



Appendix D

EXCERPT Database

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Introduction

The principal source of information for a country's import requirements is the EXCERPT database. The EXCERPT database contains the import requirements for over 150 countries. *[Introduction to EXCERPT](#)* on **page D-1-4** discusses the type of information available and how to use the EXCERPT database.

Export Certification Project (EXCERPT)

The Export Certification Project (EXCERPT) is a database containing summaries of the phytosanitary import requirements of foreign countries for commodities. This information can be retrieved by PPQ employees, State and county cooperators, and other authorized users. EXCERPT is maintained through a cooperative agreement between PPQ and Purdue University's Center for Environmental and Regulatory Information Systems (CERIS).

While CERIS provides technical computing support, Export Services (ES), PPQ, is responsible for analyzing foreign countries' import requirements and putting the information into EXCERPT.

Accessing EXCERPT

EXCERPT Accounts

In order to access the EXCERPT database, you **must** have an account. Requests for an EXCERPT account should be referred to your Export Certification Specialist (ECS). ECSs should contact Julie Clapp, Export Specialist in ES, at (301) 734-6345, or email at Julie.L.Clapp@aphis.usda.gov. Provide the following information:

- ◆ Address
- ◆ Authorized Certification Official (ACO) or other type of plant health official
- ◆ E-mail address
- ◆ Name
- ◆ Phone number
- ◆ State or Federal

If you are **not** an ACO (e.g., private entity or another Federal or State government agency such as the Food and Drug Administration (FDA) or the Environmental Protection Agency (EPA)) you may establish an account by subscribing to EXCERPT. For information about subscribing to the database, contact Joe Hegarty, CERIS of Purdue University, at 1-765-494-4967 or e-mail <jhegarty@ceris.purdue.edu>. If you already have an account but need help with a password, contact Purdue University by email at <excerpt@ceris.purdue.edu> or by phone at 765-494-4967.

Primary Web Site

Approved users access EXCERPT through an internet web browser at the following web site address: <<http://excerpt.ceris.purdue.edu>>

Backup Web Sites

In the event of an emergency (computer system fails or is shut down and EXCERPT **cannot** be accessed), EXCERPT users are instructed to access EXCERPT using the following backup web sites in the following sequence:

1. Primary backup web site as follows:

<<http://minorleague.ceris.purdue.edu>>

ES will communicate (in advance) when the primary backup source is activated. This web site **cannot** be used at any other time.

2. Secondary backup web site as follows:

<<http://ceris.nlci.com>>

CERIS will send an e-mail message when the secondary backup source is activated. This web site **cannot** be used at any other time.

3. Tertiary backup web site as follows:

<http://www.aphis.usda.gov/import_export/plants/plant_exports/excerpt/>

This backup will be available at all times, but should **only** be used when the primary and secondary backups are unavailable.

4. *EXCERPT Emergency Response Plan*

ES will send an e-mail message when the last backup source is activated and **must** be used until EXCERPT is returned to online status. The *EXCERPT Emergency Response Plan* outlines specific instructions for using EXCERPT and establishes specific responsibilities for selected emergency response locations (those delegated to provide information from export summaries while the system is shutdown). These response locations receive backup CD-ROMs from CERIS that contain all the export summaries on a regular basis (at least monthly). During the emergency, ACOs should contact the *Emergency Response* locations to obtain EXCERPT information. Inquiries should be limited to those requiring immediate attention. See [EXCERPT Emergency Response Plan](#) on page E-1-1 for a list of the response locations.

Introduction to EXCERPT

On the EXCERPT home page EXCERPT provides the following choices:

- ◆ [Messages and Alerts](#) on page D-1-4
- ◆ [Export Summary Inquiry](#) on page D-1-5
- ◆ [Recent Export Summary Changes](#) on page D-1-10
- ◆ [Processed Products](#) on page D-1-10
- ◆ [Commodities Ineligible for Certification](#) on page D-1-11
- ◆ [Protected Flora](#) on page D-1-11
- ◆ [PPQ Designated CITES Ports for Plants by State](#) on page D-1-12
- ◆ [Phytosanitary Notes \(PNs\)](#) on page D-1-12
- ◆ [Export Certification Specialists \(ECSs\)](#) on page D-1-12
- ◆ [Keyword Search of Export Summaries](#) on page D-1-13
- ◆ [Change Password](#) on page D-1-13
- ◆ [Help Using EXCERPT](#) on page D-1-13
- ◆ [PPQ Manuals \(i.e. Export Program Manual and Treatment Manual\)](#) on page D-1-13
- ◆ [Scientific and Common Names of Plants](#) on page D-1-13
- ◆ [EXCERPT Subscription and User Fees](#) on page D-1-13
- ◆ [EXCERPT's Backup Web Sites](#) on page D-1-14
- ◆ [National Plant Board \(United States\)](#) on page D-1-14
- ◆ [International Plant Protection Convention \(IPPC\)](#) on page D-1-14
- ◆ [North American Plant Protection Organization \(NAPPO\)](#) on page D-1-14

Messages and Alerts

Messages and Alerts can be accessed at the EXCERPT home page. Critical information is provided in **Messages and Alerts** in order to ensure that ACOs become aware of specific issues on a timely basis. The information contained in **Messages and Alerts** may include immediate or impending changes to a country's import requirements, changes or clarification of PPQ policy, or special procedures.

Messages and Alerts contains contact information for the ES staff and a link to a list of roles and responsibilities for each staff member. The countries that each staff member covers are also identified. This information is toward the bottom of the **Messages and Alerts** page.

As a general rule, information will remain in **Messages and Alerts** for **only 30 days**.



Due to the important nature of this information it is crucial that ACOs review Messages and Alerts each time they access EXCERPT.

Export Summary Inquiry

The **Export Summary Inquiry** can be accessed at the EXCERPT home page.

The **Export Summary Inquiry** link takes you to another web page where you can search for a country's import requirements. Each **Export Summary** contains a specific country's or group of country's phytosanitary requirements. **Export Summaries** are prepared from translations of foreign plant quarantine regulations, official communications, and bilateral agreements. The information in EXCERPT reflects the most recent regulations provided to PPQ by a particular country.



Export summaries contain the import requirements for processed and unprocessed commodities.

Occasionally important changes in foreign regulations are **not** brought to the attention of PPQ; therefore, ACOs should advise exporters there may be informational gaps in the **Export Summaries**. In the case of unusual or expensive shipments, exporters or importers may wish to contact the National Plant Protection Organization (NPPO) of the importing country to obtain or confirm the requirements for particular commodities. Additionally, if an ACO receives official communication from a NPPO that differs from EXCERPT, he or she should forward the information to ES.



All import requirements in EXCERPT are for U.S.-origin commodities unless otherwise specified. If the import requirements apply to a commodity that **does not** originate from the U.S., EXCERPT will specify the originating country.

ES, generally, **does not** provide the import requirements for commodities originating from a third country. There are many reasons for this but, generally, information concerning the status of pests of concern in third countries is **not** available nor does ES have the staffing to maintain the import requirements for third countries in EXCERPT.

Export Summaries may be searched using the “Summary Reference.” The Summary Reference is the name of the export summary displayed in EXCERPT or as listed in [Table F-1-2](#) on [page F-1-2](#) and may pertain to a group of countries.

EXAMPLE

The European Union (EU) consists of member countries. Rather than creating a separate **Export Summary** for each country the import requirements can be found in the **Export Summary** with the title “European Union.” In this case, the Summary Reference is “European Union.”

The Summary Reference may or may **not** be the same as the approved name of the country (refer to [Appendix F](#) on [page F-1-1](#)). The approved name of the country is the country name entered on a certificate (see [Table F-1-2](#) on [page F-1-2](#)).

Commodities for each country are classified as:

- ◆ Unrestricted: commodities with **no** phytosanitary requirements, but may still be subject to inspection on arrival
- ◆ Restricted: commodities that **must** meet specific import requirements
- ◆ Prohibited: commodities that present a pest risk that **cannot** be mitigated, thus, the commodities are prohibited from entering a country

Each commodity or broad category is then listed in EXCERPT in one of the following sections within an **Export Summary**:

- ◆ Product Requirements
- ◆ General Information
- ◆ Subsidiary Information

Product Requirements Section

The Product Requirements section includes the phytosanitary requirements for specific commodities based on the botanical name of the plant or plant part. Commodities may be listed by their family, genus or genus and species. In isolated cases, commodities may be listed at a higher taxon, e.g., order, class, etc.

The scientific classification used is determined by the importing country. While most commodities are listed by genus or genus and species some may be listed by family. Some commodities may be listed by both family and genus. ACOs should check for all variations.

EXAMPLE

The requirements for *Pinus* spp. may be found under *Pinus* spp. and Coniferae.

The Product Requirements section may be searched using either the botanical name or the common name of the commodity. Common names, though, are **not** identified for all commodities. ACOs should **always** try to use botanical names in order to avoid confusion because common names can apply to more than one commodity. Exporters are responsible for providing the botanical name of the commodity.

Each Product Requirements file is further broken down into plant parts. The identified plant parts are specified by each country. Each plant part may be defined in the “Definitions Of Terms And Coded Abbreviations” within the General Information section of an export summary. For a discussion on General Information refer to the [General Information Section](#) on page D-1-7. Plant parts which may be included in an **Export Summary** are the following:

- ◆ Cut flowers
- ◆ Fruit
- ◆ Grain
- ◆ Miscellaneous
- ◆ Nursery stock
- ◆ Vegetables
- ◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts.

EXAMPLE

Examples of subparts are:

- ◆ Specific species
- ◆ Origin at the county or state level
- ◆ Plant part can be further defined; lumber can be a subpart under wood

**General
Information
Section**

The General Information Section, primarily, contains information that **does not** pertain to specific commodities or information that **cannot** be placed in the Product Requirements section.

General Information may include the following:

- ◆ [Definitions of Terms and Coded Abbreviations](#) on page D-1-8
- ◆ [Harmful Organisms That Are \(condition\)](#) on page D-1-8
- ◆ [Prohibited Products](#) on page D-1-9
- ◆ [Restricted Products](#) on page D-1-9
- ◆ [Unrestricted Products](#) on page D-1-9
- ◆ [Wood Packaging Materials](#) on page D-1-9
- ◆ [Miscellaneous Requirements](#) on page D-1-9

Unlike the Product Requirements section, which can be searched by the botanical name, the Prohibited Products, Restricted Products, and Unrestricted Products sections are searched by plant part. Under the plant part will be a list of commodities prohibited by a country. Each plant part may be defined in the “Definitions of Terms and Coded Abbreviations” within the General Information section of an **Export Summary**. For a discussion on General Information, refer to [General Information Section](#) on [page D-1-7](#). Plant parts that may be included in the Prohibited Products section are the following:

- ◆ Cut flowers
- ◆ Fruit
- ◆ Grain
- ◆ Miscellaneous
- ◆ Nursery stock
- ◆ Vegetables
- ◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts.

EXAMPLE

Examples of subparts are:

- ◆ Specific species
- ◆ Origin at the county or state level
- ◆ Plant part can be further defined; lumber can be a subpart under wood



Because of the broad nature of the requirements in the Restricted Products and Unrestricted Products sections and the fact that the same information may **not** be provided in the Product Requirements section, it is imperative that ACOs review both the Restricted Products and Unrestricted Products sections.

Definitions of Terms and Coded Abbreviations

This section includes definitions as specified by a country. Since each country provides its own definitions for terms, it is important that ACOs review this section.

EXAMPLE

The definition of an export certificate may include specific time limits with respect to the allowable time period between inspection and issuance of an export certificate; different countries can have different time limits.

Harmful Organisms That Are (condition)

These are lists of diseases, pests, and weed seeds that a country may regulate. These lists are unique to each country and can have various conditions under which an organism is prohibited or restricted.

Prohibited Products

The Prohibited Products section identifies commodities that are prohibited from entering a country. Prohibited products **must not** be certified unless an import permit or other form of official communication from the NPPO of the importing country is presented and all conditions can be met.

Restricted Products

The Restricted Products section contains import requirements that are general in nature and pertain to a broad category of commodities.

EXAMPLE

Requirements pertaining to all “Annual and Biennial Plants” would be contained in the Restricted Products section, rather than in the Product Requirements section.

Unrestricted Products

The Unrestricted Products section lists commodities that a country **does not** regulate and, therefore, **do not** require an export certificate. These commodities, however, are still subject to inspection on arrival. The commodities may be listed by botanical name or as a broad category (grain, flour, wood, etc.).

Information contained in the Unrestricted Products section may **not** be in the Product Requirements section, especially, if the information pertains to a broad category of commodities.

EXAMPLE

If a country classifies “all grain and grain products” as unrestricted, the information would be in the Unrestricted Products section and not in the Product Requirements section.

Wood Packaging Materials

The Wood Packaging Materials section contains the import requirements for wood packaging material (WPM). Exporters, whose shipment contains WPM, should be advised about the importing country’s WPM requirements.

Miscellaneous Requirements

Each export summary is unique to a particular country and may require additional categories in the General Information section.

EXAMPLE

Some examples are: areas that are free of specific pests, bilateral agreements, ports of entry, and work plans.



ACOs **must** review all the categories in the General Information section to prevent overlooking critical information.

Subsidiary Information Section

Subsidiary Information, usually, **does not** contain information of a phytosanitary nature, but it may contain information of interest to exporters (such as contacts for import permits, requirements for importing bees, geographical samples, etc.).

Recent Export Summary Changes

The Recent **Export Summary** Changes can be accessed at the EXCERPT home page.

When changes are made to the information in EXCERPT the new or changed information **cannot** be highlighted. **Only** the files within an export summary include a date indicated at the top of the page.

Processed Products

Processed Products can be accessed at the EXCERPT home page.

The Commodities Eligible for a PPQ 578 section of EXCERPT lists the **only** commodities identified by ES as being eligible for a specific type of certificate. The type of certificate a specific commodity is eligible for will be indicated.



ACOs **cannot** issue an export certificate for processed commodities that are **not** listed in the Commodities Eligible for a PPQ 578 section of EXCERPT.

The Commodities Eligible for a PPQ 578 section can be searched two different ways. At the initial page, titled, “Processed Products Inquiry,”

- ◆ If you leave the Product Name block blank, EXCERPT will return a list of commodities eligible for an export certificate. The list can then be searched by scrolling through the web page. Additionally, the letters of the alphabet are at the top of the page. If you click on a letter you will be taken to the list of commodities that begin with that letter. This is the most efficient way to determine if a commodity is listed due to differences in how an exporter describes the commodity versus EXCERPT.
- ◆ The commodity can be specified in the Product Name block. If the commodity is listed in the EXCERPT database you will be directed to the listing for that commodity on the web page.

Each commodity has a hypertext link that directs the user to additional information on the commodity. For each commodity on the Processed Products menu, EXCERPT will indicate which certificate the commodity is eligible for. Additional information that may be provided is: definition of the commodity, intended use of the commodity, etc. It is important that ACOs read this information. Failure to read the additional information may lead to an incorrect certification.

Commodities Ineligible for Certification

Commodities ineligible for certification can be accessed at the EXCERPT home page. The Commodities Ineligible for Certification section is a list of processed plant products ineligible for any type of export certificate. The list is **not** all-inclusive, nor is it intended to perform the exhaustive task of containing all commodities considered ineligible for an export certificate. Rather, this list simply addresses the most common inquiries ES has received over the years when determining a commodity's eligibility.

The Commodities Ineligible for Certification section can be searched in different ways. At the initial page, titled, "Commodities Ineligible for Certification Inquiry,"

- ◆ The commodity can be specified in the Commodity Name block. If the commodity is listed you will be directed to the listing for that commodity on the web page.
- ◆ If you leave the Commodity Name block blank, EXCERPT will return a list of commodities that are ineligible for certification. The list can then be searched by scrolling through the web page. Additionally, the letters of the alphabet are at the top of the page. If you click on a letter you will be taken to the list of commodities that begin with that letter.

Each commodity has a hypertext link that directs the user to additional information on the commodity. Generally, the information will pertain to other Federal or State agencies that may be able to provide some type of certificate for the commodity.

The reference to another agency is **not** an indication that a country will accept the certificate from that agency in lieu of an export certificate. This information is **only** provided as a service to exporters.

Protected Flora

Protected Flora can be accessed at the EXCERPT home page. The Protected Flora section of EXCERPT lists the commodities regulated by the Endangered Species Act (ESA) and Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES).

The Protected Flora section can be searched three different ways. At the initial page, titled, "Protected Flora Inquiry,"

- ◆ The botanical name of the commodity can be specified in the Species Name block. If the commodity is listed you will be directed to the web page with the information for that commodity. If you leave the Species Name block blank EXCERPT will return the entire list of commodities regulated by the ESA and CITES. This is a long list and will take some time to upload.

- ◆ Users can click on the first letter of the botanical name of the commodity. A hypertext link for each letter of the alphabet is listed at the top of the page. EXCERPT will return a list of all commodities, that begin with the chosen, regulated by the ESA and CITES. Users can scroll through the list or use their internet browser to search for a commodity.

PPQ Designated CITES Ports for Plants by State

PPQ Designated CITES Ports for Plants by State can be accessed at the EXCERPT home page. The PPQ Designated CITES Ports for Plants by State section directs the user to a web site maintained by USDA-APHIS-PPQ. Users can use this web site to determine which PPQ ports are allowed to certify commodities regulated by ESA or CITES. A complete list of PPQ designated CITES ports is also available in [Table 3-3-6](#) on [page 3-3-7](#).

Phytosanitary Notes (PNs)

PNs can be accessed at the EXCERPT home page. One important feature of EXCERPT are PNs. Each PN is given a number and a date. If the information in a PN is changed in anyway the PN will be reissued with a new PN number and date. ACOs should review the list of PNs each time they enter EXCERPT due to the important nature of the information provided in PNs. PNs cover such topics as the following:

- ◆ Interpretations of import requirements pertaining to countries that have **no Export Summary**
- ◆ New import requirements pertaining to a specific country while ES prepares an updated **Export Summary**
- ◆ Special notes providing administrative guidance about nationwide export certification issues and about issuing export certificates (these PNs may be specific to a country)
- ◆ Summary of foreign notifications of noncompliance. These notifications are issued by U.S. trading partners when U.S. agricultural exports **do not** meet their phytosanitary requirements.
- ◆ Summary of ES's annual review of selected export certificates

Superseded and outdated PNs are omitted from the list because the information either has expired or has been incorporated into the XPM or the applicable **Export Summary**.

Export Certification Specialists (ECSs)

The ECS section directs the user to a web site maintained by USDA-APHIS-PPQ. Use the following web site to determine who the ECS is for a specific State:

http://www.aphis.usda.gov/import_export/plants/plant_exports/ecs/index.shtml

Keyword Search of Export Summaries

The Keyword Search of Export Summaries can be accessed at the EXCERPT home page. The Keyword Search of Export Summaries section allows users to search the EXCERPT database for information. Instructions for using the search function are included on the web page.

Change Password

Change Password can be accessed at the EXCERPT home page. The Change Password section allows users to change their password, but not their user name. You will be directed to the web page which will allow you to change your password; you **must** enter your current user name and password. Instructions for changing your password are included on the web page.

Caution: if more than one person uses the same password **do not** change the password without notifying all the personnel using that password.

Help Using EXCERPT

Help Using EXCERPT can be accessed at the EXCERPT home page. The Help Using EXCERPT provides guidance on how to navigate EXCERPT.

PPQ Manuals (i.e. Export Program Manual and Treatment Manual)

You can access the XPM at the EXCERPT home page. This link will direct you to the PPQ Manuals Unit web site that maintains the current copy of the XPM.

Scientific and Common Names of Plants

Scientific and Common Names of Plants can be accessed at the EXCERPT home page. The Scientific and Common Names of Plants (Ag. Handbook 505) section provides a link to the Germplasm Resources Information Network (GRIN) database. This database can be used to search for scientific and common names.

EXCERPT Subscription and User Fees

EXCERPT Subscription and User Fees can be accessed at the EXCERPT home page. The EXCERPT subscription and user fees provides information on how the **public and other governmental agencies** can obtain access to EXCERPT.

EXCERPT's Backup Web Sites

EXCERPT has two backup web sites. The first web site is on the Purdue campus computer network. Its address is - <http://minorleague.ceris.purdue.edu>. The second web site is at a commercial internet provider. Its address is - <http://ceris.nlci.com>. These web sites are reconciled with our primary web site at about 5 pm EST weekdays. Each backup web site requires a Username and Password.

National Plant Board (United States)

The National Plant Board is a non-profit organization of the plant pest regulatory agencies of each of the states and Commonwealth of Puerto Rico. Member agencies must be members in good standing of the regional plant board in which their state or commonwealth is located.

International Plant Protection Convention (IPPC)

The IPPC is an international treaty to secure action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control. It is governed by the Commission on Phytosanitary Measures (CPM) which adopts International Standards for Phytosanitary Measures (ISPMs). The CPM has confirmed the IPPC as the preferred forum for national IPPC reporting and the exchange of more general information among the phytosanitary community. The IPPC Secretariat coordinates the activities of the Convention and is hosted by FAO.

North American Plant Protection Organization (NAPPO)

NAPPO, a Regional Plant Protection Organization of the International Plant Protection Convention, coordinates the efforts among Canada, the United States and Mexico to protect their plant resources from the entry, establishment and spread of regulated plant pests, while facilitating intra/ interregional trade.

Other Important Information

Official Communication

The information in EXCERPT is based on official communication ES has received.

In most cases, ACOs will be dealing with import permits (IPs) presented by an exporter. Since there are **no** international standards for official communication, including IPs, ACOs need to carefully review any document presented as official communication to ensure the document is from the NPPO of the importing country.

The following information pertains specifically to IPs but can be applied to any type of official communication presented by an exporter.

While there are some exceptions, IPs are issued by the NPPO of the importing country to the importer. The name and contact information for a NPPO can be found in the *Subsidiary Section* of each *Export Summary* in EXCERPT. It is the importer's responsibility to provide a legible copy of any IP to the U.S. exporter.

EXCERPT will differentiate between required and mandatory IPs:

- ◆ **IP is required, but not mandatory:** If an IP is required as a condition of entry EXCERPT will state:

“Import permit is required.”

While the IP is required, in this instance, the IP is **not** a prerequisite to issuing an export certificate. If the exporter **does not** present an IP under these circumstances, **do not** refuse to issue an export certificate but caution the exporter that all phytosanitary requirements may **not** be met and the shipment may be rejected.

- ◆ **IP is mandatory:** If the IP is mandatory, EXCERPT will state the following, or a similar statement:

“**Do not** issue an export certificate unless an IP is presented.”

In this instance, ACOs **cannot** issue an export certificate unless an IP is presented and all conditions are met.



Once an exporter has presented an IP, the shipment **must** meet the conditions stipulated on the IP. You **cannot** use an additional declaration (AD) stating, “Import Permit **not** presented.”

Official Communication that Conflicts with EXCERPT

When an exporter presents import requirements differing from those in EXCERPT, the information **must** be in the form of official communication from the NPPO of the importing country. These official documents may be IPs, special authorizations, or other forms of correspondence. **An official document from the NPPO may supersede or supplement the information in EXCERPT.**

Refer to [Communication](#) on page C-1-1.

