conformance with the current phytosanitary requirements of the importing country are based on the foreign export certificate and/or based on additional inspection.
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>	
Complete this section (Blocks 1-6) <b>only</b> if an acceptable treatment was conducted.	
1. DATE	Enter the date(s) the commodity was treated.
2. TREATMENT	Enter description of the treatment (e.g., fumigation, cold treatment, dip, spray).
3. CHEMICAL ( <i>active ingredient</i> )	Enter the common name of the active ingredient. Do <b>not</b> use trade names.
4. DURATION AND TEMPERATURE	Enter the duration of the treatment and temperature (if applicable).
5. CONCENTRATION	Enter the concentration of chemicals.
6. ADDITIONAL INFORMATION	Enter information that further identifies the treatment (e.g., slurry, dusted, sprayed).
<b>DESCRIPTION OF THE CONSIGNMENT</b>	
7. NAME AND ADDRESS OF THE EXPORTER	Enter <b>only</b> one complete name and U.S. address of the exporter.
8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	Enter <b>only</b> 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.
9. NAME OF PRODUCE AND QUANTITY DECLARED	Enter the common name of the commodity. For seed for consumption, enter the specific grain; for seeds for planting, enter seeds.
10. BOTANICAL NAME OF PLANTS	Enter the scientific name including genus and specific epithet (species classification). Botanical names are mandatory for all commodities.
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).

**TABLE 3-5-2: Instructions to Complete PPQ Form 579 (continued)**

Block	Instructions
12. DISTINGUISHING MARKS	Enter the markings as they appear on the containers, cartons, bags, etc. If there are <b>no</b> distinguishing marks, enter "NONE".
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 <b>not</b> abbreviate city, county, or state.
14. DECLARED MEANS OF CONVEYANCE	Enter specific name of the airline, rail line, truck line or vessel, if known. If unknown, enter airfreight, ocean vessel, railroad, truck line, air mail, surface mail, or express mail, as appropriate.
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.
ADDITIONAL DECLARATION (AD)	Enter <b>only</b> those additional declarations required by the importing country in the export summary, on an import permit (IP) or by the Export Program Manual. (XPM). All ADs <b>must</b> follow PPQ policy as listed in the <b>Policy</b> section for <b>Additional Declarations (ADs)</b> in this manual. Specific ADs for PPQ Form 579 are also listed under <b>Determining Import Requirements</b> on <b>page 3-3-6</b> .
16. DATE ISSUED	Enter the date certificate was signed.
17. NAME OF AUTHORIZED OFFICER (Type or Print)	Enter the name of the Authorized Certification Official that will sign the form.
18. SIGNATURE OF AUTHORIZED OFFICER	Sign the form. The signature must match the name entered in Block 17.

## Record Keeping

### PCIT Users

A certificate generated in PCIT, along with any electronic attachments, will be archived indefinitely. If you do **not** use the attachment feature in PCIT, then you **must** maintain the supporting documents in a paper file in the issuing office. The issuing office does **not** need to send paper copies to the ECS office unless the issuing office is **not** using the attachment feature in PCIT.

### Non-PCIT Users

Issuing offices **must** retain the multi-part paper Issuing Office Copy of export certificates for 3 years. After 3 years, destroy these copies by incinerating or shredding. If the certificate lists protected commodities, maintain the paper certificates and accompanying documentation for 5 years.

File and maintain the multi-part paper issuing office copies of export certificates and any attachments according to local procedures for storing accountable certificates. For more information, see **Record Keeping** on **page 2-1-14**.

## Distribution

### PCIT Generated PPQ Forms 577 and 579

Distribute PCIT generated copies of PPQ Forms 577 and 579 as indicated in **TABLE 3-5-3** below.

**TABLE 3-5-3: Distribution of PCIT Generated Copies of PPQ Forms 577 and 579**

If the certificate is:	Then:
Shipper's Original (white with blue microprint background)	<p>Generate <b>only</b> one original certificate for the applicant, exporter, or broker, etc.</p> <div style="display: flex; align-items: center; justify-content: center;">  <div style="border: 1px solid black; background-color: #e0f2f1; padding: 5px; margin-left: 10px;"> <p>Use the PCIT security paper for <b>only</b> the original certificate.</p> </div> </div> <p style="text-align: center;"><b>Important</b></p>
Additional copies	PRINT additional copies as needed on plain paper (additional copies on security paper are <b>not</b> authorized)

### PPQ Form 577 Issued on Multi-part Paper Forms

Distribute copies of PPQ Form 577 as indicated in **TABLE 3-5-4** below.

**TABLE 3-5-4: Distribution of PPQ Form 577, Phytosanitary Certificate**

If the copy is:	Then:
Part 1—Shipper's Original (white with blue microprint background)	<ol style="list-style-type: none"> <li>1. ATTACH PPQ Form 576 if appropriate</li> <li>2. GIVE the copies to the applicant</li> </ol>
Part 2—Shipper's Copy (pink)	
Part 3—Record Copy (yellow)	<ol style="list-style-type: none"> <li>1. ATTACH any pertinent information for that specific shipment<sup>1</sup></li> <li>2. SEND the record copy to your supervisor, ECS, or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD. A rule-of-thumb is gather and send forward copies of issued certificates on a weekly basis)</li> </ol>
Part 4—Issuing Office Copy (blue)	<ol style="list-style-type: none"> <li>1. ATTACH any pertinent information for that specific shipment<sup>1</sup></li> <li>2. RECORD issuance on the Export Certification Record (see <b>User Fees</b> on <b>page 3-7-1</b>)</li> <li>3. FILE at the issuing office</li> </ol>

<sup>1</sup> Such as a copy of an IP, translations, application with inspection results, acceptable inspection certificate, State export certificate, treatment information, PPQ 576 Attachment.

## PPQ Form 579 Issued on Multi-part Paper Forms

Distribute copies of PPQ Form 579 as indicated in [TABLE 3-5-5](#) below.

**TABLE 3-5-5: Distribution of PPQ Form 579, Phytosanitary Certificate for Reexport**

If the copy is:	Then:
Part 1—Shipper's Original (white w/blue microprint background)	1. ATTACH the original or certified true copy of the foreign export certificate, if available 2. ATTACH PPQ Form 576, if appropriate
Part 2—Shippers' Copy (white)	3. GIVE copies to the applicant, shipper, or broker
Part 3—Record Copy (white)	1. ATTACH any pertinent information for that specific shipment <sup>1</sup> 2. SEND the record copy to your supervisor, Export Certification Specialist (ECS), or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD; a rule-of-thumb is gather and send forward copies of issued certificates on a weekly basis)
Part 4—Issuing Office Copy (white)	1. ATTACH any pertinent information for that specific shipment <sup>1</sup> 2. RECORD issuance on the Export Certification Record (see <a href="#">User Fees</a> on <a href="#">page 3-7-1</a> ) <sup>1</sup> 3. FILE at the issuing office

<sup>1</sup> Such as a copy of an IP, translations, application with inspection results, acceptable inspection certificate, State export certificate, treatment information, PPQ 576 Attachment.

## Replacing PPQ Forms 577 and 579

The term “replace” refers to issuing new PPQ Form(s) 577 or 579 to substitute for a previously issued certificate.

Replaced certificates are based on the same inspection date(s) and results of the original certificates. If a new inspection is required the certificate needs to be issued according to [Table 3-5-6](#) on [page 3-5-16](#). The date of issuance must always be the actual date the ACO signs the certificate. When replacing a certificate, review the time limits for the country to ensure the original PPQ Form(s) 577 or 579 was issued according to the country's time limits. If the replacement occurs outside of the country's time limit, include an AD referring to the original certificate and the original date of issuance.

Refer to [Table 3-5-6](#) on [page 3-5-16](#) to help decide whether to replace PPQ Form 577 or 579.

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

<b>If the original PPQ Form 577 or 579 is:</b>	<b>And:</b>	<b>And the replacement date is:</b>	<b>Then:</b>
Surrendered to the ACO	The consignment is reinspected	→	<ol style="list-style-type: none"> <li>VOID the original PPQ Form 577 or 579 (refer to <a href="#">Record Keeping</a> on <a href="#">page 3-5-13</a>)</li> <li>RETURN all voided certificates (including those ruined while typing or preparing) to the issuing office</li> <li>ISSUE a new PPQ Form 577 (<a href="#">Table 3-5-1</a> on <a href="#">page 3-5-8</a>) or 579 (<a href="#">Table 3-5-2</a> on <a href="#">page 3-5-12</a>) at any duty station<sup>1</sup> based on the new inspection</li> </ol>
	The consignment is <b>not</b> reinspected	Within 30 days of inspection or specific country requirements	<ol style="list-style-type: none"> <li>VOID the original PPQ Form 577 or 579 (refer to <a href="#">Record Keeping</a> on <a href="#">page 3-5-13</a>)</li> <li>RETURN all voided certificates (including those ruined while typing or preparing) to the issuing office</li> <li>CHANGE the appropriate entries</li> <li>REPLACE the PPQ Form 577 or 579 at any duty station,<sup>1</sup> with <b>no</b> AD referencing the replacement</li> <li>ATTACH the original or a copy (if the original is returned to the originating office) to the file copy of the new PPQ Form 577 or 579</li> </ol>
		<b>Not</b> within 30 days of inspection or specific country requirements <sup>2</sup>	<ol style="list-style-type: none"> <li>VOID the original PPQ Form 577 or 579 (refer to <a href="#">Record Keeping</a> on <a href="#">page 3-5-13</a>)</li> <li>RETURN all voided certificates (including those ruined while typing or preparing) to the issuing office</li> <li>CHANGE the appropriate entries</li> <li>REPLACE the PPQ Form 577 or 579 at any duty station,<sup>1</sup> 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].”</li> <li>ATTACH the original or a copy (if the original is returned to the originating office) to the file copy of the new PPQ Form 577 or 579</li> </ol>
<b>Not</b> surrendered	The document was already mailed	→	<ol style="list-style-type: none"> <li>CHANGE the appropriate entries</li> <li>REPLACE the PPQ Form 577 or 579 at the originating duty station <b>only</b>,<sup>3</sup> 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].”</li> </ol>
	The document was lost	→	<ol style="list-style-type: none"> <li>CHANGE the appropriate entries</li> <li>REPLACE the PPQ Form 577 or 579 at the originating duty station <b>only</b>,<sup>3</sup> 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].”</li> </ol>

- 1 ACOs may have to contact the originating office for supporting documents.
- 2 The original export certificate was issued according to PPQ policy concerning time limits.
- 3 With the use of PCIT, PPQ Forms 577 and 579 can be replaced at any duty station