



Appendix I

Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Introduction

The [Phytosanitary Certificate Issuance and Tracking \(PCIT\)](#) automates the issuance of a phytosanitary certificate, including collection and tracking of its related information, for an eligible agricultural commodity being exported to foreign countries.

The Web-based [PCIT](#) application is available nationwide for use now and was developed to meet the following objectives:

- ◆ Enable the creation of electronic phytosanitary certificates
- ◆ Provide data standards to facilitate data integrity for reporting and interfacing with foreign governments
- ◆ Protect the PCIT data by incorporating defined security requirements

To use PCIT please contact your [Export Certification Specialist \(ECS\)](#) to enroll.

Features

- ◆ Faster certificate generation
- ◆ Customizable templates
- ◆ Certificate archiving
- ◆ Reduced need for on-site paper record maintenance
- ◆ 56,000+ scientific and common commodity name database
- ◆ Ability to collect State and County Fees
- ◆ Various State Certificates are now available
- ◆ Applicants may now print a draft certificate
- ◆ Ability to enter multiple Quantity and Unit pairings
- ◆ Ability to enter multiple Number of Packages and Package pairings
- ◆ Display the submission time for each application on the My Duty Station Workload and My Workload pages
- ◆ Ability to create Treatment templates to apply common treatments quickly
- ◆ Standardized left navigation menu for all users
- ◆ Easy to use context help is included in PCIT on key fields to assist in identifying the type of information to be entered in the associated field
- ◆ Within the PCIT application, links to web pages such as EXCERPT, PPQ, and the Export Program Manual (XPM)
- ◆ Contact Us page with:
 - ❖ Link to PPQ, Export Services website
 - ❖ Technical requirements for using PCIT
 - ❖ A link to download the USDA PCIT User's Guide
 - ❖ A link to PCIT Release Notes
 - ❖ A link to PCIT Accessibility Guidelines
- ◆ Cost incurred on a per certificate basis, not on a per page basis

EXAMPLE

An export certificate that uses three pages will incur the same cost as a certificate that uses only one page.

PCIT Facts

- ◆ **No** fees are removed from accounts until certificates are in Issued status.
- ◆ PCIT will **not** allow the PPQ Form 577 or 579 to be completed without sufficient funds.
- ◆ Applicants using PCIT may run a debit transaction report to view all credits and debits made to their account.
- ◆ If applicants are **not** using PCIT, but the duty station is using PCIT, then the duty station may run a debit transaction report to view all credits and debits made for individual applicants.
- ◆ If a company submits an application, duty stations will **never** need to create a shell account.
- ◆ The use of wildcard searches can increase the effectiveness of your search in PCIT. Entering less specific information yields a larger result.
- ◆ One person should register the organization. That person is the organization administrator.
- ◆ Administrators can add users to the organization and designate others as administrators.
- ◆ Browser “BACK” button does not work.
- ◆ Copies can be printed at any time.
- ◆ No more four part forms.
- ◆ Continuation pages will be generated by the system.

PCIT Tips

- ◆ Name templates so entire organization understands what they represent.
- ◆ Use singular names for commodities: apple vs. apples.
- ◆ If you find no matches, put asterisks (*) around the commodity to get more results.

EXAMPLE

- ◆ Plum returns 35 entries
- ◆ *Plum* returns 147 entries

Training Website

The [training site](#) is available at any time for trial.

To access the training site, contact your [local ECS](#) for a training site ID and password.

Available Assistance

- ◆ Webinars for industry and government users are hosted on the [PCIT APHIS website](#)

Additional webinars for all user groups will be conducted in the future.

- ◆ The [PCIT user guide](#) is very comprehensive and contains actual screen shots with details about the screens.
- ◆ PCIT Helpdesk: 1-866-HLP-PCIT (1-866-457-7248)
email: pcithelpdesk@aphis.usda.gov

Conference calls to set up new users can be arranged for APHIS offices, cooperators, and industry by contacting the helpdesk.

- ◆ National and Regional Program Managers:
 - ❖ Christian Dellis: 301-734-5233;
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 - ❖ Michael Perry: 240-529-0264;
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 - ❖ Eastern Region Export Program Manager, Laney Campbell:
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