



# Appendix J

## Responsibilities

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### Exporters

The responsibilities of the exporter or shipper<sup>1</sup> include the following:

1. Apply for the inspection, sampling, testing, and certification of commodities offered for export. Certificates can be issued at the point of origin, at a port where the shipment will transit, or at the actual port of export. PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, can be requested from the nearest Authorized Certification Official (ACO) office or downloaded from the following Web site address:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/export\\_certificates\\_forms.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/export_certificates_forms.shtml)

For directions on completing PPQ Form 572, refer to *Exporter Instructions to Complete PPQ Form 572* on **page K-1-13**.

2. Contact an ACO far enough in advance of the shipping or loading dates to allow the ACO to determine the phytosanitary import requirements and conduct required sampling, inspecting, testing, etc. in advance of the shipping or loading dates and specified time limits.

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<sup>1</sup> The exporter responsibilities are also available as a separate document printed at the end of the XPM or online at the following Web site address: [http://www.aphis.usda.gov/import\\_export/plants/manuals/domestic/downloads/exporter\\_responsibilities.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/domestic/downloads/exporter_responsibilities.pdf) for the purpose of providing exporters with a list of responsibilities for their information and knowledge.

Exporters **must** be aware of and plan for any time limit restrictions a foreign country may specify for the period between date of inspection or date of certificate issuance and shipping date. If a time limit is **not** specified by a country, the policy on time limits for inspections is that inspections may **not** be conducted more than 30 days prior to issuance of the export certificate.

3. Provide all necessary documentation, including, import permits (IP), bills of lading, manifests, shipping invoices, foreign export certificates, and inspection certificates. It is the exporter's responsibility to provide official documents stating import requirements if they differ from those PPQ has. Official documents may be an IP, special authorization, or recent correspondence from the National Plant Protection Organization (NPPO) of the foreign country.



All documentation provided **must** be legible. Requests containing illegible documentation will **not** be considered. If sending copies of foreign-language documents, both the foreign-language document and its English translation **must** be provided. If a document is in a language, **other than** English, the entire document **must** be translated. The name of the person providing the translation and his or her affiliation **must** be included on the translated document. ES **cannot** provide translation services.

Exporters are responsible for ensuring official documents are translated into English; PPQ **does not** provide translation services. Bilingual information is acceptable as long as one of the languages is English.



Exporters frequently present letters of credit from their contacts in the foreign country to indicate that plant quarantine regulations have been changed. Letters of credit are strictly fiduciary documents. For the purposes of phytosanitary certification, letters of credit **cannot** be considered official notifications of changes or exceptions to plant quarantine regulations. Official communication **must** come from the plant protection organizations of foreign countries.

4. Make the commodity available for inspection, sampling, testing, etc. Shipments **cannot** be inspected on board aircraft or ships. Additionally, commodities loaded into maritime containers in bulk form **cannot** be inspected once the container has been loaded. It is the exporter's responsibility to ensure the shipment is sampled and/or inspected prior to loading containers.

Ensure the commodity is accessible to the ACOs to verify, sample, and inspect the shipment. In addition, other shipping documents should be marked or stamped to prevent the shipment from being loaded before the inspection is conducted.

5. Provide labor to open and close packages for inspection and provide adequate facilities to perform the inspection. Such facilities include supplies, equipment, and proper lighting required for an efficient inspection before certification.
6. Provide for any required treatments, reconditioning, or other actions to meet the import requirements of the foreign country.
7. Export **only** those commodities properly inspected and certified under an export certificate.
8. Safeguard the certified shipment from infestation between the date the shipment was sampled and the actual shipping date, and ensure the certified shipment departs within the time limits specified by the importing country.
9. Comply with U.S. export control regulations. The Federal government controls the exportation of U.S. goods to all foreign countries. The Department of Commerce is the authority for licensing most items for export. Other Federal agencies such as the Agricultural Marketing Service (AMS) and the Federal Grain Inspection Service (FGIS) handle the certification for specific commodities.

For further information, exporters may contact the Office of Export Control, Bureau of International Commerce, Department of Commerce at the following Web site address:

<http://www.trade.gov/td/tic/>

### **Protocol for Requesting Review of Certification Eligibility**

If an exporter requests that PPQ review its policy on the eligibility of a non certifiable commodity, follow the protocol in this chapter. This includes commodities **ineligible** for an export certificate but eligible for a PPQ 578 (exporters may want to remove any risk that their shipment will be rejected due to the lack of an export certificate).

The Protocol for Requesting Review of Certification Eligibility describes the procedures that **must** be followed if an exporter requests the eligibility of a commodity for certification be reviewed. Export Services (ES) **cannot** consider any request until all of the necessary information is provided.

Listed below is the information that ES **must** have to assist the exporter. Mandatory information is marked “Required.” Do **not** forward requests for assistance to ES until all information is available. Once all the required information is available, fax or send electronically all supporting documents at one time.

- ◆ Country to which the exporter wishes to export (required)
- ◆ Date the exporter wishes to ship

- ◆ Description of commodity and, if processed, a detailed description of the process. The description **must** include the following information: list of ingredients (as appropriate), origin of each ingredient, process applied to each ingredient (if appropriate) and the scientific name of each ingredient. All information will be held in strict confidence. (required) The process **must** be described in detail.

**EXAMPLE**

It is **not** sufficient to say that the commodity was “dried.” In this case, the exporter **must** state how the commodity was dried. If the exporter is unable to supply this information, **do not** forward the request to ES.

- ◆ How is commodity packaged (required)
- ◆ If necessary, the exporter may have to supply ES with a sample of his or her commodity.
- ◆ Intended use of commodity (required)
- ◆ Name of exporter with contact information (required)
- ◆ Official communication from the NPPO, if available (required)

Caution the exporter that it may take some time for ES to make a decision. In addition, our ability to make a decision will depend on the quality of the information the exporter provides. If appropriate, have the exporter contact ES directly. ES will make every effort to provide a decision once all necessary information has been provided.

Contact ES at the following:

Phone: 301 734-8537

FAX: 301 734-7639

E-mail (general e-mail box): [PPQExportServices@aphis.usda.gov](mailto:PPQExportServices@aphis.usda.gov)

You may also send information directly to the ES staff officer covering the country in question.

**When the  
Importing  
Country Does  
NOT Require a  
Certificate**

If the exporter requests an export certificate for a commodity that is:

- ◆ **Ineligible** for certification, AND,
- ◆ Certification is **not** required by the importing country, AND,
- ◆ Reason for the request is because the exporter “just wants one” (not required by the importing country):

Explain PPQ’s policy regarding the eligibility requirements for providing certificates and that because the foreign country **does not** require a certificate, PPQ **cannot** review his or her request at this time. **Do not** forward the request to ES unless the exporter requires further clarification.

## When the Importing Country Requires a Certificate

Follow the guidelines in this section if an exporter requests a certificate because:

- ◆ EXCERPT or official communication from the National Plant Protection Organization (NPPO) states that a certificate is required, AND,
- ◆ Commodity is **ineligible** for certification

### Options for Certification of Canadian Produced Seed

To facilitate the United States' trade of Canadian produced seed, the following options are available for certifying Canadian produced seed being reexported from the United States.



**Important**

This policy does not apply to seed reexported from Canada; the options below pertain only to seed grown in Canada.

#### Option 1

Option 1 will provide the greatest assurance that a commodity meets an importing country's requirements. Therefore, exporters **must** provide the required documentation to allow certification under this option. Consignments not certified under Option 1 may be rejected and ES may not be able to assist the exporter.

1. The seed will be certified using PPQ Form 577. Canada will be listed as the country of origin.
2. The exporter **must** present the ACO with the importing country's phytosanitary requirements for Canadian produced seed. The requirements **must** be in the form of official communication from either the National Plant Protection Organization (NPPO) of the importing country or Canada.
3. The official communication presented by the exporter may be used for certification purposes for 6 months from the date of the document, unless the document states otherwise. Exporters should obtain confirmation of a country's import requirements each time they export because import requirements can change at any time.
4. If the importing country requires one of the following phytosanitary actions the seed may be certified once the requirement(s) has been met. The phytosanitary action **must** be conducted in the United States. Phytosanitary actions taken in Canada cannot be listed on PPQ Form 577 nor used as the basis for issuing PPQ Form 577.
  - A. Laboratory analysis or testing: **must** be conducted by a United States authorized laboratory.

**B. Treatment: **must**** meet policy and procedures as stated in this manual.

5. If the country requires phytosanitary actions/measures, other than those listed under point 4, the consignment cannot be certified.
6. Consignment must be inspected.
7. If an exporter presents import requirements and it is determined that the requirements cannot be met, the consignment cannot be certified under either Option 1 or Option 2.

## Option 2

Option 2 can be used if the exporter cannot obtain the import requirements of the importing country. The exporter should be cautioned that the consignment may not meet the phytosanitary requirements of the importing country, may be rejected, and that ES may not be able to assist them if a shipment is held or rejected.

1. The seed will be certified using PPQ Form 579. Canada will be listed as the country of origin.
2. Additional declarations pertaining to phytosanitary actions are not permitted.
3. Additional declaration that, "The shipment met the entry requirements of the United States."
4. Consignment must be inspected.

## Authorized Certification Officials (ACOs)

ACOs are PPQ Plant Health Safeguarding Specialists (PHSS), State and county officials who have been accredited to perform phytosanitary inspections and sign certificates.

The responsibilities of ACOs include the following:

1. Meet the education, experience, and training requirements to become an ACO (see also [Special Programs • Authorized Certification Official \(ACO\) Accreditation](#) on page 5-1-1). For State cooperators, the education and experience requirements are described in [Special Programs • Federal-State Cooperative Program](#) on page 5-4-1.
2. Identify the import requirements of a foreign country for a commodity and determine whether the commodity meets the requirements. This involves reviewing Export Summaries and may include examining official communication from the NPPO.
3. Use the Phytosanitary Certificate Issuance & Tracking (PCIT) system to promote uniformity of certificate issuance within the export program.
4. Inspect commodities before issuing PPQ Form 577, to determine that the commodity meets the import requirements.
5. Verify a reexport commodity has been safeguarded and/or inspected before issuing PPQ Form 579, to determine that the commodity meets the import requirements.
6. Verify the processing of a commodity and/or inspect the commodity before issuing PPQ Form 578, to determine that the commodity meets the import requirements.
7. Issue export certificates **only** for those commodities currently eligible for certification under PPQ policy (see [Eligibility Based on What the Commodity Is](#) on page 3-3-2).
8. Refuse to issue export certificates for prohibited commodities or commodities that **do not** meet a country's import requirements.
9. Advise exporters when their commodity is **ineligible** for certification.
10. Advise exporters to export their commodity within a country's specified time limits. Refer to the DEFINITIONS OF TERMS AND CODED ABBREVIATIONS in an Export Summary for a country's time limits.
11. Monitor or verify the application of any treatment to prepare the commodity for export (for details of procedures for monitoring treatments, refer to [Does the Commodity Require Treatment or Was a Treatment Conducted?](#) on page 3-4-13).

12. Verify the contents of the shipment are what is documented on the PPQ Form 572 Application for Inspection and Certification of Domestic Plants and Plant Products for Export. Compare the application with any supporting documents (such as inspection certificates, State certificates, or other agency reports) that may help to verify the accuracy of the contents of the shipment.
13. Advise exporters, shippers, or brokers as to the status of a shipment. When samples are drawn for laboratory examination or when there will be delays in certifying the shipment, let the exporter or the shipping company know so the shipment is **not** inadvertently loaded before inspecting and certifying. Once the inspection is completed and the certificate is issued, immediately notify the exporter or the shipping company.
14. Prepare certificates in English. They can be handwritten or typed unless specified otherwise in an Export Summary. Handwritten certificates **must** be legible. Some foreign countries will **not** accept certificates with alterations, errors, or erasures. See [Example](#) on page 3-8-3.
15. Forward the record copy of each certificate to your ECS. Attach copies of IPs and other supporting documents (including translated documents with the original foreign-language document) used for certifying each shipment. Who and when to send copies will be established by the ECS and State Plant Health Director (SPHD). A rule of thumb is to gather and send forward copies of issued certificates weekly.
16. For PPQ Plant Health Safeguarding Specialists (PHSS), inspect and certify commodities during normal duty hours and at locations normally traveled to in connection with other work assignments. PPQ managers should use discretion when assigning ACOs to phytosanitary export inspections involving a significant amount of travel time. When requests for services at remote locations occur, all alternative methods of certification should be explored before PPQ work hours are committed.
17. Maintain accreditation by actively issuing<sup>2</sup> certificates, attending refresher training and successfully passing a renewal test at a minimum of every 3 years. See also [Special Programs • Authorized Certification Official \(ACO\) Accreditation](#) on page 5-1-1.

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2 ACOs can be placed in inactive status if they fail to issue export certificates within 1 year of initial accreditation or fail to issue export certificates within a 2-year period of time.



## Export Certification Specialists (ECSs)

ECSs play a vital role in ensuring the continuity, credibility, and integrity of PPQ's export program by providing training and quality control functions. Their role includes the following responsibilities:

1. Serve as the point of contact and expert on phytosanitary issues for all ACOs under their assigned area.
2. Serve as technical liaison among local, State, regional, and national officials regarding export certification assistance. Be knowledgeable in agricultural production and commodity management practices within assigned areas in order to provide recommendations that enhance export protocols.
3. Show proficiency in the use and training of the Phytosanitary Certificate Issuance & Tracking (PCIT) system to promote uniformity of certificate issuance within the export program.
4. Review (at least monthly) 5% of all certificates issued by ACOs within their assigned area for compliance with established policy and foreign import requirements. See [Section 4: Export Certificate Review Process](#) on [page 5-1-5](#) for documenting major mistakes, providing feedback, and determining when to provide retraining and when to recommend revocation of an ACO's accreditation.
5. Investigate the issuance of certificates for shipments that have been detained or rejected by the importing country. This should include verifying documents, adherence to certification policy and procedures, and conformance with the importing countries' plant import requirements.
6. Inform ES<sup>3</sup> of the following situations:
  - A. Import requirements as stated in official communication from the NPPO differ from Export Summary requirements.
  - B. Certificate issuance that may cause embarrassment or financial liability to the USDA or its employees, financial loss to the shipper or industry, or damage the credibility of the export program (as part of the review guidelines).

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<sup>3</sup> Export Services, USDA-APHIS-PPQ, 4700 River Road, Unit 140, Riverdale, Maryland 20737; Phone 301-734-8537; FAX 301-734-7639.

- 7.** Determine the need for, coordinate, and conduct initial training for State and county personnel within assigned areas. Develop and present refresher training for all ACOs within assigned areas following the *Administrative Guide for Export Certification Training*. This training helps to maintain ACO accreditation, meet the requirements of the International Plant Protection Convention (IPPC) and the North American Plant Protection Organization (NAPPO) standards, maintain credibility of the export program, and avoid recurrent errors in issuing certificates.
- 8.** Ensure an effective accountability system is established and maintained by SPHDs and State Plant Regulatory Officials (SPROs) for the certificates issued under assigned areas.
- 9.** Participate in periodic workshops conducted by ES.
- 10.** Develop and maintain a broad knowledge base of all exported commodities. Participation in developmental assignments with ES and the regional offices is encouraged.
- 11.** Screen and forward a list of State cooperator nominees, along with their qualifications, to ES for granting accreditation to issue certificates in conformance with Federal regulations. (See [Special Programs • Federal-State Cooperative Program](#) on [page 5-4-1.](#))
- 12.** Maintain accreditation records for all ACOs in the nationwide ACO database. Notify ES of cooperators who transfer, retire, or otherwise separate from State or county employment.
- 13.** Be guided by the Memorandum(s) of Understanding (MOU) for the Federal-State Cooperative Program, and review the MOU as circumstances warrant (e.g., change in personnel). Notify ES of needed changes. If a signed copy of a State's MOU is needed, contact the PPQ regional office.
- 14.** Keep a current copy of the *Export Program Manual* and associated materials such as Phytosanitary Notes (PNs). Notify PPQ's Manuals Unit of needed changes and updates (see [How to Report Problems With the Export Program Manual \(XPM\)](#) on [page L-1-6](#)).
- 15.** Be proficient using EXCERPT and other databases, such as the ACO national database and Germplasm Resources Information Network (GRIN) database. Notify ES of needed changes and updates to the information in EXCERPT. Maintain the emergency response plans for EXCERPT.

- 16.** Conduct field audits involving review of facilities, issued certificates, and ACO records to ensure compliance with Federal regulations, policies and procedures, and PPQ's obligations to bilateral agreements and protocols, MOUs, and international standards. Identify and document mistakes. See [Review Guidelines for Certificates](#) on **page J-1-11** for documenting major mistakes, giving feedback, and determining when to recommend suspension.
- 17.** Assist ES in its periodic audit of issued certificates. Assist national and regional export program officials to identify and develop required training guidelines and course work.
- 18.** Assist APHIS headquarters with Freedom of Information Act (FOIA) requests. Assist State and national Investigative and Enforcement Services staff (USDA-APHIS-IES) and PPQ State and headquarters offices to research and obtain information related to cases involving the certificate issuance.
- 19.** Assist regional and national offices to review newly developed export protocols and work plans for establishing export continuity in the export program. Provide input to regional and national export program officials when developing new certification policies and procedures or modifying existing ones.

### **Review Guidelines for Certificates**

ECSs are responsible for reviewing certificates and for conducting field audits to ensure compliance with Federal regulations, policies and procedures, foreign import requirements, and PPQ obligations to bilateral agreements, protocols, MOUs, and international standards.

These review guidelines are as provided in [Section 4: Export Certificate Review Process](#) on **page 5-1-5** of the [ACO Quality Manual](#). and are provided here to help ECSs perform comprehensive reviews (under optimum operational conditions).

See [Figure J-1-1](#) on **page J-1-12** for a model letter you can follow to document major mistakes. For a fillable version, click [here](#). Provide a copy of the certificate in question, backup documents, and a brief explanation.

**Appendix J: Responsibilities**  
Export Certification Specialists (ECSS)

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Date: \_\_\_\_\_

To: \_\_\_\_\_  
*[insert name of State Plant Health Director or State Plant Regulatory Official]*

Recently \_\_\_\_\_ certified \_\_\_\_\_ to \_\_\_\_\_  
*(insert name of Authorized Certification Official (ACO)) [name of product] [name of country]*

on Export Certificate # \_\_\_\_\_ (attached). This export certificate has \_\_\_\_ /has **not** \_\_\_\_ been reported as rejected by the importing country. The error(s) is/are checked below:

- Failure to follow PPQ policy with regard to export certificates.
- Certifying disease freedom in grain.
- Failure to follow inspectional guidelines.
- Failure to follow known import requirements.
- Certifying prohibited or ineligible commodities.
- Certifying CITES commodities at an ineligible port.
- Certifying commodities from non-accredited or non-compliant sources.
- Attesting to conditions from non-accredited or non-compliant sources.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our records indicate that this is the ACO's \_\_\_\_\_ warning this year. Future errors could result in suspending the ACO's accreditation (authority to issue export certificates). Please forward to my office a letter explaining the error(s) and what corrective actions will be taken. This notice is intended as a corrective action to ensure the integrity of USDA-APHIS-PPQ's export program.

If you have any questions, contact me at \_\_\_\_\_.  
*(insert your phone number)*

\_\_\_\_\_, Export Certification Specialist  
*(Signature of Export Certification Specialist)*

\_\_\_\_\_  
*(Printed name of Export Certification Specialist)*

Enclosure

**FIGURE J-1-1: Model Letter for Documenting Major Errors Found on an Export Certificate**

## Regional Program Managers (Export Certification and Trade)

Regional Program Managers have the following responsibilities:

1. Support trade facilitation while considering program, stakeholder, economic, and political interests.
2. Provide guidance and direction regarding PPQ policy to State Plant Health Directors (SPHDs) subordinate units. Act as resource and consultant to the field regarding technical and operational program issues.
3. Distribute information on policy, regulations, procedures, etc. to customers and stakeholders.
4. Facilitate trade through export and import guidelines for agricultural commodities.
5. Monitor program activities and the effective utilization of resources.
6. Interact with ECSs through regional workshops, conference calls, and other support as needed.
7. Assist the Export Services (ES) staff with trade issues.
8. Gather information for new and continuing export markets from the field.
9. Assist industry with export issues.
10. Facilitate the development of and aid with the implementation of trade and international work plans for export.
11. Provide advice, information, and support in developing guidelines for program objectives.
12. Identify problem areas and recommend corrective measures.
13. Contribute to effective management and control systems to monitor program activities.
14. Assist Senior Regional Program Manager (RPM) in the development of program work plans.
15. Prepare reports and recommendations for Senior RPM regarding program issues.
16. Remain abreast of program changes and emerging issues.
17. Support, promote, communicate, and carry out PPQ departmental and administrative policy.

## Trade Specialists

Trade Specialists have the following responsibilities:

1. Work with visiting foreign officials to address work plan compliance and new market access issues.
2. Serve as a resource for exporters, packers, growers, industry representatives and ACOs to help interpret import regulations and their implementation.
3. Interpret negotiated work plans and implements work plans at both a local and multi-state level.
4. Investigate problems with work plan implementations and other problematic issues in the field related to the work plans.
5. Serve as liaison with the field, Regional Trade Specialists, Phytosanitary Issues Management (PIM), and Export Services (ES).
6. Maintain active relationships with Federal, State, county, industry representatives, and stakeholders in agricultural export certification matters.
7. Inform the Regional Trade Specialist, PIM, ECU and SPHD of potential problem issues.
8. Facilitate exports at exit points within the area of assigned responsibility.
9. Identify foreign import non-compliance and prepare notification of non-compliance for the PIM staff.
10. Demonstrate proficiency in using EXCERPT (Export Certification Project), PCIT (Phytosanitary Certificate Issuance and Tracking, and other internet based tools.
11. Notify Export Services (ES) of conflicts or confusing language in the EXCERPT database. Maintain current emergency backup system as assigned for EXCERPT and PCIT in case of system failure. Inform ES where import permit requirements are different from EXCERPT summary requirements.
12. Serve as a point of contact and expert for phytosanitary programs in an assigned area. Maintain familiarity with agriculture production and commodity management practices in specialized areas to give expertise that could lead to recommendations of modification in practices at the producer/ local/State levels in ways that better support export protocols.
13. Investigate the issuance of export certificates for detained shipments. Verify documents, confirm adherence to certification policy and procedures, and assure conformance with foreign countries' plant import requirements. Aid agricultural exporters and ACOs in negotiating the release of detained shipments.

14. Conduct field audits involving review of facilities, export certificates issued, and required ACO records to ensure conformance with Federal regulations, policies, and procedures. Ensure that PPQ's obligations to bilateral agreements, protocols, MOUs, and International Standards are met.
15. Facilitate meetings between Federal personnel, industry, county officials, and foreign officials, to assure work plan requirements are met and to negotiate and resolve disagreements and procedural problems. Coordinate and arrange site visits to monitor work plan compliance of existing programs.
16. Visit domestic packing sites to review export programs for compliance with established protocol.

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## Phytosanitary Issues Management

### Export Services (ES)

As a participant in the export program, ES (USDA-APHIS-PPQ-ES) is responsible for the following:

1. Establish export certification policy.
2. Maintain current information on the plant quarantine import requirements of foreign countries.
3. Analyze the information, prepare and write up Export Summaries of the foreign import requirements for use by Federal, State, and county ACOs and other interested parties.
4. Monitor the certificate issuance to ensure accuracy and adherence to program policies and procedures.
5. Monitor the export program, **other than** certificate issuance, to ensure credibility of the export program.
6. Assist ACOs in certifying commodities of foreign origin that have been legally imported into the U.S. and are being reexported.
7. When possible, assist U.S. exporters if their certified shipments are held at destination.
8. Provide advice to U.S. exporters with shipments on hold that were exported without meeting the importing country's phytosanitary requirements.
9. Ensure **only** authorized inspectors and ACOs inspect and certify the phytosanitary conditions of commodities offered for export.

## Trade Directors

Trade Directors have the following responsibilities:

1. Play a major leadership role with respect to planning, coordinating, and directing PPQ plant health programs involving import and export trade in agricultural commodities.
2. Serve as frontline USDA manager for addressing phytosanitary concerns affecting agricultural trade.
3. Sometimes serve as a U.S. negotiator; leads, participates, or supports intensive premeditation preparation and strategy development.
4. Play a major role in establishing and maintaining the tenor of discussions on phytosanitary matters for which PPQ is responsible.
5. Coordinate trade issue management within PPQ.
6. Plan, coordinate, or conduct studies relevant to the analysis of trade issues involved in the management of PPQ programs.
7. Identify and define phytosanitary trade issues.
8. Participate in recommendations for courses of action to deal with critical issues, ensure that issue teams are formed, and coordinate actions of other units.
9. Serve as a resource to PPQ in identifying emerging scientific issues and modern technical capabilities to be applied to phytosanitary trade management.
10. Keep the Assistant Deputy Administrator/Director informed of trade issues of considerable significance to the operation, planning, development, and administration of PPQ programs.
11. Represent the assistant Deputy Administrator/Director at meetings and conferences with other U.S. agencies, State governments, industry, producer organizations, and individuals in formulating or carrying out policies, programs, and activities related to trade issue management in PPQ.
12. Review and approve controlled correspondence concerning PPQ trade issue management.
13. Correlate national program activities which include evaluating and developing new approaches to plant health trade issues.



## Center for Environmental and Regulatory Information Systems (CERIS)

Purdue University's CERIS and PPQ maintain the Export Certification Project (EXCERPT) through a cooperative agreement. EXCERPT is a database that contains 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.

ES, PPQ, is responsible for analyzing foreign countries' import requirements and putting the information into EXCERPT.

ACOs use the EXCERPT database to determine whether a country regulates a specific commodity and what requirements that commodity **must** meet.

Under APHIS' cooperative agreement with CERIS, CERIS supports EXCERPT in the following areas:

1. Computer services (hardware and software)
2. Database management systems administration
3. Development and operations
4. Operation of the EXCERPT hotline to assist with technical issues

For further technical information about EXCERPT, contact the EXCERPT program manager at the following address:

EXCERPT Program Manager  
USDA-APHIS-PPQ-Export Services  
4700 River Road, Unit 140  
Riverdale, Maryland 20737  
FAX: 301-734-7639  
Phone: 301-734-8537

Refer to [Appendix D](#) for a detailed discussion on the EXCERPT database and how to use it.

