CITES I-II-III Timber Species Manual
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Parts of Appendix F, Commodity Recognition and Wood Identification, are from the CITES Identification Guide—Tropical Woods, published by authority of the Minister of Environment, Minister of Supply and Services, Canada, with the collaboration of the United States Department of Agriculture (USDA), Forest Service (FS), and Animal and Plant Health Inspection Service (APHIS).
Introduction

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Purpose


As defined by the Convention, the appendixes are as follows:

◆ Appendix I includes those timber species that are the most endangered among CITES-listed plants, and are threatened with extinction; CITES generally prohibits commercial international trade in specimens of these species.

◆ Appendix II includes those timber species which are not necessarily threatened with extinction, but may become so unless trade in specimens of such species is subject to strict regulation in order to avoid utilization which is incompatible with the species’ survival.

◆ Appendix III includes those timber species that have been added at the request of a Party that already regulates trade in the species and that needs the cooperation of other countries to prevent unsustainable or illegal exploitation of the species.
Introduction

Scope

What the Manual Covers


The manual is divided into the following chapters:

- **Introduction**
- **Importation of CITES Protected Timber Species**
- **Re-exportation of CITES Protected Timber Species**
- **Violations, Seizures, and Forfeitures**

The *Introduction* provides basic information about the manual, such as the purpose, scope, users, related documents, directions for using the manual, and a description of conventions used throughout the manual.

The *Importation of CITES Protected Timber Species* chapter provides the procedures for verifying and handling importing of articles produced from timber species listed as CITES Appendix I, Appendix II, and Appendix III.

The *Re-exportation of CITES Protected Timber Species* chapter provides the procedures for verifying and handling re-exporting of articles produced from timber species listed as CITES Appendix I, Appendix II, and Appendix III.

The *Violations, Seizures, and Forfeitures* chapter provides the procedures for documenting violations, and seizing and forfeiting of illegally-traded CITES regulated material.

The appendixes provide supplemental information to assist CBP Agricultural Specialists, PPQ Plant Health Safeguarding Specialists, and PPQ Export Certification Specialists who use the manual with carrying out specific duties.

The *Glossary* defines specialized words, abbreviations, and acronyms, and other terms that are used in the difficult or unfamiliar identification of lumber.

The *Index* contains topics and page numbers for quick reference.
What the Manual Does Not Cover
The manuals do not cover the following:

- Information about medicinals and other derivatives that are intended for human consumption and derived from CITES Appendix I, Appendix II, or Appendix III timber species (see the Miscellaneous and Processed Products Manual)
- Information about woody species and species that simulate the growth habit of woody species (such as cycads and palms), that are used solely for medicinal or herbal medicines or used solely as horticultural specimens (see the Miscellaneous and Processed Products Manual)
- Port policies or guidelines
- Wood identification detailed techniques (see the CITES Identification Guide—Tropical Woods)

Users

This manual is written for use by CBP Agricultural Specialists, PPQ Plant Health Safeguarding Specialists, PPQ Export Certification Specialists, and other CBP and PPQ personnel; State cooperators; and collaborators at airports and maritime locations. The experience level of users will vary, but the CBP Agricultural Specialists and PPQ Plant Health Safeguarding Specialists and PPQ Export Certification Specialists have, at minimum, a working knowledge of using PPQ manuals to make regulatory decisions.

Related Documents

Authority
The regulatory authority for taking the actions listed in this manual is contained in the following Acts:

- Civil Asset Forfeiture Reform Act of 2000
- Endangered Species Act of 1973 (ESA)\(^1\)
- Homeland Security Act of 2002\(^2\)

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\(^1\) The Endangered Species Act of 1973 authorizes the USDA to enforce the Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES).


**Code of Federal Regulations**
The Code of Federal Regulations (CFR) provide the authority for the regulatory action taken and are enforced by CBP and PPQ. The restrictions and prohibitions listed in this manual are covered by Titles 7 and 50.

Title 7 CFR contains the following parts:
- Part 355, for specifics on endangered species regulations concerning plants
- Part 356, for specifics on forfeiture procedures

Title 50 CFR, Parts 1 to 199 contains the following parts for regulating endangered species:
- Part 17.12, Endangered and Threatened Plants
- Part 23, Endangered Species Convention
- Part 24, Importation and Exportation of Plants at Designated Ports

**Homeland Security Act of 2002**
The Homeland Security Act of 2002 contains the following section:
- Title 4, Section 421

Refer to the *Code of Federal Regulations* for the full text of the CFRs listed above. Refer to the full text of the CITES Convention and Decisions and Resolutions of the Conference of the Parties (all are used to make regulatory decisions), at [http://www.CITES.org](http://www.CITES.org).

**Application**
The *CITES I-II-III Timber Species Manual* contains the policies and guidelines for the tasks associated with regulating CITES Appendix I, Appendix II, and Appendix III timber species. The manual informs CBP Agriculture Specialists, PPQ Plant Health Safeguarding Specialists, PPQ Export Certification Specialists, and their managers with instructions to perform various clearance tasks.
Conventions

Conventions³ used in this manual are established by custom and are widely recognized and accepted. Major conventions used in this manual follow.

**Advisories**

Advisories are used throughout the *CITES I-II-III Timber Species Manual* to bring important information to your attention. Please carefully review each advisory. The definitions coincide with American National Standards Institute (ANSI), and are in the format shown below:

- **DANGEROUS** indicates that people could *easily* be hurt or killed.
- **WARNING** indicates that people could *possibly* be hurt or killed.
- **CAUTION** indicates that people could possibly be endangered or slightly hurt.
- **NOTICE** indicates a possibly dangerous situation where goods might be damaged.
- **IMPORTANT** indicates helpful information.

**Boldface**

Boldfaced type is used to emphasize important words throughout this manual. These words are: *always, cannot, do not, does not, except, lacks, must, neither, never, no, nor, not, only, other than.*

**Bullets**

Bulleted lists indicate there is no order for the information listed.

---

³ In this context, conventions means the devices and techniques used in the manual and not the Convention of International Trade in International Trade of Wild Fauna and Flora (CITES).
Change Bars
A black change bar (see left margin) is used to indicate a change and appears on the revised page. Unfortunately, change bars do not always appear when text is merely deleted. Change bars from the previous update are deleted when the chapter or appendix is revised.

Chapters
This manual contains the following chapters: Introduction, Importation of CITES Protected Timber, Re-exportation of CITES Protected Timber, and Violations, Seizures, and Forfeitures of CITES Protected Timber.

Contents
Every chapter has a table of contents that lists the heading titles within.

Control Data
Control data is located at the top and bottom of each page to help manual users keep track of where they are in the manual and to be aware of updates to specific chapters, sections, appendixes, etc., in the manual. At the top of each page is the chapter title and first-level heading for that page. At the bottom of each page is the transmittal number (month, year, number), title of the manual, page number, and unit responsible for content.

Decision Tables
Decision tables are used throughout the manual. The first and middle columns in each table represent conditions, and the last column represents the action to take after all conditions listed for that row are considered. Begin with the column headings and move left-to-right, and if the condition does not apply, then continue one row at a time until you find the condition that does apply.

TABLE 1-1 How to Use Decision Tables

<table>
<thead>
<tr>
<th>If you:</th>
<th>And if the condition applies:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read this column cell and row first</td>
<td>Continue in this cell</td>
<td>TAKE the action listed in this cell</td>
</tr>
<tr>
<td>Find the previous condition did not apply, then read this column cell</td>
<td>Continue in this cell</td>
<td>TAKE the action listed in this cell</td>
</tr>
</tbody>
</table>

Examples
Examples are used to clarify a point by applying a real-world situation.

EXAMPLE
Examples are graphically placed boxes within the text as a means of visually separating information from other information on the page. Examples always appear in a box like this.
Footnotes
Footnotes comment on or cite a reference to text and are referenced by number. The footnotes used in this manual include general text footnotes, figure footnotes, and table footnotes.

General text footnotes are located at the bottom of the page.

When space on the page allows, table and figure footnotes are located directly below the associated figure or table. However, for multi-page figures or tables that cover the length of a page, footnote numbers and footnote text cannot be listed on the same page. To locate figure footnote text or table footnote text, be sure to check the last page and the page following the end of the associated table.

Heading Levels
Within each chapter there are three heading levels. The first heading is indicated by a horizontal line, and the heading follows directly below and across both the left and right columns. The second heading is in the right-hand column with text beginning below. The third heading is in the left-hand column and the text is in the right-hand column.

Highlighting and Hypertext Links
Figures, headings, and tables are cross-referenced in the body of the manual are highlighted in boldface type. These appear in blue hypertext in the on-line manual.

EXAMPLE  See Figure 2-1 on page 2-3.

Indentions
Entry requirements which are summarized from CFRs, permits, or policies are indented on the page.

Italics
The following items are italicized throughout the CITES I-II-III Timber Species Manual:

◆ Cross-references to headings and titles
◆ Publication names
◆ Scientific names of commodities

Numbering Scheme
A two-level numbering scheme is used in this manual for figures, pages, and tables. The first number represents the chapter. The second number represents the page, figure, or table. This numbering scheme allows for identifying and updating. Dashes are used in page numbering to differentiate page numbers from decimal points.
Transmittal Number

The transmittal number contains the month, year, and a consecutively-issued number (beginning with -01 for the first edition and increasing consecutively for each update to the edition). The transmittal number is **only** changed when the specific chapter sections, appendixes, or glossary, tables, or index is updated. If **no** changes are made, then the transmittal number remains the unchanged. The transmittal number **only** changes for the entire manual when a new edition is issued or changes are made to the entire manual.

**EXAMPLE**

10/2010-15 is the transmittal number for this update and is located in the control data on the pages in this chapter.

- 10 is the month the update was issued
- 2010 is the year the update was issued
- 15 is the number (the original new edition was 01 plus 14 updates)

Using the Manual

Review the and the contents of this manual to get a feel for the scope of material covered. Glance through the section that you will be using, and familiarize yourself with the organization of the information. Use the table of contents to find the information you need. If the table of contents is **not** specific enough, then turn to the index to find the topic and corresponding page number.

**EXAMPLE**

To find information on the species identified as CITES Appendix I, Appendix II, and Appendix III timber species, see *Step 1: Confirm the Identity of the Timber or Articles* on page 2-4.
Reporting Problems With or Suggestions for the Manual
Use Table 1-2 to report problems, situations, disagreements, or improvements which directly affect the contents of this manual.

<table>
<thead>
<tr>
<th>If you:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are not able to access the on-line manual</td>
<td>CONTACT <a href="mailto:deborah.j.briggs@aphis.usda.gov">deborah.j.briggs@aphis.usda.gov</a> in the Manuals Unit or call 240-529-0357</td>
</tr>
<tr>
<td>Have a situation that requires an immediate</td>
<td>PPQ CONTACT your PPQ Botanist</td>
</tr>
<tr>
<td>response regarding a procedure or regulatory</td>
<td>CBP contact the field office liaison through the chain of command</td>
</tr>
<tr>
<td>action</td>
<td></td>
</tr>
<tr>
<td>Disagree with a policy, procedure, or</td>
<td>PPQ CONTACT your PPQ Botanist</td>
</tr>
<tr>
<td>regulatory action identified in the manual</td>
<td>CBP contact the field office agricultural liaison through the chain of command</td>
</tr>
<tr>
<td>Have a suggestion for improving the</td>
<td>CONTACT the PPQ Manuals Unit, Deborah Briggs E-mail: <a href="mailto:deborah.j.briggs@aphis.usda.gov">deborah.j.briggs@aphis.usda.gov</a> Phone: 240-529-0357</td>
</tr>
<tr>
<td>formatting of the manual (design, layout,</td>
<td></td>
</tr>
<tr>
<td>composition), grammar, or spelling</td>
<td></td>
</tr>
</tbody>
</table>

Manual Updates
The PPQ Manuals Unit issues and electronically maintains manuals on the Manuals Unit Web site. These on-line manuals contain the most up-to-date information.

Immediate update revisions to the manual are issued and distributed via e-mail to CBP Agricultural Specialist and all PPQ employees.

Each immediate update contains the following information:

- Link to access and download the on-line manual
- List of the revised pages
- Purpose of the revision(s)
- Transmittal number

Ordering Additional Manuals and Revisions
Although using the on-line manuals is the preferred method, APHIS employees may order paper copies of manuals from the APHIS Printing, Distribution, and Mail Services Center in Riverdale, Maryland. See the Riverdale Print Shop Web site for detailed information and printing costs. The Manuals Unit is not responsible for printing costs.
Introduction
Using the Manual
Introduction

This chapter provides the guidelines for handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species. These guidelines are to be used for the following:

◆ Confirming that the commodity is in a form which is regulated
◆ Determining which permits and/or certificates are required
Importation of CITES Protected Timber Species: Procedures

Preparation

- Verifying that the documents are valid
- Inspecting the commodity to verify that the quantity in the shipment matches the quantity listed on the CITES document
- Instructing the user on how to validate a CITES document
- Distributing and filing the paperwork

Use these guidelines in conjunction with 7CFR 319.40 (see the “Wood and Other Forest Products (Articles of the Timber and Lumber Industry)” section of the Miscellaneous and Processed Products Manual (available on-line at http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf) and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to PPQ Form 622, Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (see also PPQ Form 585, Application to Import Timber or Timber Products).

Preparation

As with other port documents, copies of CITES documents must also be filed in an organized, consistent manner. The CITES files and copies maintained at your port are important in case the originals become lost or destroyed. An accessible filing system will also enable you to comply with requests for information made by other government and non-government agencies and the general public through the Freedom of Information Act (FOIA).

Filing System

If you already have a filing system for retaining CITES records in place at your port, then review these instructions to be sure your system is functional. If you do not have a filing system in place, then follow the instructions below.

To set up a filing system, do as follows:

1. Decide on the filing system that is most practical for your location. Select one of the following methods to keep the records complete and accessible:
   - File alphabetically by permittee’s name
   - File chronologically by month and year
2. Select the documents to be filed. At a minimum, you must file the following in the order listed below:
   A. CITES document (must be a validated copy)
   B. Customs entry
C. Dimensional specification sheets (if applicable)

D. Invoice/packing list

E. Lading bill or air waybill

F. Phytosanitary Certificate (if required)

After filing the documents, you must maintain each file for a minimum of five years, counting from the date the importation occurred.

EXAMPLE

A file must be maintained until January 24, 2011 for an importation that occurred on January 24, 2006.

Procedures

The procedures for handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species are summarized in Figure 2-1.

1. Confirm that the commodity is a CITES Appendix I, Appendix II, or Appendix III protected timber species.
2. Determine if the form of the commodity imported is protected by CITES.
3. Determine if you have the authority to validate the shipment.
4. Determine which CITES documents must accompany the shipment.
5. Collect all relevant documents associated with the importation.
6. Verify that the CITES document accompanying the importation is authentic and acceptable.
7. Verify that the USDA-issued PPQ Form 622, Protected Plant Permit, has not expired.
8. Compare shipping documents with CITES documents to confirm the quantities are authorized.
9. Inspect the shipment to make sure the quantities are authorized.
10. If the shipment is in order, then validate the CITES documents by stamp and endorsement.
11. Distribute and file the endorsed documents.

FIGURE 2-1 Summary of Procedures for Handling the Importation of CITES Appendix I, Appendix II, and Appendix III Protected Timber Species

Follow the steps below when handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species used for lumber or other wood products.
**Importation of CITES Protected Timber Species: Procedures**

**Step 1: Confirm the Identity of the Timber or Articles**

Currently, there are six CITES Appendix I species, thirteen Appendix II taxa (eleven species and two genera), and ten CITES Appendix III species used for lumber or other wood products. The most frequently used common names are shown beside the scientific names listed below. For a list of other common names, see Figure 2-3 on page 2-9.

### Appendix I

**Timber Species**

The CITES Appendix I protected species are as follows:

- *Abies guatemalensis* (Guatemalan fir)
- *Araucaria araucana* (monkey puzzle tree)
- *Dalbergia nigra* (Brazilian rosewood)
- *Fitzroya cupressoides* (alerce)
- *Pilgerodendron uviferum* (pilgerodendron)
- *Podocarpus parlatorei* (Palatore’s podocarp)

### Appendix II

**Timber Species**

The CITES Appendix II protected species are as follows:

- *Aniba rosaeodora* (Brazilian rosewood)

**IMPORTANT**

Effective June 23, 2010, *Aniba rosaeodora* is officially listed in Appendix II. On or after this date, any shipment containing logs, sawn wood, veneer sheets, or plywood imported into the United States must be accompanied by a CITES Appendix II Export Permit or Re-export Certificate.

- *Bulnesia sarmientoi* (gaiacwood)
- *Caesalpinia echinata* (pernambuco)
- *Caryocar costaricense* (ajillo)
- *Gonystylus* spp. (ramin)
- *Guaiacum* spp. (lignum vitae)
- *Oreomunnea pterocarpa* (gavilan)
- *Pericopsis elata* (afroimosa)
- *Platymiscium pleiostachyum* (cristobal, granadillo)
- *Pterocarpus santalinus* (red sandalwood, red sanders)
- *Swietenia humilis* (Pacific Coast mahogany)
- *Swietenia macrophylla* (bigleaf mahogany)
- *Swietenia mahogani* (Caribbean mahogany)
The CITES Appendix III protected species are as follows:

- **Cedrela fissilis** (Argentine cedar)
  
  On October 14, 2010, *Cedrela fissilis* and *Cedrela lilloi* are listed as Appendix III for the Plurinational State of Bolivia. On or after this date, any shipment originating in Plurinational State of Bolivia containing logs, sawn wood, or veneer sheets imported into the United States **must** be accompanied by a CITES Appendix III Export Permit or Re-export Certificate. *Cedrela fissilis* and *Cedrela lilloi* originating from any country other than Bolivia are required to be accompanied by a CITES Certificate of Origin.

- **Cedrela lilloi** (cedro)

- **Cedrela odorata** (Spanish cedar)
  
  On October 14, 2010, *Cedrela odorata* is listed as Appendix III for the Plurinational State of Bolivia. On or after this date, any shipment originating in Plurinational State of Bolivia containing logs, sawn wood, or veneer sheets imported into the United States **must** be accompanied by a CITES Appendix III Export Permit or Re-export Certificate (Columbia, Guatemala, and Peru already list *Cedrela odorata*). *Cedrela odorata* originating from any country other than Bolivia, Columbia, Guatemala, or Peru is required to be accompanied by a CITES Certificate of Origin.

- **Dalbergia retusa** (Nicaraguan rosewood)
- **Dalbergia stevensonii** (Honduran rosewood)
- **Dipteryx panamensis** (almendro)
- **Magnolia liliifera** var. obovata (magnolia)
- **Pinus koraiensis** (Korean pine)
  
  On October 14, 2010, *Pinus koraiensis* is listed as Appendix III by the Russian Federation. On or after this date, any shipment originating in the Russian Federation containing logs, sawn wood, or veneer sheets imported into the United States **must** be accompanied by a CITES Appendix III Export Permit or Re-export Certificate. *Pinus koraiensis* originating from any country other than the Russian Federation is required to be accompanied by a CITES Certificate of Origin.

- **Podocarpus neriifolius** (podocarp)
- **Tetracentron sinense** (tetracentron)

To determine that the importation is of a CITES Appendix I, Appendix II, or Appendix III timber species, review the shipping documents. Regulations require CITES plants be identified to their genus and species by one of the following:

- Label
- Invoice, or packing list, or tag
- Other document accompanying the shipment
Importation of CITES Protected Timber Species: Procedures

For a complete list of flora protected by CITES, see the CITES Appendixes available at the following Web site:

http://www.cites.org/eng/app/index.shtml

CITES protected timber may be manifested or invoiced by a trade name or a local name. If you are given a common name that you do not recognize or is not listed in Figure 2-3 on page 2-9, and you want to confirm the scientific name of what is imported or you want to determine whether the wood is listed as protected, then go to the following CITES Web site: http://www.CITES.org/Eng/resources/species.html.

The CITES Web site listed above does not include all common names for CITES-regulated species. The importer or the importer’s agent is responsible for providing you with the scientific name of the timber species traded.

Follow these steps to use the CITES-listed species database:

1. In the left column of the screen, click "Common name" and "Find it".
2. Enter the common name (faster search) or part of the name (slower search).
3. At “Select a language” select “All” (default).
4. At “Select a country” select “All” (default).
5. Click on the "Search" button.
6. Select a common name from the list, then click on the “Display Details” button.

For timber species commodity recognition and a synopsis of wood identification, see Appendix F. For detailed instructions on how to identify wood of CITES regulated species, see the CITES Identification Guide—Tropical Woods guide.

If after inspecting the wood or articles and reviewing the entry paperwork, you are still unable to determine the identity of the wood or articles or suspect or question that the article is not as identified on the manifest or invoice, then do as follows:

1. Contact the PPQ Botanist(see Figure 2-2) that services your port to determine if taking a sample of the wood is necessary.

1 To locate the name, phone number, and address of the PPQ Botanist that services your port, see Appendix G: List of Identifiers in the Manual for Agricultural Clearance.
2. You may be directed (by the PPQ Botanist) to sample the commodity and send the sample to either a PPQ Area Identifier specializing in CITES wood identification or the Forest Products Laboratory.

3. Complete *PPQ Form 309A, Interception Record*, for URGENT interceptions, and assign a Port Reference Number for each specimen.

4. Enclose the specimen(s) and interception form(s) in an escape-proof package. Affix black and yellow tape to the outside of the package, and ship using an overnight delivery service with tracking capacity.

5. If you have been instructed to send the interception(s) to a PPQ Area Identifier specializing in CITES wood identification, then see **Figure 2-2**.

6. If you are instructed by the PPQ Area Identifier (specializing in CITES wood identification) to send the interception directly to the Forest Products Laboratory, then follow the packaging directions above and send the package to the following address:

**Table: List of PPQ Area Identifiers Specializing in CITES Wood Identification**

<table>
<thead>
<tr>
<th>Area</th>
<th>PPQ Area Identifier Specializing in CITES Wood Identification</th>
<th>Phone</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Region</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Leo Castaneda, Botanist PO Box 660520 Miami, FL 33266</td>
<td>305/492-1854</td>
<td>305/492-1742</td>
</tr>
<tr>
<td>Western Region</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Jamal Al-Henaid, Botanist 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>310/725-1916</td>
<td>310/725-1922</td>
</tr>
<tr>
<td>◆ North Dakota (Canadian border ports only)</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Gayle Van de Kerckhove, Plant Pathologist 835 S. 192nd Street, Suite 1600 SeaTac, Washington 98148-2394</td>
<td>206/878-6600</td>
<td>206/870-8043</td>
</tr>
</tbody>
</table>
USDA-Forest Products Laboratory
Attn: Alex C. Wiedenhoeft or Michael Wiemann
One Gifford Pinchot Drive
Madison, WI 53726-2398
Phone: 608/231-9341
## List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Other Common Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abies guatemalensis</td>
<td>Guatemalan fir</td>
<td>abeto mexicano, guayami, Mexican fir, pinabete, plumajatzín, plumajillo de montaña, sapin de Guatemala</td>
</tr>
<tr>
<td>Aniba rosaeodora</td>
<td>Brazilian rosewood</td>
<td>bois de Rosenholzbaum, legno di rose, pau-roasa, palo de rosa, rosewood tree</td>
</tr>
<tr>
<td>Araucaria araucana</td>
<td>monkey puzzle tree</td>
<td>apeboom, araucaria du Chile, Chilean pine, chilensk tall, Chili pine, Chili tall, Chilie pine, parana pine, pohon, pohon de Chili, pino, pino de Chili, pino de Neuvéen, pino de Paraná, piñonero, piñón, sapin de Chili</td>
</tr>
<tr>
<td>Bulnesia sarmientoi</td>
<td>gaiacwood</td>
<td>bois de gaic, gaiacwood, guajakhoz, guajaco, guajakholz, guayacan, palo balsamo, palo santo, Paraguay-lignum-vitae, true gaiac</td>
</tr>
<tr>
<td>Caesalpinia echinata</td>
<td>pernambuco</td>
<td>brasileto, Brazilwood, ibirapitanga, orabutá, pau-Brasil, pau-de-pernambuco, pau-pernambuco, pau-rosado, peachwood, pernambuco-wood</td>
</tr>
<tr>
<td>Caryocar costaricense</td>
<td>ajillo</td>
<td>aji, ajo, almendrillo, almendro, almenro de bajo, almendron, caguí, firme, genê, manu, maqui-maqui caguí, pequía, pequía brava, pete rana do terra firme, petê, pete-rana, plomillo, rana do terra, swari</td>
</tr>
<tr>
<td>Cedrela fissa</td>
<td>Argentine cedar</td>
<td>Central American cedar, cedro, cigar box cedar, rose cedar</td>
</tr>
<tr>
<td>Cedrela lilloi</td>
<td>cedro</td>
<td></td>
</tr>
<tr>
<td>Cedrela odorata</td>
<td>Spanish cedar</td>
<td>acajou rouge, akuyari, atoreb, Barbados cedar, Brazilian cedar, British Guiana cedar, British Honduras cedar, cedar, cèdra acajou, cèdre des barbaies, cèdre rouge, cedrela, cedrela wood, cedro, cedro chino, cedro colorado, cedro hembra, cedro macho, cedro obsuro, cedro real, cedro red, cedro rojo, Central American cedar, chujte, cigar-box cedar, cigarbox cedar, Colorado cedar, Cuban cedar, epi, Hondouras cedar, icté, Jamaican cedar, Kalantas, Kapere, Koperi, Kurama, Kurana, Mexican cedar, Nicaraguan cedar, parank, paranka, red cedar, rojas cedar, rosas cedar, South American cedar, Tabasco cedar, tiocua huitl, Trinidad cedar, Wesindische zedar, West Indian cedar</td>
</tr>
<tr>
<td>Dalbergia nigra</td>
<td>Brazilian rosewood</td>
<td>babia rosewood, bahia rosewood, caa-buena, cabeuna, cebina, cebina do mato, cebina rajada, comore, camboriuna, caviuna, jacaranda, jacarada cebina, jacaranda de Brasil, jacaranda wood, jacaranda-da-bahia, jacaranda-preto, jacaranda-rajado, jacaranda-roxo, jacarandaholz, jacarandanda de Brasil, legno di jacaranda, maera de palisandro, marunt, palisander, Rio rosewood</td>
</tr>
<tr>
<td>Dalbergia retusa</td>
<td>Nicaraguan rosewood</td>
<td>cocobolo, cocobolo prieto, funera, granadillo, nambar, palo negro</td>
</tr>
<tr>
<td>Dalbergia stefensonii</td>
<td>Honduran rosewood</td>
<td>hagaedwood</td>
</tr>
<tr>
<td>Dipteryx panamensis</td>
<td>Almendro</td>
<td>almendra, almendro de montaña, amans, choiba, eboe, ibu, iqua, Indian almond, sarrapia, tonca, tonka bean, yapo</td>
</tr>
<tr>
<td>Fitzroya cupressoides</td>
<td>alerce</td>
<td>alerzholz, fitzroy cypress, lahuán, patagòniàn cypress</td>
</tr>
<tr>
<td>Gonystylus spp.</td>
<td>ramin</td>
<td>ampudji, gaharu, gheu, gara buaja, kaya garu, lanutanbagio, medang keran, melawis, ramin telur, sang su, seriangun</td>
</tr>
</tbody>
</table>

**FIGURE 2-3** List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species
## Importation of CITES Protected Timber Species: Procedures

### FIGURE 2-3 List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Other Common Names</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Guaiacum spp.</em></td>
<td>lignum vitae</td>
<td>auayacan, palo santo</td>
</tr>
<tr>
<td><em>Magnolia liliifera var.</em></td>
<td>magnolia</td>
<td>balukhat, baranthuri, boramthuri, champak, giogi, harré, safan, siffo, taungme</td>
</tr>
<tr>
<td><em>Oreomunnea pterocarpa</em></td>
<td>gavilan</td>
<td>campana, engelhardia pterocarpa, gavilán blanco</td>
</tr>
<tr>
<td><em>Pericopsis elata</em></td>
<td>afrormosia</td>
<td>anyeran, asamela, assamela, assemela, awawai, ayin, baracara, benin satinwood, bohala, bohalala, bonsamdua, devils tree, egbi, ejen, golden afrormosia, iatobahy do igapo, kokriki, kokrodua, liguminosae, mekoe, mohole, obang, ole, olel pardo, peonio, redbark, satinwood, tento, wahala, yellow satinwood</td>
</tr>
<tr>
<td><em>Pilgerodendron uviferum</em></td>
<td>Pilgerodendron</td>
<td>Chilean cedar, ciprés, ciprés de Chile, ciprés de Cordillera, ciprés de las Islas Len, cipresso del Cile, cyprés du Chili, lauhan, lanutanbagio, libocedri dell’america meridon, patagonian cypress, patagonian pilgerodendron, ten, thuja tetragona,</td>
</tr>
<tr>
<td><em>Pinus koraiensis</em></td>
<td>Korean pine</td>
<td>borovica korejská, borovice korejská, channamu, hong song, Korea-Kiefer, Koreai fenyö, pin de Coree</td>
</tr>
<tr>
<td><em>Platymiscium pleiostachyum</em></td>
<td>cristobal graradillo</td>
<td>cachimbo, cristóbal, ñambar, roble colorado</td>
</tr>
<tr>
<td><em>Podocarpus neriifolius</em></td>
<td>podocarp</td>
<td>amanu, black pine, brown pine, bukiti, jati bukit</td>
</tr>
<tr>
<td><em>Podocarpus parlatorei</em></td>
<td>Parlatore’s podocarp</td>
<td>pino blanco, pino del cerro, pino montano</td>
</tr>
<tr>
<td><em>Pterocarpus santalinus</em></td>
<td>red sandalwood, redsanders</td>
<td>atti, chandnam, chandanum, honne</td>
</tr>
<tr>
<td><em>Swietenia humilis</em></td>
<td>Pacific Coast mahogany</td>
<td>caoba, mabu, Pacific mahogany</td>
</tr>
<tr>
<td><em>Swietenia macrophylla</em></td>
<td>bigleaf mahogany</td>
<td>acajou, acajou Amerique, acajou d’Amerique, acajou du Honduras, Adoa, aguano, American mahogany, Americkaans mahonie, Amerikans mahonie, ara putange, araputanga, bastard lime, bay-mahogany, baywood, belize mahogany, caoba, Honduras mahogany, mara, mogno</td>
</tr>
<tr>
<td><em>Swietenia mahogani</em></td>
<td>Caribbean mahogany</td>
<td>acajou, acajou de Cuba, acajou de Saint Domingue, acajou de St. Domingue, acajou des Antilles, aguano, artillen mahogani, bay mahogany, caoba, caoba de santo domingo, caoba dominicana, caobilla, chicuile, cobano, Cuban mahogany, curlet mahogany, Dominican mahogany, echites mahagoni, gateado, Jamaica mahogany, Kuba mahogany, madiera, mahagoni, mahog, mahogany, mahogany du pays, mahogany petites feuilles, mahok, mahoni, mango, orura, small-leaf mahogany, West Indian mahogany, West Indies mahogany</td>
</tr>
<tr>
<td><em>Tetracentron sinense</em></td>
<td>tetracentron</td>
<td>shui quing shu</td>
</tr>
</tbody>
</table>
**Step 2: Confirm the Article Being Imported Is Regulated**

CITES annotates some of the listed timber species to include or exclude certain parts and derivatives. To confirm that the listed article being imported is regulated by CITES Appendix I, Appendix II, or Appendix III, inspect the consignment and verify the description of the commodity on the accompanying shipping documents. Then continue, using Table 2-1.

**TABLE 2-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III**

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT</strong> Other woody species and species that simulate the growth characteristics of woody species (such as cycads and palms), used solely for medicinal/herbal medicines or as horticultural specimens are <strong>not</strong> covered in this manual. See the Miscellaneous and Processed Products Manual or the Reference Section of the Nursery Stock Manual.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Abies guatemalensis</em> (Guatemalan fir)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products¹</td>
<td></td>
<td>The articles are <strong>CITES Appendix I</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
</tbody>
</table>
| *Aniba rosaeodora* (Brazilian rosewood) | Any country | ◆ Logs³  
◆ Lumber²  
◆ Plywood²0  
◆ Veneer⁵ | | The articles are **CITES Appendix II** regulated |
| | | | | GO to **Step 3: Determine Your Authority** on page 2-18 |
| Essential oil | Any country | Are **not** finished products containing essential oil packaged and ready for retail trade | | The articles are **CITES Appendix II** regulated |
| | | | | GO to the Miscellaneous and Processed Products Manual to regulate |
| Other than essential oil, logs, lumber, plywood, or veneer | Any country | | | 1. VERIFY by physical inspection that the articles are **not** essential oil, logs, lumber, plywood, or veneer |
| | | | | 2. The articles are **not** regulated by CITES; EXIT this manual |
| *Araucaria araucana* (Monkey puzzle tree) | Any country | All parts and derivatives, including manufactured and finished products² | | The articles are **CITES Appendix I** regulated |
| | | | | GO to **Step 3: Determine Your Authority** on page 2-18 |
### TABLE 2-1. Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Bulnesia sarmientoi* (gaiacwood) | Any country | ◆ Logs\(^3\)  
◆ Lumber\(^4\)  
◆ Plywood\(^20\)  
◆ Veneer\(^5\)  
◆ Extracts  
◆ Powder | | The articles are CITES Appendix II regulated  
GO to *Step 3: Determine Your Authority* on page 2-18 |
| **Other than** extracts, logs, lumber, plywood, powder, veneer | | 1. VERIFY by physical inspection that the articles are not extracts, logs, lumber, plywood, powder, or veneer  
2. The articles are not CITES regulated; EXIT this manual |
| *Caesalpinia echinata* (pernambuco) | Any country | ◆ Logs\(^3\)  
◆ Lumber\(^4\)  
◆ Veneer\(^5\)  
◆ Unfinished wood articles for the fabrication of bows for stringed musical instruments | | The articles are CITES Appendix II regulated  
GO to *Step 3: Determine Your Authority* on page 2-18 |
| **Other than** logs, lumber, and veneer, or unfinished wood articles for the fabrication of bows for stringed musical instruments | | 1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or unfinished wood articles for the fabrication of bows for stringed musical instruments  
2. The articles are not regulated by CITES; EXIT this manual |
| *Caryocar costaricense* (ajillo) | Any country | All parts and derivatives, including manufactured and finished products\(^6\) | | The articles are CITES Appendix II regulated  
GO to *Step 3: Determine Your Authority* on page 2-18 |
**TABLE 2-1  Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)**

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Cedrela fissilis (Argentine cedar)</td>
<td>Any country</td>
<td>◆ Logs³</td>
<td>The articles are <strong>CITES Appendix III</strong> regulated</td>
<td>GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td>◆ Cedrela lilloi (cedro)</td>
<td></td>
<td>◆ Lumber⁴</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Cedrela odorata (Spanish cedar)</td>
<td></td>
<td>◆ Veneer⁵</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Other than logs, lumber, or veneer</em></td>
<td>1. <strong>VERIFY</strong> by physical inspection, that the articles are <strong>not</strong> logs, lumber, or veneer</td>
<td>2. The articles are <strong>not</strong> regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td>Dalbergia nigra (Brazilian rosewood)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products⁷</td>
<td>The articles are <strong>CITES Appendix I</strong> regulated</td>
<td>GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dalbergia retusa (Nicaraguan rosewood)</td>
<td>Guatemala (includes articles originating in Guatemala that were re-exported from another country)</td>
<td>◆ Logs³</td>
<td>The articles are <strong>CITES Appendix III</strong> regulated</td>
<td>GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Lumber⁴</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Veneer⁵</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Other than logs, lumber, or veneer</em></td>
<td>1. <strong>VERIFY</strong>, by physical inspection, that the articles are <strong>not</strong> logs, lumber, or veneer</td>
<td>2. The articles are <strong>not</strong> regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td>Other than Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. <strong>REVIEW</strong> the shipping documents to verify the country of origin is <strong>other than</strong> Guatemala</td>
<td>2. The articles are <strong>not</strong> regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td>Dalbergia stevensonii (Honduran rosewood)</td>
<td>Guatemala (includes articles originating in Guatemala that were re-exported from another country)</td>
<td>◆ Logs³</td>
<td>The articles are <strong>CITES Appendix III</strong> regulated</td>
<td>GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Lumber⁴</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Veneer⁵</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Other than logs, lumber, or veneer</em></td>
<td>1. <strong>VERIFY</strong>, by physical inspection, that the articles are <strong>not</strong> logs, lumber, or veneer</td>
<td>2. The articles are <strong>not</strong> regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td>Other than Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. <strong>REVIEW</strong> the shipping documents to verify the country of origin is <strong>other than</strong> Guatemala</td>
<td>2. The articles are <strong>not</strong> regulated by CITES; EXIT this manual</td>
</tr>
</tbody>
</table>
## TABLE 2-1. Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Dipteryx panamensis*  
(almendro)                  | Any country                   | All parts and derivatives, including manufactured and finished products\(^8\) | | The articles are **CITES Appendix III** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Fitzroya cupressoides*  
(alerce)                     | Any country                   | All parts and derivatives, including manufactured and finished products\(^9\) | | The articles are **CITES Appendix I** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Gonystylus spp.*  
(ramin)                      | Any country                   | All parts and derivatives, including manufactured and finished products\(^10\) | | The articles are **CITES Appendix II** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Guaiacum spp.*  
(lignum vitae)                | Any country                   | All parts and derivatives, **except** finished products packaged and ready for retail trade\(^11\) | | The articles are **CITES Appendix II** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Magnolia liliifera*  
var. obovata  
(magnolia)                  | Any country                   | All parts and derivatives, including manufactured and finished products\(^12\) | | The articles are **CITES Appendix III** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Oreomunnea pterocarpa*  
(gavilan)                     | Any country                   | All parts and derivatives, including manufactured and finished products\(^13\) | | The articles are **CITES Appendix II** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| *Pericopsis elata*  
(afromosia)                   | Any country                   | ◆ Logs\(^3\)  
◆ Lumber\(^4\)  
◆ Veneer\(^5\) | | The articles are **CITES Appendix II** regulated  
GO to **Step 3: Determine Your Authority** on page 2-18 |
| Other than logs, lumber, or veneer | | | | 1. VERIFY, by physical inspection, that the articles are **not** logs, lumber, or veneer  
2. The articles are **not** regulated by CITES; EXIT this manual |

---

1. VERIFY by physical inspection that the articles are *not* packaged and ready for retail trade  
2. The articles are *not* regulated by CITES; EXIT this manual
### TABLE 2-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pilgerodendron uviferum</em> (pilgerodendron)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;14&lt;/sup&gt;</td>
<td></td>
<td>The articles are <strong>CITES Appendix I</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td><em>Pinus koraiensis</em> (Korean pine)</td>
<td>Any country</td>
<td>◆ Logs ◆ Lumber ◆ Veneer</td>
<td></td>
<td>The articles are <strong>CITES Appendix III</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td>Other than logs, lumber, or veneer</td>
<td></td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer. 2. The articles are not regulated by CITES; EXIT this manual</td>
<td></td>
</tr>
<tr>
<td><em>Platymiscium pleiostachyum</em> (cristobal graradillo)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;15&lt;/sup&gt;</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td><em>Podocarpus nerifolius</em> (podocarp)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;16&lt;/sup&gt;</td>
<td></td>
<td>The articles are <strong>CITES Appendix III</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td><em>Podocarpus parlatorei</em> (Parlatore’s podocarp)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;17&lt;/sup&gt;</td>
<td></td>
<td>The articles are <strong>CITES Appendix I</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td><em>Pterocarpus santalinus</em> (red sandalwood, redsanders)</td>
<td>Any country</td>
<td>◆ Logs&lt;sup&gt;3&lt;/sup&gt; ◆ Wood chips</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
<tr>
<td>Other than logs or wood chips</td>
<td></td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not logs or wood chips. 2. The articles are not regulated by CITES; EXIT this manual</td>
<td></td>
</tr>
<tr>
<td><em>Swietenia humilis</em> (Pacific Coast mahogany)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;18&lt;/sup&gt;</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated. GO to <strong>Step 3: Determine Your Authority</strong> on page 2-18</td>
</tr>
</tbody>
</table>
### TABLE 2-1. Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being imported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swietenia macrophylla</td>
<td>Neotropics(^{19}) (includes articles originating in the Neotropics that were re-exported from another country), except Brazil or Nicaragua(^{21})</td>
<td>◆ Logs(^{3})&lt;br&gt; ◆ Lumber(^{4})&lt;br&gt; ◆ Plywood(^{20})&lt;br&gt; ◆ Veneer(^{5})</td>
<td>Other than logs, lumber, plywood, or veneer</td>
<td>The articles are <strong>CITES Appendix II</strong> regulated&lt;br&gt; GO to Step 3: Determine Your Authority on page 2-18</td>
</tr>
<tr>
<td>Brazil or Nicaragua(^{21})</td>
<td></td>
<td></td>
<td></td>
<td>1. PLACE the shipment on HOLD&lt;br&gt; 2. CONTACT your regional CITES Specialist(^{22}) for verification of the CITES documentation&lt;br&gt; 3. If your regional CITES Specialist is not available, then contact the National CITES Coordinator</td>
</tr>
<tr>
<td>Other than Brazil, the Neotropics, or Nicaragua</td>
<td></td>
<td></td>
<td></td>
<td>1. REVIEW the shipping documents to verify the country of origin is other than Brazil, the Neotropics,(^{19}) or Nicaragua&lt;br&gt; 2. The articles are not regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td>Swietenia mahogani</td>
<td>Any country</td>
<td>◆ Logs(^{3})&lt;br&gt; ◆ Lumber(^{4})&lt;br&gt; ◆ Veneer(^{5})</td>
<td></td>
<td>The article is <strong>CITES Appendix II</strong> regulated&lt;br&gt; GO to Step 3: Determine Your Authority on page 2-18</td>
</tr>
<tr>
<td>Tetracentron sinense</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products(^{23})</td>
<td></td>
<td>The articles are <strong>CITES Appendix III</strong> regulated&lt;br&gt; GO to Step 3: Determine Your Authority on page 2-18</td>
</tr>
</tbody>
</table>

---

1. Includes building material, cabinetmaking material, charcoal, firewood, flooring, food containers, fuel wood, furniture, joinery, light construction material, matches, particleboard, plywood, pulp/paper products, roof shingles, and veneer, etc.

2. Includes construction material, flooring, furniture, joinery, plywood, pulp/paper products, railroad ties, and vehicle parts, etc.

3. All wood in the rough whether or not stripped of bark or sapwood, or roughly squared for processing, notably into sawn wood, pulipwood, or veneer sheets (HS Code 44.03). See Appendix E, Harmonized System of World Customs Organization (HS) Codes.
Importation of CITES Protected Timber Species: Procedures

4 Wood simply sawn lengthwise or produced by a profile-chipping process; normally exceeds 6mm in thickness (HS Code 44.06, HS Code 44.07). See Appendix E.

5 Thin layers or sheets of wood of uniform thickness, usually 6mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc. (HS Code 44.08). See Appendix E.

6 Includes railroad ties.

7 Includes bedroom furniture, billiard-cue butts, boat building (general), bobbins, boxes and crates, brush backs and handles, cabinetmaking material, chairs, chests, decorative plywood, musical instruments (especially guitars) and parts of musical instruments (sides and backs) for the manufacturer; and veneer, etc.

8 Includes agricultural implements, bearings and bushings, barge and dock fenders, boat construction articles, chemical derivatives, cogs and shafts, cross ties, fishing rods, flooring, furniture, heavy construction and pulp mill equipment, railroad ties, sporting goods, tool handles, turnery, and veneer, etc.

9 Includes agricultural implements, boat building materials (general), boat masts, boxes and crates, cabinetmaking materials, carvings, cigar boxes, construction materials, cooperages, flooring, food containers, fuel wood, furniture, furniture components, joinery, mathematical instruments, mine timbers, musical instruments, particleboard, pencils, piling, plywood, poles, pulp/paper products, shakes, shingles, sporting goods, toys, and vats, etc.

10 Includes brush backs, building materials, ceilings, counter tops, door frames, dowels, flooring, furniture, joinery, mouldings, nonstriking handles (such as brooms and umbrellas), paneling, picture frames, plywood, pool cues and racks, rulers, shoji screens, stair treads, stringers, tool handles, toys, trays, tripods, turnery, venetian blinds, window blinds, and window frames, etc.

11 Manufactured products include: bearings and bushings, boat building materials (general), brush backs and handles, bush blocks, farm vehicles, furniture, golf club heads, machinery parts, marine construction material, mathematical instruments, naval architecture, pulley sheaves, railroad ties, shade rollers, sporting goods, tables, textile equipment, turnery, and wheels. Regulating depends on whether or not the products are finished, packaged, and ready for retail trade, etc.

12 Trade in this species is rare. If you encounter a regulated article made of this species, then contact the Manuals Unit to add the article to this list.

13 Includes a variety of uses within the species’ natural range. If you encounter a regulated article made of this species, then contact the Manuals Unit to add the article to this list, etc.

14 Includes flooring, furniture, posts, and timber. (Wood is noted for its longevity in moist environments.)

15 Includes furniture, musical instruments, timber, and veneer, etc.

16 Trade in this species is rare. If you encounter a regulated article made of this species, then contact the Manuals Unit at 240-529-0357 to add the article to this list.

17 Includes timber.

18 Includes timber.

19 Populations of the Neotropics include the Caribbean, Central America, Mexico, and South America.

20 Consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle (HS Code 44.12.13, HS Code 44.12.14, and HS Code 44.12.22). See Appendix E.

21 There is a moratorium on the export of Swietenia macrophylla (bigleaf mahogany) from Brazil and Nicaragua.

22 National CITES Specialists are John Arcery, e-mail john.n.arcery@aphis.usda.gov., and Timothy Torbett, e-mail timothy.j.torbett@aphis.usda.gov. The National CITES Coordinator is John Veremis, e-mail john.veremis@aphis.usda.gov; FAX 301-734-3560.

23 Trade in this species is rare. If you encounter a regulated article that is not listed, then contact the Manuals Unit, 240-529-0357, to add the article to this list.
**Step 3: Determine Your Authority**

If you are **not** certain that your port is designated for the importation of CITES regulated timber, then check the Web site:

- Confirm PPQ-designated ports at **PPQ Designated CITES Ports** on page **5-1**

If you are located at a CITES-designated port, then continue to **Step 4: Determine Which Documents Are Needed**.

If you are **not** located at a CITES-designated port, then have the owner or owner’s agent arrange to move the shipment under Customs and Border Protection’s (CBP) bond to a designated port (at the owner’s expense). Notify the designated port of the pending arrival.

See **Table 2-2** on page 2-20 to determine which documents are required for the importation of CITES Appendix I timber species.
Step 4: Determine Which Documents Are Needed
To determine which documents are needed for the legal importation of CITES regulated timber, use the appropriate table as follows:

- CITES Appendix I, see Table 2-2
- CITES Appendix II, see Table 2-3
- CITES Appendix III, see Table 2-4

In addition to any import permits and documents listed as required in this manual, additional import permits and other documentation may also be required under 7 CFR 319.40. See the “Wood and Forest Products (Articles of the Timber and Lumber Industry)” section of the Miscellaneous and Processed Products Manual.

The importation of a CITES Appendix I timber species is permitted when presented with appropriate documentation for the following categories of trade:

- Articles derived from trees cut in the wild for non-commercial use (when presented with a CITES management authority-issued CITES Export Permit or Re-export Certificate designating a source code W for specimens collected from the wild; and a CITES Import Permit)
- Articles derived from plantation-grown trees (when presented with a CITES management authority-issued CITES Export Permit or Re-export Certificate designating either source code A for artificially-propagated material being traded for non-commercial purposes; or source code D for artificially-propagated material being traded for commercial purposes)
- Articles acquired prior to the date the Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices)

Commercial trade in CITES Appendix I species originating from the wild is prohibited.

See Table 2-2 on page 2-20 to determine which documents are required for the importation of CITES Appendix I regulated timber species.
**TABLE 2-2 Determine Which Documents Are Needed for the Importation of CITES Appendix I Timber Species**

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Engaged in commercial business ¹, ²</td>
<td></td>
<td>GO to page 2-21</td>
</tr>
<tr>
<td>Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 2-22</td>
</tr>
<tr>
<td>Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use these guidelines in conjunction with 7CFR 319.40 (see the “Wood and Other Forest Products (Articles of the Timber and Lumber Industry)” section of the Miscellaneous and Processed Products Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf)), and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to PPQ Form 622, Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (see also PPQ Form 585, Application to Import Timber or Timber Products).
TABLE 2-2  Determine Which Documents Are Needed for the Importation of CITES Appendix I Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Engaged in commercial business&lt;sup&gt;1, 2&lt;/sup&gt;</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix I documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code D for artificially propagated (plantation grown) material being traded for commercial purposes</td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td>◆ Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td>◆ Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the article traded comes from any country and the permittee is engaged in commercial business<sup>1, 2</sup>, the importer presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix I documents:

1. Export Permit or Re-export Certificate designating source code D for artificially propagated (plantation grown) material being traded for commercial purposes
2. Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices

Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table.

**Lacks** the required CITES document  
1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** **PPQ Form 622, Protected Plant Permit**  
ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)

**Has an expired PPQ Form 622, Protected Plant Permit**

**Not engaged in commercial business**  
GO to page 2-22
### TABLE 2-2 Determine Which Documents Are Needed for the Importation of CITES Appendix I Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents both of the following CITES-issued original(^3) Appendix I documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

---

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

2. Commercial trade in CITES Appendix I species originating from the wild is **prohibited**.

3. A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.
The importation of CITES Appendix II timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild (when presented with a CITES management authority-issued CITES Export Permit or Re-export Certificate designating source code W for specimens collected from the wild)

- Articles derived from plantation-grown trees (when presented CITES management authority-issued CITES Export Permit or Re-export Certificate designating source code A for artificial propagation)

- Articles acquired prior to the date the CITES Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices)

See Table 2-3 on page 2-24 to determine which documents are required for the importation of CITES Appendix II regulated timber species.
### TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Aniba rosaeodora (Brazilian rosewood)</td>
<td>◆ Bulnesia sarmientoi (gaiacwood)</td>
<td>◆ Caesalpinia echinata (pernambuco)</td>
<td>◆ Caryocar costaricense (ajillo)</td>
<td>◆ Gonystylus spp. (ramin)</td>
</tr>
<tr>
<td>Any country</td>
<td>Engaged in commercial business¹</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use these guidelines in conjunction with 7CFR 319.40 (see the “Wood and Other Forest Products (Articles of the Timber and Lumber Industry)” section of the Miscellaneous and Processed Products Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf)), and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to PPQ Form 622, Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (see also PPQ Form 585, Application to Import Timber or Timber Products).

- Go to page 2-26
- Go to page 2-27
### TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is: And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swietenia macrophylla</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Neotropics&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Engaged in commercial business&lt;sup&gt;1&lt;/sup&gt;</td>
<td>GO to page 2-28</td>
</tr>
<tr>
<td>(bigleaf mahogany)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> engaged in</td>
<td></td>
<td>GO to page 2-28</td>
</tr>
<tr>
<td></td>
<td>commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Other than</strong></td>
<td></td>
<td>GO to page 2-29</td>
</tr>
<tr>
<td></td>
<td>the Neotropics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Swietenia mahogani</strong></td>
<td>Any country</td>
<td>Engaged in commercial business&lt;sup&gt;1&lt;/sup&gt;</td>
<td>GO to page 2-30</td>
</tr>
<tr>
<td>(Caribbean mahogany)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> engaged in</td>
<td></td>
<td>GO to page 2-31</td>
</tr>
<tr>
<td></td>
<td>commercial business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Aniba rosaeodora (Brazilian rosewood)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td>Presents a USDA-issued PPQ Form 622 Protected Plant Permit, and one of the following CITES management authority-issued original(^4) Appendix II documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Bulnesia sarmientoi (gaiacwood)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td>Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td>◆ Caesalpinia echinata (pernambuco)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td>Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td>◆ Caryocar costaricense (ajillo)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td>◆ Gonystylus spp. (ramin)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Guaiacum spp. (lignum vitae)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Oreomunnea pterocarpa (gavilan)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pericopsis elata (afrormosia)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Platymiscium pleiostachyum (cristóbal, granadillo)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pterocarpus santalinus (red sandalwood, redsanders)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Swietenia humilis (Pacific Coast mahogany)</td>
<td>Any country</td>
<td>Engaged in commercial business(^2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** the required CITES document

**Lacks** PPQ Form 622, Protected Plant Permit

**Has an expired** PPQ Form 622, Protected Plant Permit

**Not engaged in commercial business**

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)

GO to page 2-27
### Importation of CITES Protected Timber Species: Procedures

**TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)**

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Aniba rosaeodora (Brazilian rosewood)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES management authority-issued original Appendix II documents:</td>
<td><strong>Go to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</strong></td>
</tr>
<tr>
<td>◆ Bulnesia sarmientoi (gaiacwood)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td>◆ Caesalpinia echinata (pernambuco)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td>◆ Caryocar costaricense (ajillo)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td>◆ Gonystylus spp. (ramin)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Guaiacum spp. (lignum vitae)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Oreomunnea pterocarpa (gavilan)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pericopsis elata (afromosia)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Platymiscium pleiostachyum (cristóbal, granadillo)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pterocarpus santalinus (red sandalwood, redsanders)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Swietenia humilis (Pacific Coast mahogany)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1
### TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Swietenia macrophylla</em>(^2) (bigleaf mahogany)</td>
<td>Neotropics(^3) (includes articles originating in the Neotropics that were re-exported from another country), except Brazil and Nicaragua(^5) (see page 2-29)</td>
<td>Engaged in commercial business(^1)</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix II documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lacks PPQ Form 622, Protected Plant Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Has an expired PPQ Form 622, Protected Plant Permit</td>
</tr>
</tbody>
</table>
### TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Swietenia macrophylla</em>² (bigleaf mahogany)</td>
<td>Neotropics³ (includes articles originating in the Neotropics that were re-exported from another country), except Brazil and Nicaragua⁵</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix II documents:</td>
<td>GO to <em>Step 5: Collect the Appropriate Documents Associated with the Shipment</em> on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to <em>Violations, Seizures, and Forfeitures</em></td>
</tr>
<tr>
<td></td>
<td>Brazil and Nicaragua⁵</td>
<td></td>
<td></td>
<td>1. PLACE the shipment on HOLD 2. CONTACT your Regional CITES Specialist⁶ for verification of the CITES documentation; and if the CITES Specialist is not available, then contact the National CITES Coordinator⁷</td>
</tr>
<tr>
<td></td>
<td>Other than Brazil, Nicaragua, and the Neotropics³</td>
<td></td>
<td></td>
<td>1. REVIEW the shipping documents to verify the country of origin is not from the Neotropics³ 2. If not from the Neotropics, then this article is not regulated by CITES 3. EXIT this manual</td>
</tr>
</tbody>
</table>
### TABLE 2-3  Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Swietenia mahogani* (Caribbean mahogany) | Any country                  | Engaged in commercial business¹ | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix II documents:  
   ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
   ◆ Other Certificate designating Pre-Convention specimens; and  
   designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
   Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |

Lacks the required CITES document  

1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

Lacks PPQ Form 622, Protected Plant Permit

ALLOW the exporter to apply for a Protected Plant Permit  
(see Application for a Protected Plant Permit on page 2-74)
TABLE 2-3 Determine Which Documents Are Needed for the Importation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Swietenia mahogani</em> (Caribbean mahogany)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original&lt;br&gt;Appendix II documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD&lt;br&gt;2. GO to Violations, Seizures, and Forfeitures</td>
</tr>
</tbody>
</table>

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

2. Listed by the Convention to include the *Swietenia macrophylla* populations of the Neotropics only. *Swietenia macrophylla* trees cut in any country other than populations of the Neotropics are not regulated by CITES.

3. The Neotropics include the Caribbean, Central America, Mexico, and South America. Populations of the Neotropics also includes articles that originated in the Neotropics, but were re-exported from another country.

4. A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.

5. There is a moratorium on the export of *Swietenia macrophylla* (bigleaf mahogany) from Brazil and Nicaragua.

6. National CITES Specialists are John Arcery, e-mail john.n.arcery@aphis.usda.gov and Timothy Torbett, e-mail timothy.j.torbett@aphis.usda.gov. The National CITES Coordinator is John Veremis, e-mail john.veremis@aphis.usda.gov; FAX 301-734-3560.

7. The National CITES Coordinator is John Veremis, e-mail john.veremis@aphis.usda.gov; FAX 301-734-3560.
The importation of CITES Appendix III timber species is permitted when presented with the appropriate documentation issued by a CITES management authority for the following categories of trade:

- Articles derived from trees cut in the wild originating from a country that included the species in Appendix III (when presented with a CITES management authority-issued CITES Export Permit or Re-export Certificate designating source code W for specimens collected from the wild)

- Articles derived from trees cut in the wild originating from a country other than the country that included the species in Appendix III (when presented with a CITES management authority-issued CITES Certificate of Origin or Re-export Certificate designating source code W)

- Articles derived from plantation-grown trees (when presented with a CITES management authority-issued CITES Export Permit or Re-export Certificate designating source code A for artificial propagation)

- Articles acquired prior to the date the CITES Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that specimens were acquired before the date first included in the CITES appendices)

See Table 2-4 on page 2-33 to determine which documents are required for the importation of CITES Appendix III regulated timber species.
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cedrela fissilis</strong></td>
<td>Plurinational State of Bolivia</td>
<td>Engaged in commercial business¹</td>
<td></td>
<td>Go to page 2-36</td>
</tr>
<tr>
<td><strong>Cedrela lilloi</strong></td>
<td>Plurinational State of Bolivia</td>
<td>Engaged in commercial business¹</td>
<td></td>
<td>Go to page 2-38</td>
</tr>
<tr>
<td><strong>Other than</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plurinational State of Bolivia</td>
<td></td>
<td>Engaged in commercial business¹</td>
<td></td>
<td>Go to page 2-40</td>
</tr>
<tr>
<td><strong>Other than</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plurinational State of Bolivia</td>
<td></td>
<td>Engaged in commercial business¹</td>
<td></td>
<td>Go to page 2-42</td>
</tr>
</tbody>
</table>

Use these guidelines in conjunction with 7CFR 319.40 (see the “Wood and Other Forest Products (Articles of the Timber and Lumber Industry)” section of the *Miscellaneous and Processed Products Manual* and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to PPQ Form 622, Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (see also PPQ Form 585, Application to Import Timber or Timber Products).

Use these guidelines in conjunction with 7CFR 319.40 (see the “Wood and Other Forest Products (Articles of the Timber and Lumber Industry)” section of the *Miscellaneous and Processed Products Manual* and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to PPQ Form 622, Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (see also PPQ Form 585, Application to Import Timber or Timber Products).
<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedrela odorata (Spanish cedar)</td>
<td>Colombia, Guatemala, Peru, or the Plurinational State of Bolivia (includes articles originating in Colombia, Guatemala, Peru, or the Plurinational State of Bolivia that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td></td>
<td>GO to page 2-44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 2-45</td>
</tr>
<tr>
<td></td>
<td>Other than Columbia, Guatemala, Peru, or the Plurinational State of Bolivia</td>
<td>Engaged in commercial business</td>
<td></td>
<td>GO to page 2-45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dalbergia retusa (Nicaraguan rosewood)</td>
<td>Guatemala (includes articles originating in Guatemala that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td>GO to page 2-48</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 2-48</td>
</tr>
<tr>
<td></td>
<td>Dalbergia Stevensonii (Honduran rosewood)</td>
<td>Other than Guatemala</td>
<td></td>
<td>GO to page 2-49</td>
</tr>
<tr>
<td></td>
<td>Dipteryx panamensis (almendro)</td>
<td>Costa Rica or Nicaragua (includes articles originating in Costa Rica or Nicaragua that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td>GO to page 2-50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 2-50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other than Costa Rica or Nicaragua</td>
<td>Engaged in commercial business</td>
<td>GO to page 2-52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 2-52</td>
</tr>
</tbody>
</table>
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Magnolia liliifera var. obovata (magnolia)</td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>GO to page 2-54</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-55</td>
</tr>
<tr>
<td></td>
<td>Other than Nepal</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>Go to page 2-56</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-57</td>
</tr>
<tr>
<td>◆ Pinus koraiensis (Korean pine)</td>
<td>Russian Federation</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>GO to page 2-58</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-59</td>
</tr>
<tr>
<td></td>
<td>Other than Russian Federation</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>GO to page 2-60</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-61</td>
</tr>
<tr>
<td>◆ Podocarpus neriifolius (podocarp)</td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>GO to page 2-62</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-63</td>
</tr>
<tr>
<td></td>
<td>Other than Nepal</td>
<td>Engaged in commercial business¹</td>
<td>———</td>
<td>Go to page 2-64</td>
</tr>
<tr>
<td></td>
<td>Not engaged in commercial business</td>
<td>———</td>
<td>———</td>
<td>GO to page 2-65</td>
</tr>
</tbody>
</table>

¹ Commercial business includes: Wholesale, retail, and manufacturing.
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cedrela fissilis</strong> (Argentine cedar)</td>
<td>Plurinational State of Bolivia (includes articles originating in the Plurinational State of Bolivia that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents:</td>
<td>Go to <strong>Step 5: Collect the Appropriate Documents Associated with the Shipment</strong> on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

If **Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to **Violations, Seizures, and Forfeitures** on page 4-1

If **Lacks** **PPQ Form 622, Protected Plant Permit**

ALLOW the exporter to apply for a Protected Plant Permit (see **Application for a Protected Plant Permit** on page 2-74)
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Cedrela fissilis* (Argentine cedar) | Plurinational State of Bolivia (includes articles originating in the Plurinational State of Bolivia that were re-exported from another country) | Not engaged in commercial business | Presents one of the following CITES-issued original Appendix III documents:  
  ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
  ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
  Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | GO to *Step 5: Collect the Appropriate Documents Associated with the Shipment* on page 2-66 |

Lacks the required CITES document  
1. PLACE the shipment on HOLD  
2. GO to *Violations, Seizures, and Forfeitures* on page 4-1
**TABLE 2-4** Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Cedrela fissilis (Argentine cedar) | Other than the Plurinational State of Bolivia | Engaged in commercial business | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents:  
  - Certificate of Origin  
  - Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
  - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices | GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |

Lacks the required CITES document  
Lacks PPQ Form 622, Protected Plant Permit  
Has an expired PPQ Form 622, Protected Plant Permit  

1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1  
ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)
TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cedrela fissilis</strong> (Argentine cedar)</td>
<td><strong>Other than</strong> the Plurinational State of Bolivia</td>
<td><strong>Not</strong> engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

² Appendix III documents (See page 259 for further details)
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedrela lilloi (Argentine cedar)</td>
<td>Plurinational State of Bolivia (includes articles originating in the Plurinational State of Bolivia that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents:  ▶ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  ▶ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
</tbody>
</table>

**Lacks** the required CITES document

1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit

ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)

**Has an expired** PPQ Form 622, Protected Plant Permit
### TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Cedrela lilloi* (Argentine cedar) | Plurinational State of Bolivia (includes articles originating in the Plurinational State of Bolivia that were re-exported from another country) | Not engaged in commercial business | Presents one of the following CITES-issued original Appendix III documents:  
- Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
- Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | **GO to Step 5: Collect the Appropriate Documents Associated with the Shipment** on page 2-66 |
| **Lacks** the required CITES document | | | 1. PLACE the shipment on HOLD  
2. GO to *Violations, Seizures, and Forfeitures* on page 4-1 |
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cedrela lilloi</strong> (Argentine cedar)</td>
<td><strong>Other than</strong> the Plurinational State of Bolivia</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, <em>Protected Plant Permit</em>, and one of the following CITES-issued original Appendix III documents:</td>
<td>Go to <em>Step 5: Collect the Appropriate Documents Associated with the Shipment</em> on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin[^2]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> the required CITES document</td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> <em>PPQ Form 622, Protected Plant Permit</em></td>
<td>2. GO to <em>Violations, Seizures, and Forfeitures</em> on page 4-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Has an expired</strong> <em>PPQ Form 622, Protected Plant Permit</em></td>
<td>ALLOW the exporter to apply for a Protected Plant Permit (see <em>Application for a Protected Plant Permit</em> on page 2-74)</td>
</tr>
</tbody>
</table>

[^2]: See Application for a Protected Plant Permit on page 2-74.
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species  (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedrela illoi</td>
<td>Other than the Plurinational State of Bolivia</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lacks the required CITES document</td>
<td></td>
<td>1. PLACE the shipment on HOLD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species  (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedrela odorata (Spanish cedar)</td>
<td>Colombia, Guatemala, Peru, or Plurinational State of Bolivia (includes articles originating in Colombia, Guatemala, Peru, or the Plurinational State of Bolivia that were re-exported from another country)</td>
<td>Engaged in commercial business(^1)</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original(^1) Appendix III documents: ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
</tbody>
</table>

Lacks the required CITES document  
1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

Lacks PPQ Form 622, Protected Plant Permit  
ALLOw the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)
### TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Cedrela odorata*        | Colombia, Guatemala, Peru, or the Plurinational State of Bolivia (includes articles originating in Columbia, Guatemala, Peru, or the Plurinational State of Bolivia that were re-exported from another country) | Not engaged in commercial business | Presents one of the following CITES-issued original Appendix III documents:  
- Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
- Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices | GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |
|                          |                               |                      | Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | |
|                          |                               |                      | Lacks the required CITES document | 1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1 |
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Cedrela odorata* (Spanish cedar) | *Other than Colombia, Guatemala, Peru, or the Plurinational State of Bolivia* | Engaged in commercial business\(^1\) | Presents a USDA-issued PPQ Form 622, Protected Plant Permit and one of the following CITES-issued original\(^1\) Appendix III documents:  
\[\checkmark\] Certificate of Origin\(^2\)  
\[\checkmark\] Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
\[\checkmark\] Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices | GO to *Step 5: Collect the Appropriate Documents Associated with the Shipment* on page 2-66 |
|                           |                                |                       | Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table |

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to *Violations, Seizures, and Forfeitures* on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit

1. ALLOW the exporter to apply for a Protected Plant Permit
2. GO to *Application for a Protected Plant Permit* on page 2-74

**Has an expired PPQ Form 622, Protected Plant Permit**
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedrela odorata (Spanish cedar)</td>
<td>Other than Colombia, Guatemala, Peru, or the Plurinational State of Bolivia</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>
| | | | **Lacks** the required CITES document | 1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1 |
**TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)**

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Dalbergia retusa (Nicaraguan rosewood) | Guatemala (includes articles originating in Guatemala that were re-exported from another country) | Engaged in commercial business¹ | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original² Appendix III documents:  
  - Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
  - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
  - Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | GO to [Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66](#) |
| Dalbergia stevensonii (Honduran rosewood) |  |  |  | |
|  |  |  | Lacks the required CITES document | 1. PLACE the shipment on HOLD  
2. GO to [Violations, Seizures, and Forfeitures on page 4-1](#) |
|  |  |  | Lacks PPQ Form 622, Protected Plant Permit | ALLOW the exporter to apply for a Protected Plant Permit (see [Application for a Protected Plant Permit on page 2-74](#)) |
|  |  |  | Has an expired PPQ Form 622, Protected Plant Permit |  
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¹ Engaged in commercial business: means the business is involved in the commercial use of the protected plant, where the term “commercial use” means any use of the plant for purposes other than those limited to scientific, educational, or other non-commercial purposes.

² CITES-issued original: refers to the original Appendices that are part of the CITES Appendices.

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2-48 CITES I-III Timber Species Manual 10/2010-16
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <em>Dalbergia retusa</em> (Nicaraguan rosewood)</td>
<td>Guatemala (includes articles originating in Guatemala that were re-exported from another country)</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ <em>Dalbergia stevensonii</em> (Honduran rosewood)</td>
<td>Other than Guatemala</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

1. REVIEW the shipping documents to verify the country of origin is other than Guatemala; this article is not regulated by CITES
2. EXIT this manual
**TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)**

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dipteryx panamensis</em> (almendro)</td>
<td>Costa Rica or Nicaragua (includes articles originating in Costa Rica or Nicaragua that were re-exported from another country)</td>
<td>Engaged in commercial business¹</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original² Appendix III documents:</td>
<td>Go to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

**Lacks the required CITES document**

1. PLACE the shipment on HOLD
2. Go to Violations, Seizures, and Forfeitures on page 4-1

**Lacks PPQ Form 622, Protected Plant Permit**

1. ALLOW the exporter to apply for a Protected Plant Permit
2. Go Application for a Protected Plant Permit on page 2-74

**Has an expired PPQ Form 622, Protected Plant Permit**

1. PLACE the shipment on HOLD
2. Go to Violations, Seizures, and Forfeitures on page 4-1
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Dipteryx panamensis*  
(almendro) | Costa Rica or Nicaragua  
(includes articles originating in Costa Rica or Nicaragua that were re-exported from another country) | Not engaged in commercial business | Presents one of the following CITES-issued original Appendix III documents:  
- Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
- Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Lacks the required CITES document</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. PLACE the shipment on HOLD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
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<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dipteryx panamensis</em> (almendro)</td>
<td>Other than Costa Rica or Nicaragua</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
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</tr>
<tr>
<td>Lacks the required CITES document</td>
<td></td>
<td></td>
<td>1. PLACE the shipment on HOLD</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
</tr>
<tr>
<td>Lacks PPQ Form 622, Protected Plant Permit</td>
<td></td>
<td></td>
<td>ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)</td>
<td></td>
</tr>
<tr>
<td>Has an expired PPQ Form 622, Protected Plant Permit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species  (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dipteryx panamensis</em> (almendro)</td>
<td>Other than Costa Rica or Nicaragua</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td><strong>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</strong></td>
</tr>
</tbody>
</table>

- Certificate of Origin
- Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)
- Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices

Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table.

- **Lacks** the required CITES document

  1. PLACE the shipment on HOLD
  2. GO to Violations, Seizures, and Forfeitures on page 4-1
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Magnolia liliifera</strong> var. <em>obovata</em></td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following Appendix III CITES-issued original documents: ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
</tbody>
</table>

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit

ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnolia liliifera var. obovata</td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following Appendix III CITES-issued original documents:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
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<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
</tbody>
</table>
## TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnolia liliifera va. obovata</td>
<td>Other than Nepal</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following Appendix III CITES-issued original documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
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<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lacks the required CITES document</th>
<th>1. PLACE the shipment on HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lacks PPQ Form 622, Protected Plant Permit</th>
<th>ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has an expired PPQ Form 622, Protected Plant Permit</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnolia liliifera var. obovata</td>
<td>Other than Nepal</td>
<td>Not engaged in commercial business</td>
<td>REQUIRE one of the following Appendix III CITES-issued original documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
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<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

² Rosewood not processed or manufactured in India, Pakistan, or Vietnam, which are not exporting CITES-listed rosewood.
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Pinus koraiensis* (Korean pine) | Russian Federation (includes articles originating in the Russian Federation that were re-exported from another country) | Engaged in commercial business | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents:  
  - Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)  
  - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
  Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | Go to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |

**Lacks** the required CITES document  
1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit  
1. ALLOW the exporter to apply for a Protected Plant Permit  
2. GO Application for a Protected Plant Permit on page 2-74

**Has an expired** PPQ Form 622, Protected Plant Permit
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species  (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pinus koraiensis</em> (Korean pine)</td>
<td>Russian Federation (includes articles originating in the Russian Federation that were re-exported from another country)</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>
TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Pinus koraiensis* (Korean pine) | Other than Russian Federation | Engaged in commercial business
during 2010-16 | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following CITES-issued original Appendix III documents: | GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66 |
|                           |                               |                      | ◆ Certificate of Origin
during 2010-16 | |
|                           |                               |                      | ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) | |
|                           |                               |                      | ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices | |
|                           |                               |                      | Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table | |
|                           |                               |                      | Lacks the required CITES document | 1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1 |
|                           |                               |                      | Lacks PPQ Form 622, Protected Plant Permit | ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74) |
|                           |                               |                      | Has an expired PPQ Form 622, Protected Plant Permit | |
TABLE 2-4  Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pinus koraiensis</em> (Korean pine)</td>
<td>Other than Russian Federation</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original Appendix III documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

Lacks the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1
TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Podocarpus nerifolius (podocarp)</td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Engaged in commercial business¹</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following Appendix III CITES-issued original³ documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Tetracentron sinense (Tetracentron)</td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

Lacks the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

Lacks PPQ Form 622, Protected Plant Permit

ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)

Has an expired PPQ Form 622, Protected Plant Permit
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Podocarpus neriifolius (podocarp)</td>
<td>Nepal (includes articles originating in Nepal that were re-exported from another country)</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following CITES-issued original documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Tetracentron sinense (Tetracentron)</td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> the required CITES document</td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>
TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Podocarpus neriifolius (podocarp)</td>
<td>Other than Nepal</td>
<td>Engaged in commercial business(^1)</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following Appendix III CITES-issued original(^3) documents: ◆ Certificate of Origin(^2) ◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Tetracentron sinense (Tetracentron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the timber species is: Lacks the required CITES document<br>Then: 1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1

If the timber species is: Lacks PPQ Form 622, Protected Plant Permit<br>Then: ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)

If the timber species is: Has an expired PPQ Form 622, Protected Plant Permit<br>Then: ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 2-74)
### TABLE 2-4 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the importer:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Podocarpus neriifolius (podocarp)</td>
<td>Other than Nepal</td>
<td>Not engaged in commercial business</td>
<td>REQUIRE one of the following Appendix III CITES-issued original documents:</td>
<td>GO to Step 5: Collect the Appropriate Documents Associated with the Shipment on page 2-66</td>
</tr>
<tr>
<td>◆ Tetracentron sinense (Tetracentron)</td>
<td></td>
<td></td>
<td>◆ Certificate of Origin²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Export Permit or Re-export Certificate designating source code W for specimens collected from the wild; or source code A for artificial propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other permits may be required under 7CFR 319.40; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

2. Some CITES Management Authorities will issue a CITES Export Permit in place of a CITES Certificate of Origin.

3. A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.
Step 5: Collect the Appropriate Documents Associated with the Shipment

Collect the following documents associated with the shipment:

- Original CITES Export documents issued by the exporting country’s CITES Management Authority
- USDA-issued Protected Plant Permit, for importers engaged in the commercial trade of CITES listed plants (see PPQ Form 622, Protected Plant Permit on page A-16 and PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Re-exporting... on page A-14)
- If the importer does not have a permit, then you may allow the importer to apply for one (see Step 7: Ensure the Protected Plant Permit Has Not Expired on page 2-74 and follow the directions for allowing the importer to renew an expired permit)
- Cargo paperwork associated with the shipment (such as bill of lading, air waybill, U.S. Customs entry, invoice, and dimensional specification sheets)

For such re-exported shipments continue using these guidelines, but verify the validity of the Re-export Certificate from the Management Authority in the country from which the shipment is being re-exported rather than a CITES document from where the lumber was cut.


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Timber for Importation that Has Been Re-exported from Another Country

A shipment of Mexican lignum vitae (Guaiacum officinale) lumber may be re-exported from Canada to the U.S. In this case, the shipment requires a CITES Re-export Certificate from the Canadian Management Authority.

A shipment of Peruvian Spanish cedar (cedrela odorata) lumber may be re-exported from Bolivia to the U.S. In this case, the shipment requires a CITES Re-export Certificate from the Bolivian Management Authority.

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2 Dimensional specification sheets are used for articles that are imported in quantities expressed in cubic meters, square meters, or board feet, and inventory the size of each piece of lumber or veneer in each bundle shipped. Usually there will be more than one dimensional inventory sheet with each shipment.
Step 6: Verify the CITES Document Is Authentic and Acceptable

Compare the CITES document accompanying the shipment to an official example of that country’s document provided in Appendix D to verify that they match. If an example of a CITES document for a particular country is not provided, then see the Standard CITES Form on page D-8, and pay close attention to the instructions for Block 6 and Block 13 in Table 2-5.

Do not accept a CITES Permit or Certificate that is altered, modified, or crossed-out unless the modification or crossing out has been authenticated by the stamp and signature of the authority issuing the document.

If you are presented with an altered or questionable CITES document, then place the shipment on HOLD and contact a PPQ Regional Botantist through proper channels for assistance.

See the instructions in Table 2-5 to determine if the CITES document for import of the shipment is valid. Table 2-5 is a summary of the information required on a CITES Permit or CITES Certificate and does not cover extra information required on the specific types of documents. Complete coverage of this information can be found in 50 CFR §23.23.
### TABLE 2-5 Instructions for CITES Permit or Certificate Validation

<table>
<thead>
<tr>
<th>Standardized Block No.</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **1** Permit Number and Type of CITES Document | 1. VERIFY the CITES document has a permit number or certificate number (the unique control number that identifies the document)  
2. VERIFY the type of CITES document presented (Export Permit/Certificate, Certificate of Origin, Re-export Certificate, or Other) corresponds with the category of trade  
3. If the CITES document is marked "Other", then the document must indicate the type of certificate such as: "Certificate of Artificial Propagation" (for plantation-grown trees); "Certificate of Origin"; or "Pre-Convention Certificate" |
| **2** Expiration Date | VERIFY that the document has **not** expired. The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but **not** limited to transport and presentation for import must be completed before that time |
| **3 & 4** Name and Address of Importer and Exporter | 1. VERIFY that the complete name and address, including country, of the importer and exporter are on the CITES document; and match the information on the accompanying shipping documents  
2. VERIFY that the CITES document designates a U.S. consignee. If the shipment is in-transit to another country, then see page 3-52 |

**IMPORTANT** Accept a CITES document **only** if the following information is accurate and complete.

**IMPORTANT** A CITES Import Permit and a CITES Certificate of Origin may be valid for **no** more than 12 months from the issuance date.  
A CITES Export Permit or a CITES Re-export Certificate may be valid for **no** longer than 6 months after the issuance date.  
However, if the conditions outlined in 50 CFR §23.73(c)(2) and Section XI of Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates on page B-4 are met, then the CITES Management Authority in the country of import may extend the validity of an Export Permit or Re-export Certificate beyond the 6 months for timber species.  
"Other" CITES documents will state the period of validity.  
See 50 CFR §23.54 for more information on the CITES document expiration period.

**IMPORTANT** Although 50 CFR 23.73(c)(1) and Section XI of Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates on page B-4 accommodate for rerouting and a change of destination, this is intended for the sale of logs, lumber, or veneer of CITES Appendix II or III timber species to a U.S. company while a shipment is in transit. The resolution does **not** apply to a U.S. company utilizing a CITES document issued to a foreign affiliate’s address.
**TABLE 2-5 Instructions for CITES Permit or Certificate Validation (continued)**

<table>
<thead>
<tr>
<th>Standardized Block No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Special Conditions</td>
</tr>
<tr>
<td>5a</td>
<td>Purpose of Transaction</td>
</tr>
<tr>
<td>5b</td>
<td>Security Stamp Number or Security Number</td>
</tr>
<tr>
<td>6</td>
<td>Name, Address, National Seal/Stamp and Country of Management Authority</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>Scientific name (genus and species) and common name</td>
</tr>
<tr>
<td>9</td>
<td>Description of the specimens</td>
</tr>
<tr>
<td>10</td>
<td>Appendix Number and Source</td>
</tr>
<tr>
<td>11</td>
<td>Quantity (including unit)</td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>
The Management Authority **must** indicate on the CITES document the source code of the specimen. See the codes listed in Figure 2-4.

<table>
<thead>
<tr>
<th>Source of Specimen</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artificially propagated (plantation grown) (see 50CFR §23.40 and 23.64(f))</td>
<td></td>
</tr>
<tr>
<td>◆ Appendix II or III artificially propagated specimen</td>
<td>A</td>
</tr>
<tr>
<td>◆ Appendix I plant specimen artificially propagated for noncommercial purposes (see 50CFR 23.40)</td>
<td></td>
</tr>
<tr>
<td>Artificially propagated (plantation grown) for commercial purposes (see 50CFR 23.47 and 23.64(f))</td>
<td>D</td>
</tr>
<tr>
<td>◆ Appendix I plant specimens artificially grown for commercial purposes that meet the requirements of 50CFR §23.47 and 23.64(f)</td>
<td></td>
</tr>
<tr>
<td>Pre-Convention specimen (see 50CFR §23.45) (code is to be used in conjunction with another code)</td>
<td>0</td>
</tr>
<tr>
<td>Specimen taken from the wild</td>
<td></td>
</tr>
<tr>
<td>◆ Includes a specimen propagated from a propagule collected from a wild plant, except as provided in §23.64</td>
<td>W</td>
</tr>
</tbody>
</table>

**FIGURE 2-4 Specimen Source Codes on CITES Documents**

If a CITES document is presented to you with any of the following conditions, then **STOP processing the importation**; place the shipment on HOLD; and contact one of the PPQ National CITES Specialists³ for assistance:

◆ Contains false information

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³ National CITES Specialists are John Arcery and Timothy Torbett. E-mail either john.arcery@aphis.usda.gov or timothy.j.torbett@aphis.usda.gov.
◆ Is altered or modified
◆ Is expired
◆ Is not complete (does not contain one or more of the items listed in Table 2-5)
◆ Is to replace a document that was lost, stolen, damaged, or destroyed (see Replacement CITES Documents on page 2-71)
◆ Is retrospectively-issued and you have not been notified by PPQ of a limited situation to authorize and accept the retrospectively-issued certificate (see Retrospective CITES Documents on page 2-72)

If the shipment does not meet all conditions stated on the document STOP processing the importation; place the shipment on HOLD; and contact a PPQ National CITES Specialist for assistance. If the CITES document and the shipment are acceptable, then continue to Step 7: Ensure the Protected Plant Permit Has Not Expired.

Replacement CITES Documents

Unless you were previously notified by PPQ Headquarters or a PPQ National CITES Specialist, you must contact the PPQ Botanist or National CITES Specialist (through proper channels) to determine if you can accept a replacement document for the shipment.

Lost, damaged, stolen, or accidentally-destroyed CITES documents may be replaced by an issuing Management Authority. To replace a CITES document, a Management Authority may issue either a copy of the original or a re-issued original.

To accept a replacement document, the document must be issued in compliance with U.S. regulations.

The following provisions apply to the issuance and acceptance of a replacement CITES document, but do not apply to a document that has expired or that requires amendment:

1. The permittee must notify the issuing Management Authority that the document was lost, damaged, stolen, or accidentally destroyed.
2. The issuing Management Authority must be satisfied that the CITES document was lost, damaged, stolen, or accidentally destroyed.

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4 The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time.

5 To locate the name and phone number of your PPQ Botanist, see Appendix G, List of Identifiers, in the Manual for Agricultural Clearance.
3. The issuing Management Authority should immediately inform the Management Authority in the country of destination and, for commercial shipments, the Secretariat.

4. If the replacement CITES document is a copy, the copy must indicate that it is a “replacement” and a “true copy of the original,” contain a new dated original signature of a person authorized to sign CITES documents for the issuing Management Authority, and give the reason for replacement.

5. If the replacement CITES document is a newly-issued original document, then the new document must indicate that it is a “replacement,” include the number and date of issuance of the document being replaced, and give the reason for replacement.

Retrospective CITES Documents

A retrospective CITES document is one that was issued after the date the shipment was exported; the date the shipment left the country of origin or export (date of lading). Retrospective CITES documents may be issued and accepted only in certain limited situations to authorize an export or re-export after that activity has occurred, but before the shipment is cleared for import.

Unless you were previously notified by PPQ Headquarters or a PPQ Botanist of the action to take for the retrospective CITES document, then do not accept a retrospectively-issued CITES document. Contact your PPQ Botanist or PPQ National CITES Specialist (through proper channels) to request assistance with issues relating to the acceptance of retrospective documents.

Before an importer/exporter attempts to obtain a retrospective document, refer the importer/exporter to 50CFR §23.53 at http://www.gpoaccess.gov/cfr/retrieve.html to help the importer/exporter determine if the shipment meets the criteria for issuance and acceptance of a retrospective CITES document.

The following provisions apply to the issuance and acceptance of a retrospective CITES document:

1. Retrospective documents can only be issued after consultation between the Management Authorities in both the exporting or re-exporting country and the importing country, including a thorough investigation of circumstances and agreement between them that criteria pertaining to the issuance and acceptance of retrospective documents paragraph have been met.
2. The exporter or re-exporter and importer were **not** responsible for the irregularities that occurred and have demonstrated one of the following:

   (i) The Management Authority or officials designated to clear CITES shipments misinformed the exporter or re-exporter or the importer about the CITES requirements. In the United States, this would be an employee of APHIS or CBP (for plants).

   (ii) The Management Authority unintentionally made a technical error that was **not** prompted by information provided by the applicant when issuing the CITES document.

3. The issuing Management Authority **must** provide all of the following information on any retrospective CITES document: (i) A statement that it was issued retrospectively; (ii) A statement specifying the reason for the issuance; (iii) In the case of a document issued for personal use, a condition restricting the sale of the specimen within 6 months following the import of the specimen.

4. If the importing U.S. Management Authority has agreed to accept the retrospectively-issued CITES document, then a retrospective document may be one of the following:

   **A.** An amended CITES document that can show that the issuing Management Authority made a technical error that was **not** prompted by the applicant.

   **B.** A newly-issued CITES document that can show the applicant was misinformed by CITES officials or the circumstances in 50CFR § 23.53(b)(5) (specimens for personal use) apply, and a shipment has occurred **without** a document.

5. In general, **except** when the exporter or re-export and import has demonstrated they were **not** responsible for the irregularities, any person who has been issued a CITES document in the past will **not** be eligible to receive a retrospective document.
**Importation of CITES Protected Timber Species: Procedures**

**Step 7: Ensure the Protected Plant Permit Has Not Expired**

The USDA-issued *PPQ Form 622, Protected Plant Permit*, is valid for two years. Check the expiration date located in the upper right-hand corner of the *Protected Plant Permit*.

The USDA ePermits issued *Protected Plant Permit* remains valid until the expiration date specified on the permit. If the importer does not have a *PPQ Form 622, Protected Plant Permit* or the permit has expired, then continue to *Application for a Protected Plant Permit* below.

A new application is required for both first-time applicants and upon expiration of the currently-held *Protected Plant Permit*.

**Application for a Protected Plant Permit**

If the importer is a repeat violator who has disregarded your instructions to secure a *Protected Plant Permit*, then go to *Violations of USDA Regulations* on page 4-2 before continuing in this section.

Use the following procedures for having the importer apply for the USDA-issued *PPQ Form 622, Protected Plant Permit*:

1. Have the importer complete the application. Collect a check from the importer for $70, made payable to "Plant Protection and Quarantine".

2. Call the Permit Unit at either 877/770-5990 (toll free number), or 301/734-7472. If using the toll free number, press '2' to reach the Protected Plant Permit desk directly and ask for a *Protected Plant Permit* number.

3. Write the *Protected Plant Permit* number at the top of the application, *PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing Exporting, or Re-exporting Terrestrial Plants*.

4. Mail the completed PPQ Form 621 along with the check to the following address:

   USDA-APHIS-PPQ  
   PPQ Permit Unit  
   4700 River Road, Unit 136  
   Riverdale, MD 20737-1236

Once you are satisfied that the importer has submitted the required application and fee, then continue to process the importation.
Step 8: Verify the Quantities Are Authorized

Review the entry paperwork accompanying the shipment to verify the quantity being imported corresponds with the quantity authorized on the CITES document (see Block 11 on the standard CITES form).

The unit of quantity listed on a CITES document will vary according to the type of article. A list of commodities and the corresponding unit of measure or quantity (as recommended by the Convention or commonly used on CITES documents) follows in Figure 2-5 below.

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Preferred Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dowels</td>
<td>Cubic meters (m³)</td>
</tr>
<tr>
<td>Logs</td>
<td>Cubic meters (m³) or board feet (bf)</td>
</tr>
<tr>
<td>Lumber</td>
<td>Cubic meters (m³) or board feet (bf)</td>
</tr>
<tr>
<td>Miscellaneous (furniture, pool cues, tool handles, and other similar manufactured items)</td>
<td>Cubic meters (m³), number (no.), or kilograms (kg)</td>
</tr>
<tr>
<td>Molding</td>
<td>Cubic meters (m³)</td>
</tr>
<tr>
<td>Musical instruments</td>
<td>Number (no.)</td>
</tr>
<tr>
<td>Plywood</td>
<td>Square meters (m²) or cubic meters (m³)</td>
</tr>
<tr>
<td>Veneer</td>
<td>Square meters (m²) or cubic meters (m³)</td>
</tr>
</tbody>
</table>

FIGURE 2-5 List of Commodities and Corresponding Units of Measure

For articles that are being imported in quantities recorded in units of cubic meters, square meters, or board feet, review the dimensional specification sheets or dimensional inventory tally sheets to more accurately determine the quantity shipped. To verify that the dimensional calculations on the entry papers equal the total quantity recorded on the CITES document, you may need to convert from one unit of quantity to another. See Appendix C, Conversion Formulas.

Continue to Step 9: Inspect the Shipment, to confirm the actual quantity shipped.
**Step 9: Inspect the Shipment**

In addition to inspecting for plant pests, physically inspect the shipment to assess the actual quantity being imported.

You may have to overcome the following difficulties in assessing the volume of material in the shipment:

- Accessibility of containerized cargo
- Bundles containing CITES-regulated material or timber are commingled with non-CITES material or timber
- Bundles of lumber or veneer consisting of boards or sheets of various sizes
- Enormity of the shipment
- Identity of the pallets comprising the shipment

To inspect a representative sample of the shipment, assess the quantity of the shipment, and review the invoice, packing list, or dimensional specification sheets accompanying the consignment. Then determine the quantity of the representative unit (such as box, bundle, carton, etc.) of the shipment to sample. Continue to Table 2-6 below.

**TABLE 2-6  Determine the Quantity of a Representative Unit for Inspection**

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity recorded on the CITES document is by weight</td>
<td>VERIFY that the weight of the unit you chose to inspect matches the unit’s weight as listed on the invoice or packing list</td>
</tr>
<tr>
<td>Quantity recorded on the CITES document is by number of pieces</td>
<td>VERIFY that the number of pieces in the unit you chose to inspect matches the unit’s number of pieces as listed on the invoice or packing list</td>
</tr>
<tr>
<td>Quantity recorded on the CITES document is in cubic meters, square meters, or board feet</td>
<td>CONDUCT a dimensional piece count(^1) to verify that the quantity of the unit you chose to inspect matches the quantity listed for that unit on the invoice, packing list, or dimensional specification sheet</td>
</tr>
</tbody>
</table>
| Quantity found by your physical inspection of a representative sample does not match the quantity listed on the invoice, packing list, or dimensional specification sheet | 1. SELECT another representative unit for inspection  
2. REPEAT the procedures listed above to determine the extent of the discrepancy |

\(^1\) To perform a dimensional piece count, you **must** measure each piece in the inspectional unit either by length and width; or by length, width, and height (thickness) and then multiply the subtotal by the number of pieces in the unit to calculate the total quantity of the unit. See Conversion Formulas for assistance.

Continue to Table 2-7 on page 2-77 to determine the action to take based on your inspection.
TABLE 2-7  Determine Action Based on Inspection Results

<table>
<thead>
<tr>
<th>If your inspection confirms:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity is equal to or less than the quantity listed on the CITES documents</td>
<td>CONTINUE to <em>Step 10: Validate the CITES Documents With Stamp and Endorsement</em></td>
</tr>
<tr>
<td>Quantity is in excess of the quantity listed on the CITES document</td>
<td>Shipment is in violation of CITES regulations and is subject to seizure and forfeiture</td>
</tr>
<tr>
<td></td>
<td>1. SEE <em>Violations, Seizures, and Forfeitures</em>, for forfeiture procedures. If you have questions regarding the violations, seizures, and forfeitures procedures, then CONTACT the PPQ Botanist that services your port ¹ (through proper channels)</td>
</tr>
<tr>
<td></td>
<td>2. In addition to seizure and forfeiture of the shipment, the importer may be subject to civil or criminal penalties. COMPLETE PPQ Form 518, Report of Violation, to document the violation. SEND a copy of the 518 to the National CITES Coordinator ²</td>
</tr>
<tr>
<td>Enterable articles are commingled with unauthorized (CITES regulated articles that are not recorded on the CITES document)</td>
<td>1. SEPARATE or SUPERVISE the separation of the enterable and unauthorized articles</td>
</tr>
<tr>
<td></td>
<td>2. PROCESS the authorized articles accordingly. GO to <em>Step 10: Validate the CITES Documents With Stamp and Endorsement</em></td>
</tr>
<tr>
<td></td>
<td>3. CONTINUE to the next row for Unauthorized articles (CITES regulated articles that are not recorded on the CITES document)</td>
</tr>
<tr>
<td>Unauthorized articles (CITES regulated articles that are not recorded on the CITES document)</td>
<td>Shipment is in violation of CITES regulations and is subject to seizure and forfeiture</td>
</tr>
<tr>
<td></td>
<td>1. SEE <em>Violations, Seizures, and Forfeitures</em>, for forfeiture procedures. If you have questions regarding the violations, seizures, and forfeitures procedures, then CONTACT the PPQ Botanist that services your port ¹ (through proper channels)</td>
</tr>
<tr>
<td></td>
<td>2. In addition to seizure and forfeiture of the shipment, the importer may be subject to civil or criminal penalties. COMPLETE PPQ Form 518, Report of Violation, to document the violation. SEND a copy of the 518 to the National CITES Coordinator ²</td>
</tr>
</tbody>
</table>

¹ To locate the name, phone number, and address of the PPQ Botanist that services your port, see Appendix G: List of Identifiers in the Manual for Agricultural Clearance.

² John Veremis, National CITES Coordinator, e-mail john.veremis@aphis.usda.gov; FAX 301-734-3560.
Step 10: Validate the CITES Documents With Stamp and Endorsement

If the shipment and permits comply with CITES and U.S. import regulations, then endorse the front of the original CITES document. Use your DHS-CBP Agriculture Specialist’s "Action Authorized" stamp. This stamp must bear your port location. Sign your name in ink, and write your badge number and the date.

In addition to the original CITES document, the importer or the importer’s agent must give you two photocopies of the original. Never accept a poor quality copy or facsimile. A legible copy of the original CITES document is crucial. If the importer should choose to re-export all or part of this shipment in the future, then the exporter will need this document to prove that the timber or articles entered legally. Endorse the front of the copies the same as you endorse the original. Do not endorse the back of the copies.

IMPORTANT

Being able to read the quantity on the endorsed copies is imperative. Never cover critical fields of the CITES document with the DHS-CBP Agriculture Specialist’s stamp.
Step 11: Distribute the CITES Documents

Distribute the CITES documents as follows:

◆ Forward the original, endorsed documents to the following office:

U.S. Fish and Wildlife Service
Division of Management Authority
4401 North Fairfax Drive, Room 700
Arlington, VA 22203

◆ Return a legible, endorsed copy of the CITES documents to the importer or the importer’s agent

◆ Keep a copy of the CITES documents and place in your port files (see Preparation on page 2-2)

IMPORTANT

CITES files must be retained for five years. See Filing System on page 2-2 for directions to maintaining a CITES file.
# Re-exportation of CITES Protected Timber Species

## Procedures

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<td>3-52</td>
</tr>
</tbody>
</table>
Introduction

This chapter provides the guidelines for handling the re-exportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species. These guidelines are to be used for the following:

- Confirming that the commodity being re-exported is in a form which is regulated
- Determining which permits and/or certificates are required for re-export
- Verifying that the documents are valid
- Inspecting the commodity to verify that the quantity in the re-export shipment matches the quantity listed on the CITES document
- Instructing the user on how to validate a CITES document
- Distributing and filing the paperwork

PPQ Plant Health Safeguarding Specialists and Export Certification Specialists should use the guidelines in this chapter in conjunction with the phytosanitary requirements of the country of final destination. (See the Export Program Manual and EXCERPT for these requirements.)

**IMPORTANT**

A Federal Phytosanitary Certificate for Re-export for CITES Appendix I, Appendix II, or Appendix III Regulated Timber Species can only be issued at a designated port that is authorized to re-export CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III regulated timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Re-export only if all CITES requirements have been satisfied.

Preparation

As with other port documents, copies of CITES documents must also be filed in an organized, consistent manner. The CITES files and copies maintained at your port are important in case the originals become lost or destroyed. An accessible filing system will also enable you to comply with requests for information made by other government and non-government agencies, and the general public through the Freedom of Information Act (FOIA).

**Filing System**

If you already have a filing system for retaining CITES records in place at your port, please review these instructions to be sure your system is functional. If you do not have a filing system in place, then follow the instructions on the next page.
To set up a filing system, do as follows:

1. Decide on the filing system that is most practical for your location. Select one of the following methods to keep the records complete and accessible:
   - File alphabetically by permittee's name
   - File chronologically by month and year

2. Select the documents to be filed. At a minimum, you **must** file the following in the order listed below:
   - **A.** CITES document (**must** be a validated copy)
   - **B.** Dimensional specification sheets (if applicable)
   - **C.** Invoice/packing list
   - **D.** Lading bill or air waybill
   - **E.** Phytosanitary Certificate (if required)

After you set up your filing system, you **must** maintain each file for a minimum of five years, counting from the date the re-exportation occurred.

| **EXAMPLE** | A file **must** be maintained until January 24, 2011 for a re-exportation that occurred on January 24, 2006. |
Procedures

The procedures for handling the re-exportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species are summarized in Figure 3-1.

1. Confirm that the commodity is a CITES Appendix I, Appendix II, or Appendix III protected timber species.
2. Determine if the form of the commodity being re-exported is regulated by CITES.
3. Determine if you have the authority to validate the shipment for re-export.
4. Determine which CITES documents must accompany the shipment.
5. Collect all relevant documents associated with the re-exportation.
6. Verify that the CITES document accompanying the re-exportation is authentic and acceptable.
7. Verify that the USDA-issued PPQ Form 622, Protected Plant Permit, has not expired.
8. Compare shipping documents with CITES documents to confirm quantities are authorized.
9. Inspect the shipment to make sure quantities are authorized.
10. If the shipment is in order, then validate the CITES documents by stamp and endorsement.
11. Distribute and file the endorsed documents.

FIGURE 3-1  Summary of Procedures for Handling the Re-exportation of CITES Appendix I, Appendix II, and Appendix III Regulated Timber Species

Follow the steps below when handling the re-exportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species used for lumber or other wood products.
Step 1: Confirm the Identity of Timber or Articles

Currently, there are six CITES Appendix I species, thirteen CITES Appendix II taxa (eleven species and two genera), and ten Appendix III species used for lumber or other wood products. The most frequently used common names are shown beside the scientific names that follow. For a list of other common names, see Figure 3-3 on page 3-9.

Appendix I Timber Species

The CITES Appendix I regulated species are as follows:

- *Abies guatemalensis* (Guatemalan fir)
- *Araucaria araucana* (monkey puzzle tree)
- *Dalbergia nigra* (Brazilian rosewood)
- *Fitzroya cupressoides* (alerce)
- *Pilgerodendron uviferum* (pilgerodendron)
- *Podocarpus parlatorei* (Palatore’s podocarp)

Appendix II Timber Species

The CITES Appendix II regulated species or genera are as follows:

- *Aniba rosaeodora* (Brazilian rosewood)

Effective June 23, 2010, *Aniba rosaeodora* (Brazilian rosewood, rosewood tree) is officially listed in Appendix II. On or after this date, any shipment containing logs, sawn wood, veneer sheets, and plywood re-exported from the United States must be accompanied by a CITES Appendix II Export Permit or Re-export Certificate.

- *Bulnesia sarmientoi* (gaiacwood)
- *Caesalpinia echinata* (pernambuco)
- *Caryocar costaricense* (ajillo)
- *Gonystylus* spp. (ramin)
- *Guaiacum* spp. (lignum vitae)
- *Oreomunnea pterocarpa* (gavilan)
- *Pericopsis elata* (afrormosia)
- *Platymiscium pleiostachyum* (cristobal, granadillo)
- *Pterocarpus santalinus* (red sandalwood, red sanders)
- *Swietenia humilis* (Pacific Coast mahogany)
- *Swietenia macrophylla* (bigleaf mahogany)
- *Swietenia mahogani* (Caribbean mahogany)
Appendix III Timber Species

The CITES Appendix III regulated species are as follows:

- *Cedrela fissilis* (Argentine cedar)
- *Cedrela lilloi* (cedro)
- *Cedrela odorata* (Spanish cedar)
- *Dalbergia retusa* (Nicaraguan rosewood)
- *Dalbergia stevensontii* (Honduran rosewood)
- *Dipteryx panamensis* (almendro)
- *Magnolia lilifera* var. obovata
- *Pinus koraiensis* (Korean pine)
- *Podocarpus neriifolius* (podocarp)
- *Tetracentron sinense* (tetracentron)

To confirm that the re-exportation is of a CITES Appendix I, Appendix II, or Appendix III timber species, review the shipping documents. Regulations require CITES plants be identified to their genus and species by one of the following:

- Label
- Invoice, or packing list, or tag
- Other document accompanying the shipment

For a complete list of flora regulated by CITES, see the CITES Appendices Web site.

CITES regulated timber may be manifested or invoiced by a trade name or a local name. If you are given a common name that you do not recognize or is not listed in Figure 3-3, and you want to confirm the scientific name of what is being re-exported or you want to determine whether the wood is listed as regulated, then check the CITES Web site.

The CITES Web site listed above does not include all common names for CITES-regulated species. The exporter or the exporter’s agent is responsible for providing you with the scientific name of the timber species traded.

Follow the steps listed below to use the CITES-listed species database:

1. In the left column of the screen, click on "Common name" and "Find it."
2. Enter the common name (faster search), or enter part of the name (slower search).
3. At “Select a language” select “All” (default).
4. At “Select a country” select “All” (default).

5. Click on the "Search" button.

6. Select a common name from the list, then click on the "Display details" button.

For timber species commodity recognition and a synopsis of wood identification, see Appendix F. For detailed instructions on how to identify wood of CITES regulated species, see the CITES Identification Guide-Tropical Woods guide.

Urgent Interception Identification

If after inspecting the wood or articles and reviewing the entry paperwork, you are still unable to determine the identity of the wood or articles, or suspect or question that the article is not as identified on the manifest or invoice, then do as follows:

1. Contact the PPQ Botanist\(^1\) that services your port to determine if taking a sample of the wood is necessary.

2. You may be directed (by the PPQ Botanist), to sample the commodity and send the sample to either a PPQ Area Identifier specializing in CITES wood identification, or to the Forest Products Laboratory.

3. Complete PPQ Form 309A, Interception Record, for URGENT interceptions, and assign a Port Reference Number for each specimen.

4. Enclose the specimen(s) and interception form(s) in an escape-proof package. Affix black and yellow tape to the outside of the package, and ship using an overnight delivery service with tracking capacity.

5. If you have been instructed to send the interception(s) to a PPQ Area Identifier specializing in CITES wood identification, then see Figure 3-2.

\(^1\) To locate the name and phone number of your PPQ Botanist, see the Plant Inspection Station Manual or Appendix G, List of Identifiers in the Manual for Agricultural Clearance.
### FIGURE 3-2 List of PPQ Area Identifiers Specializing in CITES Wood Identification

<table>
<thead>
<tr>
<th>Area</th>
<th>PPQ Identifier Specializing in CITES Wood Identification</th>
<th>Phone</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Region</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Leo Castaneda, Botanist PO Box 660520 Miami, FL 33266</td>
<td>305/492-1854</td>
<td>305/492-1742</td>
</tr>
<tr>
<td>Western Region</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Jamal Al-Henaid, Botanist 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>310/725-1916</td>
<td>310/725-1922</td>
</tr>
<tr>
<td>Colorado</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Jamal Al-Henaid, Botanist 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>310/725-1916</td>
<td>310/725-1922</td>
</tr>
<tr>
<td>North Dakota (Canadian border ports only)</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Attn: Gayle Van de kerckhove, Plant Pathologist 835 S. 192nd Street, Suite 1600 SeaTac, Washington 98148-2394</td>
<td>206/878-6600</td>
<td>206/870-8043</td>
</tr>
</tbody>
</table>

6. If you are instructed by the PPQ Area Identifier (specializing in CITES wood identification), to send the interception directly to the Forest Products Laboratory, then follow the packaging directions above and send the package to the following address:

    USDA-Forest Products Laboratory
    Attn: Alex C. Wiedenhoeft or Michael Wiemann
    One Gifford Pinchot Drive
    Madison, WI 53726-2398

    Phone: 608/231-9341
### List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Other Common Names</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Abies guatemalensis</em></td>
<td>Guatemalan fir</td>
<td>abeto mexicano, guayami, Mexican fir, pinabete, plumajatzin, plumajillo de montaña, sapin de Guatemala</td>
</tr>
<tr>
<td><em>Aniba rosaeodora</em></td>
<td>Brazilian rosewood</td>
<td>bois de rose Rosenholzbaum, legno di rose, palo de rosa, rosewood tree</td>
</tr>
<tr>
<td><em>Araucaria araucana</em></td>
<td>monkey puzzle tree</td>
<td>apebooom, araucaria du Chile, Chilean pine, chilenk tall, Chili pine, Chili tall, Cheile pine, parana pine, pheuen, pilon, pin du Chili, pino, pino araucaria, pino de Chile, pino de Neuquén, pino de Paraná, piñonero, piñón, sapin du Chili</td>
</tr>
<tr>
<td><em>Bulnesia sarmientoi</em></td>
<td>gaiacwood</td>
<td>bois de gaic, guajaco, guajakholz, guayacan, palo balsamo, palo santo, Paraguay-lignum-vitae, true guaiac</td>
</tr>
<tr>
<td><em>Caesalpinia echinata</em></td>
<td>pernambuco</td>
<td>brasileto, Brazilwood, ibirapitanga, orabantà, pau-de-pernambuco, pau-Brasil, pau-de-pernambucu, pau-rosada, peachwood, pernambuco-wood</td>
</tr>
<tr>
<td><em>Caryocar costaricense</em></td>
<td>ajillo</td>
<td>aji, ajo, almendrillo, alendro, almedro de bajo, almedron, cagui, firme, genêne, manu, maqui-maqui cagui, peqia, peqia brava, pete rana do terra firme, petê, pete-rana, plomillo, rana do terra, swari</td>
</tr>
<tr>
<td><em>Cedrela fissilis</em></td>
<td>Argentine cedar</td>
<td>Central American cedar, cedar, cigar box cedar, rose cedar</td>
</tr>
<tr>
<td><em>Cedrela lilloi</em></td>
<td>cedro</td>
<td></td>
</tr>
<tr>
<td><em>Cedrela odorata</em></td>
<td>Spanish cedar</td>
<td>acajou rouge, akuyari, atoreb, Barbados cedar, Brazilian cedar, British Guiana cedar, British Honduras cedar, cedar, cèdra acajou, cèdre des barbaies, cèdre rouge, cedrela, cedrela wood, cedro, cedro chino, cedro colorado, cedro hembra, cedro macho, cedro obsuro, cedro real, cedro red, cedro rojo, Central American cedar, chuôte, cigar-box cedar, cigarbox cedar, Colorado cedro, Cuban cedar, epi, Hondouras cedar, icte, Jamaican cedar, Kalantzas, Kaperi, Koperi, Kurama, Kurana, Mexican cedar, Nicaraguan cedar, parank, paranka, red cedro, rojas cedro, rosas cedro, South American cedar, Tabasco cedro, tocuanhuiltl, Trinidad cedar, Wesindische zedar, West Indian cedar</td>
</tr>
<tr>
<td><em>Dalbergia nigra</em></td>
<td>Brazilian rosewood</td>
<td>babia rosewood, bahia rosewood, caa-biuna, cabeuna, cabiuna, cabiuna do mato, cabiuna rajada, comore, camboriuna, caviuna, jacaranda, jacarada cabiuna, jacaranda de Brasil, jacaranda wood, jacaranda-da-bahia, jacaranda-preto, jacaranda-rajado, jacaranda-roxo, jacarandaholz, jacarandanda de Brasil, legno di jacaranda, maera de palisandro, marnut, palisander, Rio rosewood</td>
</tr>
<tr>
<td><em>Dalbergia retusa</em></td>
<td>Nicaraguan rosewood</td>
<td>cocobolo, cocobolo prieto, granadillo, funera, nambar, palo negro</td>
</tr>
<tr>
<td><em>Dalbergia stevensonii</em></td>
<td>Honduran rosewood</td>
<td>hagaedwood</td>
</tr>
<tr>
<td><em>Dipteryx panamensis</em></td>
<td>almendo</td>
<td>almendra, almendo de montaña, amans, choiba, eboe, ibu, iqua, Indian almond, sarrapia, tonca, tonka bean, yapo</td>
</tr>
<tr>
<td><em>Fitzroya cupressoides</em></td>
<td>alerce</td>
<td>alerzcholz, fitzroy cypress, lahuuan, patagonian cypress</td>
</tr>
<tr>
<td><em>Gonystylus spp.</em></td>
<td>ramin</td>
<td>ampujdi, gaharu, gaheu, gara buaja, kaya garu, lanutanbagio,medang keran, melawis, ramin telur, sang su, seriangun</td>
</tr>
</tbody>
</table>

**FIGURE 3-3** List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species
### FIGURE 3-3 List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species (continued)

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Other Common Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaiacum spp.</td>
<td>lignum vitae</td>
<td>guayacan, palo santo</td>
</tr>
<tr>
<td>Magnolia liiiifera var. obovata</td>
<td>magnolia</td>
<td>balukhat, baranthuri, boramthuri, champak, giogi, harré, safan, siffo, taungme</td>
</tr>
<tr>
<td>Oreomunnea pterocarpa</td>
<td>gavian</td>
<td>campana, engelhardia pterocarpa, gavilán blanco</td>
</tr>
<tr>
<td>Pericopsis elata</td>
<td>afromosia</td>
<td>anyeran, asamela, assamela, assemela, awawai, ayin, baracara, benin satinwood, bohala, bohalala, bonsamdua, devils tree, egbi, ejen, golden afromosia, iatobahy do igapo, kokiri, kokrodua, liguminosae, mekoe, mohole, obang, ole, olel pardo, peonio, redbark, satinwood, tento, wahala, yellow satinwood</td>
</tr>
<tr>
<td>Pilgerodendron uviferum</td>
<td>pilgerodendron</td>
<td>Chilean cedar, ciprés, ciprés de Chile, ciprés de Cordillera, ciprés de las Islas Len, cipresso del Cile, cyprés du Chili, lahuhan, lanutanbagio, libocedri dell’america meridon, patagonian cypress, patagonian pilgerodendron, ten, thuja tetragona,</td>
</tr>
<tr>
<td>Pinus koraiensis</td>
<td>Korean pine</td>
<td>borovica korejská, borovice korejská, channamu, Korea-Kiefer, Koreai fenyõ, hong song, pin de Corée</td>
</tr>
<tr>
<td>Platymiscium pleiostachyum</td>
<td>cristobal garadillo</td>
<td>cachimbo, cristóbal, ñambar, roble colorado</td>
</tr>
<tr>
<td>Podocarpus neriifolius</td>
<td>podocarp</td>
<td>amanu, black pine, brown pine, bukiti, jati bukit</td>
</tr>
<tr>
<td>Podocarpus parlatorei</td>
<td>Parlatore’s podocarp</td>
<td>pino blanco, pino del cerro, pino montano</td>
</tr>
<tr>
<td>Pterocarpus santalinus</td>
<td>red sandalwood, redsanders</td>
<td>atti, chandanam, chandanum, honne</td>
</tr>
<tr>
<td>Swietenia humilis</td>
<td>Pacific Coast mahogany</td>
<td>caoba, mabu, Pacific mahogany</td>
</tr>
<tr>
<td>Swietenia macrophylla</td>
<td>bigleaf mahogany</td>
<td>acajou, acajou Americue, acajou d’Amerique, acajou du Honduras, adoa, aguano, American mahogany, Americkaans mahonie, Amerikan mahonie, ara putange, araputanga, bastard lime, bay-mahogany, baywood, belize mahogany, caoba, Honduras mahogany, mara, mogno,</td>
</tr>
<tr>
<td>Swietenia mahogani</td>
<td>Caribbean mahogany</td>
<td>acajou, acajou de Cuba, acajou de Saint Domingue, acajou de St. Domingue, acajou des Antilles, aguano, artillen mahogani, bay mahogany, caoba, caoba de santo domingo, caoba dominicana, caobilla, chicuie, cobano, Cuban mahogany, curlet mahogany, Dominican mahogany, echites mahagoni, gateado, Jamaica mahogany, Kubamahogany, madiera, mahagoni, mahog, mahogany, mahogany du pays, mahogany petites feuilles, mahok, mahoni, mango, orura, small-leaf mahogany, West Indian mahogany, West Indies mahogany</td>
</tr>
<tr>
<td>Tetracentron sinense</td>
<td>tetracentron</td>
<td>shui quing shu</td>
</tr>
</tbody>
</table>
Step 2: Confirm the Article Being Re-exported Is Protected

CITES annotates some of the listed timber species to include or exclude certain parts and derivatives. To confirm that the listed article being re-exported is regulated by CITES Appendix I, Appendix II, or Appendix III, inspect the consignment and verify the description of the commodity on the accompanying shipping documents. Then continue to Table 3-1.

### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III

<table>
<thead>
<tr>
<th>If the timber species is</th>
<th>And the country of origin is</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products</td>
<td></td>
<td>Articles are CITES Appendix I regulated</td>
</tr>
<tr>
<td>Aniba rosaeodora (Brazilian rosewood)</td>
<td>Any country</td>
<td>◆ Logs</td>
<td>Articles are CITES Appendix II regulated</td>
<td>GO to Step 3: Determine Your Authority on page 3-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Lumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Plywood</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Veneer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential oil</td>
<td></td>
<td></td>
<td>Articles are CITES Appendix II regulated</td>
<td>GO to the Miscellaneous and Processed Products Manual to regulate</td>
</tr>
<tr>
<td></td>
<td>Are finished products containing essential oil packaged and ready for retail trade</td>
<td>1. VERIFY by physical inspection that the articles are not finished products containing essential oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. The articles are not regulated by CITES; EXIT this manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other than essential oil, logs, lumber, plywood, or veneer</td>
<td></td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not essential oil, logs, lumber, plywood, or veneer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. The articles are not regulated by CITES; EXIT this manual</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IMPORTANT

Other woody species and species that simulate the growth characteristics of woody species (such as cycads and palms), used solely for medicinal/herbal medicines or as horticultural specimens are not covered in this manual. See the Miscellaneous and Processed Products Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf) or “Table 1: Regulated Propagative Material” of the Port of Entry Manual (M319.37)).
Re-exportation of CITES Protected Timber Species: Procedures

### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Araucaria araucana</em> (Monkey puzzle tree)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
<td>Articles are CITES Appendix I regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to Step 3: Determine Your Authority on page 3-19</td>
</tr>
<tr>
<td><em>Bulnesia sarmientoi</em> (gaiacwood)</td>
<td>Any country</td>
<td>◆ Logs&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
<td>Articles are CITES Appendix II regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Lumber&lt;sup&gt;4&lt;/sup&gt;</td>
<td></td>
<td>GO to Step 3: Determine Your Authority on page 3-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Plywood&lt;sup&gt;2,1&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Veneer&lt;sup&gt;5&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Extracts</td>
<td></td>
<td>Articles are CITES Appendix II regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Powder</td>
<td></td>
<td>GO to the Miscellaneous and Processed Products Manual to regulate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other than extracts, logs, lumber, plywood, powder, or veneer</td>
<td>1. VERIFY by physical inspection the articles are not extracts, logs, lumber, plywood, powder, or veneer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. They are not regulated by CITES; EXIT this manual</td>
<td></td>
</tr>
<tr>
<td><em>Caesalpinia echinata</em> (pernambuco)</td>
<td>Any country</td>
<td>◆ Logs&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
<td>Articles are CITES Appendix II regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Lumber&lt;sup&gt;4&lt;/sup&gt;</td>
<td></td>
<td>GO to Step 3: Determine Your Authority on page 3-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Veneer&lt;sup&gt;5&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Unfinished articles to be used for making bows for musical instruments&lt;sup&gt;6&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other than logs, lumber, and veneer, and unfinished articles for the fabrication of bows for stringed musical instruments</td>
<td>1. VERIFY by physical inspection the articles are not logs, lumber, or veneer or unfinished articles for the fabrication of bows for stringed musical instruments</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. The articles are not regulated by CITES; EXIT this manual</td>
<td></td>
</tr>
<tr>
<td><em>Caryocar costaricense</em> (ajillo)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;7&lt;/sup&gt;</td>
<td></td>
<td>Articles are CITES Appendix II regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to Step 3: Determine Your Authority on page 3-19</td>
</tr>
</tbody>
</table>
### TABLE 3-1  Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Cedrela fissilis (Argentine cedar) | Any country | ♦ Logs³  
♦ Lumber⁴  
♦ Veneer⁵ | | The articles are CITES Appendix III regulated. GO to Step 3: Determine Your Authority on page 3-19 |
| | | Other than logs, lumber, or veneer | | 1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer  
2. The articles are not regulated by CITES; EXIT this manual |
| Cedrela lilloi (cedro) | Any country | ♦ Logs³  
♦ Lumber⁴  
♦ Veneer⁵ | | The articles are CITES Appendix III regulated. GO to Step 3: Determine Your Authority on page 3-19 |
| | | Other than logs, lumber, or veneer | | 1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer  
2. The articles are not regulated by CITES; EXIT this manual |
| Cedrela odorata (Spanish cedar) | Any country | ♦ Logs³  
♦ Lumber⁴  
♦ Veneer⁵ | | The articles are CITES Appendix III regulated. GO to Step 3: Determine Your Authority on page 3-19 |
| | | Other than logs, lumber, or veneer | | 1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer  
2. The articles are not regulated by CITES; EXIT this manual |
| Dalbergia nigra (Brazilian rosewood) | Any country | All parts and derivatives, including manufactured and finished products⁸ | | The articles are CITES Appendix I regulated. GO to Step 3: Determine Your Authority on page 3-19 |
### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Dalbergia retusa* (Nicaraguan rosewood) | Guatemala | ◆ Logs³  
◆ Lumber⁴  
◆ Veneer⁵ | | The articles are CITES Appendix III regulated  
GO to [Step 3: Determine Your Authority on page 3-19](#) |
| **Other than Guatemala** | | | | 1. REVIEW the shipping documents to verify the country of origin is other than Guatemala  
2. Then the articles are not regulated by CITES; EXIT this manual |
| *Dalbergia stevensonii* (Honduran rosewood) | Guatemala | ◆ Logs³  
◆ Lumber⁴  
◆ Veneer⁵ | | The articles are CITES Appendix III regulated  
GO to [Step 3: Determine Your Authority on page 3-19](#) |
| **Other than Guatemala** | | | | 1. REVIEW the shipping documents to verify the country of origin is other than Guatemala  
2. The articles are not regulated by CITES; EXIT this manual |
| *Dipteryx panamensis* (almendro) | Any country | All parts and derivatives, including manufactured and finished products⁹ | | The articles are CITES Appendix III regulated  
GO to [Step 3: Determine Your Authority on page 3-19](#) |
| *Fitzroya cupressoides* (alerce) | Any country | All parts and derivatives, including manufactured and finished products¹⁰ | | The articles are CITES Appendix I regulated  
GO to [Step 3: Determine Your Authority on page 3-19](#) |
| *Gonystylus spp.* (ramin) | Any country | All parts and derivatives, including manufactured and finished products¹¹ | | The articles are CITES Appendix II regulated  
GO to [Step 3: Determine Your Authority on page 3-19](#) |
### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Guaiacum spp.</em> (lignum vitae)</td>
<td>Any country</td>
<td>All parts and derivatives, except finished products packaged and ready for retail trade(^{12})</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finished products packaged and ready for retail trade</td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority on page 3-19</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not finished products packaged and ready for retail trade</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. The articles are not regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td><em>Magnolia liliifera</em> var. obovata (magnolia)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products(^{13})</td>
<td></td>
<td>The articles are <strong>CITES Appendix III</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority on page 3-19</strong></td>
</tr>
<tr>
<td><em>Oreomunnea pterocarpa</em> (gavilan)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products(^{14})</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority on page 3-19</strong></td>
</tr>
<tr>
<td><em>Pericopsis elata</em> (afroamora)</td>
<td>Any country</td>
<td>◆ Logs(^{3}) ◆ Lumber(^{4}) ◆ Veneer(^{5}) Other than logs, lumber, or veneer</td>
<td></td>
<td>The articles are <strong>CITES Appendix II</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority on page 3-19</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. VERIFY, by physical inspection, the articles are not logs, lumber, or veneer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. The articles are not regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td><em>Pilgerodendron uviferum</em> (pilgerodendron)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products(^{15})</td>
<td></td>
<td>The articles are <strong>CITES Appendix I</strong> regulated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GO to <strong>Step 3: Determine Your Authority on page 3-19</strong></td>
</tr>
</tbody>
</table>
### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pinus koraiensis</em> (Korean pine)</td>
<td>Any country</td>
<td>◆ Logs&lt;br&gt;◆ Lumber&lt;br&gt;◆ Veneer</td>
<td></td>
<td>The articles are CITES Appendix III regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other than logs, lumber, or veneer</td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer&lt;br&gt;2. The articles are not regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td><em>Platymiscium pleiostachyum</em></td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;16&lt;/sup&gt;</td>
<td></td>
<td>The articles are CITES Appendix II regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
<tr>
<td>(cristobal gradarillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Podocarpus nerifolius</em> (podocarp)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;17&lt;/sup&gt;</td>
<td></td>
<td>The articles are CITES Appendix III regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
<tr>
<td><em>Podocarpus parlatorei</em> (Parlatore’s podocarp)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;18&lt;/sup&gt;</td>
<td></td>
<td>The articles are CITES Appendix I regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
<tr>
<td><em>Pterocarpus santalinus</em> (red sandalwood, redsanders)</td>
<td>Any country</td>
<td>◆ Logs&lt;sup&gt;3&lt;/sup&gt;&lt;br&gt;◆ Wood chips</td>
<td></td>
<td>The articles are CITES Appendix II regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other than logs or wood chips</td>
<td></td>
<td>1. VERIFY by physical inspection that the articles are not logs or wood chips&lt;br&gt;2. The articles are not regulated by CITES; EXIT this manual</td>
</tr>
<tr>
<td><em>Swietenia humilis</em> (Pacific Coast mahogany)</td>
<td>Any country</td>
<td>All parts and derivatives, including manufactured and finished products&lt;sup&gt;19&lt;/sup&gt;</td>
<td></td>
<td>The articles are CITES Appendix II regulated&lt;br&gt;GO to Step 3: Determine Your Authority <a href="#">on page 3-19</a></td>
</tr>
</tbody>
</table>
### TABLE 3-1 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the parts or derivatives being re-exported are:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| *Swietenia macrophylla* (bigleaf mahogany) | Neotropics\(^20\) (includes articles originating in the Neotropics that were re-exported from another country) | ◆ Logs\(^3\)  
◆ Lumber\(^4\)  
◆ Plywood\(^21\)  
◆ Veneer\(^5\)  
**Other than** logs, lumber, plywood, or veneer | | The articles are CITES Appendix II regulated  
GO to Step 3: Determine Your Authority on page 3-19 |
|  | Other than the Neotropics | | | 1. VERIFY by physical inspection, that the articles are **not** logs, lumber, plywood, or veneer  
2. The articles are **not** regulated by CITES; EXIT this manual |
| *Swietenia mahogani* (Caribbean mahogany) | Any country | ◆ Logs\(^3\)  
◆ Lumber\(^4\)  
◆ Veneer\(^5\)  
**Other than** logs, lumber, or veneer | | The articles are CITES Appendix II regulated  
GO to Step 3: Determine Your Authority on page 3-19 |
|  | Any country | All parts and derivatives, including manufactured and finished products\(^22\) | | The articles are CITES Appendix III regulated  
GO to Step 3: Determine Your Authority on page 3-19 |

---

1. Includes building material, cabinetmaking material, charcoal, firewood, flooring, food containers, fuel wood, furniture, joinery, light construction material, matches, particleboard, plywood, pulp/paper products, roof shingles, and veneer, etc.

2. Includes construction material, flooring, furniture, joinery, plywood, pulp railroad ties, and vehicle parts, etc.

3. All wood in the rough whether or **not** stripped of bark or sapwood, or roughly squared for processing, notably into sawn wood, pulpwod, or veneer sheets (HS Code 44.03). See *Appendix E. Harmonized System of World Customs Organization (HS) Codes*.

4. Wood simply sawn lengthwise or produced by a profile-chipping process; normally exceeds 6mm in thickness (HS Code 44.06, HS Code 44.07). See *Appendix E*.

5. Thin layers or sheets of wood of uniform thickness, usually 6mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc. (HS Code 44.08). See *Appendix E*.

6. Unfinished articles to be used for making bows for musical instruments.
7 Includes railroad ties, etc.
8 Includes bedroom furniture, billiard-cue butts, boat building (general), bobbins, boxes and crates, brush backs and handles, cabinetmaking material, chairs, chests, decorative plywood, musical instruments (especially guitars) and parts of musical instruments (sides and backs) for the manufacturer, and veneer, etc.
9 Includes agricultural implements, bearings and bushings, barge and dock fenders, boat construction articles, chemical derivatives, cogs and shafts, cross ties, fishing rods, flooring, furniture, heavy construction and pulp mill equipment, railroad ties, sporting goods, tool handles, turnery, and veneer, etc.
10 Includes agricultural implements, boat building materials (general), boat masts, boxes and crates, cabinetmaking materials, carvings, cigar boxes, construction materials, cooperages, flooring, food containers, fuel wood, furniture, furniture components, joinery, mathematical instruments, mine timbers, musical instruments, particleboard, pencils, piling, plywood, poles, pulp/paper products, shakes, shingles, sporting goods, toys, and vats, etc.
11 Includes brush backs, building materials, ceilings, counter tops, door frames, dowels, flooring, furniture, joinery, mouldings, nonstriking handles (such as brooms and umbrellas), paneling, picture frames, plywood, pool cues and racks, rulers, shoji screens, stair treads, stringers, tool handles, toys, trays, tripods, turnery, venetian blinds, window blinds, and window frames, etc.
12 Guaiacum spp. products include: bearings and bushings, boat building materials (general), brush backs and handles, bush blocks, farm vehicles, furniture, golf club heads, machinery parts, marine construction material, mathematical instruments, naval architecture, pulley sheaves, railroad ties, shade rollers, sporting goods, tables, textile equipment, turnery, and wheels, etc. Regulating depends on whether or not they are finished products and packaged and ready for retail trade.
13 Trade in this species is rare. If you encounter a regulated article made of this species, then contact the Manuals Unit at 240-529-0357 to add the article to this list.
14 Includes a variety of uses within the species’ natural range. If you encounter a regulated article made of this species, then contact the Manuals Unit to add the article to this list.
15 Includes flooring, furniture, posts, and timber, etc. (Wood is noted for its longevity in moist environments.)
16 Includes furniture, musical instruments, timber, and veneer, etc.
17 Trade in this species is rare. If you encounter a regulated article made of this species, then contact the Manuals Unit to add the article to this list.
18 Includes timber.
19 Includes timber.
20 The Neotropics include the Caribbean, Central America, Mexico, and South America.
21 Consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle (HS Code 44.12.13, HS Code 44.12.14, and HS Code 44.12.22). See Appendix E.
22 Trade in this species is rare. If you encounter a regulated article made of this species, then contact the Manuals Unit to add the article to this list.
Step 3: Determine Your Authority

If you are not certain that your port is designated for the re-exportation of CITES regulated timber, then check the appropriate designated CITES ports list:

- Confirm CBP-designated CITES ports
- Confirm PPQ-designated CITES ports (see PPQ Designated CITES Ports on page 5-1)

If you are located at a CITES-designated port, then continue to Step 4: Determine Which Documents Are Needed.

If you are not located at a CITES-designated port, then you are not authorized to certify the CITES re-export shipment. Provide the re-exporter with the option of having the owner or owner’s agent arrange to move the shipment to a designated port (at the owner’s expense), and give the name and location of the port. Notify the designated port of the pending arrival.

Currently 50CFR §24 lists the log and lumber ports as designated only for the importation of CITES regulated timber species. The CFR will eventually be amended to include exportation and re-exportation. In the interim, all ports approved for the importation of logs and lumber are also approved for the exportation and re-exportation of CITES regulated timber species.

Continue to Step 4: Determine Which Documents Are Needed on page 3-20.
Step 4: Determine Which Documents Are Needed

To determine which documents are needed for the legal re-exportation of CITES regulated timber, use the appropriate table as follows:

- CITES Appendix I, see Table 3-2
- CITES Appendix II, see Table 3-3
- CITES Appendix III, see Table 3-4

In addition to any CITES re-export documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. See the Export Program Manual and EXCERPT.

Important

The re-exportation of CITES Appendix I timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild for non-commercial use (when presented with a USFWS-issued CITES Re-export Certificate and a CITES Import Permit)
- Articles derived from plantation-grown trees (when presented with a USFWS-issued CITES Re-export Certificate designating either source code A for artificially-propagated material being traded for non-commercial purposes; or source code D for artificially-propagated material being traded for commercial purposes)
- Articles acquired prior to the date the Convention listed the species (when presented with a USFWS-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices)

Commercial trade in CITES Appendix I species originating from the wild is prohibited.

See Table 3-2 on page 3-21 to determine which documents are required for the re-export of CITES Appendix I regulated timber species.
TABLE 3-2 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix I Timber Species

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Engaged in commercial business¹, ²</td>
<td></td>
<td>GO to page 3-22</td>
</tr>
<tr>
<td>◆ Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to any CITES re-export documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. See the Export Program Manual and EXCERPT.

A Federal Phytosanitary Certificate for Re-export for CITES Appendix I, Appendix II, or Appendix III Regulated Timber Species can only be issued at a designated port that is authorized to re-export CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III Protected Timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Re-export only if all CITES requirements have been satisfied.
### TABLE 3-2 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix I Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit and one of the following USFWS-issued CITES Appendix I re-export documents:</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table.

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit

**Has an expired** PPQ Form 622, Protected Plant Permit

ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)

**Not** engaged in commercial business

GO to page 3-23
## TABLE 3-2 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix I Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Abies guatemalensis (Guatemalan fir)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents both of the following CITES Appendix I documents:</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ Araucaria araucana (monkey puzzle tree)</td>
<td></td>
<td></td>
<td>◆ USFWS-issued CITES Re-export Certificate designating source code W for specimens collected from the wild</td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia nigra (Brazilian rosewood)</td>
<td></td>
<td></td>
<td>◆ Import Permit issued by the Management Authority in the country of destination OR</td>
<td></td>
</tr>
<tr>
<td>◆ Fitzroya cupressoides (alerce)</td>
<td></td>
<td></td>
<td>Presents one of the following USFWS-issued CITES Appendix I re-export documents(^\text{3, 4}):</td>
<td></td>
</tr>
<tr>
<td>◆ Pilgerodendron uviferum (pilgerodendron)</td>
<td></td>
<td></td>
<td>◆ Re-export Certificate designating source code A for artificially propagated (plantation grown) material being traded for noncommercial purposes</td>
<td></td>
</tr>
<tr>
<td>◆ Podocarpus parlatorei (Parlatore’s podocarp)</td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the first date included in the CITES appendices</td>
<td></td>
</tr>
</tbody>
</table>

A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table.

Lacks the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

---

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.
2. Commercial trade in CITES Appendix I species originating in the wild is **prohibited**.
3. If Block 5, Special Conditions, of the USFWS-issued CITES Re-export Certificate so states, then a CBP/PPQ validated copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin is required to be attached (to the USFWS-issued CITES Re-export Certificate).
The re-exportation of CITES Appendix II timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild (when presented with a USFWS-issued CITES Re-export Certificate)
- Articles derived from plantation-grown trees (when presented with a USFWS-issued CITES Re-export Certificate designating source code A for artificial propagation)
- Articles acquired prior to the date the CITES Convention listed the species (when presented with a USFWS-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices)

See Table 3-3 on page 3-25 to determine which documents are required for the re-exportation of CITES Appendix II regulated timber species.

USFWS-DMA is phasing in the issuance of CITES permits and certificates on security paper. The original must accompany the shipment. If the permittee intends to export once, then the permittee will be issued a single original certificate. If the permittee intends to export more than one shipment, then the permittee will be issued multiple originals.
TABLE 3-3 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any country</td>
<td>Engaged in commercial business?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Aniba rosaeodora</td>
<td>Engaged in commercial business?</td>
<td></td>
<td>GO to page 3-26</td>
<td></td>
</tr>
<tr>
<td>(Brazilian rosewood)</td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 3-27</td>
<td></td>
</tr>
<tr>
<td>◆ Bulnesia sarmientoi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(gaiacwood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Caesalpinia echinata</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(pernambuco)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Caryocar costaricense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ajillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Gonystylus spp.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ramin)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Guaiacum spp.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(lignum vitae)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Oreomunnea pterocarpa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(gavilan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pericopsis elata</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(afromosia)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Platymiscium pleiostachyum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(cristóbal, granadillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pterocarpus santalinus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(red sandalwood, redsanders)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Swietenia humilis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Pacific Coast mahogany)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to any CITES re-export documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. See the Export Program Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml](http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml) and EXCERPT). A Federal Phytosanitary Certificate for Re-export for CITES Appendix I, Appendix II, or Appendix III Regulated Timber Species can only be issued at a designated port that is authorized to re-export CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III Regulated Timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Re-export only if all CITES requirements have been satisfied.
# Re-exportation of CITES Protected Timber Species: Procedures

## Procedures

### TABLE 3-3 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <em>Swietenia macrophylla</em> (bigleaf mahogany)</td>
<td>Neotropics&lt;sup&gt;6&lt;/sup&gt;</td>
<td></td>
<td></td>
<td>Go to page 3-28</td>
</tr>
<tr>
<td></td>
<td>Other than the Neotropics</td>
<td></td>
<td></td>
<td>Go to page 3-29</td>
</tr>
<tr>
<td>◆ <em>Swietenia mahogani</em> (Caribbean mahogany)</td>
<td>Any country</td>
<td></td>
<td></td>
<td>Go to page 3-30</td>
</tr>
<tr>
<td>◆ <em>Aniba roseodora</em> (Brazilian rosewood)</td>
<td>Any country</td>
<td>Engaged in commercial business&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II re-export documents&lt;sup&gt;2, 3&lt;/sup&gt;:</td>
<td>Go to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ <em>Bulnesia sarmientoi</em> (gaiacwood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Caesalpinia echinata</em> (pernambuco)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Caryocar costaricense</em> (ajillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Gonystylus spp.</em> (ramin)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Guaiacum spp.</em> (lignum vitae)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Oreumunnea pterocarpa</em> (gavilan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Pericopsis elata</em> (afromosia)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Platymiscium pleiostachyum</em> (cristóbal, granadillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Pterocarpus santalinus</em> (red sandalwood, redsanders)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ <em>Swietenia humilis</em> (Pacific Coast mahogany)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the article traded comes from: ◆ *Swietenia macrophylla* (bigleaf mahogany) and the country of origin is: Neotropics<sup>6</sup> and the permittee is: other than the Neotropics and the re-exporter: any country, then:

- Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II re-export documents<sup>2, 3</sup>:
  - Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)
  - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices
- A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table

**Lacks** the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** PPQ Form 622, Protected Plant Permit

**Has an expired** PPQ Form 622, Protected Plant Permit<sup>4</sup>

**ALLOW** the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)

**Not** engaged in commercial business

GO to page 3-27
TABLE 3-3  Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Aniba rosaeodora (Brazilian rosewood)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following USFWS-issued CITES Appendix II re-export documents 2, 3</td>
<td>Go to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ Buinesia sarmientoi (gaiacwood)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Caesalpinia echinata (pernambuco)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Caryocar costaricense (ajillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Gonystylus spp. (ramin)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Guaiacum spp. (lignum vitae)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Oreomunnea pterocarpa (gavilan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pericopsis elata (afromosia)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Platymiscium pleiostachyum (cristóbal, granadillo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pterocarpus santalinus (red sandalwood, redsanders)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Swietenia humilis (Pacific Coast mahogany)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Lacks the required CITES document} \]
### TABLE 3-3 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <strong>Swietenia macrophylla</strong>&lt;sup&gt;6&lt;/sup&gt; (bigleaf mahogany)</td>
<td>Neotropics&lt;sup&gt;6&lt;/sup&gt; (includes articles originating in the Neotropics that were re-exported from another country)</td>
<td>Engaged in commercial business&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Presents a USDA-issued <strong>PPQ Form 622, Protected Plant Permit, and one</strong> of the following USFWS-issued CITES Appendix II re-export documents&lt;sup&gt;2,3&lt;/sup&gt;:&lt;br&gt;◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)&lt;br&gt;◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices&lt;br&gt;A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td>Go to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
</tbody>
</table>

**Lacks** the required CITES document 1. PLACE the shipment on HOLD<br>2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** **PPQ Form 622, Protected Plant Permit**<br>ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)

**Has an expired** **PPQ Form 622, Protected Plant Permit**<br>ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)
### TABLE 3-3 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Swietenia macrophylla</em> (bigleaf mahogany)</td>
<td>Neotropics(^a) (includes articles originating in the Neotropics that were re-exported from another country)</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following USFWS-issued CITES Appendix II re-export documents:</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> the required CITES re-export document</td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. CONTACT a PPQ Botanist(^7) for assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Other than the Neotropics(^a)</strong></td>
<td>Presents either one:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>◆ Generic Certificate of Origin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>◆ Other conclusive proof of origin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Lacks</strong> the required document listed in the cell above (does <strong>not</strong> have conclusive proof of origin)</td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. CONTACT a PPQ Botanist(^7) for assistance</td>
</tr>
</tbody>
</table>
Re-exportation of CITES Protected Timber Species: Procedures

TABLE 3-3 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the article traded comes from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <em>Swietenia mahogani</em> (Caribbean mahogany)</td>
<td>Any country</td>
<td>Engaged in commercial business</td>
<td>Presents a USDA-issued PPQ Form 622, <em>Protected Plant Permit</em>, and one of the following USFWS-issued CITES Appendix II re-export documents: ◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lacks PPQ Form 622, <em>Protected Plant Permit</em></td>
<td>ALLOW the exporter to apply for a <em>Protected Plant Permit</em> (see Application for a Protected Plant Permit on page 3-42)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has an expired PPQ Form 622, <em>Protected Plant Permit</em></td>
<td>1. PLACE the shipment on HOLD 2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**TABLE 3-3  Determine Which Documents Are Needed for the Re-exportation of CITES Appendix II Regulated Timber Species (continued)**

<table>
<thead>
<tr>
<th>If the article traded from:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the re-exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <strong>Swietenia mahogani</strong></td>
<td>Any country</td>
<td>Not engaged in</td>
<td>Presents one of the following USFWS-issued CITES Appendix II re-export documents (^2), (^3):</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>(Caribbean mahogany)</td>
<td></td>
<td>commercial business</td>
<td>◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
<td>1. PLACE the shipment on HOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. GO to Violations, Seizures, and Forfeitures on page 4-1</td>
</tr>
</tbody>
</table>

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

2. If Block 5, Special Conditions, of the USFWS-issued CITES Certificate so states, then a CBP/PPQ validated copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin is required to be attached (to the USFWS-issued CITES Certificate).

3. USFWS-DMA is phasing in the issuance of single-use permits and certificates. Single-use certificates are printed on security paper and the original must accompany the shipment.

4. The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time.

5. Listed by the Convention to include the *Swietenia macrophylla* populations of the Neotropics only. *Swietenia macrophylla* trees cut in any country other than the Neotropics are not regulated by CITES.

6. The Neotropics includes the Caribbean, Central America, Mexico, and South America. Includes articles originating in the Neotropics that were re-exported from another country.

7. To locate the name of the PPQ Botanist that services your port, see Appendix C in the *Plant Inspection Station Manual*.
The re-exportation of CITES Appendix III timber species is permitted when presented with the appropriate documentation for the following categories of trade:

- Articles derived from trees cut in the wild
  (when presented with a USFWS-issued *CITES Re-export Certificate*)

- Articles derived from plantation-grown trees
  (when presented with a USFWS-issued *CITES Re-export Certificate* designating source code A for Artificial Propagation)

- Articles acquired prior to the date the CITES Convention listed the species
  (when presented with a USFWS-issued *CITES Other Certificate* designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before being the date first included in the CITES appendices)

See **Table 3-4 on page 3-33** to determine which documents are required for the re-exportation of CITES Appendix III timber species.
**TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species**

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Cedrela fissilis (Argentine cedar)</td>
<td>Any country</td>
<td>Engaged in commercial business 1</td>
<td></td>
<td>GO to page 3-34</td>
</tr>
<tr>
<td>◆ Cedrela lilloi (cedro)</td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 3-35</td>
</tr>
<tr>
<td>◆ Cedrela odorata (Spanish cedar)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Dalbergia retusa (Nicaraguan rosewood)</td>
<td>Guatemala (includes articles originating in Guatemala that were re-exported from another country)</td>
<td>Engaged in commercial business 1</td>
<td></td>
<td>GO to page 3-36</td>
</tr>
<tr>
<td>◆ Dalbergia Stevensonii (Honduran rosewood)</td>
<td>Other than Guatemala</td>
<td></td>
<td></td>
<td>GO to page 3-37</td>
</tr>
<tr>
<td>◆ Dipteryx panamensis (almendro)</td>
<td>Any country</td>
<td>Engaged in commercial business 1</td>
<td></td>
<td>GO to page 3-38</td>
</tr>
<tr>
<td>◆ Magnolia liliifera var. obovata (magnolia)</td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 3-38</td>
</tr>
<tr>
<td>◆ Pinus koraiensis (Korean pine)</td>
<td>Any country</td>
<td>Engaged in commercial business 1</td>
<td></td>
<td>GO to page 3-38</td>
</tr>
<tr>
<td>◆ Podocarpus neriifolius (podocarp)</td>
<td></td>
<td>Not engaged in commercial business</td>
<td></td>
<td>GO to page 3-39</td>
</tr>
<tr>
<td>◆ Tetracentron sinense (Tetracentron)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to any CITES re-export documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. See the Export Program Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml](http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml)) and EXCERPT. A Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III Protected Timber Species can only be issued at a designated port that is authorized to re-export CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III Protected Timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Re-export only if all CITES entry requirements have been satisfied.
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Cedrela fissilis (Argentine cedar)</td>
<td>Any country</td>
<td>Engaged in commercial business(^1)</td>
<td>Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III re-export documents:</td>
<td>Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ Cedrela lilloi (cedro)</td>
<td></td>
<td></td>
<td>◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td>◆ Cedrela odorata (Spanish cedar)</td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

Lacks the required CITES document

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1

Lacks PPQ Form 622, Protected Plant Permit

1. ALLOW the exporter to apply for a Protected Plant Permit
2. GO to Application for a Protected Plant Permit on page 3-42

Not engaged in commercial business

GO to page 3-35
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Cedrela fissilis (Argentine cedar)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following USFWS-issued CITES Appendix III re-export documents:</td>
<td></td>
</tr>
<tr>
<td>◆ Cedrela lilloi (cedro)</td>
<td></td>
<td></td>
<td>◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td>◆ Cedrela odorata (Spanish cedar)</td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

**Lacks the required CITES document**

1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| ◆ *Dalbergia retusa* (Nicaraguan rosewood) | Guatemala | Engaged in commercial business¹ | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III re-export documents²:  
◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)  
◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table | GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40 |
| ◆ *Dalbergia stevensonii* (Honduran rosewood) | Guatemala | Engaged in commercial business¹ | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III re-export documents²:  
◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)  
◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table | GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40 |

**1. PLACE the shipment on HOLD**  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks PPQ Form 622, Protected Plant Permit**  
ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)

**Has an expired PPQ Form 622, Protected Plant Permit**  
ALLOW the exporter to apply for a Protected Plant Permit (see Application for a Protected Plant Permit on page 3-42)

**Not engaged in commercial business**  
GO to page 3-37
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <em>Dalbergia retusa</em> (Nicaraguan rosewood)</td>
<td>Guatemala</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following USFWS-issued CITES Appendix III re-export documents²:</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ <em>Dalbergia stevensonii</em> (Honduran rosewood)</td>
<td></td>
<td></td>
<td>◆ Re-export Certificate with designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other than Guatemala</th>
<th></th>
<th></th>
<th>1. REVIEW the shipping documents to verify the article is not from Guatemala</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. If the shipment is not from Guatemala, then the article is not regulated by CITES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. EXIT this manual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lacks the conclusive proof of origin</th>
<th>1. PLACE the shipment on HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. CONTACT a PPQ Botanist³ for action</td>
</tr>
</tbody>
</table>

² CITES Appendix III regulations and re-export documents are provided in the CITES I-II-III Timber Species Manual 2-17.

³ Contact details for PPQ Botanist are not specified in the document.
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| ◆ *Dipteryx panamensis*  | Any country                   | Engaged in commercial business¹ | Presents a USDA-issued PPQ Form 622, Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III re-export documents:  
  ◆ Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)  
  ◆ Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices  
  A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table | Step 5: Collect the Documents Associated with the Shipment on page 3-40 |
| ◆ *Magnolia liliifera var. obovata* (magnolia) | | | | |
| ◆ *Pinus koraiensis* (Korean pine) | | | | |
| ◆ *Podocarpus nerifolius* (podocarp) | | | | |
| ◆ *Tetracentron sinense* (Tetracentron) | | | | |

**Lacks** the required CITES document

1. PLACE the shipment on HOLD  
2. GO to Violations, Seizures, and Forfeitures on page 4-1

**Lacks** *PPQ Form 622, Protected Plant Permit*

1. ALLOW the exporter to apply for a Protected Plant Permit  
2. GO to Application for a Protected Plant Permit on page 3-42

**Has an expired PPQ Form 622, Protected Plant Permit**

**Not** engaged in commercial business

GO to page 3-39
### TABLE 3-4 Determine Which Documents Are Needed for the Re-exportation of CITES Appendix III Regulated Timber Species (continued)

<table>
<thead>
<tr>
<th>If the timber species is:</th>
<th>And the country of origin is:</th>
<th>And the permittee is:</th>
<th>And the exporter:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ <em>Dipteryx panamensis</em> (almendro)</td>
<td>Any country</td>
<td>Not engaged in commercial business</td>
<td>Presents one of the following USFWS-issued CITES Appendix III re-export documents:</td>
<td>GO to Step 5: Collect the Documents Associated with the Shipment on page 3-40</td>
</tr>
<tr>
<td>◆ <em>Magnolia liliifera var. obovata</em> (magnolia)</td>
<td></td>
<td></td>
<td></td>
<td>Re-export Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown)</td>
</tr>
<tr>
<td>◆ <em>Pinus koraiensis</em> (Korean pine)</td>
<td></td>
<td></td>
<td></td>
<td>Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices</td>
</tr>
<tr>
<td>◆ <em>Podocarpus neriifolius</em> (podocarp)</td>
<td></td>
<td></td>
<td></td>
<td>A phytosanitary certificate may be required to accompany the shipment; see the important advisory at the beginning of this table</td>
</tr>
<tr>
<td>◆ <em>Tetracentron sinense</em> (Tetracentron)</td>
<td></td>
<td></td>
<td></td>
<td>Lacks the required CITES document</td>
</tr>
</tbody>
</table>

1. Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

2. If Block 5, Special Conditions, of the USFWS-issued CITES Certificate so states, then a CBP/PPQ validated copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin is required to be attached (to the USFWS-issued CITES Certificate).

3. To identify the name of the PPQ Botanist that services your port, see Appendix C in the Plant Inspection Station Manual.

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1. PLACE the shipment on HOLD
2. GO to Violations, Seizures, and Forfeitures on page 4-1
Step 5: Collect the Documents Associated with the Shipment

Check to see if Block 5, Special Conditions, of the USFWS-issued CITES Re-export Certificate or Other Certificate requires that the permittee attach a copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin.

If so, then as part of the re-export validation process, you must verify that the CITES Appendix I, Appendix II, or Appendix III regulated timber or articles were originally legally imported into the U.S. The permittee must provide you with a legible copy of a valid foreign CITES Export Permit or Certificate that was previously endorsed (stamped, released, signed, and dated by a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist) at the CITES-designated port where the shipment was originally imported.

**IMPORTANT**

European Union (EU) countries require an original USFWS-issued CITES Re-export Certificate printed on security paper must accompany the shipment.

Since multi-use certificates or permits are not accepted by the EU, never validate them for shipments to EU countries.

1 As of July 2010, EU countries include Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**IMPORTANT**

In addition to any CITES re-export documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. See the Export Program Manual (available at [http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml](http://www.aphis.usda.gov/import_export/plants/manuals/domestic/xpm.shtml)) and EXCERPT.

A Federal Phytosanitary Certificate for Re-export for CITES Appendix I, Appendix II, or Appendix III Regulated Timber Species can **only** be issued at a designated port that is authorized to re-export CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Re-export of CITES Appendix I, Appendix II, or Appendix III Regulated Timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Re-export **only** if all CITES requirements have been satisfied.

Collect the following valid documents associated with the shipment:

- **CITES Re-export Certificate or CITES Other Certificate (FWS Form 3-201A) issued by U.S. Fish & Wildlife Service-Division of Management Authority (USFWS-DMA)**

- **If the condition in Block 5, Special Conditions, of the USFWS-issued CITES Certificate so states, then the permittee must provide you with a legible copy of a valid foreign CITES Export Permit or Certificate that was previously endorsed (stamped, released, signed, and dated by a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist) at the CITES-designated port where the shipment was originally imported**
◆ If the re-exporter is engaged in a commercial business, a copy of the USDA-issued **PPQ Form 622, Protected Plant Permit**, for the re-exporter to engage in the commercial trade of CITES listed plants (see **PPQ Form 622, Protected Plant Permit on page A-16**). If the re-exporter does not have a permit, you may allow the re-exporter to apply for one (see **Step 6: Ensure the Documents Have Not Expired on page 3-42**; and follow the directions for allowing the re-exporter to apply for a new **Protected Plant Permit**).

◆ Cargo paperwork associated with the shipment (such as bill of lading, air waybill, invoice, and dimensional specification sheets²)

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² Dimensional specification sheets (or dimensional tally inventory sheets) are used for articles that are imported in quantities expressed in cubic meters, square meters, or board feet, and inventory the size of each piece of lumber or veneer in each bundle shipped. Usually there will be more than one dimensional inventory sheet with each shipment.
Step 6: Ensure the Documents Have Not Expired

To verify that the documents have not expired, check the upper right-hand corner of the USDA-issued PPQ Form 622, Protected Plant Permit, and Block 2 of the CITES Re-export Certificate or Other Certificate.

The USDA ePermits issued Protected Plant Permit remains valid until the expiration date specified on the permit.

The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time.

Application for a Protected Plant Permit

A new application is required for both first-time applicants and upon expiration of the currently-held Protected Plant Permit.

Use the following procedures for having the exporter apply for the USDA-issued PPQ Form 622, Protected Plant Permit:

1. Have the exporter complete the application. Collect a check from the importer for $70, made payable to “Plant Protection and Quarantine”.

2. Call the Permit Unit at either 877/770-5990 (toll free number), or 301/734-7472. If using the toll free number, press ‘2’ to reach the Protected Plant Permit desk directly and ask for a Protected Plant Permit number.

3. Write the Protected Plant Permit number at the top of the application, PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing Exporting, or Re-exporting Terrestrial Plants.

4. Mail the completed PPQ Form 621 along with the check to the following address:

   USDA-APHIS-PPQ
   PPQ Permit Unit
   4700 River Road, Unit 136
   Riverdale, MD 20737-1236

Renewal of an Expired CITES Re-export Certificate

If the CITES Re-export Certificate has expired, then stop processing the re-export. Have the permittee contact the U.S. Fish & Wildlife Service, Division of Management Authority, 4401 North Fairfax Drive, Room 700, Arlington, VA 22203, to have the permittee’s CITES Re-export Certificate or Other Certificate reissued.
Step 7: Confirm the Legal Importation

If the CITES Re-export Certificate, Block 5, Special Conditions, requires the permittee to attach a copy of the CITES Export Permit or Certificate from the country of origin (where the article originated) or the country of last re-export, then confirm that the copy is attached.

To verify that the timber or articles legally entered, ensure that the copy presented to you is valid (compare and match the copy with the example from the country of origin or the country of last re-export shown in CITES Documents on page D-1).

If there is no example of the foreign CITES document present, then see the following Web site http://www.cites.org/common/directory/e_directory.html. Compare the name and address of the Management Authority of the foreign CITES document with the official offices and addresses of management authorities at this Web site.

Then verify that the CITES Export Permit or Export Certificate was previously inspected and stamped “RELEASED” by a CPB Agriculture Specialist, a PPQ Plant Health Safeguarding Specialist, or a PPQ Export Certification Specialist. If you are given a copy of an invalid document, then stop processing the re-export and inform the permittee of the correct document requirements.

If the copy of the CITES Export Permit presented to you is illegible or was not previously endorsed by the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist, then contact CBP personnel at the port where the timber logs, lumber, or article originally entered to determine if the material was legally imported.

After a CBP Agriculture Specialist at the port of entry confirms that the material was legally imported, then have the CBP Agriculture Specialist endorse the CITES Export Permit and forward a copy to your office.

If you learn that the original importation was illegal, then the shipment may be subject to forfeiture. Contact a PPQ Botanist for assistance.

3 To identify the name of the PPQ Botanist that services your port, see Appendix C in the Plant Inspection Stations Manual.
Step 8: Verify the CITES Re-export Certificate Is Authentic and Acceptable

Compare the CITES document accompanying the shipment to the official examples of USFWS-issued CITES Documents on page D-1.

Do not accept a CITES Re-export Certificate that is altered, modified, or crossed-out unless the modification or crossing out has been authenticated by the stamp and signature of the authority issuing the document.

If you are presented with an altered or questionable CITES Re-export Certificate, then place the shipment on HOLD and contact your PPQ Botanist for assistance.

See the instructions in Table 3-5 to determine if the CITES document for re-export is valid. Table 3-5 is a summary of the information required on a CITES Permit or Certificate and does not cover extra information required on the specific types of documents. Complete coverage of this information can be found in 50CFR §23.23.

TABLE 3-5 Instructions for the Export or Re-export Validation of CITES Permits or Certificates Issued by USFWS

<table>
<thead>
<tr>
<th>Block</th>
<th>Information entered by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The heading Block above refers to the block location on a USFWS-issued CITES document</td>
<td></td>
<td>Single-use USFWS-issued CITES Re-export certificates are valid for six months. Multi-use USFWS-issued CITES Re-export certificates are generally valid for two years.</td>
</tr>
</tbody>
</table>
| EXPORT PERMIT RE-EXPORT CERTIFICATE OTHER CERTIFICATE | Division of Management Authority (DMA) | 1. VERIFY the type of CITES document presented (Export Permit, Re-export Certificate, or Other Certificate) corresponds with the category of trade  
2. If the CITES document is marked "Other Certificate", then the document must indicate the type of certificate (see block 9), such as "Certificate of Artificial Propagation" (for plantation-grown trees); "Certificate of Origin"; or "Pre-Convention Certificate" |
| Page ___ of ___ DMA          | VERIFY the total number of document pages are presented to you for export validation                                                                                                                                 |
| 1 Original Permit/ Certificate No. DMA | VERIFY the certificate or permit number listed on the first page matches the certificate or permit number listed all subsequent pages of the document (such as continuation sheets and/or inventory sheets) |
| 2 Valid until DMA | VERIFY the certificate has not expired. The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time |
### TABLE 3-5 Instructions for the Export or Re-export Validation of CITES Permits or Certificates Issued by US FWS (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Information entered by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Permittee (name and address, country)</td>
<td>DMA  &lt;br&gt; <strong>VERIFY</strong> the permittee's name and address matches the exporter's name and address declared on the accompanying shipping documents (bill of lading air waybill, booking confirmation document, etc.)  &lt;br&gt; CITES permits/certificates are <strong>not</strong> transferable; therefore the name and address of the exporter or re-exporter declared on the shipping documents must match the permittee’s name and address.</td>
</tr>
<tr>
<td>4</td>
<td>Consignee (name and address, country)</td>
<td>Permittee  &lt;br&gt; <strong>VERIFY</strong> the consignee’s name and address matches the information listed on the accompanying shipping documents (bill of lading, air waybill, booking confirmation, etc.)</td>
</tr>
<tr>
<td>5</td>
<td>Special Conditions</td>
<td>DMA  &lt;br&gt; 1. REVIEW the special conditions with which the permittee must comply to use this document  &lt;br&gt; 2. If this block directs the permittee to complete specific portions of the certificate, then you must <strong>VERIFY</strong> the blocks are complete and correct (see example below)  &lt;br&gt; 3. If this block instructs the permittee to attach a copy of the CITES document used to import the article into the U.S., then FOLLOW the guidelines in <strong>Step 7: Confirm the Legal Importation</strong>  &lt;br&gt; <strong>EXAMPLE</strong> Permittee must complete Block 4, Consignee, and Block 11, Quantity.</td>
</tr>
<tr>
<td>5a</td>
<td>Purpose of Transaction</td>
<td>1. <strong>VERIFY</strong> the purpose of transaction identified by a written description or by one of the codes in 50CR §23.23(d) reflects the nature of the transaction. Most transactions will be commercial with a transaction code T  &lt;br&gt; 2. <strong>VERIFY</strong> the transaction code is compatible with the source code recorded in Block 10  &lt;br&gt; <strong>EXAMPLE</strong> An export permit authorizing commercial trade (purpose of transaction code T) for a wild-collected Appendix I specimen (source code W) would not be valid, except for pre-Convention specimens.</td>
</tr>
<tr>
<td>5b</td>
<td>Security No.</td>
<td><strong>VERIFY</strong> the number listed in Block 5b (on the document matches the number of the security number affixed in Block 13. The security number found on the face of the document should also be recorded in Block 5b</td>
</tr>
</tbody>
</table>
### TABLE 3-5 Instructions for the Export or Re-export Validation of CITES Permits or Certificates Issued by US FWS (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Information entered by</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 6 U.S. Management Authority | DMA | 1. CONFIRM the U.S. Management Authority address reads:  
Division of Management Authority  
U.S. Fish and Wildlife Service  
Department of the Interior  
Washington, DC 20240  
United States of America  
2. VERIFY the document bears an ink stamp and original signature from the U.S. Management Authority  
3. COMPARE the issuance date in this block (6) to the expiration date in Block 2 (a single-use USFWS-issued CITES certificate is valid for 6 months; a multi-use USFWS-issued CITES certificate is usually valid for 2 years) |
| 7/8 Common Name and Scientific name (genus and species) of Animal or Plant | DMA | VERIFY by review of the shipping documents (and later by inspection of the commodity), the common name and scientific name recorded matches what is being re-exported |
| 9 Description of the part or derivative, including identifying marks or numbers | DMA | VERIFY by review of the shipping documents (and later by inspection of the commodity), the description and identifying marks match what is being recorded in this block |
| 10 Appendix No. and Source | DMA | VERIFY the CITES Appendix number (of the species being re-exported) listed and found in Table 3-1 agrees with the Appendix number listed on the CITES document |
| 11 Quantity (including units) | Permittee | 1. VERIFY the quantity listed agrees with the quantity declared on the invoice and cargo papers accompanying the shipping documents  
2. If Block 5, Special Conditions, directs the permittee to use a specific unit of quantity, or if Block 9, Description of Specimens, denotes the unit of quantity in the description of the commodity, then VERIFY that the specified unit of quantity is also in this block (11)  
3. If the accompanying paperwork declares quantities other than directed, then see Appendix C, Conversion Formulas  
4. If the instructions in Block 5 direct the permittee to attach a copy of the CITES document used to import the commodity, then COMPARE the quantity listed in this block with the quantity listed on the attached foreign CITES document  
5. If the quantity listed in this block exceeds the quantity listed on the attached foreign CITES document, then STOP processing the shipment and give the permittee the opportunity to remove excess material and amend his/her paperwork or present you with an amended CITES Re-export Certificate¹ |

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¹ The quantity listed in Block 11 must not exceed the quantity listed on the attached foreign CITES document. If this occurs, then STOP processing the shipment.
TABLE 3-5 Instructions for the Export or Re-export Validation of CITES Permits or Certificates Issued by US FWS (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Information entered by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Country of Origin Permit/Certificate No. Date of Issue</td>
<td>Permittee or DMA</td>
</tr>
<tr>
<td>13</td>
<td>Export/Re-export Endorsement:</td>
<td>PPQ</td>
</tr>
<tr>
<td>14</td>
<td>Bill of Lading/Air Waybill Number Port of Exportation/Re-exportation Total No. of Shipping Containers</td>
<td>PPQ</td>
</tr>
<tr>
<td>15</td>
<td>This document valid only with inspection official’s ORIGINAL stamp, signature and date in this block</td>
<td>PPQ</td>
</tr>
</tbody>
</table>

1. To amend a CITES Certificate, the quantity listed in Block 11 must be changed in the following manner:

   If the document is printed on security paper (and, therefore, cannot be photocopied), then the permittee must present a new original with the correct quantity; do not accept alterations or modifications.

   If the document is a multi-use certificate, then the permittee can use photocopies. The permittee must present a new copy of the certificate with the correct quantity listed; do not accept a document that has alterations or modifications.

   If a CITES Re-export Certificate is presented to you with incomplete or inaccurate information or the document has expired⁴, then STOP processing the re-exportation. Place the shipment on HOLD and contact your PPQ Botanist⁵ for assistance.

   If the CITES document is acceptable, then continue to Step 9: Inspect the Shipment.

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⁴ The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time.

⁵ To identify the name of the PPQ Botanist that services your port, see Appendix C in the Plant Inspection Stations Manual.
Step 9: Inspect the Shipment

Inspect the shipment to assess the actual quantity of material being re-exported. You may have to overcome the following difficulties in assessing the volume of material being shipped:

- Accessibility of containerized cargo
- Bundles of lumber consisting of boards or sheets of various sizes
- Enormity of the shipment
- Identity of the pallets comprising the shipment

When the size of commercial shipments makes impossible the inspection of the entire consignment to assess its quantity, then review the invoice, packing list, or dimensional specification sheets accompanying the consignment and determine the quantity of a representative unit (such as box, bundle, carton, etc.), for the shipment. Continue to Table 3-6 below.

TABLE 3-6 Determine the Quantity of a Representative Unit for Inspection

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity recorded on the USFWS-issued CITES document is by weight</td>
<td>VERIFY that the weight of the unit you chose to inspect matches the unit’s weight as listed on the invoice or packing list</td>
</tr>
<tr>
<td>Quantity recorded on the USFWS-issued CITES document is by number of pieces</td>
<td>VERIFY that the number of pieces in the unit you chose to inspect matches the unit’s number of pieces as listed on the invoice or packing list</td>
</tr>
<tr>
<td>Quantity recorded on the USFWS-issued CITES document is in cubic meters, square meters, or board feet</td>
<td>CONDUCT a dimensional piece count to VERIFY the quantity of the unit you chose to inspect matches the quantity listed for that unit on the invoice, packing list, or dimensional specification sheet</td>
</tr>
<tr>
<td>Quantity as found by your physical inspection of a representative sample does not match the quantity listed on the invoice, packing list, or dimensional specification sheet</td>
<td>1. SELECT another representative sample to inspect  2. REPEAT the procedures listed above to determine the extent of the overage</td>
</tr>
</tbody>
</table>

1 To perform a dimensional piece count, you must measure each piece in the inspectional unit either by length and width; or by length, width, and height (thickness); and then multiply the subtotal by the number of pieces in the unit to calculate the total quantity of the unit. See Appendix C, Conversion Formulas for assistance.

Continue to Table 3-7 to determine the action to take based on your inspection.
### TABLE 3-7 Determine the Action Based on the Inspection Results

<table>
<thead>
<tr>
<th>If your inspection confirms:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exporter or re-exporter deliberately attempted to mislead you or</td>
<td>1. In addition to seizure and forfeiture of the shipment, the importer may be subject to civil or criminal penalties. COMPLETE PPQ Form 518, Report of Violation (see Appendix A for instructions) to document the violation</td>
</tr>
<tr>
<td>concealed unauthorized articles</td>
<td>2. CONTACT a PPQ Botanist¹ to report the violation</td>
</tr>
<tr>
<td>Quantity is equal to or less than the quantity listed on the USFWS-issued CITES Certificate</td>
<td>CONTINUE to Step 10: Validate the CITES Documents With Stamp and Endorsement</td>
</tr>
<tr>
<td>Quantity in excess of the quantity listed on the USFWS-issued</td>
<td>1. Shipment is in violation of CITES Regulations and is subject to seizure and forfeiture. SEE Violations, Seizures, and Forfeitures, for forfeiture procedures</td>
</tr>
<tr>
<td>CITES Certificate</td>
<td>2. CONTACT a PPQ Botanist for assistance with forfeiture procedures</td>
</tr>
<tr>
<td>Unauthorized articles (CITES regulated articles that are not</td>
<td>1. Shipment is in violation of CITES Regulations and is subject to seizure and forfeiture. SEE Violations, Seizures, and Forfeitures, for forfeiture procedures</td>
</tr>
<tr>
<td>recorded on the CITES document)</td>
<td>2. CONTACT a PPQ Botanist for assistance with forfeiture procedures</td>
</tr>
</tbody>
</table>

¹ To identify the PPQ Botanist that services your port, see Appendix C in the Plant Inspection Stations Manual.
Step 10: Validate the CITES Documents With Stamp and Endorsement

The CITES Re-export Certificate is not valid until a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist completes Blocks 13, 14, and 15 of this form. If the shipment complies with the USFWS-issued CITES Re-export Certificate and the procedures listed in Steps 1 through 9 of this chapter, then endorse the original CITES document. Use your “USDA-APHIS-PPQ Inspected and Released” or “USDA-APHIS-PPQ Released” stamp. The stamp must bear your port location. Sign your name in ink, and write your badge number and the date. Validate by stamping and endorsing the re-export certificate blocks as shown in Table 3-8.

TABLE 3-8 Instructions for Validation and Endorsement of CITES Re-export Certificate

<table>
<thead>
<tr>
<th>Block</th>
<th>Completed by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Export/Re-export Endorsement</td>
<td>Block 7: List the quantity of material being re-exported that must be equal to or less than the quantity entered in Block 11. Block 14: Line out the remaining unused rows.</td>
</tr>
<tr>
<td>14</td>
<td>Bill of Lading/ Air Waybill Number</td>
<td>Block 14: List the bill of lading or air waybill, port of re-exportation city and State, and total number of shipping containers, pallets, or bundles.</td>
</tr>
<tr>
<td>15</td>
<td>Inspecting Official’s Stamp, Signature, and Date</td>
<td>Block 15: Endorse the certificate with an official “USDA-APHIS-PPQ Inspected and Released” or “USDA-APHIS-PPQ Released” stamp which bears the name of your port location. Block 15: Sign and date the certificate (use ink). Block 15: List your badge number.</td>
</tr>
</tbody>
</table>
Step 11: Distribute the CITES Documents

When Block 5, Special Conditions, states the permittee must attach a copy of the foreign CITES Export Permit or Certificate, then distribute as follows:

1. Send the validated original USFWS-issued CITES Certificate with a copy of the foreign CITES Export Permit or Certificate attached, to the permittee with the following instructions:
   A. Permittee is to forward the documents with the shipment (documents must accompany shipment).
   B. Permittee may make and keep a photocopy of the documents.

2. Send a copy of the validated original USFWS-issued CITES Certificate with a copy of the foreign CITES Export Permit or Certificate attached, to the following office:

   U.S. Fish and Wildlife Service
   Division of Management Authority
   4401 North Fairfax Drive, Room 700
   Arlington, VA 22203

3. Keep a copy of the validated original USFWS-issued CITES Certificate with a copy of the foreign CITES Export Permit or Certificate attached, in the port file.

CITES files must be retained for five years. See Filing System on page 2-2 for directions on how to set up and maintain files.
Re-exportation of CITES Protected Timber Species: Procedures
Transportation and Exportation (T&E) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

Transportation and Exportation (T&E) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

**Canada or Mexico**

Follow the steps listed below when releasing the shipment for transportation and exportation (T&E) of CITES Appendix I, Appendix II, or Appendix III regulated timber species to Canada or Mexico:

1. Verify that the shipment is accompanied by CBP Form 7512 or other accepted in-bond document.
2. Stamp the CBP paperwork, “Released for Exportation.”  
   **Do not** stamp the CITES document; this will be done by the Canadian or Mexican authorities.
3. Apply any necessary safeguards.
4. Allow the shipment to proceed.

**IMPORTANT**

If the CBP paperwork designates both a U.S. Company (middle man) and a Canadian or Mexican consignee, then review the CITES document to verify that the consignee is actually Canadian or Mexican and **not** U.S. If the CITES document declares a U.S. company as the consignee, then the T&E **must** be handled as a CITES re-export.

Immediate Exportation (IE) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

Follow these steps for the immediate exportation (IE) of CITES Appendix I, Appendix II, and Appendix III regulated timber species:

1. Verify the shipment is accompanied by CBP Form 7512 or other accepted export document.
2. Stamp the CBP paperwork, “Released for Exportation.”  
   **Do not** stamp the CITES document; this will be done by the authorities at the country of destination.
3. Apply any necessary safeguards.
4. Allow the shipment to proceed.
Introduction

This chapter provides the procedures for processing violations of CITES Appendix I, Appendix II, and Appendix III protected timber species, and for seizure and forfeiture of CITES regulated timber species (including articles made from protected timber).
Violations, Seizures, and Forfeitures:  Procedures

Procedures

The procedures which follow have been established to report violations and initiate seizure and forfeiture for regulated plants, including their parts and derivatives when offered for or traded in contravention of CITES.

Violations of USDA Regulations

Violations of USDA species regulations concerning CITES plants (7CFR 355) will generally result in the issuance of PPQ Form 518, Report of Violation.

Repeat violations of 7CFR 355 or deliberate attempts to circumvent regulations will result in seizure and forfeiture of CITES regulated material. To determine if seizure and forfeiture is warranted, verify that the violator is a repeat offender or deliberately attempted to circumvent regulations. Contact the PPQ CITES Specialist1 in your region for advice. CBP Agriculture Specialists (CBP-AS) must go through proper channels.

**EXAMPLE**

If a violator’s Protected Plant Permit is revoked and the violator attempts to import, export, or re-export CITES regulated material, then seizure and forfeiture is warranted.

**Step 1: Determine if a Violation of USDA Regulations Concerning CITES Regulated Plants Exists**

A violation of the USDA regulations concerning CITES regulated plants exists when a party (importer, exporter, or re-exporter) commits one or more of the following:

- Engages in commercial business as an importer, exporter, or re-exporter **without** PPQ Form 622, Protected Plant Permit, issued by the USDA
- Fails to notify CBP or PPQ promptly upon the arrival or prior to the export or re-export of regulated material, by such means as a manifest, Customs’ (CBP) entry, invoice, or waybill, with the genus and species of the regulated material listed
- Fails to provide the genus and species of regulated material by such means as a tag, invoice, or packing list, or identification on the shipping container

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1 National CITES Specialists are John Arcery, e-mail john.n.arcery@aphis.usda.gov, and Timothy Torbett e-mail timothy.j.torbett@aphis.usda.gov.
Violations of USDA Regulations

◆ Fails (for any person engaged in business as an importer, exporter, or re-exporter) to maintain records for the trade of regulated material for a period of five years

◆ Fails or denies (for any person engaged in business as an importer, exporter, or re-exporter) to provide CBP or PPQ access to examine such records or inventory of regulated material

◆ Moves regulated material from the Customs’ (CBP) area (pertaining to imports) or from the designated port (pertaining to exports or re-exports) **without** submitting the original CITES document to CBP or PPQ for validation (for re-exported material when the CITES certificate is **not** endorsed, then the foreign CITES management authority may seize the property)

If there are other violations in addition to those listed above, then continue to **Violations of CITES Regulations**.

**Step 2: Complete PPQ Form 518, Notice of Violation**
See PPQ Form 518, Report of Violation **on page A-9** for an example, and **page A-10** for directions on completing the form. If the PPQ Form 518 is available on-line, then complete the form electronically as appropriate.
Violations of CITES Regulations

Violations of CITES regulations (50CFR 23, 24 and 16 USC 1538) for plants (including their parts or derivatives) listed by the Convention will generally result in both a report of violation (PPQ form 518, Report of Violation), and seizure and forfeiture of the illegally-traded material.

Step 1: Confirm a Violation of CITES Exists and Warrants Seizure and Forfeiture

A violation of CITES regulations exists when a party (importer, exporter, or re-exporter) does one or more of the following:

- Imports\(^2\), exports\(^3\), re-exports\(^4\), or possesses plants listed in CITES Appendix I, Appendix II, or Appendix III, with invalid CITES documentation or without a CITES document
- Imports, exports, or re-exports regulated plants in quantities that exceed the quantity recorded on the CITES permit or certificate
- Imports, exports, or re-exports regulated plants into or out of a port that has not been designated for the movement of such plants

To confirm that a violation exists and warrants forfeiture and seizure of the timber or articles, see Table 4-1.

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\(^2\) (Importer, importing, importation) to land on, bring into, introduce into, or attempt to land on, bring into, or introduce into any place subject to the jurisdiction of the United States.

\(^3\) (Exporter, exporting, exportation) to carry, send, take, transport, or otherwise remove, or attempt to carry, send, take, transport or otherwise remove from any place subject to the jurisdiction of the United States.

\(^4\) (Re-exporter, re-exporting, re-exportation) to export following importation.
### TABLE 4-1 Confirm the Violation Warrants Seizure and Forfeiture

<table>
<thead>
<tr>
<th>If you have:</th>
<th>And the:</th>
<th>And you determine:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Attempt to import into the United States with an invalid CITES document or without a CITES document |          |                    | 1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted  
2. GO to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties |
| Attempt to import into the United States and the importer claims the CITES document was lost or destroyed during shipping |          |                    | 1. PLACE the shipment on HOLD; do not proceed with seizure and forfeiture  
2. CONTACT a PPQ Botanist for assistance |
| Attempt to export or re-export from the United States with an invalid CITES document or without a valid CITES document | Person is knowledgeable² |                    | 1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted  
2. GO to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties |
| Re-exporter presents regulated articles to you for the purpose of inquiring about CITES³ | There is no deliberate attempt to defraud or violate the regulations | PROVIDE the person with the required information to obtain the necessary CITES documents; seizure and forfeiture is not warranted |
| Attempt to import, export, or re-export regulated material through a non-designated port | Person is knowledgeable¹ |                    | 1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted  
2. GO to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties |
| Person is unaware of the designated port requirement³ | There is no obvious attempt to defraud or violate the regulations | PROVIDE the person with the required information and allow to arrange to have the shipment rerouted to a designated port at the owner’s expense |
| Evidence that a permit, certificate, or other official document was altered or forged to gain advantage |          |                    | 1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted  
2. GO to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties |
| Quantities in excess of the quantity recorded on the CITES document |          |                    | 1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted  
2. GO to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties |
| Unauthorized regulated material (CITES regulated articles that are not recorded on the CITES document) |          |                    | 1. STOP processing the violation  
2. CONTACT a PPQ Botanist through proper channels |
| Violation other than listed in the cells above |          |                    | 1. STOP processing the violation  
2. CONTACT a PPQ Botanist through proper channels |
1 To identify the name of the PPQ Botanist that services your port, see Appendix G, List of Identifiers, in the Manual for Agricultural Clearance.

2 Consider a person knowledgeable if any of the following apply: the person was given prior information regarding CITES regulations; is a Protected Plant Permit (PPP) holder; deliberately attempted to conceal CITES-regulated material; or is a repeat violator.

3 The lack of a CITES document by a re-exporter may be due, in part to a lack of knowledge about the regulations.

4 An attempt to import or re-export through a non-designated port may be due, in part to the person’s lack of knowledge about the regulations.
Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
If you have not already done so, then place the material moving in violation of CITES regulations on HOLD. Notify all parties involved that the material is not to be moved without CBP’s or PPQ’s permission.

Be sure non-CITES material or timber in the same shipment as CITES-regulated material and timber has been separated. Do not keep non-CITES material with held CITES material.

Continue to Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation.

Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation
If the same wood or article as the property on hold is sold in the United States, then use the price asked by the nearest retailer to estimate the value. If the same wood or article as the property on hold is not sold in the United States or if impractical to contact a retailer, then use the material’s invoiced value. Continue to Step 4: Start the Forfeiture Procedures.

Step 4: Start the Forfeiture Procedures
The forfeiture procedures will allow you to seize (gain legal custody) and take possession of the material, and to facilitate prosecution by CBP, PPQ, or USFWS-Division of Management Authority (DMA).

After you have obtained the value of the material, then see Table 4-2 to determine the forfeiture procedures to use.

TABLE 4-2 Determine Forfeiture Procedures to Use for Seized Timber or Articles

<table>
<thead>
<tr>
<th>If:</th>
<th>And you estimate the value of the seized material to be:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized timber</td>
<td>$10,000 or less</td>
<td>Go to Forfeiture Procedures for Seizures Valued at $10,000 or Less</td>
</tr>
<tr>
<td>or articles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than $10,000</td>
<td></td>
<td>Go to Forfeiture Procedures for Seizures Valued Greater than $10,000</td>
</tr>
</tbody>
</table>

Once PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less or PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000 is completed and issued to the owner of the material, then the status of the material moves from held to seized and is now officially in the custody of CBP or PPQ.
Forfeiture Procedures for Seizures Valued at $10,000 or Less

When the seizure is valued at $10,000 or less, follow these steps and continue processing the violation:

1. Allow the owner to either waive title (by completing **PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property**) to the material moving in violation of the legislation or to challenge the forfeiture of that material.

2. Advise the owner that the material becomes forfeited after 21 days.

3. Complete **PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less** (see the examples on page A-22 and page A-26; instructions for completing the Part 1 on page A-23, and Part 5 on page A-27) for material seized under CITES legislation.

Then do as follows:

A. Verify that the file number is listed on all applicable forms (see Filing System for Violations, Seizures, and Forfeitures on page 4-21).

B. Make certain to record the date and time of posting PPQ Form 624: in Block 7 of Part 1-PPQ Headquarters, and in Block 7a of Part 5-PPQ/CBP Port Worksheet.

i. **Immediately** post PPQ Form 624, Part 3-Port Copy (for posting) at the CBP or PPQ office (where the material was seized) in a conspicuous place that is accessible to the public; and keep Part 3-Port Copy posted for 21 days.

ii. Make certain you enter the appropriate dates and times in Blocks 6 and 7 on Part 5-PPQ/CBP Port Worksheet of PPQ Form 624.

4. Distribute PPQ Form 623 and PPQ Form 624 as follows:

A. If the owner or owner’s agent is present and signs **PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property**, then distribute the forms as follows:

   ➤ Hand Part 2 of PPQ Form 623 to the owner or agent

   ➤ File Part 1 of PPQ Form 623 in the CBP or PPQ port file

   ➤ Keep Part 4 of PPQ Form 624 in the port file (not necessary to provide the owner or agent with this copy)

   ➤ Continue to 5. on page 4-9

B. If the owner or owner’s agent is present and **did not** sign PPQ Form 623 or is **not** present, then send PPQ form 624, **Part 4-Owner**, by **Certified or Registered Mail with Return**
Receipt Requested together with the following, to all persons believed to be owners or to have an interest in the seized material:

- PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property, Part 2
- PPQ Form 625 Claim and Bond
- PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

C. Make certain you enter the appropriate dates and times in Blocks 6 and 7 on Part 5-PPQ/CBP Port Worksheet of PPQ Form 624.

If the owner or owner’s agent is present and requests a copy of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, then make a photocopy of Part 4 and give the photocopy to the owner or owner’s agent. You must also send the original Part 4-Owner, PPQ Form 624 to the owner or owner’s agent by Certified or Registered Mail with Return Receipt Requested to comply with the regulations.

Important

If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

5. Send (using overnight shipment with next-day delivery) Part 1-PPQ Headquarters original PPQ Form 624, and if applicable, the signed PPQ Form 623, to the National CITES Coordinator at the following address:

National CITES Coordinator
USDA-APHIS-PPQ
4700 River Road, Unit 52, 4D-04.20
Riverdale, MD 20737-1236

6. File and retain the following completed forms:

A. After 21 days, remove, file, and retain the posted Part 3-Port Copy of PPQ Form 624.

B. File and retain Part 5-PPQ/CBP Port Worksheet copy of PPQ Form 624, to know what has happened, who was notified, and when the next step is to be taken. Update Part 5 as necessary.

C. Make certain that all relevant documents have been collected and filed; and update the documents in the file as necessary.

5 Those that may have an interest include interested parties such as the owner’s agent, shipping line, or supplier. These people are identified on PPQ Form 624, Part 4 (worksheet), Block 6.
For detailed instructions on completing forms for seizures valued at $10,000 or less, see the following in Appendix A:

◆ PPQ Form 621, page A-14 through page A-15
◆ PPQ Form 623, page A-19 through page A-21
◆ PPQ Form 624, Part 1, page A-22 through page A-25
◆ PPQ Form 624, Part 5-PPQ/CBP Port Worksheet, page A-26 through page A-29
◆ PPQ Form 625, page A-37 through page A-38
◆ PPQ Form 626, page A-39 through page A-41

If you need additional guidance, contact the PPQ Botanist at your port or the PPQ Botanist whose area of coverage services your port (see Appendix G in the Manual for Agricultural Clearance (MAC) at http://www.aphis.usda.gov/import_export/plants/manuals/ports/mac.shtml).

Continue to Step 5: Safeguard the Seized Timber or Articles.
When the seizure is valued greater than $10,000, follow these forfeiture procedures, then continue processing the violation:

1. Complete PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000. (See the examples on page A-30 and page A-34; and the instructions in Table A-4 on page A-31 and in Table A-5 on page A-35).

2. Make certain you enter the appropriate dates in Block 7 PPQ Form 624A, Part 1 through 4.

3. Make certain you enter the appropriate dates in Blocks 6 and 7 of PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet.

4. Proofread the completed PPQ Form 624A to ensure that there are no inaccuracies or omissions.

5. Make sure that all relevant documents have been collected and filed. Update the file as necessary.

6. Write a narrative report of all relevant facts and circumstances of the violation, as follows:
   - Include the names of any witnesses
   - Cite the laws believed to have been violated
   - Prepare the narrative report on CBP or PPQ letterhead
     - CBP or PPQ letterhead must be dated and bear your name, signature, and title
     - CBP or PPQ Letterhead must be used since the seizure will be brought before a U.S. District Court by the U.S. Attorney’s Office

   If you need additional guidance, contact your PPQ Botanist through proper channels.

7. The Officer signs the PPQ Form 624A. Assemble the following documents for overnight shipment to the USDA National CITES Coordinator:
   - Narrative report original (written by CBP Agriculture Specialist, or PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist)
   - PPQ Form 624A, Part 1-PPQ Headquarters original
   - Correspondence and documents that accompanied the shipment

8. Send (via overnight shipment for next-day delivery) the assembled documents (identified in 7, above), to the following address:
9. Use **Certified** or **Registered Mail** with **Return Receipt Requested** to send the following forms to all persons believed to be owners or to have an interest in the seized material:

- PPQ Form 624A, *Notice for Seizure of Property Valued Greater Than $10,000*, Part 4-Owner **only**
- PPQ Form 626, *Petition for Remission or Mitigation of Forfeiture*


If multiple owners or agents are identified, then you may send photocopies of the forms in lieu of the actual forms.

For detailed instructions on completing forms for seizures valued greater than $10,000, see the following in *Appendix A*:

- PPQ Form 624A, *Notice for Seizure of Property Valued Greater Than $10,000* on page A-30 through page A-33
- PPQ Form 624A, *Notice for Seizure of Property Valued Greater Than $10,000* on page A-30 through page A-36
- PPQ Form 626, *Petition for Remission or Mitigation of Forfeiture* on page A-39 through page A-41

Go to Step 5: Safeguard the Seized Timber or Articles on page 4-13.
**Step 5: Safeguard the Seized Timber or Articles**

Notify all parties involved that the seized material is **not** to be moved without CBP’s or PPQ’s permission.

Safeguard the seized protected timber or articles until the material leaves your (CBP Agriculture Specialist (CBP-AS), PPQ Plant Health Safeguarding Specialist (PHSS), or PPQ Export Certification Specialist (PPQ ECS)) care. Make sure that **no** part of the shipment is lost.

Forfeiture procedures can take a lengthy amount of time and considerable storage costs may accumulate. When material is seized after being placed on hold pending final U.S. Government forfeiture, the CBP-AS, PPQ-PHSS, or PPQ-ECS **must immediately** contact the proprietor of the facility and inquire if there is room to continue to store the shipment at the facility and if storage fees apply to CBP or PPQ.

If any of the following conditions apply, then **immediately** complete a Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments:

- Room is **not** available to store the shipment at the port facility
- Storage fees apply to USDA-PPQ at the port facility where the seized items are being stored

Go to [http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf) to obtain a fillable copy of the Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments. See page A-4 for an example and instructions on completing the request.

Fax the completed Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments to:

Attention: National CITES Coordinator
FAX # 301-734-3560

The contractor will contact the CBP or PPQ Point-of-Contact Officer to schedule an appointment to have the loading of the seized material supervised.
If room is available to store the shipment at the port facility and storage fees do not apply, then contact one of the National CITES Specialists: John Arcery, e-mail john.n.arcery@aphis.usda.gov, or Timothy Torbett, e-mail timothy.j.torbett@aphis.usda.gov, to determine if other temporary storage is necessary.

For seizures valued at $10,000 or less, do as follows:

◆ If you did not receive a signed PPQ Form 623, then continue to Step 6: Forfeit Seized or Abandoned Material Valued at $10,000 or Less

◆ If you did receive a signed PPQ Form 623, then continue to Step 8: Start the Process for Disposal of Forfeited Material Valued at $10,000 or Less

For seizures valued greater than $10,000, continue to Step 7: Await Court Decision for Seized or Forfeited Material Valued Greater Than $10,000.
Step 6: Forfeit Seized or Abandoned Material Valued at $10,000 or Less

If PPQ Form 625, Claim and Bond is not received by your office within 20 days\(^7\) after posting the Notice of Proposed Forfeiture, or if the importer or re-exporter does not present an acceptable CITES document, then you may forfeit seized or abandoned property valued at $10,000 or less.

If PPQ Form 625, Claim and Bond, is received directly by your office within 20 days after posting the Notice of Proposed Forfeiture, then go to Procedures to Follow Upon Receipt of PPQ Form 625, Claim and Bond on page 4-17.

If a CITES document is presented by an importer or exporter during the forfeiture process, then the document can only be accepted if the document was issued in accordance with Conference Resolution 12.3, Section I, paragraphs p), and q), (for replacement documents); and Section XIII, paragraphs a), b), and c), (for retrospective issue of permits and certificates). See Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates on page B-4. Contact your Regional CITES Specialist\(^8\) to assist you with determining if the CITES document is acceptable.

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7 The Deputy Administrator may extend the 20-day period with an appropriate statement on the posted notice of proposed forfeiture, if necessary, to allow a person deemed to have an interest in the property at least 10 days to file such a claim and bond after receipt of a notice of proposed forfeiture.

8 National CITES Specialists are John Arcery, e-mail john.n.arcery@aphis.usda.gov and Timothy Torbett, e-mail timothy.j.torbett@aphis.usda.gov.
If 20 days after posting PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, you did not receive PPQ Form 625 Claim and Bond; or you did not receive notification from the PPQ-HQ/Deputy Administrator’s office that PPQ Form 625 was received; or you did not receive an acceptable CITES document, then the seized property shall be forfeited as follows:

1. If PPQ Form 626, Petition for Remission or Mitigation of Forfeiture, was not received, then complete PPQ Form 627, Declaration of Forfeiture. See the example on page A-42 and the dates recorded on PPQ Form 624 Part 3-Port Copy, and Part 5-PPQ/CBP Port Worksheet.

2. Send Part 2-Owner, PPQ Form 627, Declaration of Forfeiture, by Certified or Registered Mail with Return Receipt Requested, to the owner(s) of the forfeited material. (If more than one owner, then send Part 3-Owner to the additional owner.)


4. Record in Block 6 of PPQ Form 624, Part 5-PPQ/CBP Port Worksheet, the date and time you mail PPQ Form 627.

Continue to Step 8: Start the Process for Disposal of Forfeited Material Valued at $10,000 or Less on page 4-20.
Procedures to Follow Upon Receipt of PPQ Form 625, Claim and Bond

If PPQ Form 625, Claim and Bond, is received by your office within 20 days after the date of posting, then do as follows:

1. Record in Block 6 of PPQ Form 624, Part 5-PPG/CBP Port Worksheet the date PPQ Form 625 is received.

2. Make a photocopy of PPQ Form 625 and retain the copy in your files.

3. Send the original PPQ Form 625 (using overnight shipment for next day delivery) to the National CITES Coordinator at the following address:

   National CITES Coordinator
   USDA-APHIS-PPQ
   4700 River Road, Unit 52, 4D-04.20
   Riverdale, MD 20737-1236

   The National CITES Coordinator will handle referral of PPQ Form 625 to the Deputy Administrator’s Office. Continue to HOLD and safeguard the shipment.

4. The forfeiture process is now transferred from an APHIS administrative procedure to the Office of the U.S. District Court in the State where the seizure was made.

5. You will be notified by PPQ Headquarters of when to take custody of the seized or abandoned material. You may be asked to serve papers issued by the U.S. Marshals Service.

   Important
   If PPQ Form 625, Claim and Bond, was received by the PPQ Deputy Administrator’s Office, then you will be notified by PPQ Headquarters.

   If the shipment is being stored at the port facility, then ask the proprietor if room is available to continue to store the shipment at no charge to DHS-CBP or USDA-PPQ (see Request for Services to Transport, Store, and/or Dispose of Shipments on page 4-13).

Since PPQ Form 625 has been received, the administrative forfeiture procedure ceases; do not mail PPQ Form 627, Declaration of Forfeiture, to the owner.

If either PPQ Form 625 or PPQ Form 626 has been received, then do not continue to Step 8: Start the Process for Disposal of Forfeited Material Valued at $10,000 or Less until you have been notified by PPQ Headquarters to do so.

If both PPQ Form 625 and PPQ Form 626 were not received or you have been notified by PPQ Headquarters to start the process for disposal, then continue to Step 8: Start the Process for Disposal of Forfeited Material Valued at $10,000 or Less.
If **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**, is received by your office, then do as follows:

1. Record in **Block 6 of PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**, the date PPQ Form 626 is received.

2. Make a photocopy of PPQ Form 626 and retain the copy in your files.

3. Send the **original** PPQ Form 626 (using overnight shipment for next day delivery), to the National CITES Coordinator at the following address:

   National CITES Coordinator  
   USDA-APHIS-PPQ  
   4700 River Road, Unit 52, 4D-04.20  
   Riverdale, MD 20737-1236

   The National CITES Coordinator will handle referral of PPQ Form 626 to the Deputy Administrator’s Office.

4. Continue to safeguard the seized or forfeited property. A decision will be made by the Deputy Administrator to grant or deny the Petition for Remission or Mitigation of Forfeiture.

If you did **not** receive **PPQ Form 625, Claim and Bond**, but you have received **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**, and you did **not** already issue PPQ Form 627, **Block 6**, by adding, “A decision will be made pursuant to review of the received Petition for Remission or Mitigation by the Deputy Administrator.” Issue the modified PPQ Form 627. CBP or PPQ **must** continue to safeguard the material until a final decision is made by the Deputy Administrator to grant or deny the petition.

If the shipment is being held at the port facility, then the CBP-AS or PPQ-PHSS or PPQ-ECS **must** immediately contact the proprietor of the port facility and re-inquire if space is still available to continue to store the shipment at **no** charge to DHS-CBP or USDA-PPQ.

If storage fees apply or space is **not** available at the port facility, then to continue to safeguard and store the shipment at the port, then complete the **Request for Services to Store, Transport, and/or Dispose of Seized or Forfeited Shipments** (a fillable request is available at [http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf)). See Request for Services to Transport, Store, and/or Dispose of Shipments on page 4-13 for distribution of the completed request.

**Do not** make arrangements to dispose of the material until you receive notification from PPQ Headquarters to do so. CBP or PPQ **must** continue to HOLD and safeguard the material until final notification.

If PPQ Form 626 is received by the PPQ Deputy Administrator, then you will be notified by PPQ Headquarters.
Step 7: Await Court Decision for Seized or Forfeited Material Valued Greater Than $10,000

Proceedings for seizures valued greater than $10,000 are forwarded to the U.S. Attorney’s office in the State where the seizure occurred. Disposition of the seized material is decided upon by the U.S. District Court. Depending on case load, the judicial forfeiture process can take several months or longer.

If the shipment is being stored at the port facility, then the CBP-AS or PPQ-PHSS or PPQ-ECS must immediately contact the proprietor of the port facility and re-inquire if space is still available to continue to hold the shipment at no charge to DHS-CBP or USDA-PPQ.

If storage fees apply or space is not available to continue to safeguard and store the shipment at the port, then complete the Request for Services to Store, Transport, and/or Dispose of Seized or Forfeited Shipments (a fillable request is available at http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf. See Request for Services to Transport, Store, and/or Dispose of Shipments on page 4-13 for distribution of the completed request.

If the District Court rules in favor of the Agency that made the seizure, then the seized material becomes the property of the U.S. Government, and can be disposed of. In most cases after the U.S. District Court makes their ruling, the forfeiture process is transferred to the U.S. Marshal’s Service. The U.S. Marshals Service (not CBP or PPQ) finalizes custody and disposal of the forfeited material. You may be asked to serve papers issued by the U.S. Marshals Service.
Step 8: Start the Process for Disposal of Forfeited Material Valued at $10,000 or Less

Seized material becomes the property of the U.S. Government 21 days after PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, is posted.

Sixty days after the forfeited material becomes U.S. Government property, CITES Appendix II and Appendix III material is routinely sold at auction. Forfeited CITES Appendix I material cannot be sold.

Since forfeited Appendix I material must be disposed of by other means, contact one of the PPQ National CITES Specialists: John Arcery (e-mail john.n.arcery@aphis.usda.gov) or Timothy Torbett, (e-mail timothy.j.torbett@aphis.usda.gov) to discuss disposal options.

Complete and send a Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments for forfeited CITES Appendix I, Appendix II, and Appendix III, as follows:

1. Fill out a Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments. (See the example Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments on page A-4.)

2. Note whether there is space available to continue to store the forfeited material for approximately 60 more days and the daily storage charge. (If you have not already done so, then contact the port facility where the shipment is being stored to obtain this information.)

   A. If the shipment is already being held in contract storage, then do not complete another Request for Services to Store, Transport, and/or Dispose of Seized or Forfeited Shipments as the National CITES Coordinator will use the initial form.

3. Fax the completed Request for Services to Store, Transport, and/or Dispose of Seized or Forfeited Shipments to the National CITES Coordinator:

   Attention: National CITES Coordinator
   FAX: 301-734-3560

4. The contractor will contact the CBP or PPQ Point-of-Contact Officer to schedule an appointment to have the loading of the forfeited material supervised.
Maintenance of CITES Documents

The CBP Agriculture Specialists, PPQ Plant Health Safeguarding Specialists, or PPQ Export Certification Specialists at the port should file and maintain associated CITES documents for the following reasons:

◆ Facilitate a civil or criminal proceeding
◆ Give immediate access to prior actions taken on seized material (in case you are asked questions about a particular action)
◆ Identify repeat offenders

Filing System for Violations, Seizures, and Forfeitures

To set up a filing system for violations, seizures, and forfeitures paperwork, use the following process:

1. Give each shipment found in violation of the legislation a separate file.

2. Label each file by first listing your port name, then the last two digits of the year followed by a hyphen, then the seizure number. The seizure number starts with 01 for the first seizure of the year. Each subsequent seizure will be numbered consecutively.

   EXAMPLE
   The Port of Miami’s first file for 2006 would be: Miami 06-01.

   The second file would be numbered Miami 06-02.

3. Place Part 5-PPQ/CBP Port Worksheet, of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, in the front of each file and update as necessary. Add all applicable forms, such as the following:
   
   ❖ PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property (if used)
   ❖ PPQ Form 625, Claim and Bond (if used)
   ❖ PPQ Form 626, Petition for Remission or Mitigation of Forfeiture (if used)
   ❖ PPQ Form 627, Declaration of Forfeiture (if used)
   ❖ Other relevant documents (i.e., Officer’s Statement)

Retain each file for 5 years after the last documented action is taken.
Designated CITES Ports

Directory

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PPQ Designated CITES Ports  page 5-1

Introduction

The Designated CITES Ports chapter contains the list of CITES ports through which CITES commodities may be imported, exported, or re-exported.

PPQ Designated CITES Ports

Some locations can only certify specific CITES commodities, which are listed under the CITES Commodity column in Table 5--1.

<table>
<thead>
<tr>
<th>State</th>
<th>CITES Commodity</th>
<th>Address</th>
<th>Phone and Fax</th>
<th>Designated Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 3737 Government Blvd., Suite 517</td>
<td>Ph: 251/661-2742</td>
<td>Jeffrey Lasiter, PHSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile, AL 36693</td>
<td>Fax: 251/661-4381</td>
<td>Richard Walck, PHSS</td>
</tr>
<tr>
<td>Arizona</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 9 North Grand Avenue, Room 120 Nogales, AZ 85621</td>
<td>Ph: 520/287-6463</td>
<td>Allen Dawson, Plant Pathologist Dan Walega, PHSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: 520/387-0138</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Los Angeles Plant Inspection Station 11840 S. La Cienega Blvd. Hawthorne, CA 90250</td>
<td>Ph: 310/725-1916</td>
<td>Jamal Al-Henaid, Botanist Area Identifier specializing in CITES wood identification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Andy Lee, Supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kristen Kaser, Botanist</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Long Beach)</td>
</tr>
</tbody>
</table>

FIGURE 5–1  Designated PPQ CITES Ports Directory
<table>
<thead>
<tr>
<th>State</th>
<th>CITES Commodity</th>
<th>Address</th>
<th>Phone and Fax</th>
<th>Designated Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 9777 Via de la Amistad, Rm 140 San Diego, CA 92154</td>
<td>Ph: 619/661-3029 Fax: 619/661-3047</td>
<td>Michael Meadows, Botanist</td>
</tr>
<tr>
<td>Florida</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 1800 Eller Drive, Suite 414 Fort Lauderdale, FL 33116</td>
<td>Ph: 954/356-7080 Fax: 954/356-7113</td>
<td>George Robinson, PHSS Sonia Hernandez, PHSS</td>
</tr>
<tr>
<td>Florida</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 2431 St. John’s Bluff Road South Suite 119 Jacksonville, FL 32246</td>
<td>Ph: 904/620-9501 Fax: 904/620-9496</td>
<td>L. Oscar Vazquez, PHSS Vacant, PHSS</td>
</tr>
<tr>
<td>Florida</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 6302 NW 36 Street Miami, FL 33122 Regular Mail: USDA-APHIS-PPQ Plant Inspection Station PO Box 660520 Miami, FL 33266</td>
<td>Ph: 305/492-1854 Fax: 305/492-1742</td>
<td>Leo Castaneda, Botanist/Area Identifier specializing in CITES wood identification Fred Zimmerman, Plant Pathologist</td>
</tr>
<tr>
<td>Florida</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 3951 Centerport Street Orlando, FL 32827</td>
<td>Ph: 407/825-4237 Fax: 407/825-4235</td>
<td>Metwaly Sheta, Identifier</td>
</tr>
<tr>
<td>Georgia</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station Hartsfield Perishable Complex 1270 Woolman Place Atlanta, GA 30354</td>
<td>Ph: 404/76-5-3821 Fax: 404/763-7429</td>
<td>Carlos Perez, OIC</td>
</tr>
<tr>
<td>State</td>
<td>CITES Commodity</td>
<td>Address</td>
<td>Phone and Fax</td>
<td>Designated Staff</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>---------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Guam</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 17-3306 Neptune Avenue Barrigada, GU 96913</td>
<td>Ph: 671/477-7822 Fax: 671/477-9487</td>
<td>Russell Campbell, Entomologist</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Orchids (for export and re-export only)</td>
<td>USDA-APHIS-PPQ Hilo International Airport Hilo, HI 96720</td>
<td>Ph: 808/933-6930 Fax: 808/933-6932</td>
<td>Ron Tom, Port Director Trudy Hanohano, OIC Lloyd Yoshina, PHSS</td>
</tr>
<tr>
<td>Hawaii</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Honolulu Plant Inspection Station Honolulu International Airport 300 Rodgers Blvd., #58 Honolulu, HI 96819</td>
<td>Ph: 808/861-8494 Fax: 808/861-8500</td>
<td>Mark Towata, Botanist</td>
</tr>
<tr>
<td>Illinois</td>
<td>Ginseng roots and goldenseal Orchids (for exports and re-exports only)</td>
<td>USDA-APHIS-PPQ 2300 E. Devon, Suite 222 Des Plaines, IL 60018</td>
<td>Ph: 847/699-2400 Fax: 847/699-2429</td>
<td>Rick Gammons, PHSS Scot Saiki, PHSS</td>
</tr>
<tr>
<td>Maryland</td>
<td>Ginseng roots and goldenseal Logs and lumber</td>
<td>USDA-APHIS-PPQ 2200 Broening Highway, Rm 140 Baltimore, MD 21224</td>
<td>Ph: 410/631-0073 Fax: 410/631-0069</td>
<td>Matthew Travis, SPHD</td>
</tr>
<tr>
<td>Michigan</td>
<td>All CITES regulated plants, plant parts, and derivatives destined to Canada only</td>
<td>USDA-APHIS-PPQ 11200 Metro Airport Center Drive Suite 140 Romulus, MI 48174 Exports via Detroit and Port Huron</td>
<td>Ph: 734/942-9005 Fax: 734/942-7691</td>
<td>David Dehn, PHSS Sarah Rehberg, PHSS</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 3505 24th Avenue Bldg. 16, Rooms 1-4 Gulfport, MS 39501</td>
<td>Ph: 228/822-8136 Fax: 228/822-3132</td>
<td>Pam Stricker, PHSS Don Haynes, PHSS Beth Ann Lotz, PHSS</td>
</tr>
<tr>
<td>Missouri</td>
<td>Ginseng roots and goldenseal</td>
<td>USDA-APHIS-PPQ 4300 Goodfellow Blvd. Bldg 102E St. Louis, MO 63074</td>
<td>Ph: 314/389-8420 Fax: 314/389-7640</td>
<td>Brenda Hutchins, PHSS</td>
</tr>
<tr>
<td>State</td>
<td>CITES Commodity</td>
<td>Address</td>
<td>Phone and Fax</td>
<td>Designated Staff</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>New Jersey</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Francis Krim Memorial Plant Inspection Station 2500 Brunswick Ave., Bldg. G Linden, NJ 07036 Covers the Port of New York; Elizabeth, NJ; and Newark, NJ</td>
<td>Ph: 908/862-2012 Fax: 908/862-2095</td>
<td>Ana Margina, Botanist</td>
</tr>
<tr>
<td>New York</td>
<td>All CITES regulated plants, plant parts, and derivatives destined to Canada only</td>
<td>USDA-APHIS-PPQ 29 Liberty Street, Suite 1 Batavia, NY 14020 Exports via Buffalo</td>
<td>Ph: 585/343-9167 xt. 1033 Fax: 585/343-5538</td>
<td>Lewis Tandy, PHSS</td>
</tr>
<tr>
<td>New York</td>
<td>All CITES regulated plants, plant parts, and derivatives destined to Canada only</td>
<td>USDA-APHIS-PPQ 217 West Service Road Champlain, NY 12919 Exports for Rouses Point</td>
<td>Ph: 518/298-5529 Fax: 518/298-5564</td>
<td>Thomas Colarusso, ECS</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Ginseng roots and goldenseal</td>
<td>USDA-APHIS-PPQ 1809-C Associates Lane Charlotte, NC 28217</td>
<td>Ph: 704/424-1014 Fax: 704/357-1667</td>
<td>William Torres, PHSS Paul Allyn, PHSS</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Logs and lumber Venus flytrap export only</td>
<td>USDA-APHIS-PPQ 1815 Gardner Drive Wilmington, NC 28405</td>
<td>Ph: 910/815-4678 Fax: 910/815-4964</td>
<td>Darlene Brown, PHSS Timothy Stevens, PHSS</td>
</tr>
<tr>
<td>Oregon</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 6135 NE 80th Ave., Suite A-5 Portland, OR 97218 Also handles Vancouver, WA</td>
<td>Ph: 503/326-2140 Fax: 503/326-2969</td>
<td>Ken Ball, Plant Pathologist</td>
</tr>
</tbody>
</table>

**FIGURE 5-1** Designated PPQ CITES Ports Directory (continued)
<table>
<thead>
<tr>
<th>State</th>
<th>CITES Commodity</th>
<th>Address</th>
<th>Phone and Fax</th>
<th>Designated Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Carolina</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 4600 Goer Drive, Suite 104 North Charleston, SC 29406</td>
<td>Ph: 843/746-2950 xt. 101 Fax: 843/764-2954</td>
<td>Mary Douglass, OIC</td>
</tr>
<tr>
<td>Texas</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Houston Plant Inspection Station 19581 Lee Road Humble, TX 77338</td>
<td>Ph: 281/443-2063 Fax: 281/443-7643</td>
<td>Norma Diaz, Botanist Eric McDonald, Entomologist</td>
</tr>
<tr>
<td>Texas</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 120 San Francisco Bridge II Complex, Bldg. 5, Room 505 Laredo, TX 78040</td>
<td>Ph: 956/726-2225 Fax: 956/726-2322</td>
<td>Willis Gentry, Botanist William Graves, Plant Pathologist</td>
</tr>
<tr>
<td>Texas</td>
<td>All CITES regulated plants, plant parts, and derivatives</td>
<td>USDA-APHIS-PPQ Plant Inspection Station 100 Los Indios Blvd. Los Indios, TX 78567 Regular Mail: USDA-APHIS-PPQ Plant Inspection Station P.O. Drawer Box 399 Los Indios, TX 78567</td>
<td>Ph: 956/399-2085 Fax: 956/399-4001</td>
<td>Elias Gonzalez, OIC Oscar Mireless, Botanist/Plant Pathologist</td>
</tr>
<tr>
<td>Virginia</td>
<td>Logs and lumber</td>
<td>USDA-APHIS-PPQ 200 Granby Street, Room 331 Norfolk, VA 23510-1811</td>
<td>Ph: 757/441-3211 Fax: 757/441-3646</td>
<td>Karen Williams, OIC</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Ginseng roots and goldenseal</td>
<td>USDA-APHIS-PPQ 4369 South Howell Ave., Suite 201 Milwaukee, WI 53207</td>
<td>Ph: 414/744-6601 Fax: 414/744-6662</td>
<td>Alecia Marson, PHSS</td>
</tr>
</tbody>
</table>

**FIGURE 5-1** Designated PPQ CITES Ports Directory (continued)
Designated CITES Ports: Directory
PPQ Designated CITES Ports
Appendix A

Forms and Permits

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Appendix A: Forms and Permits

Introduction

This appendix provides the reference list of violations to cite on PPQ forms, and examples and instructions for completing, distributing, and retaining PPQ forms.

Instructions for CBP to Order USDA Forms

CBP Field Offices may order USDA forms by following the procedures below:

1. Obtain a Director Field Operations (DFO) Customer Identification Number by providing the following information to the USDA forms point-of-contact via e-mail to Karen.A.Stratchko@aphis.usda.gov:
   A. Full name of the person responsible for ordering USDA forms in the DFO Office.
   B. Full mailing address of the DFO office (no P.O. box).
   C. Telephone number of the point-of-contact in the Field Office.
   D. Facsimile number of the point-of-contact in the Field Office.
   E. E-mail address of the point-of-contact in the Field Office.
2. A DFO Customer Identification Number will be assigned to the CBP Field Office; and the designated point-of-contact in the CBP Field Office will be notified of the DFO Customer Identification Number.

3. Once the DFO Customer Identification Number has been assigned, the CBP Field Office person responsible for ordering USDA forms is strongly encouraged to order USDA forms via the Internet at www.bsc.usda.gov. As a last resort, the CBP Field Office person responsible for ordering USDA forms may FAX the order to the USDA point-of-contact (Ms. Karen Stratchko, FAX 301/734-5319; phone 301/734-7908); however, ordering USDA forms by FAX could lead to delays.

4. The CBP Field Office person ordering USDA forms must use the same DFO Customer Identification Number for all forms orders. Order only the forms and quantity needed and reorder when necessary. Do not order large quantities of USDA forms. Forms take approximately 5-10 days to arrive after receipt of order.
Appendix A: Forms and Permits

Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

![Image of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments]

**FIGURE A-1 Example of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments**
Appendix A: Forms and Permits
Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

Purpose
The Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments worksheet is part of the process to obtain the transportation, storage, and if applicable, disposal cost of seized or forfeited material. See page 4-13 through page 4-20 for additional information.

Instructions
Obtain a fillable copy of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments (available at http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/request_for_services.pdf), and complete the request as instructed in Table A-1 below.

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seizure Number ENTER the forfeiture number or port file number</td>
</tr>
<tr>
<td>2</td>
<td>Description of Commodity ENTER a description of the material seized or forfeited</td>
</tr>
<tr>
<td>3</td>
<td>Quantity and Unit LIST the quantity and unit of the material seized</td>
</tr>
<tr>
<td>4</td>
<td>Common Name of Wood LIST the common name of the wood the material or articles are derived</td>
</tr>
<tr>
<td>5</td>
<td>Scientific Name LIST the scientific name of the seized wood</td>
</tr>
<tr>
<td>6</td>
<td>Country of Origin LIST the country where the wood originated</td>
</tr>
<tr>
<td>7</td>
<td>Weight in Kilograms LIST, in kilograms, the weight of the shipment or wood seized or forfeited</td>
</tr>
<tr>
<td>8</td>
<td>Dimensions of the Shipment MEASURE the material seized as one entire unit, and ENTER the dimensions in feet</td>
</tr>
<tr>
<td>9</td>
<td>Value of Shipment LIST the value of the items seized or forfeited</td>
</tr>
<tr>
<td>10a</td>
<td>Is the shipment on pallets? CLICK the appropriate YES or NO button</td>
</tr>
<tr>
<td>10b</td>
<td>If YES, are pallets part of the shipment? If the pallets were removed and seized as part of the shipment then click YES; if not, click NO</td>
</tr>
<tr>
<td>11</td>
<td>Location of Seized Material LIST the name of the facility where the seized material is currently located, and the complete address of the facility</td>
</tr>
<tr>
<td>12</td>
<td>CBP or PPQ Point-of-contact  ◆ If CBP is the point-of-contact, then CLICK the CBP button and ENTER the CBP point-of-contact’s name and phone number  ◆ If PPQ is the point-of-contact, then CLICK the PPQ button and ENTER the PPQ point-of-contact’s name and phone number</td>
</tr>
</tbody>
</table>
TABLE A-1 Instructions for Completing Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Storage Charges Accrued-to-date</td>
</tr>
<tr>
<td></td>
<td>◆ If there are any storage costs as of today, then LIST the storage costs</td>
</tr>
<tr>
<td></td>
<td>◆ If there are no storage costs as of today, then ENTER a 0</td>
</tr>
<tr>
<td>14</td>
<td>Amount the dock, pier, or warehouse will continue to charge on a daily basis</td>
</tr>
<tr>
<td></td>
<td>ASK the dock, pier, or warehouse how much they will continue to charge each day for storing the shipment</td>
</tr>
<tr>
<td>15</td>
<td>Date the Forfeited Property Valued at $10,000 or Less can Be Disposed</td>
</tr>
<tr>
<td></td>
<td>If the shipment is valued at $10,000 or under, COUNT from the date PPQ Form 627 was sent plus 60 days and ENTER the disposal date</td>
</tr>
<tr>
<td></td>
<td>If the forfeited property is valued greater than $10,000, then PPQ Headquarters will notify the contractor of the disposal date</td>
</tr>
</tbody>
</table>

**Distribution of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments**

Fax the completed worksheet to the National CITES Coordinator:

Attn: National CITES Coordinator
FAX #301-734-3560

The contractor will contact the CBP or PPQ Point-of-contact Officer to schedule an appointment to have the loading of the forfeited material supervised.
List of Violations

Use the violations listed in Figure A-2 as a reference for the citation of regulations for CITES violations when completing PPQ Form 518, and the seizure and forfeiture forms PPQ Form 623, PPQ Form 624, PPQ Form 624A, and PPQ Form 627.

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Violation</th>
<th>Acceptable forms to cite regulation as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 USC 1538(c)(1)</td>
<td>Any violation of CITES</td>
<td>• PPQ Form 518</td>
</tr>
<tr>
<td>50 CFR 23.13</td>
<td>Any violation of CITES</td>
<td>• PPQ Form 623</td>
</tr>
<tr>
<td>50 CFR 23.20</td>
<td>Violation involving the CITES document requirement for Appendix I, II, or III specimens in international trade</td>
<td>• PPQ Form 624</td>
</tr>
<tr>
<td>50 CFR 23.23</td>
<td>Violation involving the required information on a CITES document</td>
<td>• PPQ Form 624A</td>
</tr>
<tr>
<td>50 CFR 23.26</td>
<td>Violation involving the validity and acceptance of CITES documents</td>
<td>• PPQ Form 627</td>
</tr>
<tr>
<td>50 CFR 23.35</td>
<td>Violation involving the import permit requirement for a CITES Appendix I specimen</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.36</td>
<td>Violation involving the export permit requirement for a CITES Appendix I, II, or III specimen</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.37</td>
<td>Violation involving the re-export certificate requirement for a CITES Appendix I, II, or III specimen</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.38</td>
<td>Violation involving the CITES certificate of origin requirement for a CITES Appendix III specimen</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.40</td>
<td>Violation involving the certificate requirement for an artificially propagated (plantation grown) CITES Appendix I, II, or III specimen grown for noncommercial purposes, or an Appendix II or III specimen grown for commercial or noncommercial purposes</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.45</td>
<td>Violations involving the pre-Convention certificate requirement for a CITES Appendix I, II, or III specimen</td>
<td></td>
</tr>
<tr>
<td>50 CFR 23.47</td>
<td>Violation involving the permit requirement for an artificially propagated (plantation grown) CITES Appendix I specimen for commercial purposes</td>
<td></td>
</tr>
<tr>
<td>50 CFR 24.11 &amp; 24.12</td>
<td>Violations involving the import, export, or re-export of any CITES species through a non-designated port</td>
<td></td>
</tr>
<tr>
<td>16 USC 1538(f)(1)</td>
<td>Violations of the Protected Plant Permit (PPP) requirement for commercial importation, exportation, or re-exportation of CITES species</td>
<td>• PPQ Form 518¹</td>
</tr>
<tr>
<td>7 CFR 355.11</td>
<td>Violations of the marking and notification requirements for CITES species imported, exported, or re-exported by means other than the mail</td>
<td></td>
</tr>
</tbody>
</table>

FIGURE A-2 Reference for CITES Violations Citation of Regulations on Applicable PPQ Forms 518, 623, 624, 624A, and 627
### Appendix A: Forms and Permits

#### List of Violations

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Violation</th>
<th>Acceptable forms to cite regulation as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 CFR 355.21</td>
<td>Violations of the marking and notification requirements for CITES species imported, exported, or re-exported by mail</td>
<td></td>
</tr>
<tr>
<td>7 CFR 355.22(a)</td>
<td>Violations of the requirement to have CITES documentation validated prior to the movement of an import of a CITES species from the Customs inspection area</td>
<td></td>
</tr>
<tr>
<td>7 CFR 355.22(b)</td>
<td>Violations of the requirement to have CITES documentation validated prior to the exportation or re-exportation of a CITES species</td>
<td></td>
</tr>
<tr>
<td>7 CFR 355.23</td>
<td>Violations of the requirements involving record keeping, access, and reports for the commercial importation, exportation, or re-exportation of CITES species</td>
<td></td>
</tr>
</tbody>
</table>

**FIGURE A-2 Reference for CITES Violations Citation of Regulations on Applicable PPQ Forms 518, 623, 624, 624A, and 627 (continued)**

1. If the violation warrants seizure and forfeiture, then citation of 7CFR 355 may be used on PPQ Forms 623, 624, 624A, and 627. See *Step 1: Determine if a Violation of USDA Regulations Concerning CITES Regulated Plants Exists* on page 4-2.
**PPQ Form 518, Report of Violation**

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>A 98255</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE VIOLATION DISCOVERED</td>
<td>June 28, 2004</td>
</tr>
<tr>
<td>2. VIOLATED REGULATION</td>
<td><em>See Block 15, REMARKS</em></td>
</tr>
</tbody>
</table>

**REPORT OF VIOLATION**

<table>
<thead>
<tr>
<th>3. WHERE INTERCEPTED (City or Post, and State; also county if domestic)</th>
<th>Jamaica, New York</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. ARTICLE MOVED IN VIOLATION OF REGULATIONS</td>
<td>CITES Regulated timber</td>
</tr>
</tbody>
</table>

**VIOLATOR**

Jeffrey's Guitars

140 Pine Ridge Road

Delray Beach, FL 33446

**VIOLATOR WAS AWARE OF VIOLATION**

<table>
<thead>
<tr>
<th>6. VIOLATOR WAS AWARE OF VIOLATION</th>
<th>Yes</th>
<th>No</th>
<th>Falsify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**CARRIER WAS AWARE OF VIOLATION**

<table>
<thead>
<tr>
<th>11. CARRIER WAS AWARE OF VIOLATION</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IDENTITY OF CARRIER**

DHL

1345 Main Street

Memphis, TN 38103

**REMARKS**

*2. VIOLATED REG. 16 USC 1538(e)(i), 7CFR 355.20, 50CFR 23.11, 50 CFR 23.12(e)(i)*

The violator attempted to import .5 m³ of Dalbergia nigra (Brazilian rosewood) wood without CITES documentation. The wood was not listed as rosewood or Dalbergia nigra on the tag, invoice, packing list, or markings on the shipping container. The importer did not notify CBP. Therefore, the importer failed to provide the genus and species of the regulated material.

N/A

**OCCURRING OFFICER’S STATEMENT**

Violator stated he was unaware of the regulations.

**SIGNATURE OF VIOLATING OFFICER**

Tony L. James

CARGO

June 26, 2004

**SIGNATURE OF VIOLATING OFFICER**

John S. Murray

June 26, 2004

**SIGNATURE OF CARRIER**

John S. Murray

June 26, 2004

**SIGNATURE OF CARRIER**

John S. Murray

June 26, 2004

**PART 1 - IES STAFF**

FIGURE A-3  Example of PPQ Form 518, Report of Violation
**Purpose**

*PPQ Form 518, Report of Violation*, as relates to CITES is used to report violations of 7CFR 355, 50CFR 23, and 50CFR 24, and becomes part of the total case file together with the Officer’s Statement.

**Instructions**

Follow the instructions in **Table A-2** to complete PPQ Form 518 for CITES violations.

**TABLE A-2  Instructions for Completing PPQ Form 518, Report of Violation**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1     | DATE VIOLATION DISCOVERED  
1. LIST the date the violation was discovered  
2. If discovered after the violation occurred, then EXPLAIN in Block 15, REMARKS |
| 2     | VIOLATED-REG/COMPL AGREEMENT  
CITE the regulations violated; see A-2, Reference for CITES Violations Citation of Regulations on Applicable PPQ Forms 518, 623, 624, 624A, and 627, on page A-A-7 |
| 3     | WHERE INTERCEPTED  
LIST the name of the port where the violation occurred |
| 4     | ORIGIN OF ARTICLE (include country if domestic)  
LIST the name of the country where the article originated or the timber was grown |
| 5     | ARTICLE MOVED IN VIOLATION OF REGULATIONS  
LIST the name of the CITES regulated articles |
| 6     | IDENTITY OF ARTICLE  
LIST the waybill number, serial number, etc. |
| 7     | NAME AND ADDRESS OF VIOLATOR  
LIST the violator’s name and business address |
| 8     | VIOLATOR HAD  
CHECK the applicable box  
Compliance agreement  
LEAVE blank; not applicable  
Permit  
◆ If the violator had a permit, then CHECK YES  
◆ If the violator did not have a permit, then CHECK NO |
| 9     | IF NO, VIOLATOR WAS AWARE OF REGULATION  
COMPLETE as applicable  
If YES, how informed and when  
COMPLETE as applicable |
| 10    | NAME AND BUSINESS ADDRESS OF CARRIER  
LIST the carrier’s name and business address |
| 11    | CARRIER WAS AWARE OF REGULATION  
CHECK the applicable box |
| 12    | IDENTITY OF CARRIER  
COMPLETE as appropriate |
| 13    | NAME AND BUSINESS ADDRESS OF CONSIGNEE  
LIST the name and address of the violator (same as Block 7) |
| 14    | DISPOSITION OF PEST RISK  
LEAVE blank; not applicable |
### TABLE A-2 Instructions for Completing PPQ Form 518, Report of Violation (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 15    | REMARKS
|       | ENTER any pertinent remarks |
| 16    | VIOLATOR OR CARRIER’S STATEMENT OF VIOLATION
|       | If applicable, do the following:
|       | 1. ASK the violator to provide an explanation of the incident and get a written statement as soon as possible
|       | 2. GET statements from the carrier, agent, importer, or any other party involved
|       | 3. TITLE the statement “Violator’s Statement” or “Agent’s Statement”, etc., and GIVE the statement an exhibit number and ENTER the words “See attached [Violator/Carrier/Agent/Importer’s] Statement” in this block
|       | 4. If the person refuses to write a statement, then DO as follows:
|       | ◆ ASK the person to tell you what happened relative to the violation
|       | ◆ WRITE down exactly what the person says
|       | ◆ INDICATE the statement was transcribed by you, the officer and use your transcription as the statement
|       | 5. If the person gives you only a few brief remarks, then LIST these directly in Block 16 |
| 17    | OFFICER’S STATEMENT
|       | An Officer’s Statement **must** be written and accompany each completed PPQ Form 518 submitted.
|       | 1. WRITE your explanation of the violation on a separate sheet of paper and title “Officer’s Statement”
|       | 2. GIVE this statement an exhibit number
|       | 3. DESCRIBE all the facts that resulted in the article listed in Block 5 being in violation of the regulation listed in Block 2
|       | 4. STATE all the facts including who, what, when, where, how
|       | 5. INCLUDE the following information where appropriate:
|       | ◆ When and where the violation occurred
|       | ◆ How the violation occurred
|       | ◆ Identify the owner of the regulated articles
|       | ◆ Refer to your exhibits and explain their relevance to the case
|       | ◆ If you witnessed the violation, state so
|       | 6. Officer SIGNS and DATES the statement
|       | 7. If more than one officer was involved with the violation, then each officer **must** WRITE a separate statement |
| 18    | SIGNATURE OF INITIATING OFFICER
|       | Initiating officer SIGNS this block |
| 19    | PRINTED NAME AND WORK UNIT
|       | PRINT the initiating officer’s name and work unit |
### TABLE A-2 Instructions for Completing PPQ Form 518, Report of Violation (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 20    | DATE REPORT COMPLETED  
LIST the date this form is completed |
| 21    | OFFICER IN CHARGE COMMENTS  
1. LIST any additional information that may help to substantiate the case, such as previous warning letters and dates sent, any known previous civil penalties, case numbers, and dates and amounts of penalties assessed  
2. LIST your recommendation for one of the following:  
   - Warning letter  
   - Civil penalty  
   - Criminal penalty |
| 22    | SIGNATURE OF OFFICER IN CHARGE  
Officer-in-charge (Port Director) signs |
| 23    | PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT  
PRINT the name and work unit of officer-in-charge (Port Director) |
| 24    | DATE SIGNED  
LIST the date the officer-in-charge signed Block 22 |
**Distribution of PPQ Form 518**
Include *PPQ form 518, the Officer’s Statement*, and any other attached statements in the case file in the distribution shown in *Table A-3*.

**TABLE A-3  Distribution of PPQ Form 518 Case File**

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBP</td>
<td>SEND through channels</td>
</tr>
</tbody>
</table>
| PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist | 1. MAKE a copy for your file  
2. GIVE or SEND the originals of the entire case file to the Port Director |
| Port Director                                        | 1. If you made a separate statement concerning the violation, then ATTACH the statement to the top of the file  
2. GIVE or SEND the entire case file to the Plant Health Director of the State where the violation originated |
| State Plant Health Director                          | 1. ARRANGE the contents of the case file in the following order:  
  a. Port Director’s Statement  
  b. PPQ Form 518  
  c. List of Exhibits  
  d. Officer’s Statement  
  e. Clear readable copies of all other documents in the file  
  f. Photographs and other physical evidence  
  g. Warning letter or other information about previous violations  
  2. SEND the entire case file (originals) to Investigative and Enforcement Services at the following address:  
    USDA-APHIS-IES  
    4700 River Road, Unit 85  
    Riverdale, MD 20737 |
PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Re-exporting...

FIGURE A-4 Example of PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants
Appendix A: Forms and Permits

PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants, is used to apply for a PPQ Form 622, Protected Plant Permit.

Purpose

PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants, is used to apply for a PPQ Form 622, Protected Plant Permit.

Instructions

The permittee completes a PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants, via ePermits or by printing and completing a paper copy.

If a shipment is on hold because the importer or re-exporter does not have a valid Protected Plant Permit, then you may use the following procedures for having the importer apply for the USDA-issued PPQ Form 622, Protected Plant Permit:

1. Have the importer complete the application, PPQ Form 621. Collect a check from the importer for $70, made payable to "Plant Protection and Quarantine".

2. Call the Permit Unit at either 877/770-5990 (toll free number), or 301/734-7472. If using the toll free number, press ‘2’ to reach the Protected Plant Permit desk directly and ask for a Protected Plant Permit number.

3. Write the Protected Plant Permit number at the top of the application, PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing Exporting, or Re-exporting Terrestrial Plants.

4. Mail the completed PPQ Form 621 along with the check to the following address:

   USDA-APHIS-PPQ
   PPQ Permit Unit
   4700 River Road, Unit 136
   Riverdale, MD 20737-1236

Once you are satisfied that the importer has submitted the required application and fee, then continue to process the importation.

Distribution of PPQ Form 621

See step 4. above.
PPQ Form 622, Protected Plant Permit

Protected Plant Permit

To engage in the business of

importing, exporting, or reexporting terrestrial plants

regulated by 50 CFR 17.12 or 23.23

Issued to:

Expiration Date

Approving Official

FIGURE A-5 Example of PPQ Form 622, Protected Plant Permit (blank multi-part form)
Protected Plant Permit (generated via ePermits)

FIGURE A-6  Example of a Protected Plant Permit (generated electronically via the ePermits system)
Appendix A: Forms and Permits
PPQ Form 622, Protected Plant Permit

**Purpose**
The ePermits Protected Plant Permit or PPQ Form 622, Protected Plant Permit (PPP) is one document required for importers, exporters, and re-exporters to engage in the commercial trade of CITES-listed or ESA-listed plants.

E-Permits-issued Protected Plant Permits are valid until the expiration date located in the upper right-hand corner of the ePermit.

Previously-issued PPQ Form 622, Protected Plant Permits are valid until the expiration date listed on the permit (located on the lower left-hand corner).

**Instructions**
The applicant must first complete and submit PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Re-exporting... before obtaining a Protected Plant Permit. The application may be completed online via ePermits or by printing a copy of PPQ Form 621, completing the application, and mailing along with the fee to the USDA-APHIS-PPQ Permit Unit, 4700 River Road, Unit 136, Riverdale, Maryland 20737-1236.

**Distribution of ePermits Protected Plant Permit**
The Protected Plant Permit (PPP), is generated electronically via ePermits and is issued to the permittee by the PPQ Permit Unit. The PPP is presented to CBP or PPQ at the time of import, export, or re-export.

Retain a copy of the PPP in your port files for the standard time period (5 years).
## PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property

The following example is for seizures valued at $10,000 or less.

**FIGURE A-7** Example of PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Number of Plants or Parts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bigleaf Mahogany</td>
<td><em>Swietenia macrophylla</em></td>
<td>30 cubic meters</td>
</tr>
</tbody>
</table>

10 bundles of lumber stenciled BLC in red paint

**THE PROPERTY WAS SEIZED BECAUSE**

The CITES document presented had expired

**THIS WAS IN VIOLATION OF**

16 USC 1538(c)(i), 50 CFR 23.11, 50 CFR 23.12(a)(ii)

**PLANTS NOW LOCATED AT**

Pier 17, Port of Miami

**ARRIVED ON (Cruises)**

06/24/04

**WAYBILL NO.**

MOLU37560 A-7-5

I hereby voluntarily abandon the plants listed above to the U.S. Government.

I understand that the following are my rights concerning the above listed property:

1. The right to challenge a forfeiture action brought by the United States Government. This is done by filing a claim to the property and a bond in the amount of $2500, with sureties to be approved by the Deputy Administrator, Plant Protection and Quarantine. I understand that in case of condemnation of the articles so claimed, I, as obligor, shall pay all the costs and expenses of the proceedings to obtain such condemnation. Any claim and bond challenging the forfeiture action must be received in the above mentioned Plant Protection and Quarantine Office within 20 days after the posting of a copy of a notice of seizure and proposed forfeiture and shall state claimant’s interest in the property.

2. The right to file a petition for remission or mitigation of forfeiture with the Deputy Administrator, Plant Protection and Quarantine, Animal and Plant Health Inspection Services, U.S. Department of Agriculture, Room 302-E, Administration Building, Washington, DC 20250, in accordance with the procedures in 7 CFR 356.7 (copy of this section of the regulation is reproduced on the reverse of this form). This does not allow the remission or mitigation of plants that are without documentation required under 50 CFR Chapter I.

I have read and understand the rights stated above and knowingly waive all my claims to, interests in, and further rights or proceedings relative to such plants, including the right to challenge forfeiture actions and the right to petition for remission or mitigation of forfeiture.

**NAME AND ADDRESS OF OWNER(S)**

Frederick Bowman, Bowman’s Lumber Company, 167 Industry Blvd., Delray Beach, FL 33446

**SIGNATURE OF OWNER(S)**

Frederick Bowman

06/28/04

**SIGNATURE OF WITNESS**

Dr. Bowman

06/28/04

**DISPOSITION OF PLANTS**

Lumber on HOLD and Safeguarded at Pier 17, Port of Miami

**PPQ FORM 623**

(JUN 89) Previous edition may be used
Appendix A: Forms and Permits
PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property

**Purpose**

PPQ Form 623, *Waiver of Forfeiture Procedures by Owner of Seized Property*, is used to allow the owner to waive title to the material moving in violation of the legislation. This form is used for seizures valued at $10,000 or less.

**Instructions**

Complete PPQ Form 623 as shown in Table A-1 below.

**Table A-1**  Instructions for Completing PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property (for seizures valued at $10,000 or less)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>List the port file number (see Filing System for Violations, Seizures, and Forfeitures)</td>
</tr>
<tr>
<td>1</td>
<td>The property described below was seized by the U.S. DA on [date] at [time] at [place]</td>
</tr>
<tr>
<td>1.1</td>
<td>LIST the date and time CBP or PPQ determines a shipment warrants forfeiture procedure and verifies the physical location of the shipment as either in a CBP- or PPQ-owned, leased, or approved facility, or within a Customs bonded operation (seizure date)</td>
</tr>
<tr>
<td>1.2</td>
<td>LIST the name of the port, city and State where the seizure occurred</td>
</tr>
<tr>
<td>1.3</td>
<td>LIST the city and state where the property is being held</td>
</tr>
<tr>
<td>2</td>
<td>DESCRIPTION OF PROPERTY</td>
</tr>
<tr>
<td>2.1</td>
<td>LIST the common name of the wood the article or lumber is derived from</td>
</tr>
<tr>
<td>2.2</td>
<td>LIST the scientific name of the wood the article is derived from</td>
</tr>
<tr>
<td>2.3</td>
<td>LIST the quantity seized (number of pieces, cubic meters, squares meters, etc. according to commodity)</td>
</tr>
<tr>
<td>3</td>
<td>DESCRIPTION OF PROPERTY...</td>
</tr>
<tr>
<td>3.1</td>
<td>MODIFY this block by crossing out or lining out the words “OTHER THAN PLANTS”</td>
</tr>
<tr>
<td>3.2</td>
<td>WRITE a description of the article (include identifying marks, serial number, etc.)</td>
</tr>
<tr>
<td>4</td>
<td>THIS PROPERTY WAS SEIZED BECAUSE</td>
</tr>
<tr>
<td>4.1</td>
<td>WRITE a description of the violation</td>
</tr>
<tr>
<td>EXAMPLE</td>
<td>The CITES document presented has expired.</td>
</tr>
<tr>
<td>5</td>
<td>THIS WAS IN VIOLATION OF</td>
</tr>
<tr>
<td>5.1</td>
<td>WRITE the CFR number and USC number of the regulation violated (see List of Violations on page A-7, Figure A-2)</td>
</tr>
<tr>
<td>6</td>
<td>PLANTS NOW LOCATED AT</td>
</tr>
<tr>
<td>6.1</td>
<td>LIST the location of the plants, plant parts, or derivatives (such as wood, lumber, or articles made from wood)</td>
</tr>
<tr>
<td>7</td>
<td>ARRIVED ON</td>
</tr>
<tr>
<td>7.1</td>
<td>LIST the carrier’s name</td>
</tr>
<tr>
<td>8</td>
<td>WAYBILL NO</td>
</tr>
<tr>
<td>8.1</td>
<td>LIST the waybill number</td>
</tr>
<tr>
<td>9</td>
<td>NAME AND ADDRESS OF OWNER(S)</td>
</tr>
<tr>
<td>9.1</td>
<td>Owner COMPLETES this block and LISTS name and address</td>
</tr>
<tr>
<td>10</td>
<td>SIGNATURE OF OWNER(S)</td>
</tr>
<tr>
<td>10.1</td>
<td>Owner SIGNS this block</td>
</tr>
<tr>
<td>11</td>
<td>DATE</td>
</tr>
<tr>
<td>11.1</td>
<td>Owner LISTS the date signed</td>
</tr>
</tbody>
</table>
## TABLE A-1 Instructions for Completing PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property (for seizures valued at $10,000 or less) (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>SIGNATURE OF WITNESS</td>
</tr>
<tr>
<td>12</td>
<td>DATE</td>
</tr>
<tr>
<td>13</td>
<td>DISPOSITION OF PLANTS</td>
</tr>
</tbody>
</table>

### EXAMPLE

Lumber is on HOLD at Pier 17.

## Distribution and Retention of PPQ Form 623

Distribute and retain PPQ Form 623 as follows:

If the owner or owner’s agent is present and signs **PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property**, then distribute the form as follows:

- FILE Part 1 in the Port file and retain for 5 years
- GIVE Part 2 to the owner or agent

If the owner or owner’s agent is present but will **not** sign the form or is **not** present, then send **PPQ Form 623, Waiver of Forfeiture by Certified or Registered Mail with Return Receipt Requested**, together with the following forms to all persons believed to be the owner or owners or to have an interest in the seized material:

- **PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, Part 4-Owner**
- **PPQ Form 625, Claim and Bond**
- **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**

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1 Those that may have an interest include interested parties such as the owner’s agent, shipping line, or supplier. These people are identified in **PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**, Block 6.
Appendix A: Forms and Permits
PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less

PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less

PPQ Form 624, Parts 1 through 4

FIGURE A-8 Example of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less (Part 1; Parts 2 through 4 are duplicates)
**Purpose**

**PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less** (OCT 2006), is now issued for seizures whose value is $10,000 or less **only**, and is used to notify the violator of the intended forfeiture of the violator’s seized property. PPQ Form 624 is a multi-part (5-page) carbon form. Parts 2 through 4 are duplicates of Part 1; Part 5 is a port worksheet. (See **PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**.)

Do not use or modify PPQ Form 624 for seizures greater than $10,000 value. Use the new form, **PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000**, for seizures over $10,000 value. See page A-30.

Previous editions of PPQ Form 624 are obsolete.

**Instructions for Completing PPQ Form 624, Parts 1 through 4**

Complete **PPQ Form 624, Part 1** (Parts 2, 3, and 4 are duplicates) as shown in **Table A-2** for seizure and proposed forfeitures valued at $10,000 or less.

**TABLE A-2   Instructions for Completing PPQ Form 624, Notice for Seizure and Proposed Forfeiture Valued at $10,000 or Less**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>ENTER the port file number (see <strong>Filing System for Violations, Seizures, and Forfeitures</strong>)</td>
</tr>
</tbody>
</table>
| 1           | The property described below was seized by USDA or DHS...... 1. If PPQ seized the article or lumber, then circle USDA 2. If CBP seized the article or lumber, then circle DHS  
             | on (date)......  
             | at (time)......  
             | After you verify this shipment warrants forfeiture and is placed in a CBP- or PPQ-owned, leased, or approved facility or is within a Customs-bonded operation, then ENTER the date you are completing this form (completion of this form constitutes seizure)  
             | at... LIST the name of the place (pier, port, etc.) where the seizure occurred  
             | and is now in the custody of an Officer of PPQ or CBP 1. If the property is in the custody of a PPQ Officer, then circle PPQ 2. If the property is in the custody of a CBP Officer, then circle CBP  
             | at... ENTER the name of the city and State where the seized property is being held |
### TABLE A-2 Instructions for Completing PPQ Form 624, Notice for Seizure and Proposed Forfeiture Valued at $10,000 or Less (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>DESCRIPTION OF PROPERTY</strong>&lt;br&gt;<strong>Common Name</strong> LIST the common name of the wood that the article or lumber is derived&lt;br&gt;<strong>Origin</strong> LIST the wood’s country of origin&lt;br&gt;<strong>Scientific Name</strong> LIST the scientific name of the wood that the article is derived&lt;br&gt;<strong>Appendix Number</strong> LIST the wood’s CITES Appendix number (I, II, III)&lt;br&gt;<strong>Source</strong> 1. If the wood is from plantation-grown trees, then LIST “Artificially Propagated”&lt;br&gt;2. If the wood is from trees in the wild, then LIST “Wild”</td>
</tr>
<tr>
<td>3</td>
<td><strong>DESCRIPTION OF PROPERTY</strong> (include any identifying numbers) LIST a description of the article and any identifying marks (such as stencil marks, order number, box markings, serial number, etc.)</td>
</tr>
<tr>
<td>4</td>
<td><strong>THIS PROPERTY WAS SEIZED BECAUSE</strong> LIST a description of the violation&lt;br&gt;<strong>THIS WAS IN VIOLATION OF</strong> LIST the CFR number and USC number of the regulation violated (see List of Violations, Figure A-2)</td>
</tr>
<tr>
<td>5</td>
<td><strong>NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY</strong> LIST the owner’s name (person or company) and address</td>
</tr>
<tr>
<td>6</td>
<td><strong>THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7 CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY $</strong>&lt;br&gt;1. If the same wood or articles as those seized are sold in the U.S., then LIST the estimated value (of those sold) at the nearest retail store (see Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation on page 4-7)&lt;br&gt;2. If the same wood or articles are not sold in the U.S., then LIST the invoiced amount</td>
</tr>
<tr>
<td>7</td>
<td><strong>NOTICE POSTED DATE/TIME</strong> ENTER the date and time the notice is posted at the port</td>
</tr>
<tr>
<td>8</td>
<td><strong>PRINT NAME OF OFFICER</strong> PRINT the name of the officer who seized the article and completed this form</td>
</tr>
<tr>
<td>9</td>
<td><strong>SIGNATURE OF OFFICER</strong> Officer completing form SIGNS</td>
</tr>
</tbody>
</table>

Instructions for completing *PPQ Form 624, Part 5-PPQ/CBP Port Worksheet* are on page A-26.
Distribution and Retention of PPQ Form 624, Parts 1 through 4

Distribute and retain **PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less**, as follows:

1. Send (using overnight shipping for next-day delivery) **Part 1-PPQ Headquarters** to the following address:

   National CITES Coordinator  
   USDA-APHIS-PPQ  
   4700 River Road, Unit 52, 4D.04.20  
   Riverdale, MD 20737-1236

2. Place **Part 2-PPQ/ CBP Port File** in the PPQ or CBP port file.

3. Post **Part 3-Port Copy (for posting)** at the port; after the posting period of 21 days has ended, then remove and place this copy in the PPQ or CBP port file.

4. Mail **Part 4-Owner** together with following forms, to all persons believed to be owners or to have an interest in the seized material\(^2\) with a **Return Receipt Requested**:  
   - **PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property**  
   - **PPQ Form 625, Claim and Bond**  
   - **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**

   If the owner or owner’s agent is present and requests a copy of **PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less**, then make a photocopy of **Part 4-Owner** and give the photocopy to the owner or owner’s agent. You **must** also send the **original Part 4-Owner** of **PPQ Form 624**, to the owner or owner’s agent by **Certified or Registered Mail** with **Return Receipt Requested** to comply with the regulations.

   If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

5. Use and maintain **Part 5** as the port worksheet. Continue to **Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet** on page A-27, and **Distribution and Retention of PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet** on page A-36.

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\(^2\) Those that may have an interest include interested parties such as owner’s agent, shipping line, or supplier. These people are identified on PPQ Form 624, **PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**, Block 6.
**PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**

---

**NOTICE FOR SEIZURE AND PROPOSED FORFEITURE OF PROPERTY VALUED AT $10,000 OR LESS**

1. The property described below was seized by USDA or DHS (please circle one) on (date), 1300 at (time), at (place). Pier 12, Port of Miami and is now in the custody of an Officer of PPQ or CBP (please circle one) at Miami, Florida. This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.

2. DESCRIPTION OF PROPERTY

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Origin</th>
<th>Scientific Name</th>
<th>Appendix Number</th>
<th>Source (Artificially Propagated or Wild)</th>
<th>Number of Plants, Parts, or Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramin</td>
<td>Malaysia</td>
<td>Gonystylus sp.</td>
<td>II</td>
<td>Wild</td>
<td>1,158 cubic meters</td>
</tr>
</tbody>
</table>

3. DESCRIPTION OF PROPERTY (include any identifying numbers)

   Wooden dowels 100,000 pieces 100 boxes marked "Order No. 04-07643"

4. THIS PROPERTY WAS SEIZED BECAUSE

   The owner attempted to import without the required CITES document.

   THIS WAS IN VIOLATION OF 16 USC 1538(c)(1); 50CFR 23.11; 50CFR 23.12(a)(iii)

5. APPRAISED VALUE $ 1,780

   BASIS OF APPRAISAL Invoiced value

6. NAME OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLES SEIZED

<table>
<thead>
<tr>
<th>PPQ 623</th>
<th>PPQ 624</th>
<th>PPQ 625</th>
<th>PPQ 626</th>
<th>PPQ 627</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED</td>
<td>SENT</td>
<td>Received</td>
<td>Sent</td>
<td>Received</td>
</tr>
<tr>
<td>04/15/07</td>
<td>04/19/07</td>
<td>04/19/07</td>
<td>04/19/07</td>
<td>04/19/07</td>
</tr>
</tbody>
</table>

7. RECORD OF STEPS COMPLETED

   - PPQ 624 Filed
   - PPQ 624 Removed (x + 21 days)
   - Deadline for receiving PPQ 625 (x + 20 days)
   - PPQ 627 Declaration of Forfeiture prepared and sent (not before c.)
   - Property forfeited to the United States of America for disposition according to law (not before c.)

   Retain this form and copies of PPQ Forms 623, 624 (Part 5 and 5), 625, 626, 627, and any other documents applicable to this shipment for 5 years.

---

FIGURE A-9  Example of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property (Part 5-PPQ/CBP Port Worksheet)
Appendix A: Forms and Permits

PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less

**Purpose**

**PPQ Form 624, Part 5-PPQ/CBP Port Worksheet** of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less is used to document which forms have been sent and received, who was notified, and the date the next step is to be taken.

**Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**

Complete Part 5-PPQ/CBP Port Worksheet of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, as directed in Table A-3. (See also Forfeiture Procedures for Seizures Valued at $10,000 or Less on page 4-8.)

**TABLE A-3  Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>Blocks 1-4 have been filled out during the process of completing Part 1</td>
</tr>
<tr>
<td>1</td>
<td>The property described below was seized by USDA or DHS on (date)...at (time)...at (place)...and is now in the custody of PPQ or CBP (please circle one) at...</td>
</tr>
</tbody>
</table>
| 2 | DESCRIPTION OF PROPERTY
Common Name/Origin/Scientific Name/Appendix Number/Source (Artificially Propagated or Wild)/Number of Plants, Parts, or Weight |
| 3 | DESCRIPTION OF PROPERTY OTHER THAN PLANTS |
| 4 | THIS PROPERTY WAS SEIZED BECAUSE
THIS WAS IN VIOLATION OF |
| 5 | APPRAISED VALUE $
LIST the appraised value of the seizure from Part 1-Headquarters, Block 6 |
| BASIS OF APPRAISAL | LIST the source of the appraised value (see Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation on page 4-7) |
### TABLE A-3 Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td><strong>NAME OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLE SEIZED</strong></td>
</tr>
<tr>
<td></td>
<td>LIST the names of all persons believed to be owners or to have an interest in the seized material</td>
</tr>
<tr>
<td><strong>INSERT DATE IN BLOCKS THAT APPLY</strong></td>
<td></td>
</tr>
<tr>
<td>PPQ 623 SIGNED</td>
<td>If PPQ Form 623 was returned signed by the violator, then LIST the date received</td>
</tr>
<tr>
<td></td>
<td>If PPQ Form 623 <strong>not</strong> signed and returned from the violator, then draw a line through the block</td>
</tr>
<tr>
<td>PPQ 624 SENT</td>
<td>If PPQ Form 624 was sent to the violator, then LIST the date sent</td>
</tr>
<tr>
<td></td>
<td>If <strong>not</strong> sent to the violator, then draw a line through the block</td>
</tr>
<tr>
<td>PPQ 625 SENT</td>
<td>If PPQ Form 625 was sent to the violator, then LIST the date sent</td>
</tr>
<tr>
<td></td>
<td>If <strong>not</strong> sent to the violator, then draw a line through the block</td>
</tr>
<tr>
<td>PPQ 625 RECEIVED</td>
<td>If PPQ Form 625 was returned signed from the violator, then enter the date received</td>
</tr>
<tr>
<td></td>
<td>If PPQ Form 625 <strong>not</strong> signed and returned from the violator, then draw a line through the block</td>
</tr>
<tr>
<td>PPQ 626 SENT</td>
<td>If PPQ Form 626 was sent to the violator, then LIST the date sent</td>
</tr>
<tr>
<td></td>
<td>If <strong>not</strong> sent to the violator, then draw a line through the block</td>
</tr>
<tr>
<td>PPQ 626 RECEIVED</td>
<td>If PPQ Form 626 was returned signed from the violator, then ENTER the date received</td>
</tr>
<tr>
<td></td>
<td>If PPQ Form 626 <strong>not</strong> signed and returned from the violator, then draw a line through the box</td>
</tr>
<tr>
<td>7</td>
<td><strong>RECORD OF STEPS COMPLETED</strong></td>
</tr>
<tr>
<td>a. PPQ 624 mailed by registered or certified mail to person(s) identified in 6 above</td>
<td>LIST the date and time PPQ Form 624 was posted, and INITIAL the corresponding block</td>
</tr>
<tr>
<td>b. PPQ 624 Removed (a + 21 days) Date/Time/Initials</td>
<td>LIST the date and time PPQ Form 624 was removed (date listed in Block 7a plus 21 days), and INITIAL the corresponding block</td>
</tr>
<tr>
<td>c. Deadline for receiving PPQ 625 (a + 20 days)</td>
<td>LIST the date and time PPQ Form 625 <strong>must</strong> be received (date sent + 20 days), and INITIAL the corresponding block</td>
</tr>
<tr>
<td>d. PPQ 627 Declaration of Forfeiture prepared and sent (not before c)</td>
<td>LIST the date and time PPQ Form 627 was sent, and INITIAL the corresponding block</td>
</tr>
<tr>
<td>e. Property forfeited to the United States of America for disposition according to law (not before d)</td>
<td>LIST the date and time the property is forfeited, and INITIAL the corresponding block</td>
</tr>
</tbody>
</table>
Distribution and Retention of PPQ Form 624, Part 5-PPQ/CBP Port Worksheet

File and retain the completed yellow Part 5-PPQ/CBP Port Worksheet of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less in the port file, and retain for 5 years.
Appendix A: Forms and Permits

PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000

PPQ Form 624A, Part 1 through 4

![PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000](image)

FIGURE A-10  Example of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000
(Part 1; Parts 2 through 4 are duplicates)
Purpose

PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000 is used to notify the violator of the intended forfeiture of the violator’s seized property when the value is over $10,000. PPQ Form 624A is a multi-part (5-page) carbon form. Parts 2 through 4 are duplicates of Part 1; Part 5 is used as a port worksheet.

Important
PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000 is a new form and must be used for seizures over $10,000 value. Do not modify or use PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, for seizures greater than $10,000 value.

Instructions for Completing PPQ Form 624A, Parts 1 through 4

Complete PPQ Form 624A, Part 1 (Parts 2 through 4 are duplicates) according to the instructions in Table A-4. (See also Forfeiture Procedures for Seizures Valued Greater than $10,000 on page 4-11 for detailed instructions.)

TABLE A-4 Instructions for Completing PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000, Part 1 (Parts 2-4 are duplicates)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>LIST the port file number (see Filing System for Violations, Seizures, and Forfeitures)</td>
</tr>
<tr>
<td>1</td>
<td>The property described below was seized by USDA or DHS</td>
</tr>
<tr>
<td>on (date)</td>
<td>1. If PPQ seized the article or lumber, then circle USDA</td>
</tr>
<tr>
<td>at (time)</td>
<td>2. If CBP seized the article or lumber, then circle DHS</td>
</tr>
<tr>
<td>at (place).</td>
<td>After you verify this shipment warrants forfeiture and is placed in a CBP- or PPQ-owned, leased, or approved facility or is within a Customs-bonded operation, then LIST the date and time you are completing this form (completion of this form constitutes seizure)</td>
</tr>
<tr>
<td>and is now the custody of an Officer of PPQ or CBP</td>
<td>LIST the name of the place (pier, port, etc.) where the seizure occurred</td>
</tr>
<tr>
<td>at.....</td>
<td>1. If the property is in the custody of a PPQ Officer, then CIRCLE PPQ</td>
</tr>
<tr>
<td></td>
<td>2. If the property is in the custody of a CBP Officer, then CIRCLE CBP</td>
</tr>
<tr>
<td></td>
<td>LIST the name of the city and State where the seized property is being held</td>
</tr>
</tbody>
</table>
### TABLE A-4  Instructions for Completing PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000, Part 1 (Parts 2-4 are duplicates)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td><strong>DESCRIPTION OF PROPERTY</strong></td>
</tr>
<tr>
<td>Common Name</td>
<td>LIST the common name of the wood that the article or lumber is derived</td>
</tr>
<tr>
<td>Origin</td>
<td>LIST the wood’s country of origin</td>
</tr>
<tr>
<td>Scientific Name</td>
<td>LIST the scientific name of the wood that the article is derived</td>
</tr>
<tr>
<td>Appendix Number</td>
<td>LIST the wood’s CITES Appendix number (I, II, or III)</td>
</tr>
</tbody>
</table>
| Source (Artificially Propagated or Wild) | 1. If the wood is from plantation-grown trees, then LIST “Artificially Propagated”  
2. If the wood is from trees in the wild, then LIST “Wild” |
| Number of Plants, Parts, or Weight | LIST the quantity seized (number of pieces, cubic meters, square meters, etc. according to commodity) |
| **3** | **DESCRIPTION OF PROPERTY** (include any identifying numbers) |
| | LIST a description of the article and any identifying marks (such as stencil marks, order number, box markings, serial number, etc.) |
| **4** | **THIS PROPERTY WAS SEIZED BECAUSE** |
| | ENTER a description of the violation |
| | **EXAMPLE** The owner attempted to import regulated wood without the required CITES document. |
| | **THIS WAS IN VIOLATION OF** |
| | ENTER the CFR section and USC section of the regulation violated (see *List of Violations, Figure A-2*) |
| **5** | **NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY** |
| | LIST the owner’s name (person or company) and address |
| **6** | **THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY $** |
| | 1. If the same wood or articles as those seized are sold in the U.S., then LIST the estimated value (of those sold) at the nearest retail store (see Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation on page 4-7)  
2. If the same wood or articles are not sold in the U.S., then LIST the invoiced amount |
| **7** | **NOTICE SENT** |
| | ENTER the date and time the notice is sent to the owner or company |
| **8** | **PRINT NAME OF OFFICER** |
| | PRINT the name of officer seizing the wood or articles and completing this form |
| **9** | **SIGNATURE OF OFFICER** |
| | Officer completing the form SIGNS |
Distribution and Retention of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000, Parts 1-4

Distribute Parts 1 through 4 of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000, as listed below (see Forfeiture Procedures for Seizures Valued Greater than $10,000 on page 4-11 for more information):

1. Assemble the following documents:

   PPQ Form 624A, Part 1-PPQ Headquarters original
   Narrative report original (written by CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist)
   Correspondence and documents that accompanied the shipment

   Send the documents (using overnight shipment for next day delivery) to the following address:

   National CITES Coordinator
   USDA-APHIS-PPQ
   4700 River Road, Unit 52, 4D-04.20
   Riverdale, MD 20737-1236

2. Mail by Certified or Registered Mail with Return Receipt Requested, the following forms to all persons believed to be owners or to have an interest in the seized material:

   PPQ Form 624A, Part 4-Owner
   PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

   If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

3. File the PPQ Form 624A Part 2-PPQ/CBP Port File, and Part 5-PPQ/CBP Port Worksheet, original in the port files and retain for 5 years.

   If the owner or owner’s agent is present and requests a copy of the PPQ Form 624A, then make a photocopy of Part 4-Owner and give the photocopy to the owner or owner’s agent. You must also send the original Part 4 of PPQ Form 624A to the owner or owner’s agent by Certified or Registered Mail with Return Receipt Requested to comply with the regulations.

---

3 Those that may have an interest include interested parties such as the owner’s agent, shipping line, or supplier. These people are identified on the PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet, Block 6.
PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

![Form Image]

FIGURE A-11  Example of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000 (Part 5-PPQ/CBP Port Worksheet)
### Purpose

**PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet** is a port worksheet used to document the seizure’s appraised value and appraisal source, which forms have been sent and received, and who was notified.

### Instructions for Completing PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

Complete **PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet**, as shown in Table A-5.

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>VERIFY Blocks 1 through 4 of Part 5-PPQ/CBP Port Worksheet are filled in (previously completed for Part 1)</td>
</tr>
<tr>
<td>1</td>
<td>The property described below was seized by USDA or DHS on...</td>
</tr>
<tr>
<td>2</td>
<td><strong>DESCRIPTION OF PROPERTY</strong> Common Name/Origin/Scientific Name/Appendix Number/Source (Artificially Propagated or Wild)/Number of Plants, Parts, or Weight</td>
</tr>
<tr>
<td>3</td>
<td><strong>DESCRIPTION OF PROPERTY</strong> (include any identifying numbers)</td>
</tr>
<tr>
<td>4</td>
<td><strong>THIS PROPERTY WAS SEIZED BECAUSE</strong> THIS WAS IN VIOLATION OF</td>
</tr>
<tr>
<td>5</td>
<td><strong>APPRAISED VALUE $</strong> LIST the appraised value (see Part 1, Block 6 of PPQ Form 624A)</td>
</tr>
<tr>
<td>6</td>
<td><strong>NAME OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLES SEIZED</strong> LIST the names of all persons believed to be owners or to have an interest in the seized material</td>
</tr>
<tr>
<td></td>
<td>PPQ 624A SENT LIST the date PPQ Form 624A, Part 4-Owner was mailed</td>
</tr>
<tr>
<td></td>
<td>PPQ 626 SENT LIST the date PPQ Form 626, Petition for Remission or Mitigation of Forfeiture of Forfeiture was mailed to the violator</td>
</tr>
<tr>
<td></td>
<td>PPQ 626 RECEIVED If PPQ Form PPQ Form 626, Petition for Remission or Mitigation of Forfeiture, is signed and returned from the violator, then LIST the date PPQ Form 626 is received</td>
</tr>
</tbody>
</table>
TABLE A-5  Instructions for Completing PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>RECORD OF STEPS COMPLETED</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
<td>a. PPQ 624A mailed by registered or certified mail to person(s) listed in 6., above</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List the date and time Part 4-Owner is mailed to the person(s) listed in Block 6 of PPQ Form 624A, and INITIAL in the corresponding block</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Date of final disposition of forfeited property according to law, or transfer of custody of property to other U.S. Government Agency (fill in name of agency)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When you receive notification of final disposition of the property, or notification the custody is transferred to another government agency, then LIST and the name of the government agency on the dotted line, and LIST the date and time, and INITIAL in the corresponding block</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RETAIN this form and copies of PPQ Form 624A (Parts 2, 3, and 5), PPQ Form 626, and any other documents applicable to this shipment for 5 years.</td>
</tr>
</tbody>
</table>

**Distribution and Retention of PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet**

File the yellow Part 5-PPQ/CBP Port Worksheet, of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000, in the port file and retain for 5 years.
PPQ Form 625 Claim and Bond

FIGURE A-12  Example of PPQ Form 625, Claim and Bond
**Purpose**

*PPQ form 625, Claim and Bond,* is used for seizures valued at $10,000 or less as part of a legal process in which the owner of the seized property attempts to regain custody of the property.

---

**Important**

A bonded release will **not** be made if such an action would frustrate the purpose of the Act or Convention. As an example, 7CFR 356 **does not** allow the release of CITES regulated plants that are without the documentation required under 50CFR Chapter I.

---

**Instructions**

The CBP Agriculture Specialist (CBP-AS), PPQ Plant Health Safeguarding Specialist (PPQ-PHSS) or PPQ Export Certification Specialist (PPQ-ECS) lists the Port file number in the **FILE NO.** block. **Do not** complete any other blocks on this form.

If the owner decides to file a Claim and Bond, then the owner will complete the form.

---

**Distribution of PPQ Form 625**

If the owner or owner’s agent signs *PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property,* then *PPQ Form 625, Claim and Bond,* is **not** sent.

If the owner or owner’s agent is present and will **not** sign *PPQ Form 623* or is **not** present, then send *PPQ Form 625, Claim and Bond,* together with the following documents, by **Certified** or **Registered Mail** with **Return Receipt Requested** to the owner or owner’s agent at the last known address:

- *PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property*
- **Part 4-Owner of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less**
- *PPQ Form 626, Petition for Remission or Mitigation of Forfeiture*

---

**Important**

If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

---

Keep or make a copy of *PPQ Form 625* and *PPQ Form 626* for the port file prior to sending.
PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

![PPQ Form 626](image)

FIGURE A-13  Example of PPQ Form 626, Petition for Remission or Mitigation of Forfeiture
Purpose

*PPQ Form 626, Petition for Remission or Mitigation of Forfeiture*, can be used by the owner or owner’s agent in the process of attempting to have the Deputy Administrator grant relief of the forfeited property. This form is used for seizures valued at $10,000 or less, and for seizures valued greater than $10,000.

Important

Remission and mitigation will **not** be made if such an action would frustrate the purpose of the Act or Convention. As an example, 7CFR 356 **does not** allow for remission or mitigation with respect to CITES regulated plants that are without the documentation required under 50CFR Chapter I.

Instructions

The CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist lists the Port file number in the block labeled *FILE NO.* **Do not** complete any remaining blocks on this form. (If the owner decides to file the petition, then the owner completes the form.)
**Distribution of PPQ Form 626**

For seizures valued at $10,000 or less if the owner signs PPQ Form 623, then **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**, is not sent.

If the owner or owner’s agent is present and did not sign PPQ Form 623, or is not present, then the The CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist will send **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture** together with the following documents, by Certified or Registered Mail with Return Receipt Requested to all persons believed to be owners or agents:

- **PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property**
- **PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at $10,000 or Less, Part 4-Owner**
- **PPQ Form 625, Claim and Bond**

Keep or make a copy of PPQ Form 625 and PPQ Form 626 for the port file prior to sending.

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of the actual forms or blocks.

For seizures valued greater than $10,000, the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist will send **PPQ Form 626, Petition for Remission or Mitigation of Forfeiture**, together with the Part 4-Owner, of **PPQ Form 624A, Notice for Seizure of Property Valued Greater Than $10,000**, by Certified or Registered Mail with Return Receipt Requested to all persons believed to be owners or agents at the last known address.

Keep or make a copy for the port file prior to sending.

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of the actual forms or blocks.
Appendix A: Forms and Permits

PPQ Form 627, Declaration of Forfeiture

This example below is for seizures valued at $10,000 or less.

FIGURE A-14  Example of PPQ Form 627, Declaration of Forfeiture (for forfeitures valued at $10,000 or less)
Appendix A: Forms and Permits
PPQ Form 627, Declaration of Forfeiture

**Purpose**

PPQ Form 627, Declaration of Forfeiture, is used to take custody of seized material that is valued at $10,000 or less.

**Instructions**

Forfeitures Valued at $10,000 or Less

For forfeitures valued at $10,000 or less, complete PPQ Form 627 as instructed in Table A-6.

<p>| TABLE A-6 Instructions for Completing PPQ Form 627, Declaration of Forfeiture |</p>
<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE NO.</td>
<td>LIST the port file number (see Filing System for Violations, Seizures, and Forfeitures)</td>
</tr>
<tr>
<td>1</td>
<td>The property... LIST in the appropriate blanks the date, time, place, city, and State where the property was seized</td>
</tr>
<tr>
<td>2</td>
<td>DESCRIPTION OF PROPERTY</td>
</tr>
<tr>
<td>Common Name</td>
<td>LIST the common name of the article/wood seized</td>
</tr>
<tr>
<td>Scientific Name</td>
<td>LIST the scientific name of the article/wood seized</td>
</tr>
<tr>
<td>Number of Plants or Parts</td>
<td>LIST the number of plants or parts seized (see Conversion Formulas)</td>
</tr>
<tr>
<td>3</td>
<td>DESCRIPTION OF PROPERTY... List a description of the article seized</td>
</tr>
<tr>
<td>4</td>
<td>THIS PROPERTY WAS SEIZED BECAUSE LIST the reasons the articles were seized</td>
</tr>
<tr>
<td>THIS WAS IN VIOLATION OF</td>
<td>LIST the CFR section and USC section of the regulation violated (see List of Violations on page A-7, Figure A-2)</td>
</tr>
<tr>
<td>5</td>
<td>A NOTICE OF SEIZURE AND PROPOSED FORFEITURE WAS POSTED AT THE PLANT PROTECTION AND QUARANTINE OFFICE</td>
</tr>
<tr>
<td>AT</td>
<td>LIST the location the notice was posted (city, State)</td>
</tr>
<tr>
<td>FROM</td>
<td>LIST the date and time the notice was posted</td>
</tr>
<tr>
<td>TO</td>
<td>LIST the date and time the notice was removed</td>
</tr>
<tr>
<td>6</td>
<td>COPIES OF THE NOTICE WERE MAILED OR HANDED TO THE FOLLOWING PERSONS</td>
</tr>
<tr>
<td>1. LIST each person’s name, interest in property, and business name that copies of the notice were mailed or given to</td>
<td></td>
</tr>
<tr>
<td>2. If the owner or owner’s agent requests a copy of PPQ Form 627, then MAKE a photocopy and GIVE the owner or owner’s agent the photocopy. You must also send the owner or owner’s agent the original PPQ Form 627 by Certified or Registered Mail with Return Receipt Requested to comply with regulations</td>
<td></td>
</tr>
<tr>
<td>In response... LEAVE blank; do not write in this block</td>
<td></td>
</tr>
<tr>
<td>The above... LEAVE blank; do not write in this block</td>
<td></td>
</tr>
</tbody>
</table>
TABLE A-6  Instructions for Completing PPQ Form 627, Declaration of Forfeiture  (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER CBP Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Agriculture Specialist SIGNS this block</td>
</tr>
<tr>
<td>10</td>
<td>Date LIST the date Block 9 is signed</td>
</tr>
</tbody>
</table>

**Distribution and Retention of PPQ Form 627**

After 21 days, distribute and retain PPQ Form 627 as follows:

- File *Part 1* in the port file and retain for 5 years
- Send *Part 2* and *Part 3* by **Certified** or **Registered Mail** with **Return Receipt Requested**, to the owner or owners of the seized material at their last known address

> **Important**

If the owner or owner’s agent requests a copy of PPQ Form 627, then make a photocopy and give the owner or owner’s agent the photocopy. You **must** also send the **original Parts 2 and 3** to the owner or owner’s agent by **Certified** or **Registered Mail** with **Return Receipt Requested**, to comply with regulations.

> **Important**

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of the actual forms or blocks.
Appendix B

Resolutions of CITES Conference of the Parties

Contents

Introduction page B-1
Conference Resolution 10.13 Implementation of the Convention for Timber Species page B-1
Addendum to Conference Resolution 10.13 page B-3
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates page B-4
   Annex 1, Information that Should Be Included in CITES Permits and Certificates page B-15
   Annex 2, Standard CITES Form page B-16

Introduction

This appendix contains the text of two current CITES Conference Resolutions which apply to CITES Appendix I, Appendix II, and Appendix III protected timber species. The CITES Conference is a biennial gathering of CITES member countries where the members review how a treaty is working, resolve policy issues, and determine which lists of species need amending.

Conference Resolution 10.13 Implementation of the Convention for Timber Species

An excerpt from Conference Resolution 10.13, Implementation of the Convention for Timber Species, is shown in Figure B-1. To view all CITES Conference Resolutions, go to the Web site http://www.cites.org/eng/res/index.shtml.
Regarding parts and derivatives

c) the following definitions be applied with respect to annotations in the CITES Appendices:

i) **Logs**
   All wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing notably into sawn wood, pulpwood or veneer sheets (HS code 44.03);

ii) **Sawn wood**
   Wood simply sawn lengthwise or produced by a profile-chipping process. Sawn wood normally exceeds 6mm in thickness (HS code 44.06, HS code 44.07); and

iii) **Veneer sheets**
   Thin layers or sheets of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced, for use in making plywood, for veneering furniture, veneer containers, etc. (HS code 44.08); and

d) for the purpose of annotations to the Appendices for parts and derivatives of species traded as timber, definitions to be used should, to the extent possible, be based on the tariff classifications of the Harmonized System of the World Customs Organization;

[See Addendum to Conference Resolution 10.13 on page B-3]

**Regarding amendment proposals for timber species**

e) proposals for the inclusion of timber species in Appendix II or III indicate clearly which parts and derivatives should be regulated; and

f) where these parts and derivatives are not logs, sawn wood and veneer sheets, the proponent also propose the relevant amendment to Resolution Conf. 12.3 if the procedures for extending the period of validity of, and/or changing the destination on, the export permit or re-export certificate should apply;

**Regarding the definition of artificially propagated**

g) timber taken from trees grown in monospecific plantations be considered as being artificially propagated in accordance with the definition contained in Resolution Conf. 11.11

FIGURE B-1 Excerpt from CITES Conference Resolution 10.13, Implementation of the Convention for Timber Species
Addendum to Conference Resolution 10.13

The definition and applicable HS codes for plywood listed in Figure B-2 were proposed and accepted by the Convention and will be included as an addendum to Conference Resolution 10.13.

Plywood is defined as:
consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle.

<table>
<thead>
<tr>
<th>SUB-CODE</th>
<th>PRODUCT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4412.13</td>
<td>Plywood consisting solely of sheets of wood, each ply not exceeding 6 mm in thickness, and with at least one outer ply of tropical wood specified in subheading note 1 to this chapter*</td>
</tr>
<tr>
<td>4412.14</td>
<td>Plywood consisting solely of sheets of wood, each ply not exceeding 6 mm in thickness, and with at least one outer ply of non-coniferous wood</td>
</tr>
<tr>
<td>4412.22</td>
<td>Other (meaning one ply, or more, that is greater than 6 mm in thickness), with at least one outer ply of non-coniferous wood, and with at least one ply of tropical wood specified in subheading note 1 to this chapter *</td>
</tr>
</tbody>
</table>

*Subheading Note 1: For the purposes of subheadings 4403.41 to 443.49, 4407.24 to 440729, 4408.31 to 4408.39, and 4412.13 to 4412.99, the expression etropical woodimeans one of the following types of wood: Abura, Acajou d’Afrique, Afrormosia, Ako, Alan, Andiroba, Aningre, Avodire, Azobe, Balau, Balsa, Bosse Clair, Bosse Fonce, Cativo, Cedro, Dabema, Dark Red Meranti, Dibetou, Doussie, Framire, Freijo, Fromager, Fuma, Geronggang, Ilomba, Imbuia, Ipe, Iroko, Jaboty, Jelutong, Jequitibá, Jongkong, Kapur, Kempas, Kerkling, Kosipo, Kotibe, Koto, Light Red Meranti, Limba, Louro, Macaranduba, Mahogany, Makore, Mandioquiera, Mansonia, Mengkulang, Meranti Bakau, Merawan, Merbau, Merpauh, Mersawa, Moabi, Nyatoh, Obeche, Onzabili, Orey, Ovengkol, Ozigo, Padao, Paldao, Palissandre de Guatemala, Palissandre de Para, Palissandre de Rio, Palissandre de Rose, Pau Amarelo, Pau Marfim, Pulai, Punah, Quaruba, Ramin, Sapelli, Saqui-Saqui, Sepetir, Sipo, Sucupira, Suren, Teak, Tauari, Tiana, Tola, Virola, White Lauan, White Meranti, Yellow Meranti.
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

An excerpt from Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates, is shown in **Figure B-3**. To view 12.3 in its entirety, use the following Web site: [http://www.cites.org/eng/res/12/12-03R14.shtml](http://www.cites.org/eng/res/12/12-03R14.shtml). To view all CITES Conference Resolutions, use the following Web site: [http://www.cites.org/eng/res/index.shtml](http://www.cites.org/eng/res/index.shtml).
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

Q Circuses and travelling exhibitions
S Scientific
H Hunting trophies
P Personal
M Medical (including biomedical research)
E Educational
N Reintroduction or introduction into the wild
B Breeding in captivity or artificial propagation
L Law enforcement / judicial / forensic;

e) the following codes be used to indicate the source of the specimens:

W Specimens taken from the wild
R Specimens originating from a ranching operation
D Appendix-I animals bred in captivity for commercial purposes and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
A Plants that are artificially propagated in accordance with Resolution Conf. 11.11, paragraph a), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of the Convention (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
C Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of the Convention (specimens of species included in Appendix I that have been bred in captivity for non-commercial purposes and specimens of species included in Appendices II and III)
F Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
U Source unknown (must be justified)
I Confiscated or seized specimens
O Pre-Convention specimens;

f) in cases where codes are used on permits and certificates to indicate the type of specimen, these conform to the codes provided in the Secretariat’s most recent Guidelines for the preparation and submission of annual reports and that the units of measurement used also conform to these Guidelines;

FIGURE B-3 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 2 of 11)
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

FIGURE B-4 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 3 of 11)

G) all Parties consider issuing permits and certificates printed on security paper;

h) Parties that do not already do so affix a security stamp to each permit and certificate;

i) when a security stamp is affixed to a permit or certificate, it be cancelled by a signature and a stamp or seal, preferably embossed and the number of the stamp also be recorded on the document;

j) when issuing permits and certificates, the Parties follow the standard nomenclatures adopted by the Conference of the Parties to indicate the names of species (see Resolution Conf. 12.11);

k) Parties that have not yet done so communicate to the Secretariat the names of the persons empowered to sign permits and certificates, as well as three specimens of their signatures, and that all the Parties communicate, within one month of any change thereto, the names of persons who have been added to the list of those already empowered to sign, the names of persons whose signatures are no longer valid and the dates the changes took effect;

l) when the means of transport used requires a bill of lading or an air way-bill, the number of such document be stated on the permit or certificate;

m) each Party inform the other Parties, direct or through the Secretariat, of any stricter internal measures it has taken under Article XIV, paragraph 1 (a), of the Convention, and that, when a Party is informed of this, it refrain from issuing permits and certificates that run counter to these measures;

n) when a permit or certificate has been cancelled, lost, stolen or destroyed, the issuing Management Authority immediately inform the Management Authority of the country of destination, as well as the Secretariat regarding commercial shipments; and

c) when a permit or certificate is issued to replace a document that has been cancelled, lost, stolen or destroyed, or that has expired, it indicate the number of the replaced document and the reason for the replacement;

II. Regarding export permits and re-export certificates

AGREES that a re-export certificate should also specify:

a) the country of origin, the number of the export permit of the country of origin and its date of issue; and

b) the country of last re-export, the number of the re-export certificate of that country and its date of issue;

or if the case arises:

c) justification for the omission of any of the aforementioned information; and

RECOMMENDS that:

a) exported specimens and re-exported specimens not appear on the same document, unless it is clearly indicated which specimens are being exported and which re-exported;
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

b) when re-export certificates are issued for specimens whose form has not changed since being imported, the unit of measure used be the same as that used on the permit or certificate accepted when they were imported;

c) the provisions of Article III, paragraph 3, Article IV, paragraph 4, Article V, paragraph 3, and Article VI, paragraph 2, of the Convention be understood to mean that an export permit or re-export certificate shall be valid for a period of no more than six months from the date on which it was granted and that it may not be accepted to authorise export, re-export or import except during the period of validity;

d) after the expiry of the said six-month period of validity, an export permit or re-export certificate be considered as void and of no legal value whatsoever, except in the case referred to in section XI relating to timber species;

e) no export permit or re-export certificate be issued for a specimen known to have been acquired illegally, even if it has been imported in accordance with the national legislation, unless the specimen has previously been confiscated; and

f) Parties not authorize the import of any specimen if they have reason to believe that it was not legally acquired in the country of origin;

III. Regarding import permits

AGREES that an import permit for specimens of species included in Appendix I may carry, among other things, certification that the specimens will not be used for primarily commercial purposes and, in the case of live specimens, that the recipient has suitable facilities to house and care for them; and

RECOMMENDS that:

a) the provisions of Article III, paragraphs 2 and 4, of the Convention be understood to mean that an import permit shall be valid for a period of not more than 12 months from the date on which it was granted and that it may not be accepted to authorize import except during the period of validity; and

b) after the expiry of the said 12-month period of validity, an import permit be considered as void and of no legal value whatsoever;

IV. Regarding pre-Convention certificates

AGREES that a pre-Convention certificate should also specify:

a) that the specimen covered by the certificate is pre-Convention; and

b) the date of acquisition of the specimen as defined in Resolution Conf. 5.11 adopted at the fifth meeting of the Conference of the Parties (Buenos Aires, 1985);

V. Regarding certificates of origin

RECOMMENDS that:

a) certificates of origin for export of specimens of species listed in Appendix III only be issued by a designated Management Authority or by the competent authority if trade is from a State not a Party to the Convention, and that Parties not accept certificates of origin unless they are issued by such authorities;

FIGURE B-5 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 4 of 11)
b) the provisions of Article V, paragraph 3, of the Convention be understood to mean that a certificate of origin shall be valid for a period of not more than 12 months from the date on which it was granted, and that it may not be accepted to authorize export or import except during the period of validity; and

c) after the expiry of the said 12-month period of validity, a certificate of origin be considered as void and of no legal value whatsoever;

VI. Regarding travelling-exhibition certificates

RECOMMENDS that:

a) each Party issue a travelling-exhibition certificate for CITES specimens belonging to a travelling exhibition based in its State, registered with the Management Authority and wishing to transport specimens of CITES species to other States for exhibition purposes only, on the condition that they were legally acquired and will be returned to the State in which the exhibition is based and that they were:

i) acquired before 1 July 1975 or before the date of inclusion of the species in any of the Appendices of the Convention;

ii) bred in captivity as defined in Resolution Conf. 10.16 (Rev.); or

iii) artificially propagated as defined in Resolution Conf. 11.11;

b) travelling-exhibition certificates should be based on the model included in Annex 3 of the present Resolution. They should be printed in one or more of the working languages of the Convention (English, French, Spanish) and in the national language if it is not one of these;

c) travelling-exhibition certificates should contain the purpose code ‘Q’ and include in block 5, or in another block if the model form is not used, the following language: "The specimen/s covered by this certificate may not be sold or otherwise transferred in any State other than the State in which the exhibition is based and registered. This certificate is non-transferable. If the specimen/s dies, is/are stolen, destroyed, lost, sold or otherwise transferred, this certificate must be immediately returned by the owner to the issuing Management Authority";

d) a separate travelling exhibition certificate must be issued for each live animal;

e) for travelling exhibitions of specimens other than live animals, the Management Authority should attach an inventory sheet that contains all of the information in blocks 9 through 16 of the model form for each specimen;

f) travelling-exhibition certificates should be valid for not more than three years from the date on which they were granted to allow multiple imports, exports and re-exports of the individual specimens that they cover;

g) Parties consider such travelling-exhibition certificates as proof that the specimens concerned have been registered with the issuing Management Authority and allow the movement of such specimens across their borders;

h) at each border crossing, Parties endorse travelling-exhibition certificates with an authorized stamp and signature by the inspecting official and allow the certificates to remain with the specimens;

FIGURE B-6 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 5 of 11)
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

i) Parties check travelling exhibitions closely, at the time of export/re-export and import, and note especially whether live specimens are transported and cared for in a manner that minimizes the risk of injury, damage to health or cruel treatment;

j) Parties require that specimens be marked or identified in such a way that the authorities of each State into which an exhibition enters can verify that the travelling-exhibition certificates correspond to the specimens being imported;

k) when, during a stay in a State, an animal in possession of an exhibition gives birth, the Management Authority of that State be notified and issue a Convention permit or certificate as appropriate;

l) when, during a stay in a State, a travelling-exhibition certificate for a specimen is lost, stolen or accidentally destroyed, only the Management Authority which has issued the document may issue a duplicate. This duplicate will bear the same number, if possible, and the same date of validity as the original document, and contain the following statement: “This certificate is a true copy of the original”; and

m) Parties include in their annual reports a list of all travelling-exhibition certificates issued in the year concerned;

VII. Regarding phytosanitary certificates

RECOMMENDS that:

a) any Party having considered the practices governing the issue of its phytosanitary certificates for export of artificially propagated Appendix-II specimens, and having determined that such practices provide adequate assurance that the specimens are artificially propagated (as defined in Resolution Conf. 11.11), may consider these documents as certificates of artificial propagation in accordance with Article VII, paragraph 5, of the Convention. Such certificates must include the scientific name of the species and the type and quantity of the specimens and bear a stamp, seal or other specific indication stating that the specimens are artificially propagated as defined by CITES;

b) any Party using phytosanitary certificates as certificates of artificial propagation inform the Secretariat and provide copies of the certificates, stamps, seals, etc. that are used; and

c) phytosanitary certificates be used exclusively for the purpose of export from the country of artificial propagation of the specimens concerned;

VIII. Regarding permits and certificates for species subject to quotas

RECOMMENDS that:

a) when a Party has voluntarily fixed national export quotas for specimens of species included in Appendix I, for non-commercial purposes, and/or in Appendices II and III, it inform the Secretariat of the quotas before issuing export permits and of any changes thereto as soon as they are made and it state on each export permit the total number of specimens already exported in the current year (including those covered by the permit in question) and the quota for the species concerned;

b) when a Party has export quotas allocated by the Conference of the Parties for specimens of species included in Appendices I and II, it state on each export permit the total number of specimens already exported in the current year (including those covered by the permit in question) and the quota for the species concerned; and

FIGURE B-7 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 6 of 11)
c) Parties send to the Secretariat copies of permits issued for species subject to quotas if so requested by the Conference of the Parties, the Standing Committee or the Secretariat;

XI. Regarding permits and certificates for timber species included in Appendices II and III with the annotation "Designates logs, sawn wood and veneer sheets"

RECOMMENDS that the validity of the export permit or re-export certificate may be extended beyond the normal maximum of six months after the date of issue, on the condition that:

a) the shipment has arrived in the port of final destination before the date of expiration indicated on the permit or certificate and is being held in Customs bond (i.e. is not considered as imported);

b) the time extension does not exceed six months from the date of expiration of the permit or certificate and no previous extension has been granted;

c) the appropriate enforcement personnel has included the date of arrival and the new date of expiration in the box relating to special conditions, or an equivalent place, on the export permit or re-export certificate, certifying the modification with an official stamp or seal and signature;

d) the shipment is imported for consumption from the port where it was located when the extension was approved and before the new date of expiration; and

e) a copy of the export permit or re-export certificate as amended in accordance with sub-paragraph c) above is sent to the country of export or re-export, allowing it to amend its annual report, and to the CITES Secretariat; and

FURTHER RECOMMENDS that any permit or certificate that indicates the complete names and addresses of the (re-)exporter and importer, in conformity with Annex 1, paragraph d), to this Resolution, not be accepted for import into a country other than the one for which it was issued, except under the following conditions:

a) the actual quantity of specimens exported or re-exported is included in the designated box on the permit or certificate, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of export or re-export;

b) the exact quantity referred to under a) is imported;

c) the number of the bill of lading of the shipment is included on the permit or certificate;

d) the bill of lading of the shipment is presented to the Management Authority together with the original of the permit or certificate at the time of import;

e) the import takes place within six months after the issue of the export permit or re-export certificate or within 12 months after the issue of a certificate of origin;

f) the period of validity of the permit or certificate has not already been extended;

g) the Management Authority of the importing country includes on the permit or certificate, in the box relating to special conditions, or an equivalent place, the following text, certified by its stamp or seal and signature:

"import to [name of country] permitted in accordance with Resolution Conf. 12.3 (section XI) on [date]"; and

FIGURE B-8 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 7 of 11)
h) a copy of the permit or certificate as amended in accordance with sub-paragraph g) above is sent to the country of export or re-export, allowing it to amend its annual report, and to the CITES Secretariat;

XII. Regarding the use of simplified procedures to issue permits and certificates

RECOMMENDS that:

a) Parties use simplified procedures to issue permits and certificates to facilitate and expedite trade that will have a negligible impact, or none, on the conservation of the species concerned, e.g.:

i) where biological samples of the type and size specified in Annex 4 of this Resolution are urgently required:

   A. in the interest of an individual animal;

   B. in the interest of the conservation of the species concerned or other species listed in the Appendices;

   C. for judicial or law enforcement purposes;

   D. for the control of diseases transferable between species listed in the Appendices; or

   E. for diagnostic or identification purposes;

ii) for the issuance of pre-Convention certificates in accordance with Article VII, paragraph 2, of the Convention;

iii) for the issuance of certificates of captive breeding or artificial propagation in accordance with Article VII, paragraph 5, of the Convention or for the issuance of export permits or re-export certificates in accordance with Article IV of the Convention for specimens referred to in Article VII, paragraph 4; and

iv) in other cases judged by a Management Authority to merit the use of simplified procedures;

b) Parties, in order to simplify procedures concerning the issuance of permits and certificates under the circumstances outlined above:

   i) maintain a register of persons and bodies that may benefit from simplified procedures, as well as the species that they may trade under the simplified procedures;

   ii) provide to registered persons and bodies partially completed permits and certificates that remain valid for a period of up to six months for export permits, 12 months for import permits or re-export certificates, and three years for pre-Convention certificates and certificates of captive breeding or artificial propagation; and

   iii) authorize the registered persons or bodies to enter specific information on the face of the CITES document when the Management Authority has included in box 5, or an equivalent place, the following:

FIGURE B-9 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 8 of 11)
A. a list of the boxes that the registered persons or bodies are authorized to complete for each shipment; if the list includes scientific names, the Management Authority must have included an inventory of approved species on the face of the permit or certificate or in an attached annex;

B. any special conditions; and

C. a place for the signature of the person who completed the document;

c) concerning trade in biological samples of the type and size specified in Annex 4 of this Resolution, where the purpose is among those specified in paragraph a) of this section, permits and certificates be accepted that were validated at the time the documents were granted, rather than at the time a shipment was exported or re-exported provided that the container bears a label, such as a Customs label, that specifies ‘CITES Biological Samples’ and the CITES document number; and

d) when processing applications for the export of biological samples of the type and size and for the use specified in Annex 4 to this Resolution, Scientific Authorities develop generic non-detriment advice that would cover multiple shipments of such biological samples, taking into account the impacts of the collection of the specimens of species included in Appendix I or II to determine whether the export or import of biological samples would be detrimental to the survival of the species;

XIII. Regarding retrospective issue of permits and certificates

RECOMMENDS that:

a) a Management Authority of an exporting or re-exporting country:

   i) not issue CITES permits and certificates retrospectively;

   ii) not provide exporters, re-exporters and/or consignees in importing countries with declarations about the legality of exports or re-exports of specimens having left its country without the required CITES documents; and

   iii) not provide exporters, re-exporters and/or consignees in importing countries with declarations about the legality of permits or certificates which at the time of export, re-export or import did not meet the requirements of the Convention;

b) a Management Authority of an importing country, or of a country of transit or transshipment, not accept permits or certificates that were issued retrospectively;

c) exceptions from the recommendations under a) and b) above not be made with regard to Appendix-I specimens, and be made with regard to Appendix-II and -III specimens only where the Management Authorities of both the exporting (or re-exporting) and the importing countries are, after a prompt and thorough investigation in both countries and in close consultation with each other, satisfied:

   i) that the irregularities that have occurred are not attributable to the exporter (or re-exporter) or the importer; and

   ii) that the export (or re-export) and import of the specimens concerned are otherwise in compliance with the Convention and with the relevant legislation of the countries of export (or re-export) and import; and

FIGURE B-10 Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 9 of 11)
Appendix B: Resolutions of CITES Conference of the Parties
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d) whenever exceptions are made:
   i) the permit or certificate clearly indicate that it is issued retrospectively; and
   ii) the reasons for the relaxation, which should come within the purview of paragraph c), sub-paragraphs i) and ii) above, are specified on the permit or certificate and a copy sent to the Secretariat; and

XIV. Regarding acceptance and clearance of documents and security measures

RECOMMENDS that:

a) the Parties refuse to accept permits and certificates if they have been altered (by rubbing out, scratching out, etc.), modified or crossed out, unless the alteration, modification or crossing-out has been authenticated by the stamp and signature of the authority issuing the document;

b) whenever irregularities are suspected, the Parties exchange issued and/or accepted permits or certificates to verify their authenticity;

c) when a security stamp is affixed to a permit or certificate, the Parties refuse the document if the security stamp is not cancelled by a signature and a stamp or seal;

d) the Parties refuse to accept any permit or certificate that is invalid, including authentic documents that do not contain all the required information as specified in this Resolution or that contain information that brings into question the validity of the permit or certificate;

e) the Parties refuse to accept permits and certificates that do not indicate the scientific name of the species concerned (including subspecies when appropriate), except in the case where:

   i) the Conference of the Parties has agreed that the use of higher-taxon names is acceptable;

   ii) the issuing Party can show it is well justified and has communicated the justification to the Secretariat;

   iii) certain manufactured products contain pre-Convention specimens that can not be identified to the species level; or

   iv) worked skins or pieces thereof of *Tupinambis* species that were imported before 1 August 2000 are being re-exported, in which case it is sufficient to use the indication *Tupinambis* spp.;

f) when a Party refuses to accept a permit or certificate, it keep the original or, if this is against its national laws, it cancel the document indelibly, preferably by perforation, particularly the security stamp;

g) when a Party refuses to accept a permit or certificate issued for export or re-export, it immediately inform the exporting or re-exporting country;

h) when a Party is informed that a permit or certificate it has issued for export or re-export has been refused, it take measures to ensure that the specimens in question do not enter into illegal trade; and

FIGURE B-11  Excerpt from CITES Conference Resolution 12.3, Permits and Certificates (page 10 of 11)
i) Parties ensure that, when the original of a permit or certificate is not used by the permittee for the trade authorized, it is returned by the permittee to the issuing Management Authority in order to prevent the illegal use of the document; and

REPEALS the Resolutions listed hereunder:

a) Resolution Conf. 8.16 (Kyoto, 1992) – Travelling live-animal exhibitions; and

Annex 1, Information that Should Be Included in CITES Permits and Certificates

Annex 1 Information that should be included in CITES permits and certificates

a) The full name and the logo of the Convention

b) The complete name and address of the Management Authority issuing the permit

c) A unique control number

d) The complete names and addresses of the exporter and importer

e) The scientific name of the species to which the specimens belong (or the subspecies when it is relevant in order to determine in which Appendix the taxon concerned is included) in accordance with the adopted standard nomenclature

f) The description of the specimens, in one of the Convention’s three working languages, using the nomenclature of specimens distributed by the Secretariat

g) The numbers of the marks appearing on the specimens if they are marked or if a Resolution of the Conference of the Parties prescribes marking (specimens from ranches, subject to quotas approved by the Conference of the Parties, originating from operations which breed animals included in Appendix I in captivity for commercial purposes, etc.)

h) The Appendix in which the species or subspecies or population is listed

i) The source of the specimens

j) The quantity of specimens and, if appropriate, the unit of measure used

k) The date of issue and the date of expiry

l) The name of the signatory and his/her handwritten signature

m) The embossed seal or ink stamp of the Management Authority

n) A statement that the permit, if it covers live animals, is only valid if the transport conditions comply with the CITES Guidelines for Transport of Live Animals or, in case of air transport, with the IATA Live Animals Regulations

o) The registration number of the operation, attributed by the Secretariat, when the permit involves specimens of a species included in Appendix I that originate from an operation practising breeding in captivity or artificial propagation for commercial purposes (Article VII, paragraph 4, of the Convention), and the name of the operation when it is not the exporter

p) The actual quantity of specimens exported, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of the exportation

q) When specimens are marked with microchip transponders, all microchip codes, together with the trade mark of the transponder manufacturer, and, where possible, the location of the microchip in the specimen

To be included in certificates of origin only

r) A statement that the specimens originate in the country that issued the certificate

FIGURE B-13  Annex 1, Information That Should Be Included in CITES Permits and Certifications
Annex 2, Standard CITES Form

FIGURE B-14 Annex 2, Standard CITES Form (front)
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates

Instructions and explanations
(These correspond to block numbers on the form)

1. Tick the square which corresponds to the type of document issued (export permit, re-export certificate, import permit or other). If the box “other” has been ticked, the type of document must be indicated. The original number is a unique number allocated to each document by the Management Authority.
2. For export permits and re-export certificates, the date of expiry of the document may not be more than six months after the date of issuance (one year for import permits).
3. Complete name and address of the importer.
4. Complete name and address of the exporter/re-exporter. The name of the country must be stated. The absence of the signature of the applicant renders the permit or certificate invalid.
5. Special conditions may refer to national legislation or special conditions placed on the shipment by the issuing Management Authority. This block is also used to justify the omission of certain information.
6. The following codes should be used: T for commercial, Z for zoos, G for botanical gardens, Q for circuses and travelling exhibitions, S for scientific purposes, H for hunting trophies, P for personal, M for medical, E for education, N for reintroduction or introduction into the wild, L for law enforcement / judicial / forensic.
7. Indicate the number of the security stamp affixed in block 13.
8. Indicate the name, address and country of the issuing Management Authority should already be printed on the form.
9. Indicate the scientific name (genus and species, where appropriate subspecies) of the animal or plant that it appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name of a minor or plant as known in the country issuing the permit.
10. Enter the number of the Appendix of the Convention (I, II or III) in which the species is listed.

11. Use the following codes to indicate the source:

- W: Specimens taken from the wild
- R: Specimens originating from a ranching operation
- D: Appendix-I animals bred in captivity for commercial purposes, and Appendix-I plants artificially propagated for commercial purposes,
- A: Plants that are artificially propagated in accordance with Resolution Conf 11.11, paragraph 4, of the Convention
- C: Animals bred in captivity in accordance with Resolution Conf. 11.16 Rev. 2, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of the Convention, and included in Appendix I or II and III
- I: Source unknown (must be justified)
- O: Pre-Convention stock to be used with denial source data

12. The quantity and units indicated are to the most recent version of the Guidelines for the preparation and submission of annual reports.

13. Indicate the total number of specimens exported in the current calendar year (including those covered by the present permit) and the current annual quota for the species concerned (for example 500/1000). This should be done for national quotas as well as for those determined by the Conference of the Parties.

14. The country of origin is the country in which the specimens were taken from the wild, bred in captivity or artificially propagated. Indicate the number of the permit or certificate of the exporting country and the date of issuance. If all or part of the information is not known, this should be indicated in block 5. This block must only be completed in case of re-exports.

15. The country of last re-export is the country from which the specimens were re-exported before entering the country in which the present document is issued. Enter the number of the re-export certificate of the country of last re-export and its date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-export of specimens previously re-exported.

16. The “No. of the operation” is the number of the registered captive-bred or artificial propagation operation. The “date of acquisition” is defined in Resolution Conf. 5.11 and is required only for pre-Convention specimens.

17. To be completed by the official who issues the permit. The name of the official who issues the permit must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security-stamp number should be clearly legible.

18. To be completed by the official who inspects the shipment at the time of export or re-export. Enter the quantities of specimens actually exported or re-exported. Strike out the unused blocks.

19. Enter the number of the bill of lading or airway bill if the method of transport used requires the use of such a document.

The document must be written in one of the three working languages of the Convention (English, Spanish or French) and must include a full translation into one of these three languages. Exported and re-exported specimens should not appear on the same document unless it is clearly indicated that the specimens are being exported and which re-exported.

Figure B-15
Annex 2, Standard CITES Form (back)
Appendix B: Resolutions of CITES Conference of the Parties
Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates
Appendix C

Conversion Formulas

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Conversion Formulas for Timber and Timber Products

Use the following formulas to assist you with verifying that the quantity recorded on the CITES Permit or Certificate matches the quantity invoiced on the accompanying shipping documents.

These conversions should also be made by the importer or exporter so that the total quantity of CITES regulated material recorded on the shipping documents is expressed in the same unit of measurement found on the CITES Permit or Certificate.

Board Feet of Lumber to Cubic Meters

There are 424 board feet per cubic meter. To convert board feet of lumber to cubic meters, divide the board feet of lumber by 424 board feet. See the equation in Figure C-1 below.

\[
\text{Total board feet of lumber} = \frac{\text{cubic meters of lumber}}{424 \text{ board feet}}
\]

FIGURE C-1  Formula to Convert Board Feet of Lumber to Cubic Meters
Appendix C: Conversion Formulas
Conversion Formula for Dowel Rods

Some countries may express board feet in pie tablares (PT.). Since 1 PT. is equal to one board foot, change the total PT to total board feet of lumber, then continue using the formula in Figure C-1 above to convert to cubic meters of lumber.

**EXAMPLE**
A shipment of 1000 board feet of lumber arrives at your port. Use the following calculation to convert this shipment to cubic meters of lumber:

\[
\frac{1000 \text{ board feet of lumber}}{424 \text{ board feet}} = 2.36 \text{ cubic meters of lumber}
\]

**Cubic Feet of Lumber to Cubic Meters**
The conversion of cubic feet of lumber to cubic meters may be difficult because the formula depends upon the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist should have the permittee perform the conversion and then have the permittee supply the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist with a copy of calculations. See Figure C-2 for the conversion formula.

**FIGURE C-2** Formula to Convert Cubic Feet of Lumber to Cubic Meters

**EXAMPLE**
A shipment of 10,000 square feet of lumber approximately 1 inch thick arrives at your port. Use the following calculation to convert this shipment to cubic meters:

\[
(10,000 \text{ square feet of lumber}) \times 1 \times (0.02832) = 23.6 \text{ cubic meters}
\]

**Conversion Formula for Dowel Rods**

**Volume of a Cylinder in Inches to Cubic Meters**
To convert cubic inches of dowel to cubic meters, use the formula in Figure C-3.

\[
\text{(Cubic inches of dowel)} \times 0.0000164 = \text{cubic meters of dowel}
\]

**FIGURE C-3** Formula to Convert Volume of a Cylinder in Inches to Cubic Meters
Appendix C: Conversion Formulas

Conversion Formula for Logs

Volume of a Log

A tape measure and a calculator are needed to estimate the volume of a log. The volume determination requires the officer to do as follows:

1. Take the average diameter of the log by measuring the largest end and smallest end (excluding bark if present) and divide by 2.
2. Divide the average diameter by 2 to calculate the average radius (r).
3. Use the formula for the volume of a cylinder, and insert the average radius of the log (i.e., $3.14 \times r^2 \times$ length).
4. Convert from cubic inches to cubic meters.

<table>
<thead>
<tr>
<th>TABLE C-4  Formula to Determine the Volume of a Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. $\left(\frac{\text{large diameter} + \text{small diameter}}{2}\right) = d$ (average diameter of a log)</td>
</tr>
<tr>
<td>2. $\left(\frac{d}{2}\right) = r$ (average radius of a log)</td>
</tr>
<tr>
<td>3. $3.14 \times r^2 \times$ length of log = volume in cubic inches</td>
</tr>
<tr>
<td>4. Volume in cubic inches $\times$ (.000164) = cubic meter volume</td>
</tr>
</tbody>
</table>
Conversion Formulas for Veneer

Square Feet of Veneer to Square Meters

Use the formula below to convert square feet of veneer to square meters.

Where: (square feet of veneer) = (length of veneer in feet) x (width of veneer in feet)
(square feet of veneer) x (0.0929) = square meters of veneer

FIGURE C-5  Formula to Convert Square Feet of Veneer to Square Meters

EXAMPLE

A shipment of 25,000 square feet of veneer arrives at your port. Use the following calculation to convert this shipment to square meters:

(25,000 square feet of veneer) x (0.0929) = 2322.5 square meters
Appendix C: Conversion Formulas

Conversion Formulas for Veneer

Square Meters of Veneer to Cubic Meters
Use the formula in Figure C-6 to convert square meters of veneer to cubic meters.

\[(\text{Square meters of veneer}) \times (\text{Veneer thickness in meters}) = \text{Cubic meters of veneer}\]

**FIGURE C-6 Formula to Convert Square Meters of Veneer to Cubic Meters**

**Important**
Where: (square meters of Veneer) = (length of veneer in meters) \times (width of veneer in meters)
veneer thickness in meters = (veneer thickness in millimeters) /1000

This conversion formula depends on the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

**EXAMPLE**
A shipment of 25,000 square meters of veneer 0.6 millimeters thick arrives at your port. Use the following calculation would convert this shipment to cubic meters:

\[(25,000 \text{ square meters of veneer}) \times (0.6) \text{ meter} = 15 \text{ cubic meters of veneer} \]

Cubic Feet of Veneer to Cubic Meters
To convert cubic feet of veneer to cubic meters, use the formula in Figure C-7.

\[(\text{cubic feet of veneer}) \times (\text{veneer thickness in feet}) \times (0.02832) = \text{cubic meters of veneer}\]

**FIGURE C-7 Formula to Convert Cubic Feet of Veneer to Cubic Meters**

**Important**
Where: (cubic feet of veneer) = (length of veneer in feet) \times (width of veneer in feet) and veneer thickness in feet = (veneer thickness in a fraction of an inch)/12

This conversion formula depends on the multiplication of the number of cubic feet and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

**EXAMPLE**
A shipment of 25,000 square meters of veneer 1/16 of an inch thick arrives at your port. Use the following calculation to convert this shipment to cubic meters.

\[(25,000 \text{ square meters of veneer}) \times (16) = 130.21 \text{ square feet} \times 0.2832 = 3.687 \text{ cubic meters}\]
Appendix D

CITES Documents

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Germany European Community CITES Permit/Certificate for Import/Export/ Re-export page D-30
Ghana CITES Permit/Certificate for Export/Re-export/Import/Other page D-31
Guatemala CITES Permit for Export/Re-export/Import page D-32
Guyana CITES Permit/Certificate for Export/Re-export/Import/Other page D-33
Honduras CITES Permit/Certificate for Export/Re-export/Import/Other page D-34
Indonesia CITES Permit for Export/Import/Re-export/Other page D-35
Italy European Community CITES Permit/Certificate for Import/Export/ Re-export page D-36
Japan CITES Permit for Export page D-37
Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other page D-38
Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other page D-39
Mexico CITES Permit/Certificate for Import/Export/Re-export/Other page D-40
Nepal CITES Permit/Certificate for Export/Re-export/Other page D-41
Nicaragua CITES Permit for Export/Re-export/Import page D-42
Panama CITES Permit for Export/Re-export/Import page D-43
Paraguay CITES Permit/Certificate for Export/Re-export/Import/Other page D-44
Introduction

This appendix provides an example of a standard CITES permit, examples of USFWS-issued CITES certificates, and examples of selected CITES permits and certificates from countries you will most likely encounter. These examples are intended to assist the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist with verifying the documents presented to them are authentic.
FIGURE D-1 Example of FWS CITES Other Certificate (Pre-Convention) (printed on security paper)
FWS Cover Letter to CITES Re-export Certificate Permittee

United States Department of the Interior
FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

Dear Bigleaf Mahogany re-export permittee:

Enclosed is your U.S. CITES re-export certificate. Please be sure to read the permit conditions and use the re-export certificate correctly, as follows:

- Make a copy of the U.S. re-export certificate.
- On the U.S. re-export certificate copy, complete:
  Block 4: Write in the name and address of the Consignee on the copy.
  Block 5: Write the shipment number. Each shipment must have a unique number in this blank.
  Block 11: Write in the quantity (must be in cubic meters) being re-exported.
  Block 12: Write in the name of the Country from whom you imported the lumber (ex. Bolivia, Peru, etc.); write in the Country of origin CITES permit or certificate number and the date the country of origin permit or certificate was issued. This must be the CITES permit or certificate that the lumber was imported under.

Note: List only one Country of origin CITES document on each copy of the U.S. re-export certificate. You can have multiple re-export certificates validated for a shipment. You must list the exact Country of Origin CITES document under which material was imported on the re-export certificate.

- Attach a copy of the Country of origin CITES permit or certificate of origin to the U.S. CITES re-export certificate. Please note the country of origin CITES document should have been stamped USDA/APHIS/PPQ “Inspected and Released”. If you are concerned about the Consignee seeing the name of your supplier on the attached Country of origin CITES document you may redact (black out) their name and address on the copy.

- Make an additional copy of the completed U.S. re-export certificate, with the attached country of origin CITES document, that will be mailed to our office by the USDA/APHIS/PPQ Inspecting official. You may also want to make a copy for your records.

- Have the U.S. re-export certificate copies validated by a USDA/APHIS/PPQ Inspecting official: one to accompany the shipment and one to be mailed to our office.

- Your U.S. re-export is only valid for a 6 month period (see block 2 for the expiration date of your certificate). Your re-export certificate must be valid for you to re-export bigleaf mahogany lumber. A renewal application may be obtained from http://forms.fws.gov, form 3-200-52. Please allow 30 days for the processing of the renewal.

If you have questions, contact Amy Brisendine, at the Division of Management Authority, 4401 North Fairfax Drive, Room 700, Arlington, Virginia 22203, (703-358-2441).

FIGURE D-2 Example of FWS Re-export Certificate Cover Letter to Permittee
Appendix D: CITES Documents

FWS Form 3-201A, CITES Re-export Certificate

FIGURE D-3 Example of USFWS Form 3-201A, CITES Re-export Certificate (with Special Conditions)
FWS CITES Special Permit Condition

United States Department of the Interior
FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

PRT-032756

SPECIAL PERMIT CONDITION

BRAVO International Hardwoods

1. Permittee must attach copies of the Country of origin CITES permit or certificate, under which the lumber was imported, to the copy of U.S. CITES re-export certificate. The copies of the Country of origin CITES document should have the USDA-APHIS-PPQ Inspected & Released stamp. To protect proprietary business information, the permittee may redact the supplier's name and address on the Country of origin document copy which is attached to the U.S. re-export certificate accompanying the shipment.

2. A copy of the Country of origin CITES document, with the USDA-APHIS-PPQ Inspected & Released stamp, must also be attached to the copy of the U.S. re-export certificate that is mailed to the Division of Management Authority by the inspecting official.

3. List only one Country of origin CITES document on each copy of the U.S. re-export certificate and attach the corresponding copy of the Country of origin CITES document.

4. On the U.S. re-export certificate copy, complete:
Block 4: Write in the name and address of the Consignee on the copy.
Block 5: Write the shipment number. Each shipment must have a unique number in this blank.
Block 11: Write in the quantity (must be in cubic meters) being re-exported.
Blocks 12: Write in the name of the Country from whom you imported the lumber (ex. Bolivia, Brazil, etc.), write in the Country of origin CITES permit or certificate number and the date the country of origin permit or certificate was issued. This must be the CITES permit or certificate that the lumber was imported under.

DATE

BRANCH OF PERMITS
U.S. MANAGEMENT AUTHORITY

FIGURE D-4 Example of FWS CITES Special Permit Condition
Information That Should Be Included in CITES Permits and Certificates

Information that should be included in CITES permits and certificates is listed in Figure D-5 below. For further information in regards to Conference Resolution 12.3, see Conference Resolution 12.3 (Rev. CoP 14), Permits and Certificates on page B-4.

Annex 1

Information that should be included in CITES permits and certificates

a) The full name and the logo of the Convention
b) The complete name and address of the Management Authority issuing the permit
c) A unique control number
d) The complete names and addresses of the exporter and importer
e) The scientific name of the species to which the specimens belong (or the subspecies when it is relevant in order to determine in which Appendix the taxon concerned is included) in accordance with the adopted standard nomenclature
f) The description of the specimens, in one of the Convention’s three working languages, using the nomenclature of specimens distributed by the Secretariat
g) The numbers of the marks appearing on the specimens if they are marked or if a Resolution of the Conference of the Parties prescribes marking (specimens from ranches, subject to quotas approved by the Conference of the Parties, originating from operations which breed animals included in Appendix I in captivity for commercial purposes, etc.)
h) The Appendix in which the species or subspecies or population is listed
i) The source of the specimens
j) The quantity of specimens and, if appropriate, the unit of measure used
k) The date of issue and the date of expiry
l) The name of the signatory and his/her handwritten signature
m) The embossed seal or ink stamp of the Management Authority
n) A statement that the permit, if it covers live animals, is only valid if the transport conditions comply with the CITES Guidelines for Transport of Live Animals or, in case of air transport, with the IATA Live Animals Regulations
o) The registration number of the operation, attributed by the Secretariat, when the permit involves specimens of a species included in Appendix I that originate from an operation practising breeding in captivity or artificial propagation for commercial purposes (Article VII, paragraph 4, of the Convention), and the name of the operation when it is not the exporter
p) The actual quantity of specimens exported, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of the exportation
q) When specimens are marked with microchip transponders, all microchip codes, together with the trade mark of the transponder manufacturer, and, where possible, the location of the microchip in the specimen

To be included in certificates of origin only

r) A statement that the specimens originate in the country that issued the certificate

FIGURE D-5 Information That Should be Included in CITES Permits and Certificates (Annex 1 to Conference Resolution 12.3)
Standard CITES Form

The location of blocks in the Standard CITES form may be in different locations depending on the country issuing the form.

**FIGURE D-6 Example of Standard CITES Form (front) (Annex 2, Conference Resolution 12.3)**
Instructions and explanations
(These correspond to block numbers on the form)

1. Tick the square which corresponds to the type of document issued (export permit, re-export certificate, import permit or other). If the box “other” has been ticked, the type of document must be indicated. The original number is a unique number allocated to each document by the Management Authority.

2. For export permits and re-export certificates, the data of expiry of the document may not be more than six months after the date of issuance (one year for import permits).

3. Complete name and address of the importer.
3a. The name of the country must be written in full.

4. Complete name and address of the exporter/transporter. The name of the country must be stated. The absence of the signature of the applicant renders the permit or certificate invalid.

5. Special conditions may refer to national legislation or special conditions placed on the shipment by the issuing Management Authority. This block can also be used to justify the omission of certain information.

5a. The following codes should be used: T for commercial, Z for zoos, G for botanical gardens, Q for circuses and travelling exhibitions, S for scientific purposes, H for hunting trophies, P for personal, M for medical, E for education, N for reintroduction or introduction into the wild, and B for breeding in captivity or artificial propagation, L for law enforcement / judicial / forensic.

5b. Indicate the number of the security stamp affixed in block 13.

6. The name, address and country of the issuing Management Authority should already be printed on the form.

7-8. Indicate the scientific name (genus and species, where appropriate subspecies) of the animal or plant on the form. This appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name of the animal or plant as known in the country issuing the permit.

9. Describe, as precisely as possible, the specimens entering trade (live animals, skins, flanks, walking shoes, etc.). If the specimen is marked (tags, identifying marks, rings, etc.), whether or not this is required by a Resolution of the Conference of the Parties (specimens originating in a hunting operation, specimens subject to quotas approved by the Conference of the Parties, specimens of Appendix I species bred in captivity for commercial purposes, etc.), indicate the number and type of mark.

10. Enter the number of the Appendix of the Convention (I, II or III) in which the species is listed.

Use the following codes to indicate the source:

- W: Specimens taken from the wild
- R: Specimens originating from a ranching operation
- D: Appendix I: animals bred in captivity for commercial purposes and Appendix I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VI, paragraph 4, of the Convention
- A: Plants that are artificially propagated in accordance with Resolution Conf. 11.11, paragraph a., as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of this Convention
- C: Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of this Convention
- F: Animals born in captivity in the subsequent generation that do not fulfill the definition of ‘bred in captivity’ in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
- U: Source unknown (must be justified)
- I: Confiscated or seized specimens
- O: Pre-Convention specimens

11. The quantity and units indicated should conform to the most recent version of the Guidelines for the preparation and submission of annual reports.

11a. Indicate the total number of specimens exported in the current calendar year (including those covered by the permit) and the current annual quota for the species concerned (for example 500/1000). This should be done for the national quotas as well as for those determined by the Conference of the Parties.

12. The country of origin is the country from which the specimens were taken from the wild, bred in captivity or artificially propagated. Indicate the number of the permit certificate of the exporting country and the date of issuance. If all or part of the information is not known, this should be justified in block 5. The block must only be completed in case of re-exports.

12a. The country of last re-export is the country from which the specimens were re-exported before entering the country in which the present document is issued. Enter the number of the re-export certificate of the country of last re-export and its date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-export of specimens previously re-exported.

12b. The “No. of the operation” is the number of the registered captive-breeding or artificial propagation operation. The “date of acquisition” is defined in Resolution Conf. 5.11 and is required only for pre-Convention specimens.

13. To be completed by the official who issues the permit. The name of the official must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security-stamp number should be clearly legible.

14. To be completed by the official who inspects the shipment at the time of export or re-export. Enter the quantities of specimens actually exported or re-exported. Strike out the unused blocks.

15. Enter the number of the bill of lading or air way-bill if the method of transport used requires the use of such a document.

The document must be written in one of the three working languages of the Convention (English, Spanish or French) or must include a full translation into one of these three languages. Exported and re-exported specimens should not appear on the same document unless it is clearly indicated which specimens are being exported and which re-exported.

FURTHER USE THIS DOCUMENT MUST BE RETURNED TO A MANAGEMENT AUTHORITY OF THE IMPORTING COUNTRY.

FIGURE D-7 Example of Standard CITES Form (back) Annex 2 (to Conference Resolution 12.3)
### Appendix D: CITES Documents

#### Argentina CITES Permit/Certificate for Export/Re-export

**FIGURE D-8** Example of Argentina CITES Permit for Export/Re-export
Barbados CITES Permit/Certificate for Export/Re-export/Import/Other

FIGURE D-9  Example of Barbados CITES Permit/Certificate for Export/Re-export/Import/Other
Belize CITES Permit/Certificate for Export/Re-export/Import/Other

FIGURE D-10  Example of Belize CITES Permit/Certificate for Export/Re-export/Import/Other
Bolivia CITES Permit for Export/Re-export

FIGURE D-11 Example of Bolivia CITES Permit for Export/Re-export
Appendix D: CITES Documents
Brazil CITES Permit for Import/Export/Re-export/Other

Brazil CITES Permit for Import/Export/Re-export/Other

FIGURE D-12 Example of Brazil CITES Permit for Import/Export/Re-export/Other
Cameroun CITES Permit/Certificate for Export/Re-export/Import

FIGURE D-13  Example of Cameroun CITES Permit/Certificate for Export/Re-export/Import
Appendix D: CITES Documents

Canada Export Permit

![Image of Canada Export Permit]

FIGURE D-14 Example of Canada Export Permit
Central African Republique CITES Permit for Export/Re-export/Import

<table>
<thead>
<tr>
<th>REPUBLIQUE CENTRAFRICAINE</th>
<th>ORIGINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unité - Dignité - Travail</td>
<td></td>
</tr>
<tr>
<td>CONVENTION SUR LE COMMERCE INTERNATIONAL DES ESPÈCES DE FAUNE ET DE FLORE SAVAGES MENACÉES D’EXTINCTION (C.I.T.E.S)</td>
<td></td>
</tr>
<tr>
<td>N°..........................(CF)..........................</td>
<td></td>
</tr>
<tr>
<td>Pays d’origine..............</td>
<td></td>
</tr>
<tr>
<td>REF. PERMIS..................</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destinataire (Nom, Adresse, Pays)</th>
<th>Titulaire:.........................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Conditions particulières</th>
<th>Organe de gestion: Direction de la faune B.P 880 BANGUI (rep. Centrafricaine)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tél (236) 61.79.21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nom Scientifique du Specimen</th>
<th>Nom Commun</th>
<th>Description</th>
<th>Quantité</th>
<th>Annexes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISA DOUANES</th>
<th>VISA DU FONDS DE DEVELOPPEMENT FORESTIER ET TOURISTIQUE</th>
</tr>
</thead>
</table>

Nom, Adresse, Cachet et Titre Officiel | Signature Autorisée | Date |
--------------------------------------|--------------------|------|

FIGURE D-15 Example of Central Africa (CentraAfricaine) Permit for CITES Export/Re-export/Import
Chile CITES Permit for Export/Re-export/Import

FIGURE D-16 Example of Chile CITES Permit for Export/Re-export/Import
### Appendix D: CITES Documents

China CITES Permit/Certificate for Export/Re-export/Import/Other

![Example of China CITES Permit for Export/Re-export/Import/Other](image)

**FIGURE D-17** Example of China CITES Permit for Export/Re-export/Import/Other
FIGURE D-18 Example of Colombia CITES Permit/Certificate for Export/Re-export/Import/Other
### Congo CITES Permit for Export/Import

**FIGURE D-19** Example of Congo CITES Permit for Export/Import

<table>
<thead>
<tr>
<th>3. DESTINATAIRE (nom et Adresse, pays)</th>
<th>4. TITULARE (nom et adresse, pays)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. NOM COMMUN ET NOM SCIENTIFIQUE (genre et espèce de l'animal ou de la plante)</th>
<th>9. Description des parties ou produits marques ou mentions d'identification (fis naturel ou vivant)</th>
<th>11. Quantité Nombre de spécimen et ou poids net (Kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pays d'origine</td>
<td>Permis N°</td>
</tr>
<tr>
<td>B</td>
<td>Pays d'origine</td>
<td>Permis N°</td>
</tr>
<tr>
<td>C</td>
<td>Pays d'origine</td>
<td>Permis N°</td>
</tr>
<tr>
<td>D</td>
<td>Pays d'origine</td>
<td>Permis N°</td>
</tr>
</tbody>
</table>

12. **pays dans lesquels les spécimen ont été prélevés dans la nature, sont nés et ont été élevés en captivité ou été reproduits artificiellement.**

12. **CE PERMIS EST DELIVRE PAR L'AUTORITÉ SUIVANTE:**

<table>
<thead>
<tr>
<th>Lieu</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

14. **APPROBATION DE L'EXPLOITATION**

<table>
<thead>
<tr>
<th>Port d'expédition</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. **Connaiss. Lettre de transport aérien**
### Congo CITES Permit/Certificate for Export/Re-export/Import/Other

#### Figure D-20  Example of Congo Republic CITES Permit/Certificate for Export/Re-export/Import/Other

<table>
<thead>
<tr>
<th>1: NOM COMMUN ET NOM SCIENTIFIQUE (genre et espèce) DE L'ANIMAL OU DE LA PLANTE</th>
<th>9: Description des espèces ou produits</th>
<th>10: Annexe et quantité (voir au dos)</th>
<th>11: Quantité (voir au dos)</th>
<th>11a: Total exporté (voir au dos)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

* Pays dans lequel les spécimens ont été prélevés dans la nature sont inscrits en lettres ou en chiffres. \[**\] Pour les spécimens de Convention
* Les spécimens doivent être déclarés avant le départ de la République Démocratique du Congo.

---

**Ministère des affaires foncières, environnement et tourisme**

15, avenue Papa ILÉO (ex Cliniques) KINSHASA/GOMBE République Démocratique du Congo
Costa Rica CITES Permit for Export/Re-export

FIGURE D-21  Example of Costa Rica CITES Permit for Export/Re-export
FIGURE D-22 Example of Cote d’Ivoire CITES Permit/Certificate for Export/Re-export/Import/Other (blank)
Appendix D: CITES Documents
Cuba CITES Permit for Export/Re-export/Import

Cuba CITES Permit for Export/Re-export/Import

FIGURE D-23 Example of Cuba CITES Permit for Export/Re-export/Import (blank)
FIGURE D-24 Example of Ecuador CITES Permit for Export/Re-export/Import
**El Salvador CITES Permit for Export/Re-export/Import**

![El Salvador CITES Permit](image-url)

**FIGURE D-25** Example of El Salvador CITES Permit for Export/Re-export/Import

---

**Appendix D:** CITES Documents

El Salvador CITES Permit for Export/Re-export/Import
## European Community CITES Export Permit

**Figure D-26** Example of European Community CITES Export Permit

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Exporter</td>
</tr>
<tr>
<td>2.</td>
<td>Importer</td>
</tr>
<tr>
<td>3.</td>
<td>Country of import</td>
</tr>
<tr>
<td>4.</td>
<td>Country of export</td>
</tr>
<tr>
<td>5.</td>
<td>Authorised location for live specimens of Annex A species</td>
</tr>
<tr>
<td>6.</td>
<td>Issuing Management Authority</td>
</tr>
<tr>
<td>7.</td>
<td>Scientific name of species</td>
</tr>
<tr>
<td>8.</td>
<td>Common name of species</td>
</tr>
<tr>
<td>9.</td>
<td>Permit Number</td>
</tr>
<tr>
<td>10.</td>
<td>Date of issue</td>
</tr>
<tr>
<td>11.</td>
<td>Country of origin</td>
</tr>
<tr>
<td>12.</td>
<td>CITES App</td>
</tr>
<tr>
<td>13.</td>
<td>Source</td>
</tr>
<tr>
<td>14.</td>
<td>CN Code</td>
</tr>
<tr>
<td>15.</td>
<td>Certificate Number</td>
</tr>
<tr>
<td>16.</td>
<td>Date of issue</td>
</tr>
<tr>
<td>17.</td>
<td>EC Annex</td>
</tr>
<tr>
<td>18.</td>
<td>Purpose</td>
</tr>
<tr>
<td>19.</td>
<td>Quantity</td>
</tr>
<tr>
<td>20.</td>
<td>Net Mass (Kg)</td>
</tr>
<tr>
<td>21.</td>
<td>Special Conditions</td>
</tr>
<tr>
<td>22.</td>
<td>For customs purposes only</td>
</tr>
<tr>
<td>23.</td>
<td>Quantity Exported</td>
</tr>
<tr>
<td>24.</td>
<td>City/Net Mass (Kg)</td>
</tr>
<tr>
<td>25.</td>
<td>Animals dead on arrival</td>
</tr>
<tr>
<td>26.</td>
<td>Bill of Lading/ Air Waybill No.:</td>
</tr>
<tr>
<td>27.</td>
<td>Customs document</td>
</tr>
<tr>
<td>28.</td>
<td>Type</td>
</tr>
<tr>
<td>29.</td>
<td>Number</td>
</tr>
<tr>
<td>30.</td>
<td>Date</td>
</tr>
</tbody>
</table>

Signature and official stamp

Name of issuing Officer

Place and date of issue
### France European Community CITES Permit/Certificate for Import/Export/Re-export

#### FIGURE D-27 Example of European Community France CITES Permit/Certificate for Import/Export/Re-export

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exporter/Reexporter</td>
</tr>
<tr>
<td>2</td>
<td>Importation</td>
</tr>
<tr>
<td>3</td>
<td>Importeur</td>
</tr>
<tr>
<td>4</td>
<td>Pays (ré)exportateur</td>
</tr>
<tr>
<td>5</td>
<td>Pays importateur</td>
</tr>
<tr>
<td>6</td>
<td>Emplacement autorisé des spécimens vivants des espèces inscrites à l'annexe A, prélevés dans leur milieu naturel</td>
</tr>
<tr>
<td>7</td>
<td>Autorité de délivrance</td>
</tr>
<tr>
<td>8</td>
<td>Description des spécimens (marques, sexe/date de naissance des animaux vivants)</td>
</tr>
<tr>
<td>9</td>
<td>Masse nette (kg)</td>
</tr>
<tr>
<td>10</td>
<td>Quantité</td>
</tr>
<tr>
<td>11</td>
<td>Annexe CITES</td>
</tr>
<tr>
<td>12</td>
<td>Annexe CE</td>
</tr>
<tr>
<td>13</td>
<td>Origine</td>
</tr>
<tr>
<td>14</td>
<td>Objet</td>
</tr>
<tr>
<td>15</td>
<td>Pays d'origine</td>
</tr>
<tr>
<td>16</td>
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<tr>
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<td>Date de délivrance</td>
</tr>
<tr>
<td>18</td>
<td>Pays de dernière réexportation</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>21</td>
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<tr>
<td>22</td>
<td>Nom commun de l'espèce</td>
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<td>23</td>
<td>Conditions spéciales</td>
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<td>La documentation de (ré)exportation délivrée par le pays de (ré)exportation doit être présentée à l'autorité de délivrance</td>
</tr>
<tr>
<td>25</td>
<td>L'importation des marchandises décrites ci-dessus est autorisée</td>
</tr>
<tr>
<td>26</td>
<td>Numéro du conseiller/de la lettre de transport aérien</td>
</tr>
<tr>
<td>27</td>
<td>Réserve à la douane</td>
</tr>
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</table>

Ce permis/certificat n'est valable que si les animaux vivants sont transportés conformément aux lignes directrices de la CITES en matière de transport et de préparation à l'envoi d'animaux sauvages vivants ou, en cas de transport aérien, conformément à la réglementation sur les animaux vivants publiée par l'ATA (Association du transport aérien international).

Signature et cachet officiel :

Nom du fonctionnaire chargé de la délivrance :

Lieu et date de délivrance :

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<tr>
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<th>Number of Animals</th>
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<tr>
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<td>Mort à l'arrivée</td>
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</table>

Document douanier :

Type :

Numéro :

Date :

Convention sur le commerce international des espèces de flore et de faune sauvages menacées d'extinction.
FIGURE D-28  Example of Germany European Community CITES Permit/Certificate for Import/Export/Re-export
Ghana CITES Permit/Certificate for Export/Re-export/Import/Other

### FIGURE D-29  Example of Ghana CITES Permit/Certificate for Export/Re-export/Import/Other

<table>
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<tr>
<td>4. Exporter (name and address)</td>
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<tr>
<td>5. Security stamp N°*</td>
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<tr>
<td>7/8. SCIENTIFIC NAME (genus and species)</td>
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<td>9. Common Name of Animal or Plant</td>
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<tr>
<td>11. Quality (including unit)</td>
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<td>11a. Total exported Quota</td>
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<td>12. Country of origin*</td>
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<td>12b. No. of the operation ** or date of acquisition ***</td>
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<tr>
<td>12c. Country of last re-export Certificate No.</td>
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<tr>
<td>12d. No. of the operation ** or date of acquisition ***</td>
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<tr>
<td>12e. Country of last re-export Certificate No.</td>
<td></td>
</tr>
<tr>
<td>12f. No. of the operation ** or date of acquisition ***</td>
<td></td>
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</table>

* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export)  
** Only for specimens of Annex II species bred in captivity or artificially propagated for commercial purposes

14. EXPORT ENDORSEMENT:  15. Bag of Loading/ Air Waybill Number:  

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<tr>
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</table>

Convening on International Trade in Endangered Species of Wild Fauna and Flora

Wildlife Division  
World Bank Commission  22, O. Box M 238  
Accra, Ghana, West Africa  
Tel 233-21-664654, 662360  
Fax 233-21-664767  
E-mail: wildlife@wbc.com.gh

03/2006-01  CITES II-III Timber Species Manual  D-31  PPQ
Guatemala CITES Permit for Export/Re-export/Import

FIGURE D-30  Example of Guatemala CITES Permit for Export/Re-export/Import
Guyana CITES Permit/Certificate for Export/Re-export/Import/Other

FIGURE D-31  Example of Guyana CITES Permit for Export/Re-export/Import/Other
### Appendix D: CITES Documents

**Honduras CITES Permit/Certificate for Export/Re-export/Import/Other**

**FIGURE D-32** Example of Honduras CITES Permit for Export/Re-export/Import/Other
Indonesia CITES Permit for Export/Import/Re-export/Other

FIGURE D-33 Example of Indonesia CITES Permit for Export/Import/Re-export/Other
FIGURE D-34 Example of Italy CITES Permit/Certificate for Import/Export/Re-export
**Japan CITES Permit for Export**

![Image of Japan CITES Export Permit]

**FIGURE D-35 Example of Japan CITES Export Permit**
Appendix D: CITES Documents
Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other

Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other

FIGURE D-36 Example of Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other (Malaysian Timber Industry)
FIGURE D-37 Example of Malaysia CITES Permit/Certificate for Export/Re-export/Import/Other (Forestry Department)
### Mexico CITES Permit/Certificate for Import/Export/Re-export/Other

#### FIGURE D-38  Example of Mexico CITES Permit for Export/Re-export/Import/Other

**Appendix D: CITES Documents**  
Mexico CITES Permit/Certificate for Import/Export/Re-export/Other

---

<table>
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<tr>
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<td>Common and scientific names of the species</td>
</tr>
<tr>
<td>7. <strong>Pais de origen</strong></td>
<td>Origin country</td>
</tr>
<tr>
<td>8. <strong>Firma y firma del servidor o puesto</strong></td>
<td>Signature and official's signature</td>
</tr>
<tr>
<td>9. <strong>Número de expediente</strong></td>
<td>Permit number</td>
</tr>
<tr>
<td>10. <strong>Fecha de expedición</strong></td>
<td>Date of issuance</td>
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<tr>
<td><strong>Nota</strong></td>
<td>Note</td>
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---

**Nota:** Este certificado es emitido por la Autoridad Administrativa CITES México.

**Dirección General de Vida Silvestre:**

**Fernando Clemente**

**MEXICO, D.F.**

---

**APRÓVECHADO DE LA:**

**Por las aduanas indicadas en el Manual de Procedimientos Vigente, publicado en el Diario Oficial de la Federación el 28 de Marzo de 1999.**

**Fecha:**

**Sello:**

---

This permit is an example of a Mexico CITES Permit/Certificate for Export/Re-export/Import/Other. It includes fields for common and scientific names, origin country, signature, permit number, and date of issuance. The certificate is issued by the Administrative Authority CITES Mexico and authorized by the Director General of Wildlife. It is based on the procedures manual published in the official gazette of the nation on March 28, 1999.
FIGURE D-39  Example of Nepal CITES Permit/Certificate for Export/Re-export/Other
Appendix D: CITES Documents
Nicaragua CITES Permit for Export/Re-export/Import

Nicaragua CITES Permit for Export/Re-export/Import

FIGURE D-40 Example of Nicaragua CITES Permit for Export/Re-export/Import
Appendix D: CITES Documents
Panama CITES Permit for Export/Re-export/Import

Panama CITES Permit for Export/Re-export/Import

FIGURE D-41 Example of Panama CITES Permit for Export/Re-export/Import
FIGURE D-42 Example of Paraguay CITES Permit for Export/Re-export/Import
FIGURE D-43  Example of Peru CITES Permit for Export/Re-export/Import/Other
FIGURE D-44  Example of United States CITES Permit/Certificate for Export/Re-export/Other (printed on security paper)
**United States CITES Permit/Certificate for Export/Re-export/Other**

![Example of United States CITES Permit/Certificate for Export/Re-export/Other](image)

**FIGURE D-45** Example of United States CITES Permit/Certificate for Export/Re-export/Other
Venezuela CITES Permit for Export/Re-export

FIGURE D-46 Example of Venezuela CITES Permit for Export/Re-export
Appendix E
Harmonized System of the World Customs Organization

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Harmonized System of World Customs Organization (HS) Codes page E-1

Introduction

This appendix contains the Harmonized System of the World Customs Organization (HS) codes describing and coding goods in trade.

Harmonized System of World Customs Organization (HS) Codes

The following Harmonized System of World Customs Organization (HS) codes are referred to in the CITES I-II-III Timber Species Manual.

**HS Code 44.03**
Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared.

**HS Code 44.06**
Railway or tramway sleepers of wood.

**HS Code 44.07**
Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness exceeding 6 mm.

**HS Code 44.08**
Veneer sheets and sheets for plywood (whether or not spliced) and other wood sawn lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness not exceeding 6 mm.

**HS Code 44.12.13**
Plywood consisting solely of sheets of wood, each ply not exceeding 6mm in thickness, and with at least one outer ply of tropical wood specified in Subheading Note1.
HS Code 44.12.14
Plywood consisting solely of sheets of wood, each ply not exceeding 6 mm in thickness, and with at least one outer ply of non-coniferous wood.

HS Code 44.12.22
Other (meaning one ply or more, that is greater than 6 mm in thickness), with at least one outer ply of non-coniferous wood, and with at least one ply of tropical wood specified in Subheading Note 1.

1 Subheading Note 1: For the purposes of subheadings 4403.41 to 443.49, 4407.24 to 4407.29, 4408.31 to 4408.39, and 4412.13 to 4412.99, the expression "tropical wood" means one of the following types of wood: Abura, Acajou d’Afrique, Afumosa, Ako, Alan, Andiroba, Aningre, Avodire, Azobe, Balau, Balsa, Bosse Clair, Bosse Fonce, Cativo, Cedro, Dabema, Dark Red Meranti, Dibetou, Doussie, Freijo, Fromager, Fuma, Geronggang, Ilomba, Imbia, Ipe, Iroko, Jaboty, Jequitiba, Jongkong, Kapur, Kempas, Keruing, Kosipo, Kotibe, Koto, Light Red Meranti, Limba, Louro, Macaranduba, Mahogany, Makore, Mandioquiera, Mansonia, Mengkulang, Meranti Bakau, Merawan, Merbau, Merpauh, Mersawa, Moabi, Niangon, Nyatoh, Obeche, Okoume, Onzabili, Orey, Onegkol, Ozigo, Padouk, Paldao, Palissandre de Guatemala, Palissandre de Para, Palissandre de Rio, Palissandre de Rose, Pau Amarelo, Pau Marfim, Pulai, Punah, Quaruba, Ramin, Sapelli, Saqui-Saqui, Sepetir, Sipo, Sucupira, Suren, Teak, Tauari, Tiamo, Tola, Virola, White Lauan, White Meranti, Yellow Meranti.
Appendix F

Commodity Recognition and Wood Identification

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Introduction

This appendix is a synopsis for wood identification of articles and commodities derived from CITES Appendix I, II, and III timber species. Wood identification is a difficult task. Become more familiar with wood by using this synopsis.
Procedures

Materials Needed
You will need the following materials to identify the wood, since the process usually cannot be accurately performed with the naked eye:

◆ 14X power hand lens
◆ Sharp knife (pen knife or utility knife)
◆ Single-edge razor blade

Identification
If you suspect the commodity or article is something other than invoiced, then attempt to verify the article. If you are having difficulty with the identification, then contact a PPQ Botanist1 (CBP contact a PPQ Botanist through proper channels) for assistance.

Follow each step below to identify the wood:

1. Use a sharp knife or razor blade to slice the end or cross grain (transverse section) of a piece of lumber.
2. Examine the sliced wood with a hand lens.
3. Check to see if the wood sample has vessels (pores).
4. Compare what you view through the lens with the specific CITES Appendix I, Appendix II, or Appendix III protected timber species examples on the following pages.
5. Verify the features of your sample with the features listed in the accompanying description for each wood species.

1 To identify the name of the PPQ Botanist that services your port, see Appendix G, List of Identifiers in the Manual for Agricultural Clearance.
CITES Appendix I Protected Timber Species

Examples of CITES Appendix I protected timber species follow. Use the following descriptions and examples of protected CITES Appendix timber for comparison with timber or article presented for import or re-export.

*Abies guatemalensis (Guatemalan fir)*

Abies guatemalensis (Guatemalan fir) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown
- Latewood is prominent (see Figure F-1 below)
- Resin canals are absent
- Wood is light in color, soft, and lightweight

![Image of Abies guatemalensis wood cross section](image)

**FIGURE F-1  Example of *Abies guatemalensis* (Guatemalan fir) Wood Cross Section**
**Araucaria araucana (monkey puzzle tree)**

*Araucaria araucana* (monkey puzzle tree) is a softwood.

To identify the wood, check the following:

- Heartwood pinkish- to light brownish-red
- Latewood is absent or barely visible
- Resin canals are absent
- Wood is soft and lightweight

![Araucaria araucana (monkey puzzle tree) Wood Cross Section](https://example.com/fig_f-2.jpg)

**FIGURE F-2 Example of *Araucaria araucana* (Monkey puzzle tree) Wood Cross Section**
**Dalbergia nigra (Brazilian rosewood)**

*Dalbergia nigra* (Brazilian rosewood) is a hardwood.

To identify the wood, check the following:

- Odor is pleasant, faintly sweet or spicy
- Parenchyma: aliform paratracheal parenchyma present; banded apotracheal parenchyma with prominent bands, irregularly spaced; parenchyma arrangements vary considerably
- Rays medium-storied
- Vessels large, relatively numerous
- Wood is **not** ring porous
- Wood is dark brown to black with darker streaks, hard, and heavy

![Example of Dalbergia nigra (Brazilian rosewood) Wood Cross Section](image)

APP—aliform paratracheal parenchyma

BAP—banded apotracheal parenchyma

Photo by Alex Wiedenhoeft

**FIGURE F-3** Example of *Dalbergia nigra* (Brazilian rosewood) Wood Cross Section
FIGURE F-4 *Dalbergia nigra* (Brazilian rosewood) Rough Sawn Lumber

FIGURE F-5 *Dalbergia nigra* (Brazilian rosewood) Rough Sawn Lumber
**Fitzroya cupressoides (alerce)**

*Fitzroya cupressoides* (alerce) is a softwood.

To identify the wood, check the following:

- Heartwood is dark red to reddish brown
- Latewood is in relatively narrow bands; transition is abrupt between earlywood and latewood (see Figure F-6)
- Resin canals are absent
- Wood is moderately hard and heavy

![Example of Fitzroya cupressoides (Alerce) Wood Cross Section](image)

**FIGURE F-6  Example of *Fitzroya cupressoides* (Alerce) Wood Cross Section**
Pilgerodendron uviferum (pilgerodendron)

*Pilgerodendron uviferum* (pilgerodendron) is a softwood.

The description and an example are **not** yet available.
**Podocarpus parlatorei** *(Parlatore’s podocarp)*

*Podocarpus parlatorei* (Parlatore’s podocarp) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown or tan
- Resin canals are absent
- Wood is light in color, relatively soft and lightweight

![Image of Podocarpus parlatorei cross section](image)

*Photo by Alex Wiedenhoeft*

**FIGURE F-7  Example of Podocarpus parlatorei (Parlatore’s podocarp) Wood Cross Section**
CITES Appendix II Protected Timber Species

Examples of CITES Appendix II timber species follow.

*Aniba rosaeodora* (Brazilian rosewood)
Aniba rosaeodora (Brazilian rosewood) is a hardwood.

The description and an example are not yet available.
**Bulnesia sarmientoi** (gaiacwood)

*Bulnesia sarmientoi* (gaiacwood) is a hardwood.

The description and an example are **not** yet available.
Caesalpinia echinata (pernambuco)

*Caesalpinia echinata* (pernambuco) is a hardwood.

The description and an example are not yet available.
**Caryocar costaricense (ajillo)**

*Caryocar costaricense* (ajillo) is a hardwood.

To identify the wood, check the following:

- Heartwood is moderately hard and heavy
- Parenchyma: banded apotracheal parenchyma in short, patchy bands
- Rays are **not** storied
- Tyloses are present
- Vessels and vessel multiples are arranged diffusely and may be clogged with bubbles
- Wood is **not** ring porous
- Wood is light tan to light brown

---

**FIGURE F-8** Example of *Caryocar costaricense* (Ajillo) Wood Cross Section

BAP—banded apotracheal parenchyma

MV—multiple vessels

Photo by Alex Wiedenhoeft
**Gonystylus spp. (ramin)**

*Gonystylus* spp. (ramin) is a hardwood.

To identify the wood, check the following:

◆ Heartwood is whitish to pale yellow
◆ Parenchyma: distinct aliform parenchyma; marginal parenchyma sometimes present
◆ Wood is **not** ring porous
◆ Vessels are mostly solitary; some in radial multiples of 2 or 3
◆ Wood is moderately hard and heavy

![Gonystylus spp. (ramin) Wood Cross Section](image)

**FIGURE F-9 Example of *Gonystylus* spp. (Ramin) Wood Cross Section**
Guaiacum spp. (lignum vitae)

Although all species of Guaiacum are protected under CITES Appendix II, only two examples are shown in this appendix.

Guaiacum spp. (lignum vitae) is a hardwood.

To identify the wood, check the following:

- Heartwood ranges from dark greenish to black or dark brown
- Rays are fine-storied
- Vessels are small, barely visible, and mostly solitary
- Wood is **not** ring porous
- Wood is extremely hard and heavy

![Photo by Alex Wiedenhoeft](FIGURE F-10  Example of *Guaiacum officinale* (Commoner lignum vitae) Wood Cross Section)
FIGURE F-11  Example of Guaiacum sanctum (Holy lignum vitae) Wood Cross Section
**Oreomunnea pterocarpa** *(gavilan)*

*Oreomunnea pterocarpa* *(gavilan)* is a hardwood.

To identify the wood, check the following:

- Heartwood color is light brown
- Parenchyma: banded apotracheal parenchyma is present in long, wavy bands
- Rays are **not** storied
- Vessels mostly solitary, in radial or angled files
- Wood is **not** ring porous
- Wood is relatively soft and lightweight

---

*BAP*—banded apotracheal parenchyma

*V*—Vessels (pores)

Photo by Alex Wiedenhoeft

**FIGURE F-12** Example of *Oreomunnea pterocarpa* *(Gavilan [Walnut])* Wood Cross Section
Pericopsis eleta (Afrormosia)

*Pericopsis eleta* (Afrormosia) is a hardwood.

To identify the wood, check the following:

- Heartwood is medium to dark brown
- Parenchyma: aliform paratracheal parenchyma and confluent paratracheal parenchyma are present
- Rays are medium-storied (often hard to detect)
- Vessels are numerous (barley visible to the naked eye)
- Wood is **not** ring porous
- Wood is moderately hard and heavy

![Pericopsis eleta (Afrormosia) Wood Cross Section](image)

**FIGURE F-13** Example of *Pericopsis eleta* (Afrormosia) Wood Cross Section
**Platymiscium pleiostachyum (cristobal, granadillo)**

*Platymiscium pleiostachyum* (cristobal, granadillo) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown, usually with a purplish cast
- Parenchyma: lozenge aliform paratracheal parenchyma are present
- Rays are storied medium
- Vessels are large and numerous (visible to the naked eye)
- Wood is **not** ring porous
- Wood is hard and heavy

![Example of Platymiscium pleiostachyum (Cristobal, Granadillo) Wood Cross Section](image-url)
Pterocarpus santalinus (red sandalwood, redsanders)

Pterocarpus santalinus (red sandalwood, redsanders) is a hardwood.

To identify the wood, check the following:

◆ Heartwood is dark red to reddish brown
◆ Parenchyma: aliform paratracheal parenchyma and prominent banded apotracheal parenchyma are present
◆ Rays are medium-storied
◆ Vessels are large and numerous
◆ Wood is not ring porous
◆ Wood is very hard and heavy
**Swietenia humilis (Mexican mahogany)**

*Swietenia humilis* (Mexican mahogany) is a hardwood.

To identify *Swietenia humilis*, confirm the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma are present
- Rays are coarse-storied
- Vessels are large (easily visible with the naked eye), often in two or three radial multiples; black or red deposits are common in vessels
- Wood is **not** ring porous
- Wood is moderately hard and heavy

---

**FIGURE F-16** Example of *Swietenia humilis* (Mexican mahogany) Wood Cross Section

MP—marginal parenchyma

MV—multiple vessels

Photo by Alex Wiedenhoeft
**Swietenia macrophylla (bigleaf mahogany)**

*Swietenia macrophylla* (bigleaf mahogany) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma
- Rays are coarse-storied
- Vessels are large (easily visible with naked eye), often in multiples of 2 or 3
- Wood is moderately hard and heavy

![FIGURE F-17 Example of *Swietenia macrophylla* (Bigleaf mahogany) Wood Cross Section](image)
FIGURE F-18 *Swietenia macrophylla* (bigleaf mahogany) Lumber

FIGURE F-19 *Swietenia macrophylla* (bigleaf mahogany) Lumber
Appendix F: Commodity Recognition and Wood Identification
CITES Appendix II Protected Timber Species

FIGURE F-20 *Swietenia macrophylla* (bigleaf mahogany) Lumber

FIGURE F-21 *Swietenia macrophylla* (bigleaf mahogany) Lumber
**Swietenia mahogani** (Caribbean mahogany)

*Swietenia mahogani* (Caribbean mahogany) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma
- Rays are usually coarse-storied, but sometimes **not** storied
- Vessels are large (visible with the naked eye), often with radial multiples of two or three; reddish black or white deposits common
- Wood is **not** ring porous
- Wood is moderately hard and heavy

---

**FIGURE F-22** Example of *Swietenia mahogani* (Caribbean mahogany) Wood Cross Section

MP—marginal parenchyma
MV—multiple vessels

Photo by Alex Wiedenhoef
CITES Appendix III Protected Timber Species

*Cedrela odorata* (Spanish cedar)

*Cedrela odorata* (Spanish cedar) is a hardwood.

To identify the wood, check the following:

- Heartwood is pale pinkish- to reddish brown (sometimes with a purplish tinge)
- Odor is distinctive, spicy cedar
- Parenchyma: paratracheal parenchyma forms a thin ring around the vessels; marginal parenchyma forms thick bands
- Rays are **not** storied
- Wood is ring porous
- Wood is relatively soft and moderately heavy to light

![Image of Cedrela odorata wood cross section]

**FIGURE F-23 Example of *Cedrela odorata* (Spanish cedar) Wood Cross Section**

MP—marginal parenchyma
PP—paratracheal parenchyma
RPW—ring porous wood

Photo by Alex Wiedenhoeft
Dalbergia retusa (Nicaraguan rosewood)

*Dalbergia retusa* (Nicaraguan rosewood) is a hardwood.

The description and an example are not yet available.
Dalbergia stevensonii (Honduran rosewood)

Dalbergia stevensonii (Honduran rosewood) is a hardwood.

The description and an example are not yet available.
Dipteryx panamensis (tonka bean)

*Dipteryx panamensis* (tonka bean) is a hardwood.

The description and an example are **not** yet available.
**Magnolia liliifera var. obovata**

*Magnolia liliifera* var. *obovata* is a hardwood.

To identify the wood, check the following:

- Heartwood is light brown, sometimes with a greenish tinge
- Parenchyma: marginal parenchyma is present and conspicuous
- Rays are not storied
- Vessels are often in multiples
- Wood is not ring porous
- Wood is moderately hard and heavy

![Image of Magnolia liliifera var. obovata (Ramin) Wood Cross Section](image)

**FIGURE F-24** Example of *Magnolia liliifera* var. *obovata* (Ramin) Wood Cross Section
**Podocarpus neriifolius (podocarp)**

*Podocarpus neriifolius* (podocarp) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown or tan
- Resin canals are absent
- Wood is light in color; soft, and lightweight

![Example of Podocarpus neriifolius (Podocarp) Wood Cross Section](image)
**Tetracentron sinense (tetracentron)**

*Tetracentron sinense* (tetracentron) is a hardwood.

The description and an example are **not** yet available.
Definitions

**aliform paratracheal parenchyma (APP).** an arrangement of parenchyma cells, as seen in cross section, that are grouped around pores and form wing-like lateral extensions.

**artificially propagated.** timber taken from trees grown in monospecific plantations.

**apotracheal parenchyma (AP).** longitudinal (axial) parenchyma that is **not** associated with pores.

**banded apotracheal parenchyma (AP).** layer or band of parenchyma cells **not** associated with the vessels within a growth ring.

**banded parenchyma.** parenchyma cells that collectively appear as thin lines when viewed in cross section.

**CITES Appendix I.** includes species threatened with extinction. Trade in specimens of these species is permitted **only** in exceptional circumstances; commercial trade is prohibited.

**CITES Appendix II.** includes species **not** necessarily threatened with extinction, but in which trade **must** be controlled in order to avoid utilization incompatible with their survival.

**CITES Appendix III.** includes species that are protected in at least one country which has asked other CITES parties for assistance in controlling the trade of these species.

**confluent paratracheal parenchyma (CPP).** an arrangement of parenchyma cells that completely surrounds a vessel and extends to connect another vessel appearing as bands when viewed in cross section.


**Conventions.** standard formats used in the manual, such as advisories, boldface, examples, etc.
country of origin. country from which the tree was cut or removed.

deposits. metabolites that accumulate in cells of wood.

earlywood (EW). first formed position of single growth ring, located on the inside portion of a growth ring. Characterized by large cells and low density.

engaged in commercial business. trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood or enterprise for gain or profit.

general permit (GP). The general permit is no longer issued and is not valid. The general permit was replaced by the Protected Plant Permit (PPP).

growth ring (GR). the layer of wood added to the stem during one growth period.

hardwood. woods from broad-leaved trees in the botanical group angiosperms, characterized by having vessels. Also referred to as porous woods.

Harmonized System of the World Customs Organization (HS). an international numerical system of tariff codes.

heartwood. wood associated with the central portion of a mature tree, and no longer conducts sap. Infiltration of various organics impart a darker color to this wood.

latewood (LW). later formed portion of a growth ring located on the outside portion of the growth ring. Characterized by smaller cells and higher density.

logs. all wood in the rough whether or not stripped of bark or sapwood, or roughly squared for processing, notably into sawn wood, pulpwood, or veneer sheets.

lozenge aliform paratracheal parenchyma (LAPP). aliform paratracheal parenchyma that forms a lozenge shape.

lumber (sawn wood). wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded, or finger-jointed, of a thickness exceeding 6mm.

Management Authority. a national authority designated in accordance with CITES Article IX as competent to grant permits and certificates.
marginal parenchyma. cells of parenchyma forming a line at the beginning or end of the growth ring.

multiple vessel (MV). several vessels adjacent and in-line to one another.

Neotropics. Includes the Caribbean, Central America, Mexico, and North America.

paratracheal parenchyma (PP). parenchyma that is associated with and often surrounds the vessels.

parenchyma. thin-walled wood cells noted for storage of food reserves appearing light-colored when grouped together, or in continuous bands when viewed in cross section.

Party. a State for which the present Convention has entered into force.

phloem. tissue of the inner bark that conducts food upward through the tree.

plywood. consisting of three or more sheets of wood that is glued and pressed one on the other and generally disposed so the grains of successive layers are at an angle.

pore. cross-section of a hardwood vessel.

Protected Plant Permit (PPP). USDA-issued permit required for the commercial trade of CITES or ESA regulated terrestrial plants.

radial. a direction in wood perpendicular to the longitudinal grain direction.

radial section. a section of wood cut in a plane parallel to the rays.

ray. flattened bands of tissue extending horizontally in a radial plan seen in cross section radiating in a direction from the center toward the bark of a tree.

re-export. export of any specimen that has previously been imported.

resin canal. tubular passageways in the wood of some softwoods.

ring porous wood (RPW). wood in which an arrangement of larger pores are concentrated in the earlywood and smaller pores are found in the latewood.
**sawn wood.** See *lumber (sawn wood).*

**scientific authority.** a national authority designated in accordance with CITES Article IX as responsible for determining if trade will be detrimental to the survival of the species.

**seizure date.** date CBP or PPQ determines a shipment warrants forfeiture procedures and verifies the physical location of the shipment as either in a CBP- or PPQ-owned, leased, or approved facility within a Customs-bonded operation.

**single vessel.** a vessel that is **not** adjacent to or touching another vessel.

**softwood.** wood without vessels produced by coniferous trees in the botanical group gymnosperms. Also referred to as nonporous woods.

**Species (spp).** any species, subspecies, or geographically separate population thereof.

**storied ray (SR).** rays arranged side-by-side forming horizontal rows which appear as undulant bands seen in tangential section. There are three categories of storied rays: fine (more than 6 rows of rays per millimeter (mm)); medium (more 3 to 6 rows of rays per mm); coarse (2 rows or less per mm).

**tangential section.** section of wood cut in a plane perpendicular to the rays.

**trade.** to export, re-export, or import.

**transverse section (cross section).** section of wood cut in a plane across the grain.

**tyloses.** bubble-like structures that form in the vessels of certain hardwood species.

**veneer.** thin layers of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc.

**vessel (V).** a longitudinal conductive passageway formed by an aligned series of vessel elements.
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