

# 3

Export Program  
Manual

## General Procedures

### *Determining Eligibility for Certification*

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#### Introduction

The following tables will help the Authorized Certification Official (ACO) determine eligibility based on commodity type, origin, destination, and possible protected status.

## Eligibility Based on What the Commodity Is

Use [Table 3-3-1](#) on [page-3-3-2](#) to decide if you can certify the commodity based on what it is.

**TABLE 3-3-1: Determine Eligibility for Certification Based on What the Commodity Is**

If the articles are:	And they are:	And they are:	Then based on what the articles are:
Plants, parts of plants, or something derived from plants (including edible mushrooms as vegetables)	Processed products	Listed in EXCERPT under Commodities Eligible for a PPQ Form 578	1. CONSIDER <b>eligible</b> for PPQ Form 578 2. GO to <a href="#">Eligibility Based on Origin and Destination</a> on <a href="#">page 3-3-4</a>
		Listed in EXCERPT under <i>Commodities Ineligible for Certification</i> <sup>1</sup>	1. CONSIDER <b>ineligible</b> for a certificate 2. EXIT this manual
		<b>Not</b> on the Commodities Eligible for a PPQ Form 578 list in EXCERPT	1. CONSIDER <b>ineligible</b> for a certificate 2. EXIT this manual
		Listed in EXCERPT under Export Summary Inquiry, Product Requirements Information as eligible for certification <b>and</b> all conditions can be met	1. CONSIDER <b>eligible</b> for a PPQ Form 577 or 579 2. GO to <a href="#">Eligibility Based on Origin and Destination</a> on <a href="#">page 3-3-4</a>
	Unprocessed products	→	
Mushroom spawn	→	→	1. CONSIDER <b>eligible</b> for PPQ Form 577 <b>only</b> 2. GO to <a href="#">Table 3-3-2</a> on <a href="#">page-3-3-3</a>
<b>Neither</b> plants <b>nor</b> anything derived from plants	→	→	1. CONSIDER <b>ineligible</b> for a certificate 2. EXIT this manual
Mixture or combination of plant and nonplant materials	→	→	Follow the contact protocol in <a href="#">Table C-1-1</a> on <a href="#">page-C-1-2</a>

1. The Commodities Ineligible for Certification Menu is **not** all inclusive. **Do not** use this list to determine if a commodity is **ELIGIBLE** for certification – **only** that a commodity is **INELIGIBLE**.

**TABLE 3-3-2: Determine Action to Take on Mushroom Spawn**

If:	Then:
<p>The shipment meets the following conditions:</p> <ul style="list-style-type: none"> <li>◆ Export Services (ES) has received official communication from the importing country that PPQ Form 577 is required and EXCERPT reflects that information<sup>1</sup></li> <li>◆ The intended use of the mushroom spawn is for propagation</li> <li>◆ The mushroom spawn manufacturing facility is participating in the pilot Mushroom Spawn Facility Accreditation Program<sup>2</sup></li> </ul>	<ol style="list-style-type: none"> <li>1. INSPECT the shipment, looking for insects</li> <li>2. COMPLETE PPQ Form 577 (refer to <b>Completing PPQ Forms 577 and 579</b> on <b>page 3-8-1</b>)</li> </ol> <p style="margin-left: 20px;">In Block 9, Name of Produce, enter "Mushroom spawn"</p> <p style="margin-left: 20px;">In Block 10, enter scientific name</p> <p style="margin-left: 20px;"><b>Do not</b> enter an additional declaration (AD) concerning the phytosanitary condition of the shipment<sup>3</sup></p>
<p>The shipment <b>does not</b> meet the above conditions</p>	<ol style="list-style-type: none"> <li>1. CONSIDER ineligible for an export certificate</li> <li>2. EXIT this manual</li> </ol>

1. If an exporter presents an Import Permit (IP) from a country **not** listed in EXCERPT as requiring an export certificate, contact ES before providing any certification services.
2. ACOs **must** contact their Export Certification Specialist (ECS) or Regional Program Manager (RPM) using the approved contact protocol, **prior** to certification to determine which mushroom spawn manufacturing facilities are participating in the pilot program.
3. The **only** ADs allowed are for referencing IPs or for replacing an export certificate.

## Eligibility Based on Origin and Destination

Use [Table 3-3-3](#) on [page-3-3-4](#) to decide if you can certify the commodity based on origin and destination.

**TABLE 3-3-3: Determine Eligibility for Certification Based on Origin and Destination**

If the articles originated in:	And the articles are being exported:	Then:
U.S., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, (St. Thomas, St. Croix, St. John)	To a foreign country	<ol style="list-style-type: none"> <li>1. CONSIDER <b>eligible</b> for PPQ Form 577 or PPQ Form 578. A State export certificate may be used <b>only</b> if accepted by the U.S.-affiliated island</li> <li>2. Handle the shipment as a domestic-origin shipment for export</li> <li>3. GO to <a href="#">Eligibility Based on Protected Status</a> on <a href="#">page 3-3-5</a></li> </ol>
	Interstate via Canada	
A foreign country or the Marshall Islands (islands affiliated with the U.S.)	To the Marshall Islands	<ol style="list-style-type: none"> <li>1. CONSIDER <b>ineligible</b> for a certificate</li> <li>2. REFER exporter to the State, country, or affiliated island's plant regulatory agency for certification using a State export certificate</li> <li>3. EXIT this manual</li> </ol>
	To a foreign country	<ol style="list-style-type: none"> <li>1. CONSIDER <b>eligible</b> for PPQ Form 578 or PPQ Form 579</li> <li>2. HANDLE the shipment as a foreign-origin shipment for reexport</li> <li>3. GO to <a href="#">Eligibility Based on Protected Status</a> on <a href="#">page 3-3-5</a></li> </ol>
	Interstate via Canada	
To American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands (St. Thomas, St. Croix, St. John)	To the Marshall Islands	<ol style="list-style-type: none"> <li>1. CONSIDER <b>eligible</b> for PPQ Form 578 or PPQ Form 579</li> <li>2. HANDLE the shipment as a foreign-origin shipment for reexport</li> <li>3. GO to <a href="#">Eligibility Based on Protected Status</a> on <a href="#">page 3-3-5</a></li> </ol>
	To American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands (St. Thomas, St. Croix, St. John)	

## Eligibility Based on Protected Status

PPQ is responsible for enforcing The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and The Endangered Species Act (ESA) for exporting and reexporting listed plants. Therefore, ACOs **must** identify whether the commodity is protected by CITES or ESA before confirming that it can meet the import requirements of the foreign country.


ACOs can use EXCERPT to determine if the plant name is a protected plant or plant part. The same listings can also be found at:

- ◆ CITES Web site address: <<http://www.CITES.org/>>
- ◆ ESA Web site address: <<http://www.fws.gov/endangered/wildlife.html>> (then click on the link for “Federal list of endangered and threatened wildlife and plants”)

All protected plants are listed in EXCERPT, including genera in the families Cactaceae and Orchidaceae. Refer to *Characteristics of Cactaceae* on page 4-15-5 and *Characteristics of Orchidaceae* on page 4-15-5 to help visually identify commodities that may be regulated by CITES or ESA.

Use [Table 3-3-4](#) on page-3-3-5 to decide if you can certify the commodity based on its protected status.

**TABLE 3-3-4: Determine Eligibility for Certification Based on CITES and ESA Status**

If the articles being exported are:	And they are:	Then:
Neither protected by CITES nor ESA	Domestic plants or unprocessed plant products	1. CONSIDER <b>eligible</b> for PPQ Form 577 2. GO to <b><i>Determining the Country's Import Requirements</i></b> on page 3-4-1
	Foreign-origin plants or unprocessed plant products	1. CONSIDER <b>eligible</b> for PPQ Form 579 2. GO to <b><i>Determining the Country's Import Requirements</i></b> on page 3-4-1
	Eligible processed products listed in EXCERPT	1. CONSIDER <b>eligible</b> for PPQ 578 2. GO to <b><i>Determining the Country's Import Requirements</i></b> on page 3-4-1
Protected by CITES or ESA		GO to <a href="#">Table 3-3-5</a> on page-3-3-6 to decide what action you can take for certifying protected commodities

## Determine Your Authority to Certify Protected Commodities for Export

If the commodities are protected by CITES or ESA, go to [Table 3-3-5](#) on [page-3-3-6](#).

**TABLE 3-3-5: Determine Authority to Certify Protected Commodities**

If you are:	Then:
Located at a designated CITES port (refer to <a href="#">Table 3-3-6</a> on <a href="#">page-3-3-7</a> )	REFER to <a href="#">Determining the Country's Import Requirements</a> on <a href="#">page 3-4-1</a> AND GO to <a href="#">Overview of Processing Protected Commodities</a> on <a href="#">page 4-15-3</a>
<b>Not</b> at a designated CITES port	1. CONTACT the nearest designated CITES port or a PPQ regional botanist (through proper channels) or Export Certification Specialist (ECS) for guidance to arrange to move the shipment to a designated port (at the owner's expense). Some designated CITES ports have established procedures for ACOs at interstate locations and non designated CITES ports to assist in inspecting and processing shipments of protected plants <sup>1</sup> 2. EXIT this manual. You are <b>not</b> authorized to complete a certificate for a commodity regulated by CITES or ESA

- 1 Some designated CITES ports have established procedures that allow State or county cooperators to attest that the plants are artificially propagated and to complete a State export certificate. The exporter sends the State export certificate, the invoice, and specified copies of the CITES or ESA documents to the designated CITES port for validation and endorsement. At some designated CITES ports, a blank export certificate **must be** obtained and partially completed by the exporter and sent back to the designated CITES port, along with the other paperwork.

Procedures have been established to allow PPQ Plant Health Safeguarding Specialists (PHSSs) at non-designated CITES ports to confirm that the exporter has PPQ Form 622, USDA General Permit, and proper CITES or ESA documents. The PHSS confirms that all the paperwork agrees with the shipment and has the exporter complete PPQ Form 572 and send along with specified copies of the invoice and CITES or ESA documents to the designated CITES port for validation and endorsement. If there's a concern about the shipment's validity, the shipment may be required to go through the designated CITES port.

## Designated CITES Ports Directory

Use this table to determine the nearest location for CITES certification.



**Important**

Some locations can only certify specific CITES commodities. Contact the location in question before sending any commodity for certification.

**TABLE 3-3-6: Designated CITES Ports Directory**

State	Address	Plants	Staff
Alabama	USDA, APHIS, PPQ 3737 Government Blvd., Ste.517 Mobile, AL 36693 Phone (251) 661-2742 Fax (251) 661-4381	Logs and lumber	Jeffrey Lasiter, Plant Health Safeguarding Specialist (PHSS)
Arizona	USDA, APHIS, PPQ Plant Inspection Station 9 North Grand Avenue, Room 120 Nogales, AZ 85621 Phone (520) 287-6463 Fax (520) 397-0138	All CITES regulated plants, plant parts & derivatives	Allen Dawson, Plant Pathologist  Jeff Conn, PHSS  Dan Walega, PHSS
California	USDA, APHIS, PPQ Los Angeles Inspection Station 11840 S. La Cienega Blvd. Hawthorne, CA 90250 Phone (310) 725-1910 Fax (310) 725-1947	All CITES regulated plants, plant parts & derivatives	Jamal Al-Henaid, Botanist  Andy Lee, Botanist  Kristen Kaser, Botanist (in Long Beach)  (562) 628-8900
	USDA, APHIS, PPQ Plant Inspection Station 9777 Via de la Amistad, Room 140 San Diego, CA 92154 Phone (619) 661-3316 Fax (619) 661-3047	All CITES regulated plants, plant parts & derivatives	Robert Fitch, Officer in Charge (OIC)
	USDA, APHIS, PPQ Plant Inspection Station 389 Oyster Point Blvd., Suite 2 South San Francisco, CA 94080 Phone (650) 876-9093 Fax (650) 876-9008	All CITES regulated plants, plant parts & derivatives	Tim Torbett, Botanist (CITES Specialist)  Arthur Berlowitz, OIC

**TABLE 3-3-6: Designated CITES Ports Directory (continued)**

<b>State</b>	<b>Address</b>	<b>Plants</b>	<b>Staff</b>
Florida	USDA, APHIS, PPQ 1800 Eller Dr., Ste. 414 Fort Lauderdale, FL 33116 Phone (954) 356-7080 Fax (954) 356-7113	Logs and lumber	George Robinson, PHSS  Dan Campese, PHSS  Sonia Hernandez, PHSS
	USDA, APHIS, PPQ 2431 St. John's Bluff Rd., South Ste. 119 Jacksonville, FL 32246 Phone (904) 620-9501 Fax (904) 620-9496	Logs and lumber	L. Oscar Vazquez, PHSS  Mike Mulligan, PHSS
	USDA, APHIS, PPQ Plant Inspection Station 3500 NW 62nd Avenue Miami, FL 33122 Regular Mail - P.O. Box 660520 Miami, FL 33266 Phone (305) 526-2825 Fax (305) 871-4205	All CITES regulated plants, plant parts & derivatives	Leo Castaneda, Botanist  Fred Zimmerman, Plant Pathologist
	USDA, APHIS, PPQ Plant Inspection Station 3951 Centerport Street Orlando, FL 32827 Phone (407) 825-4237 Fax (407) 825-4235	All CITES regulated plants, plant parts & derivatives	Metwaly Sheta, Identifier
Georgia	USDA, APHIS, PPQ Plant Inspection Station Hartsfield Perishable Complex 1270 Woolman Pl. Atlanta, GA 30354 Phone (404) 765-3821 Fax (404) 763-7429	All CITES regulated plants, plant parts & derivatives	Carlos Perez, OIC
	USDA, APHIS, PPQ 5514 Export Blvd. Garden City, GA 31408 Regular mail: P.O. Box 9268 Savannah, GA 31412 Phone (912) 963-9936 Fax (912) 963-9975	Logs and lumber	Stephen Davis, OIC  Phil Boyd- Robertson, PHSS  Tim Brackney, PHSS  Wally Harrington, PHSS
Guam	USDA, APHIS, PPQ Plant Inspection Station 905 East Sunset Blvd., Tiyan Barrigada, GU 96913 Phone (671) 475-1427 Fax (671) 477-9487	All CITES regulated plants, plant parts & derivatives	Russell Campbell, Entomologist



**TABLE 3-3-6: Designated CITES Ports Directory (continued)**

<b>State</b>	<b>Address</b>	<b>Plants</b>	<b>Staff</b>
Hawaii	USDA/APHIS/PPQ Hilo International Airport Hilo, HI 96720 Phone (808) 933-6930 Fax (808) 933-6932	Orchids (for exports and re-exports only)	Ron Tom, Port Director  Trudy Hanohano, OIC  Lloyd Yoshina, PHSS
	USDA, APHIS, PPQ Honolulu Inspection Station Honolulu International Airport 300 Rodgers Blvd., #58 Honolulu, HI 96819 Phone (808) 861-8494 Fax (808) 861-8500	All CITES regulated plants, plant parts & derivatives	Mark Towata, Botanist
Illinois	USDA, APHIS, PPQ 2300 E. Devon, Ste. 222 Des Plaines, IL 60018 Phone (847) 699-2400 Fax (847) 699-2429	Orchids (for exports and re-exports only), ginseng, and goldenseal	Rick Gammons, PHSS  Scot Saiki, PHSS
Louisiana	USDA, APHIS, PPQ Plant Inspection Station Mail: P.O. Box 20114 New Orleans, LA 70141-0114 Deliveries: 900 East Airline Hwy. Service Rd. A Kenner, LA 70063 Phone (504) 464-0430 Fax (504) 465-0968	All CITES regulated plants, plant parts & derivatives	Tony Di Vittorio, Identifier  Eric White, Entomologist
Maryland	USDA, APHIS, PPQ 2200 Broening Highway, Room 140 Baltimore, MD 21224 Phone (410) 631-0073 Fax (410) 631-0069	Ginseng and goldenseal; logs and lumber	C. Frederic Mann, SPHD
Michigan	USDA, APHIS, PPQ 11200 Metro Airport Center Dr. Ste. 140 Romulus, MI 48174 <i>(Exports via Detroit &amp; Port Huron)</i> Phone (734) 942-9005 Fax (734) 942-7691	All CITES regulated plants, plant parts & derivatives destined to Canada	David Dehn, PHSS  Sarah Clore, PHSS
Mississippi	USDA, APHIS, PPQ 3505 25TH Ave. Bldg. 16, Rooms 1-4 Gulfport, MS 39501 Phone (228) 822-3136 Fax (228) 822-3132	Logs and lumber	Pam Strecker, PHSS  Don Haynes, PHSS  Beth Ann Lotz, PHSS
Missouri	USDA, APHIS, PPQ 500 Northwest Plaza, Suite 919 St. Ann, MO 63074 Phone (314) 291-8773 Fax (314) 344-0660	Ginseng and goldenseal	Brenda Hutchins, PHSS

**TABLE 3-3-6: Designated CITES Ports Directory (continued)**

<b>State</b>	<b>Address</b>	<b>Plants</b>	<b>Staff</b>
New Jersey	USDA, APHIS, PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Building G Linden, NJ 07036 Phone (908) 862-2012 Fax (908) 862-2095 (covers the Port of New York; Elizabeth and Newark, NJ)	All CITES regulated plants, plant parts & derivatives	Martin Feinstein, Plant Pathologist
New York	USDA, APHIS, PPQ 500 New Karner Road Albany, New York 12205 <i>(Exports via Champlain)</i> Phone (518) 218-7515 Fax (518) 218-7518	All CITES regulated plants, plant parts & derivatives destined to Canada	Bruce McDowell, ECS
	USDA, APHIS, PPQ 23 Elizabeth Dr. Lockport, NY 14094 <i>(Exports via Buffalo)</i> Phone (716) 433-6482 x200 Fax (716) 433-6593	All CITES regulated plants, plant parts & derivatives destined to Canada	Jacqueline Klahn, PHSS
	USDA, APHIS, PPQ Plant Inspection Station 230-59 International Airport Centers Boulevard Building C-Suite 100-Room 109 Jamaica, NY 11413 Phone (718) 553-1732 Fax (718) 553-0060	All CITES regulated plants, plant parts & derivatives	John Arcery, Botanist (CITES Specialist)  Keith Clancy, Botanist
North Carolina	USDA, APHIS, PPQ 1809-C Associates Lane Charlotte, NC 28217 Phone (704) 424-1014 Fax (704) 357-1667	Ginseng and goldenseal	William O. Torres, PHSS  Timothy J. Bergstrom, PHSS
	USDA, APHIS, PPQ 1815 Gardner Drive Wilmington, NC 28405 Phone (910) 815-4678 Fax (910) 815-4652	Logs and lumber; Venus flytrap	Darlene Brown, PHSS  Timothy Stevens, PHSS
Oregon	USDA, APHIS, PPQ 6135 NE 80th Ave., Ste. A-5 Portland, OR 97218 <i>(Also handles Vancouver, WA)</i> Phone (503) 326-2140 Fax (503) 326-2969	Logs and lumber	Ken Ball, Plant Pathologist
Pennsylvania	USDA, APHIS, PPQ 4900 S. Broad St. Philadelphia, PA 19112 Phone (215) 334-0300 Fax (215) 334-9799	Logs and lumber	Stacey Boyd, Entomologist

**TABLE 3-3-6: Designated CITES Ports Directory (continued)**

<b>State</b>	<b>Address</b>	<b>Plants</b>	<b>Staff</b>
Puerto Rico	USDA, APHIS, PPQ Plant Inspection Station 150 Central Sector Bldg. C2, Warehouse #3 Carolina, PR 00979 Phone (787) 253-7850 Fax (787) 253-4514	All CITES regulated plants, plant parts & derivatives	Lionel Pagan, Entomologist  Wilfredo Garcia, Plant Pathologist
South Carolina	USDA, APHIS, PPQ 4600 Goer Dr., Ste. 104 North Charleston, SC 29406 Phone (843) 746-2950, ext. 101 Fax (843) 746-2954	Logs and lumber	Mary Douglass, OIC
Texas	USDA, APHIS, PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338 Phone (281) 443-2063 Fax (281) 443-7643	All CITES regulated plants, plant parts & derivatives	Norma Diaz, Botanist  Eric McDonald, Entomologist
	USDA, APHIS, PPQ 120 San Francisco Bridge II Complex Building 5, Room 505 Laredo , TX 78040 Phone (956) 726-2225 Fax (956) 726-2322	Logs and lumber	Willis Gentry, Botanist  William Graves, Plant Pathologist
	USDA, APHIS, PPQ Plant Inspection Station P. O. Drawer Box 399 100 Los Indios Boulevard Los Indios, TX 78567 Phone (956) 399-2085 Fax (956) 399-4001	All CITES regulated plants, plant parts & derivatives	Guadalupe Gracia, PHSS
Virginia	USDA, APHIS, PPQ 200 Granby St., Rm. 331 Norfolk, VA 23510-1811 Phone (757)-441-3211 Fax (757) 441-9646	Logs and lumber	Karen Williams, OIC
Washington	USDA, APHIS, PPQ 100 Peace Portal Dr. Peach Arch Border Stn., Rm. 222 Blaine, WA 98230 Phone (360) 332-1766 Fax (360) 332-1395	All CITES regulated plants, plant parts & derivatives destined to Canada	William Carlson, PHSS  Stacey Herron, PHSS
	USDA, APHIS, PPQ Plant Inspection Station 835 South 192nd St., Suite 1600 SeaTac, WA 98148 Phone (206) 878-6600 Fax (206) 870-8043	All CITES regulated plants, plant parts & derivatives	Margaret Smither-Kopperl, Botanist

**TABLE 3-3-6: Designated CITES Ports Directory (continued)**

<b>State</b>	<b>Address</b>	<b>Plants</b>	<b>Staff</b>
Wisconsin	USDA, APHIS, PPQ 4369 South Howell Ave., Ste. 201 Milwaukee, WI 53207 Phone (414) 744-6601 Fax (414) 744-6662	Ginseng and goldenseal	Alecia Marson, PHSS