

3

Export Program
Manual

General Procedures

Completing PPQ Form 578

Contents

| | |
|-------------------------|------------|
| Introduction | page 3-9-1 |
| Purpose of PPQ Form 578 | page 3-9-1 |
| Example | page 3-9-3 |
| Completion | page 3-9-4 |
| Corrections | page 3-9-8 |
| Distribution | page 3-9-8 |
| Maintenance | page 3-9-8 |

Introduction

PPQ Form 578, Export Certificate, Processed Plant Products, is an accountable certificate used to certify processed commodities. See [Figure 3-9-1](#) on [page-3-9-3](#) for an example of a blank PPQ Form 578.



Important

PPQ Form 578 is **not** a phytosanitary certificate and **does not** serve as a substitute for one.

It is PPQ policy that PPQ 578s can **only** be used to certify commodities identified by Export Services (ES) as being free of plant pests as a consequence of processing. These commodities are specified in EXCERPT in the Processed Products Menu.

Purpose of PPQ Form 578

The purpose of PPQ Form 578 is to assist U.S. exporters whose shipments may be placed in jeopardy if such a document is **not** issued. PPQ Form 578 was created by PPQ to fill a void where **no** other USDA agency certification existed or could be adapted. With respect to PPQ Form 578, **no** liability is attached to the USDA or to any of its representatives.



Important

If a country requires a PPQ Form 577 or 579 for certification then a PPQ Form 578 **cannot** be issued.

If EXCERPT states that a PPQ Form 577 or 579 is required but the commodity is listed as ineligible for either certificate then a PPQ Form 578 **cannot** be issued.

Authorized Certification Officials (ACOs) should **always** check the export summary for additional information.

PPQ Form 578 may **only** be issued for those processed products listed in EXCERPT as eligible for a PPQ Form 578 in the Commodities Eligible for a PPQ 578 section of EXCERPT. ACOs **cannot** issue PPQ Form 578 for the following products:

- ◆ Processed products **not** listed in the Commodities Eligible for a PPQ 578 section of EXCERPT or,
- ◆ Products listed as ineligible in the Ineligible Commodities section of EXCERPT.

There are some processed products listed as eligible for both PPQ Form 577 and PPQ Form 578. In these situations, check the requirements for the commodity in the export summary as some countries will specify that a PPQ Form 577 is required and this requirement would take precedence over issuing a PPQ Form 578.

EXAMPLE Flour meal and soy flour are eligible for both PPQ Form 577 and 578.

If a PPQ Form 577 is **not** required, issue a PPQ Form 578.

Example

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average .03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED
OMB NO. 0579-0052


| | | |
|--|--|--|
| UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE | | FOR OFFICIAL USE ONLY PLACE SAMPLE DATE: NUMBER: P 340042 |
| EXPORT CERTIFICATE PROCESSED PLANT PRODUCTS | | |
| NAME AND ADDRESS OF EXPORTER SAMPLE | NAME AND ADDRESS OF CONSIGNEE SAMPLE | |
| MEANS OF CONVEYANCE | POINT OF ENTRY | |
| DESCRIPTION OF CONSIGNMENT | | |
| PRODUCT (Kind, Quantity, and Weight) SAMPLE | | |
| IDENTIFICATION SAMPLE | | |
| ORIGIN SAMPLE | | |
| WARNING: Any alteration, forgery, or unauthorized use of this certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001). | | |
| This is to affirm that, based upon inspection of submitted samples and/or by virtue of processing received, the plant products described above are believed to be free from injurious plant pests. | | |
|  | NAME OF AUTHORIZED OFFICER SAMPLE SIGNATURE | |
| No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate. | | |
| PPQ FORM 578 SEP 2001 Previous edition dated FEB 2001 may be used. | | PART 1 - SHIPPER'S ORIGINAL |

FIGURE 3-9-1: Example of PPQ Form 578, Export Certificate, Processed Plant Products (blank)

Completion

See [Table 3-9-1](#) on [page-3-9-4](#) for specific instructions, techniques, and examples about how to complete PPQ Form 578.



Prepare all export certificates in English. They can be handwritten or typed unless specified otherwise in an Export Summary. Handwritten certificates **must** be legible and **must** be written using upper case (capital) letters. Some foreign countries will **not** accept certificates with alterations, errors, or erasures. See [Example](#) on [page 3-9-3](#).



Additional declarations (ADs) are **prohibited** on PPQ Form 578. Therefore, **do not** add statements about a superseded certificate, even though ACOs may replace and void PPQ Form 578.

Treatments **cannot** be certified on PPQ Form 578.

If certification for freedom from animal diseases is required, refer exporters to PPQ Veterinary Regulatory Services (VRS) for letterhead statements to attest to freedom from specific animal diseases. **Do not** attach these statements to certificates.



If certification on radiation levels is required, refer exporters to Technical Office for International Trade, U.S. Department of Agriculture, Building 1070, BARC-EAST, Beltsville, Maryland 20705; phone 301-344-2845.

TABLE 3-9-1: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products

| If the block is: | Then follow these instructions to complete PPQ Form 578: |
|------------------|---|
| PLACE | <ul style="list-style-type: none"> ◆ ENTER the complete name of the city and State of the issuing office; do not abbreviate ◆ Each PPQ 578 can be prepared only by the issuing office accountable for that certificate ◆ VERIFY that the correct issuing office is listed for prepaid PPQ 578s (this block must already be completed when presented for issuance) |
| DATE | <ul style="list-style-type: none"> ◆ ENTER the date when the certificate is prepared by an ACO ◆ ENTER date in correct order (month, day, year); never use European format ◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the year |
| NUMBER | DO NOT WRITE in this space; all PPQ Forms 578 are pre numbered to deter forgeries and to facilitate accountability |


CONTINUE to the NAME AND ADDRESS OF EXPORTER Block on the next page.

TABLE 3-9-1: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)

| If the block is: | Then follow these instructions to complete PPQ Form 578: |
|-------------------------------|---|
| NAME AND ADDRESS OF EXPORTER | <ul style="list-style-type: none"> ◆ ENTER the complete name and address of the exporter (street or Post Office Box, city, State) ◆ SPELL OUT names of cities and States (do not abbreviate) ◆ ENTER only the physical address of the exporter in this block. Do not include other information such as birth dates, tax identification numbers, letter of credit information, or other information not related to the address descriptor. <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1;"> <p>Important</p> <p>Never enter more than one exporter’s name and address.</p> <p>Do not use statements such as “In-care-of” (c/o), “Attention to,” “Agent for,” or “Notify.”</p> <p>Exporter’s address must be in the U.S., a U.S. territory or a U.S. commonwealth.</p> </div> </div> |
| NAME AND ADDRESS OF CONSIGNEE | <ul style="list-style-type: none"> ◆ ENTER the complete name and address of the consignee (person or company taking delivery of the commodity); at a minimum, include a name, city, and the approved country name (see Table F-1-2 on page-F-1-2) ◆ SPELL OUT names of cities and countries (do not abbreviate) ◆ ENTER only the physical address of the consignee in this block. Do not include other information such as birth dates, tax identification numbers, letter of credit information, or other information not related to the address descriptor. <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1;"> <p>Important</p> <p>Never enter more than one consignee’s name and address; doing so would violate PPQ policy to enter one consignee’s name.</p> <p>Do not use statements such as “In-care-of” (c/o), “Attention to,” “Agent for,” or “Notify.”</p> <p>Consignee’s address must be in the importing country.</p> </div> </div> |
| MEANS OF CONVEYANCE | <ul style="list-style-type: none"> ◆ ENTER the airline, railroad, truck line, or vessel name (only pertains to exports to Canada or Mexico) ◆ ADD “or substitute” after a vessel’s name (acceptable) ◆ If the specific name of the means of conveyance is unknown ENTER as appropriate, “airfreight,” “ocean vessel,” “railroad,” or “truck line” ◆ If mail shipments ENTER “air mail,” “surface mail,” or “express mail” |




CONTINUE to the POINT OF ENTRY Block on the next page.

TABLE 3-9-1: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)

| If the block is: | Then follow these instructions to complete PPQ Form 578: |
|---|---|
| POINT OF ENTRY | <ul style="list-style-type: none"> ◆ ENTER the point of entry (the first port of entry in the destination country) declared by the exporter ◆ ENTER “unknown” if a specific point of entry is not declared by the exporter ◆ SPELL OUT the names of cities (preferred) ◆ ENTER multiple points of entry (acceptable) |
| DESCRIPTION OF CONSIGNMENT | |
| PRODUCT (<i>Kind, Quantity, and Weight</i>) | <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <p>Important</p> </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>This is a critical block; never correct information.</p> <p>PPQ Form 578 can only be issued for eligible processed products listed in EXCERPT.</p> </div> </div> <ul style="list-style-type: none"> ◆ ENTER the name of the processed product exactly as identified in the list of Eligible Processed Products in EXCERPT; do not add scientific names ◆ CHECK shipper documentation to ensure the name of the commodity on the shipper’s documentation is the same as that entered on PPQ Form 578. ◆ LIST the amount and description of the shipping containers as declared by the exporter (see example below) <div style="margin-top: 10px;"> <p>EXAMPLE</p> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <p>11 wooden crates 123 cardboard cartons 5 burlap bags If the shipment is a bulk shipment, enter “In Bulk”</p> </div> </div> <ul style="list-style-type: none"> ◆ SPELL OUT abbreviations ◆ LIST the declared weight in kilograms; if impracticable, LIST the weight in pounds ◆ If there is not enough space to list all entries, fill out a continuation sheet (refer to Continuation Sheets for PPQ Form 578 on page 3-10-2) ◆ LINE OUT unused space ◆ Never enter ADs or treatment information on PPQ 578. Do not add statements about a replaced or superseded certificate, even though PPQ 578s may be replaced or superseded. |

CONTINUE to the IDENTIFICATION Block on the next page.

TABLE 3-9-1: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)

| If the block is: | Then follow these instructions to complete PPQ Form 578: |
|--|---|
| IDENTIFICATION | <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <p>Important</p> </div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>This is a critical block; never correct information.</p> <p>Never ENTER “As Addressed” and “As Marked”</p> </div> </div> <ul style="list-style-type: none"> ◆ ENTER the markings as declared by the exporter, which may include markings applied to containers, cartons, bags, boxes, products, truck licenses, or railway cars ◆ If there are no distinguishing marks, ENTER “NONE” ◆ If there is not enough space to list all entries, ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets for PPQ Form 578 on page 3-10-2) ◆ A Letter of Credit (LC) number may be included on a PPQ 578 when the packaging is clearly marked with the LC number. The LC number can then be included in this block. ACOs must inspect the cargo and verify that the LC number is marked on packages in order to include the LC number on the PPQ 578 |
| ORIGIN | <ul style="list-style-type: none"> ◆ ENTER the origin as declared by the exporter; always specify the country of origin when the processed product originates from a foreign country ◆ SPELL OUT names of counties, State(s), or countries (preferred) |
| <p>WARNING This warning alerts all parties that any alteration, forgery, or unauthorized use of export certificates is subject to civil penalties or punishable by a fine or imprisonment</p> | |
| <p>AUTHORIZATION</p> | |
| NAME OF AUTHORIZED PHSS | <p>TYPE or PRINT the name of the ACO who will sign the certificate</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <p>Important</p> </div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>Do not ADD titles.</p> </div> </div> |
| SIGNATURE | <ul style="list-style-type: none"> ◆ SIGN your name; only ACOs can authenticate a certificate; stamped signatures are not permitted ◆ Only one original signature is authorized <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <p>Important</p> </div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>DO NOT sign multiple copies of a certificate. If a number of originals are needed have the exporter make copies and suggest the copies be notarized by a Notary Public as true copies of the original.</p> </div> </div> |

Corrections



Do not allow errors on certificates when the export summary specifically states that the certificates may contain **no** errors.

Never correct information entered in the critical blocks on certificates, unless directed otherwise in the export summary.

Never delete entire entries or use opaque correction fluid or correction tape.

If acceptable by the foreign country (see the definition of each certificate in the export summary), you may correct information in noncritical blocks of certificates.

To correct a typographical error in a noncritical block, use a straight line to line-out the incorrect entry. Initial the correction.

EXAMPLE

This is a corrected ~~typography~~ error in a noncritical block.
typographical (*lec*)

When there is evidence an export certificate has been altered by someone **other than** an ACO, in violation of 7CFR 353, follow the guidelines for determining the action to take. See [Special Programs • Export Certification Violations](#) on page 5-3-1.

Distribution

Refer to [Distribution of PPQ Form 578](#) on page 3-14-3.

Maintenance

Refer to [Keeping Records](#) on page 3-14-1.