

3

Export Program
Manual

General Procedures

Determining the Country's Import Requirements

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Introduction

Once you have determined that a commodity is eligible for a certificate you **must** determine what the country's import requirements are. The main source of information on a country's import requirements is the EXCERPT database (see [Appendix D](#)). Also check the Special Procedures sections (Chapter 4) to determine if any of the information in those sections applies to the commodity. Additionally, exporters may present an Import Permit (IP) or some other type of official communication from the National Plant Protection Organization (NPPO) of the importing country.

NOTICE

ACOs can issue export certificates for those commodities listed in an export summary as unrestricted products if they are eligible for certification. Therefore, if the exporter still wants an export certificate for an unrestricted product, is willing to pay the user fee, and the commodity is eligible for an export certificate; then ACOs can issue one with **no** additional declaration and based on inspection results.

Determining if the Commodity Can Meet Import Requirements

Once you have identified the import requirements, you **must** determine whether the commodity can meet those requirements.

Is the Commodity Prohibited?

Prohibited commodities **cannot** be certified unless an IP or other form of official communication from the NPPO of the importing country is presented by the exporter. For a discussion on IPs, refer to [Types of Official Communication](#) on **page C-1-3**.

The action to take when a commodity is prohibited pertains to any commodity that is prohibited, regardless of whether it is processed or unprocessed. Go to [Table 3-4-1](#) on **page 3-4-2**.



Do not certify a prohibited commodity with any export certificate unless the exporter presents official communication from the NPPO allowing entry of the commodity and all the conditions can be met.

TABLE 3-4-1: Action to Take on Prohibited Commodities

If the exporter has:	Then:
No IP or other official communication	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. INFORM the exporter that the commodity is prohibited by the importing country and must have an IP to be certified 3. EXIT this manual
An IP or other official communication was presented	<ol style="list-style-type: none"> 1. REVIEW the IP to identify phytosanitary import requirements 2. CHECK the export summary for other import requirements that may pertain to the commodity. Generally, an IP supersedes the export summary, but may also supplement the requirements in the export summary. 3. RECORD an AD that states: Import Permit <i>[number on the IP]</i> was presented. 4. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities and ensure that they meet the import requirements listed on the IP

Is the Commodity Restricted?

Once the required actions have been identified and met **or** the commodity **does not** need to meet any of the requirements in [Figure 3-4-1](#) on [page 3-4-3](#), go to [Inspecting Commodities](#) on [page 3-5-1](#).

The remainder of this part of the section provides detailed information about each import requirement along with the correct action to take. [Figure 3-4-1](#) on [page 3-4-3](#) summarizes the most common import requirements. If you are using the electronic form of the manual, you can click on the hypertext link to go directly to the information you need.

- ["1. Is Import Permit Necessary or Did Exporter Present One?"](#) on [page-3-4-4](#)
- ["2. Does the Commodity Have to Originate from an "Area" or "Production Area" Free from a Pest or Pathogen?"](#) on [page-3-4-8](#)
- ["3. Does the Commodity Require a Growing Season Inspection?"](#) on [page-3-4-11](#)
- ["4. Is There a Specific Period When the Commodity Is Permitted to Enter the Importing Country?"](#) on [page-3-4-12](#)
- ["5. Does the Commodity Require Treatment or Was a Treatment Conducted?"](#) on [page-3-4-13](#)
- ["6. Is an Additional Declaration \(AD\) Required?"](#) on [page-3-4-16](#)
- ["7. Does the Commodity Have to be Free of Specific Pests?"](#) on [page-3-4-17](#)
- ["8. Does the Foreign Country Limit the Import of the Commodity to Specified Ports?"](#) on [page-3-4-20](#)
- ["9. Are There Other Phytosanitary Import Requirements That the Commodity Must Meet as a Condition Of Entry?"](#) on [page-3-4-21](#)

FIGURE 3-4-1: Summary of Common Import Requirements

1. Is Import Permit Necessary or Did Exporter Present One?

This import requirement pertains to those commodities that require an IP as a condition of entry, but are **not** listed in the export summary as being prohibited. Also, an exporter may have an IP without being a condition of entry specified by the foreign country. Begin at [Table 3-4-2](#).



An IP may supersede or supplement information contained in an export summary.

Once an IP has been presented, the conditions of the IP **must** be met.



IPs may be:

◆ **Required, but not mandatory:** EXCERPT will then state: “Import permit is required.”

If the exporter **does not** present an IP, **do not** refuse to issue an export certificate, but caution the exporter that all phytosanitary requirements may **not** be met and the shipment may be rejected.

◆ **Mandatory:** EXCERPT will then state: “**Do not** issue a export certificate unless an IP is presented.”

Authorized Certification Officials (ACOs) **cannot** issue an export certificate unless an IP is presented and all conditions are met.


TABLE 3-4-2: Identify Commodities That May Require an Import Permit

If the commodities:	Then:
Require an IP as stated in the export summary, but are not listed as being prohibited	<ol style="list-style-type: none"> 1. CONSIDER the commodities as restricted 2. GO to Table 3-4-3 on page 3-4-5
Do not require an IP	<ol style="list-style-type: none"> 1. CONTINUE to identify other import requirements that apply to the commodities 2. GO to Table 3-4-4 on page 3-4-6

For additional information on IPs, refer to [Types of Official Communication](#) on [page C-1-3](#).

Verify the validity of the document—refer to [Verifying Documentation Validity](#) on [page C-1-6](#) for additional information.

TABLE 3-4-3: Action to Take on Restricted (Non prohibited) Commodities Requiring an Import Permit


If, after reviewing the supporting documents, you determine that the exporter:	Then:
Has a copy of a valid IP issued by the NPPO of the foreign country ¹	<p>1. REVIEW the IP to identify phytosanitary import requirements that must be met by the exporter</p> <p>2. CHECK the export summary for other import requirements that may pertain to these commodities. Generally, an IP supersedes the export summary, but may also supplement the requirements in the export summary</p> <p>3. RECORD an additional declaration on PPQ Form 577 that states: "Import permit [number on the IP] was presented."</p> <div data-bbox="841 743 951 869" style="text-align: center;">  Important </div> <div data-bbox="980 730 1476 890" style="background-color: #e0f2f1; padding: 5px;"> <p>Once an IP is presented, do not issue PPQ Form 577 with an additional declaration that states, "No import permit was presented." Doing so would constitute a fraudulent statement on the certificate.</p> </div> <p>4. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities and ensure that they meet the import requirements listed on the IP</p>
Does not have a copy of a valid IP	1. GO to Table 3-4-5 on page 3-4-7

1 This official document may **not** look like a U.S.-issued IP. A foreign-issued IP is issued to the importer in the foreign country and a copy is sent to the exporter. Official documents **must** be translated into English if presented to ACOs in a language other than English. Bilingual information is acceptable as long as one of the languages is English. If exporters **cannot** provide an English translation of the official document, certified in writing as accurate, advise them that you **cannot** proceed. If an ACO questions the validity of a presented IP, then the ACO **cannot** issue an export certificate until the permit's validity is ascertained. Forward the IP for validation to Export Services through channels.



ACOs **cannot** refuse to issue a PPQ Form 577 if an IP is **not** presented for restricted commodities. However, this rule is **not** strictly followed by all countries. Some countries absolutely require an IP to enter certain restricted commodities. In the export summaries for these countries, the following statement immediately follows the requirement for an IP: "**Do not issue a phytosanitary certificate unless an import permit is presented.**" In this instance, ACOs **cannot** issue PPQ Form 577 unless the IP is presented.

TABLE 3-4-4: Action to Take on Commodities Accompanied by an Import Permit That Is Not Required

If, after reviewing the supporting documents, you determine that the exporter:	Then:
Has a copy of a valid IP issued by the NPPO of the foreign country ¹	<ol style="list-style-type: none"> 1. REVIEW the IP to identify phytosanitary import requirements that must be met by the exporter 2. CHECK the export summary for other import requirements that may pertain to these commodities. Generally, the IP supersedes the export summary, but may also supplement requirements in the export summary 3. RECORD an additional declaration on PPQ Form 577 that states: "Import permit [number on the IP] was presented." <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="border: 1px solid black; background-color: #e0f2f1; padding: 5px; font-size: small;"> <p>Once an IP is presented, do not issue PPQ Form 577 with an additional declaration that states, "No import permit was presented." Doing so would constitute a fraudulent statement on the certificate.</p> </div> </div> <ol style="list-style-type: none"> 4. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities to ensure that they meet all the import requirements listed on the IP
Does not have a copy of a valid IP	<ol style="list-style-type: none"> 1. CHECK the export summary for other import requirements that may pertain to these commodities 2. GO to "2. Does the Commodity Have to Originate from an "Area" or "Production Area" Free from a Pest or Pathogen?" on page-3-4-8

1 This official document may **not** look like a U.S.-issued IP. A foreign-issued IP is issued to the importer in the foreign country and a copy is sent to the exporter. Official documents **must** be translated into English if presented to ACOs in a language other than English. Bilingual information is acceptable as long as one of the languages is English. If exporters **cannot** provide an English translation of the official document, certified in writing as accurate, advise them that you **cannot** proceed. If an ACO questions the validity of a presented IP, then the ACO **cannot** issue an export certificate until the permit's validity is ascertained. Forward the IP for validation to Export Services through appropriate contact protocol.

TABLE 3-4-5: Action to Take When an IP Is Required But Not Presented

If an:	Then:
IP is not mandatory	<ol style="list-style-type: none">1. DO NOT refuse to issue an export certificate (see <i>Important Note</i> below)2. INFORM the exporter that failure to provide an IP may result in the shipment not meeting the country's requirements and may be rejected3. RECORD an AD that states: No Import Permit was presented4. CHECK the export summary for other import requirements that may pertain to these commodities5. GO to "2. Does the Commodity Have to Originate from an "Area" or "Production Area" Free from a Pest or Pathogen?"" on page-3-4-8
IP is mandatory	<ol style="list-style-type: none">1. REFUSE to issue an export certificate2. EXIT this manual



Important

ACOs **cannot** refuse to issue an export certificate if an IP is **not** presented, unless one of the following conditions applies:

- ◆ The commodity is prohibited
- ◆ The commodity **does not** meet the import requirements
- ◆ The IP is mandatory

2. Does the Commodity Have to Originate from an “Area” or “Production Area” Free from a Pest or Pathogen?

A country may require that a commodity originate from an “area” or a “production area” free from specific pests. In order to qualify for this requirement, “freedom” **must** be demonstrated by scientific evidence.

Area: An officially defined country, part of a country, or all or parts of several countries.

Pest-free Production Area: 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.

Any determination that a commodity meets “area freedom” or “production area freedom” **must** meet the conditions specified in the following International Plant Protection Convention (IPPC) International Standards for Phytosanitary Measures (ISPMs):

<https://www.ippc.int/servlet/CDSServlet?status=ND0xMzM5OSY2PWVuJmZPSomMzc9a29z>

- ❖ ISPM # 04: Requirements for the establishment of Pest Free Areas (https://www.ippc.int/servlet/BinaryDownloaderServlet/13700_ISPM_4_E.pdf?filename=1146657783053_ISPM4.pdf&refID=13700)
- ❖ ISPM # 05: Glossary of phytosanitary terms (https://www.ippc.int/servlet/BinaryDownloaderServlet/133607_ISPM05_2006_E.pdf?filename=1151504714760_ISPM05_2006_E.pdf&refID=133607)
- ❖ ISPM # 08: Determination of pest status in an area (https://www.ippc.int/servlet/BinaryDownloaderServlet/13730_ISPM_8_E.pdf?filename=1146658133679_ISPM8.pdf&refID=13730)
- ❖ ISPM # 10: Requirements for the establishment of pest-free places of production and pest-free production sites (https://www.ippc.int/servlet/BinaryDownloaderServlet/13738_ISPM_10_E.pdf?filename=1146658291869_ISPM10.pdf&refID=13738)

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**. If EXCERPT **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.



For guidance and clarification on this topic, follow the approved contact protocol listed in **Table C-1-1** on **page C-1-2**.

Refer to **Resources** on **page 3-4-19** to determine the status of a pest in the U.S. and the procedure for ensuring a commodity is free of a specific pest.

If the importing country requires an AD referring to the presence or absence of a pest, see ***Is an Additional Declaration (AD) Required?*** on **page 3-4-16**.

Continue to **Table 3-4-6** on **page 3-4-10**.

TABLE 3-4-6: Action to Take When Commodity Originates from an Area Infected or Infested with a Specific Pest

If:	And:	And the commodity:	Then:
Country prohibits commodity from specific areas it considers infected or infested		Originated from specified area	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. EXIT this manual
		Does not originate from infected or infested specified area	<ol style="list-style-type: none"> 1. DOCUMENT origin 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to "3. Does the Commodity Require a Growing Season Inspection?" on page-3-4-11
		Does not originate from specified area, but the pest of concern occurs in the area of origin	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. CONTACT Export Services (ES) using the approved contact protocol (Table C-1-1 on page C-1-2)
Country does not specify areas it considers infected or infested	You can determine status of pest in place of origin	Originated from area infected or infested with pest	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. EXIT this manual
		Does not originate from an area infected or infested with pest	<ol style="list-style-type: none"> 1. DOCUMENT origin and pest status findings 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to "3. Does the Commodity Require a Growing Season Inspection?" on page-3-4-11
	You cannot determine status of pest in place of origin		<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. EXIT this manual

3. Does the Commodity Require a Growing Season Inspection?



Requirements for growing season inspections **cannot** be provided for all types of commodities.

Growing season inspections can be conducted by:

- ❖ Accredited nongovernmental entities (see **Special Programs • Seed Health Accreditation** on **page 5-9-1**)
- ❖ ACOs who have been trained in conducting field inspections
- ❖ Agents: individuals who meet the eligibility requirements set forth in 7CFR353.6, and are designated by PPQ to conduct phytosanitary field inspections of seed crops to serve as a basis for the issuance of export certificates. Agents may conduct phytosanitary field inspections of seed crops in cooperation with and on behalf of State plant health agencies that elect to use agents and maintain a Memorandum of Understanding (MOU) with PPQ. The MOU **must** state that agents will be used in accordance with the regulations.
- ❖ Employees of a State plant health agency who are authorized by PPQ. Employees of a State plant health agency who are **not** agents may perform field inspections **only** under the supervision of an ACO.

Use **Table 3-4-7** on **page 3-4-11** to take the correct action.

TABLE 3-4-7: Action to Take When Commodity Requires a Growing Season Inspection

If the commodity:	And after reviewing the supporting documents, you determine that a growing season inspection was:	Then:
Requires a growing season inspection	Not satisfactorily conducted	1. REFUSE to issue an export certificate 2. EXIT this manual
Does not require a growing season inspection	Satisfactorily conducted —————→	1. CHECK the export summary for other import requirements that may pertain to the commodity 2. GO to “4. Is There a Specific Period When the Commodity Is Permitted to Enter the Importing Country?” on page-3-4-12

4. Is There a Specific Period When the Commodity Is Permitted to Enter the Importing Country?


ACOs **must** advise the exporters about a country's restrictions on when a commodity may be imported. If the declared date of exportation will result in the shipment arriving during prohibited periods, **do not** issue an export certificate unless the exporter adjusts the date of exportation.



Important

Exporters should provide documentation indicating that the commodity will be imported during the allowed period.

TABLE 3-4-8: Action to Take on Commodities That May Enter the Foreign Country Only During Specific Times of the Year

If the export summary:	And after reviewing the supporting documents, you determine that the commodities:	Then:
Lists a specific time when the commodities are enterable only when conditions are met	Cannot meet the conditions of entry that are consistent with the specified time	1. REFUSE to issue an export certificate 2. EXIT this manual
	Can meet the conditions of entry when entering during the specified time period	1. CHECK the export summary for other import requirements that may pertain to these commodities
Does not list specific times for entry		2. GO to <i>“5. Does the Commodity Require Treatment or Was a Treatment Conducted?”</i> on page-3-4-13

5. Does the Commodity Require Treatment or Was a Treatment Conducted?



Do not certify any commodity that has exceeded the label requirements set by the EPA. All treatments must strictly conform to all label requirements.



Important

Treatments **do not** preclude or substitute for a phytosanitary inspection.




Treatments conducted by the Federal Grain Inspection Service (FGIS) are acceptable to put on an export certificate as long as the treatment is indicated on an acceptable FGIS certificate. Refer to ***“Step 1: Determine if the Exporter Has Acceptable Documentation That Would Preclude an Additional Inspection”*** on **page-3-5-3**.

Begin at **Table 3-4-9** on **page 3-4-13** to take the correct action.

TABLE 3-4-9: Action to Take When Commodity May Require Treatment


If the commodity:	And the commodity:	Then:
Requires treatment	—————→	GO to Table 3-4-10 on page 3-4-14
Does not require treatment	Was treated	GO to Table 3-4-11 on page 3-4-15
	Was not treated	1. CHECK the export summary for other import requirements that may pertain to the commodity 2. GO to <i>“6. Is an Additional Declaration (AD) Required?”</i> on page-3-4-16

TABLE 3-4-10: Action to Take When Commodity Requires Treatment

If:	And the exporter is:	Then:
An acceptable treatment was conducted and was monitored ¹ by a Federal, State, or county plant quarantine official ²		1. RECORD details of all acceptable treatments on the export certificate 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to "6. Is an Additional Declaration (AD) Required?" on page-3-4-16
No acceptable treatment was conducted or the treatment was not monitored by a Federal, State, or county plant quarantine official	Not willing to arrange for treatment	1. REFUSE to issue an export certificate 2. EXIT this manual
	Willing to arrange for treatment which will be monitored by a Federal, State, or county plant quarantine official ¹	1. MONITOR treatment 2. RECORD details of all treatments on PPQ Form 577 or 579 3. CHECK the export summary for other import requirements that may pertain to the commodity 4. GO to "6. Is an Additional Declaration (AD) Required?" on page-3-4-16

- 1 Section 18 treatments **must** be supervised by Federal ACOs (per USDA-APHIS-PPQ Center for Plant Health Science and Technology (CPHST)).
- 2 As relates to quarantine treatments of commodities offered for export, PPQ policy is for ACOs to attest to a treatment on an export certificate **only** when one of the following occurs:
 - ◆ Fumigation treatment performed following procedures specified in the USDA-APHIS-PPQ *Treatment Manual* (http://www.aphis.usda.gov/ppq/manuals/port/Treatment_Chapters.htm) and monitored or supervised by a Federal, State, or county plant quarantine official
 - ◆ Notarized letter attesting to a fumigation treatment performed by a licensed pest control operator (certified for the type of treatment performed) or a compliance agreement for fumigation treatment in a chamber that followed the procedures specified in the USDA-APHIS-PPQ *Treatment Manual* (http://www.aphis.usda.gov/ppq/manuals/port/Treatment_Chapters.htm), which is presented to the ACO for those occasions when a treatment is **not** monitored by a Federal, State, or county plant quarantine official. Treatments **not** officially monitored can be attested to **only** when **both** of the following circumstances are true:
 - ❖ Licensed pest control operator is **not** routinely involved in regulatory treatments
 - ❖ **No** other option was available
 - ◆ Fumigation treatment indicated on seed labels which was officially monitored by State regulatory personnel to ensure EPA compliance. **NOTE:** Treatments listed on foreign seed labels **cannot** be attested on PPQ Form 579, since a U.S. plant quarantine official did **not** monitor the treatment in the foreign country)

TABLE 3-4-11: Action to Take on Treated Commodities That DO NOT Require Treatment as a Condition of Entry

If commodity was treated and:	And the exporter:	Then:
The treatment was acceptable and was monitored ¹ by a Federal, State, or county plant quarantine official ²		<ol style="list-style-type: none"> 1. RECORD details of all treatments on PPQ 577 or 579 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to <i>"6. Is an Additional Declaration (AD) Required?"</i> on page-3-4-16
The treatment is not acceptable or was not monitored by a Federal, State, or county plant quarantine official	Wants the shipment treated	<ol style="list-style-type: none"> 1. MONITOR the treatment 2. RECORD details of all treatments on PPQ 577 or 579 3. CHECK the export summary for other import requirements that may pertain to the commodity 4. GO to <i>"6. Is an Additional Declaration (AD) Required?"</i> on page-3-4-16
	Does not want the shipment treated	<ol style="list-style-type: none"> 1. CHECK the export summary for other import requirements that may pertain to the commodity 2. GO to <i>"6. Is an Additional Declaration (AD) Required?"</i> on page-3-4-16

- 1 Section 18 treatments **must** be supervised by Federal ACOs (per USDA-APHIS-PPQ Center for Plant Health Science and Technology (CPHST)).
- 2 As relates to quarantine treatments of commodities offered for export, PPQ policy is for ACOs to attest to a treatment on PPQ Form 577 or 579 **only** when one of the following occurs:
 - ◆ Fumigation treatment performed following procedures specified in the USDA-APHIS-PPQ *Treatment Manual* (http://www.aphis.usda.gov/ppq/manuals/port/Treatment_Chapters.htm) and monitored or supervised by a Federal, State, or county plant quarantine official
 - ◆ Notarized letter attesting to a fumigation treatment performed by a licensed pest control operator (certified for the type of treatment performed) or a compliance agreement for fumigation treatment in a USDA certified chamber that followed the procedures specified in the USDA-APHIS-PPQ *Treatment Manual* (http://www.aphis.usda.gov/ppq/manuals/port/Treatment_Chapters.htm), which is presented to the ACO for those occasions when a treatment is **not** monitored by a Federal, State, or county plant quarantine official. Treatments **not** officially monitored can be attested to **only** when **both** of the following circumstances are true:
 - ❖ Licensed pest control operator is **not** routinely involved in regulatory treatments
 - ❖ **No** other option was available
 - ◆ Fumigation treatment indicated on seed labels which was officially monitored by State regulatory personnel to ensure EPA compliance. **NOTE:** Treatments listed on foreign seed labels **cannot** be attested on a re-export phytosanitary certificate since a U.S. plant quarantine official did **not** monitor the treatment in the foreign country)

6. Is an Additional Declaration (AD) Required?

If an AD is required, the ACO must officially verify that all the phytosanitary requirements of the importing country have been met before signing PPQ Form 577 or 579.

Exception: Treatments required by an importing country **must always** be included in the Treatment section of PPQ Form 577 or 579. Including the treatment on these certificates means the ACO verified that the treatment was conducted.

Refer to **Record Keeping** on **page 2-1-10** for additional guidance on prohibited ADs and attachments, listing the IP number, or that an IP was **not** presented, etc.

When the commodity **must** comply with an AD, use **Table 3-4-12** on **page 3-4-16** to take the correct action.

TABLE 3-4-12: Action to Take When Commodity Must Comply With an AD

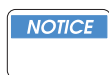
If:	And requirements and conditions:	Then:
Requirements and conditions have been met	→	<ol style="list-style-type: none"> 1. RECORD applicable AD on PPQ Form 577 or 579 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to "7. Does the Commodity Have to be Free of Specific Pests?" on page-3-4-17
No clear evidence exists that requirements and conditions have been met	Can be met	<ol style="list-style-type: none"> 1. ALLOW exporter to provide evidence that the requirements and conditions have been met 2. RECORD applicable AD on export certificate 3. CHECK the export summary for other import requirements that may pertain to the commodity 4. GO to "7. Does the Commodity Have to be Free of Specific Pests?" on page-3-4-17
	Cannot be met	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. EXIT this manual

7. Does the Commodity Have to be Free of Specific Pests?

EXAMPLE Export certificate is required. **Must** be free from *Ascochyta rabiei*, **Megaselia arietina*, and *Trogoderma* spp.

If a commodity **must** be free of specific pests, ACOs **must** determine:

- ❖ Method to determine that commodity is free of the pests that occur in the U.S. If a country **does not** specify the procedure to use to determine if a commodity is free of a specific pest, ACOs **must** determine what method to use. The method **must** be based on the specific pest's biology and the host. Some of the common methods to determine the presence or absence of a pest are:
- ❖ Status of the pest in the U.S.



The information in the Product Requirements section of EXCERPT is based on the best available scientific data of the status of the pest in the U.S.


- Field inspection during growth
- Laboratory tests
- Visual inspection

Use [Table 3-4-13](#) on [page 3-4-18](#) to take the correct action.

Refer to [Resources](#) on [page 3-4-19](#) to determine the status of a pest in the U.S. and the procedure for ensuring a commodity is free of a specific pest.

If the importing country requires an AD referring to the presence or absence of a pest, refer to [Is an Additional Declaration \(AD\) Required?](#) on [page 3-4-16](#).

TABLE 3-4-13: Action to Take When Commodity Must be Free From Applicable Harmful Organisms

If after reviewing the supporting documents or after inspecting the commodity, you determine that:	And freedom from applicable harmful organisms:	Then:
Clear evidence exists that the commodity is free from listed harmful organisms (e.g., laboratory tests or field inspection results)		<ol style="list-style-type: none"> 1. CHECK the export summary for other import requirements that may pertain to the commodity 2. GO to <i>"8. Does the Foreign Country Limit the Import of the Commodity to Specified Ports?"</i> on page-3-4-20
No clear evidence exists that the commodity is free from listed harmful organisms	Can be met (e.g., testing, field inspection results)	<ol style="list-style-type: none"> 1. ALLOW exporter to provide evidence of freedom or 2. INSPECT, test, etc. the commodity to ensure freedom from harmful organisms (if practical) 3. CHECK the export summary for other import requirements that may pertain to the commodity 4. GO to <i>"8. Does the Foreign Country Limit the Import of the Commodity to Specified Ports?"</i> on page-3-4-20
	Cannot be met	<ol style="list-style-type: none"> 1. REFUSE to issue an export certificate 2. EXIT this manual

Resources

Use the following resources to determine the status of a pest in the U.S. and the procedure for ensuring a commodity is free of a specific pest:

- ◆ Area identifiers, PPQ
- ◆ Biological and Technical Services, PPQ—Riverdale through your ECS
- ◆ Cooperative extension services
- ◆ Crop Protection Compendium (CABI) at:

<http://www.cabi.org/compendia/cpc/>



Important

The information in CABI is based on voluntary reports; if CABI **does not** list a pest as occurring in the U.S., the pest may occur, but no one has sent a report to CABI.


- ◆ EXCERPT: search EXCERPT for the name of the pest using the *Keyword Search of Export Summaries*
- ◆ Export Certification Specialists (ECS)
- ◆ National Agricultural Pest Information System (NAPIS): for pests listed in EXCERPT and pests listed in NAPIS, EXCERPT will provide a direct link to the appropriate information—the absence of data on a particular pest may only be an indication that a state or states have **not** sent in a report on the pest
- ◆ Plant Pest Home Page at: http://www.aphis.usda.gov/plant_health/identification/idaids.shtml
- ◆ State or county officials
- ◆ Universities
- ◆ *Widely Prevalent Plant Pathogenic Organisms* at: http://www.aphis.usda.gov/plant_health/permits/organism/plant_pathogens.shtml

You can also access this site from the PPQ Home Page under Hot Topics, Plant Pest Home Page, and the Plant Pathogens Home page.

8. Does the Foreign Country Limit the Import of the Commodity to Specified Ports?

Use [Table 3-4-14](#) on [page 3-4-20](#) to take the correct action.

TABLE 3-4-14: Action to Take When Commodity Is Limited to Enter Specific Ports

If the exporter has designated:	Then:
A port other than specified in the export summary	<ol style="list-style-type: none"> 1. WARN the exporter that the shipment may be refused or delayed if entering a port other than specified in the export summary <div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>Do not refuse to issue an export certificate if this is the only requirement that is not met.</p> </div> </div> <p>Important</p> <ol style="list-style-type: none"> 2. CHECK the export summary for other import requirements that may pertain to the commodity 3. GO to <i>“9. Are There Other Phytosanitary Import Requirements That the Commodity Must Meet as a Condition Of Entry?”</i> on page-3-4-21
One of the specified ports	<ol style="list-style-type: none"> 1. CHECK the export summary for other import requirements that may pertain to the commodity 2. GO to <i>“9. Are There Other Phytosanitary Import Requirements That the Commodity Must Meet as a Condition Of Entry?”</i> on page-3-4-21

9. Are There Other Phytosanitary Import Requirements That the Commodity Must Meet as a Condition Of Entry?

Use [Table 3-4-15](#) on page 3-4-21 to take the correct action.

TABLE 3-4-15: Action to Take When Commodity May Need to Meet Other Phytosanitary Import Requirements as a Condition of Entry

If there are:	And after reviewing supporting documents, you determine that the commodity:	And requirements or conditions:	Then:
Other import requirements to be met that are not mentioned elsewhere in this section	Met the requirements	→	1. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities to ensure they meet all the import requirements
	Do not meet the requirements	Can be met (e.g., treatment, reconditioning)	1. ALLOW the exporter to meet the requirement or condition 2. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities to ensure they meet all the import requirements
		Cannot be met	1. REFUSE to issue an export certificate 2. EXIT this manual
No other import requirements to be met		→	1. REFER to <i>General Information</i> of the export summary to identify unrestricted commodities ¹ or general requirements that have to be met by all or groups of commodities 2. GO to Inspecting Commodities on page 3-5-1 to inspect the commodities to ensure they meet all the import requirements

1 ACOs can issue export certificates for those commodities listed in an export summary as unrestricted products if they are eligible for certification. Recall that export certification is a service PPQ provides to facilitate trade and to assist exporters in meeting the phytosanitary import requirements of a foreign country. Therefore, if the exporter still wants an export certificate for an unrestricted product, is willing to pay the user fee, and the commodity is eligible for an export certificate; then ACOs can issue one with **no** additional declaration and based on inspection results.

