3 General Procedures

Export Program Manual

Handling Held Export Shipments

Introduction

Submit the worksheet on the following page to your Export Certification Specialist (ECS) for help with held shipments. Your ECS will submit this worksheet to Export Services (ES) using the contact protocol (Table C-1-1 on **page-C-1-2**).

ES may be able to assist exporters whose shipments are being detained for phytosanitary reasons. In order for ES to assist with consignments being held at the port of destination, ES must have copies of as much of the documentation pertaining to the consignments as possible.

All documentation must be legible and in English. The ACO, not the exporter, must supply supporting documentation pertaining to phytosanitary actions. Examples of these types of documents are inspection records and fumigation documents.

The submitting ECS must fully review all documentation for completeness and accuracy before forwarding to ES. Alert ES of any problems with the documentation.

Handling Held Exports Worksheet

ECS:	State:		Fax:
For Country:			

ACO:	State:	Phone:	Fax:

Number of Pages:	Date Submitted to ECS:

Location of held shipment	Commodity: *(common name)*
Country:	Botanical Name:
State/Province:	Plant Part:
City:	Intended Use: (consumption, propagation, processing, etc.)
Port of Entry:	
Other:	

Exporter's name:

Has the exporter had same/similar problem before? Please explain the outcome.

Name and affiliation of foreign inspector holding shipment: *(fill in contact information below)*

Phone number:

Fax number:

E-mail address:

Other:

Date shipment held:

Why was the shipment held? (If available, the exporter should provide official communication from the NPPO stating why the consignment is being detained.)

Was a Export Certificate issued?   Yes If yes, form number _____   No

If yes, provide a copy of the Export Certificate. Copies of the following must be attached, if pertinent to consignment:

◆ Bill of Lading
◆ Import permit or other form of official communication from NPPO stating import requirements
◆ Inspectional records
◆ Laboratory analyses
◆ Field inspection records
◆ Treatment documentation
◆ Container numbers

FIGURE 3-13-1: Handling Held Exports Worksheet