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Export Program
Manual

Introduction

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Purpose

The *Export Program Manual* (XPM) is a reference to use when inspecting commodities and issuing export certificates. Guidance provided in the XPM is based on PPQ policy.

Unless specified otherwise, all references to “export certificate(s)” in the XPM refer to the following:

- ◆ PPQ Form 577, Phytosanitary Certificate
- ◆ PPQ Form 578, Export Certificate, Processed Plant Products
- ◆ PPQ Form 579, Phytosanitary Certificate for Reexport

Phytosanitary Issues Management (PIM), Export Services (ES) is the headquarters unit within the United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA-APHIS-PPQ), that maintains the export program for U.S. exporters of U.S. and foreign-origin agricultural commodities.

Although foreign countries have established plant quarantine regulations that U.S. exporters are required to meet, the U.S. **does not require** export certification of commodities.



The United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA-APHIS-PPQ) **does not** regulate the exportation of commodities.

If requested by U.S. exporters, however, PPQ will provide this service for commodities that are eligible for certification. PPQ will assist U.S. exporters with commodities that are eligible for certification to meet the plant quarantine import requirements of foreign countries.

The information presented in this section covers topics that Authorized Certification Officials (ACOs) are required to know before working through the procedures to inspect and certify commodities offered for export certification. Topics include roles and responsibilities of each party involved in the certification process, the established contact protocol when assistance is needed, and a general overview of PPQ policy and special procedures of the export program.

Scope

The information in the XPM is based on international standards, PPQ policy, and regulations providing procedures for certifying commodities offered for export. The XPM also covers information about PPQ's Export Certification Project, EXCERPT, an electronic database that provides current information on the plant import requirements of foreign countries.

This manual is divided into the following chapters:

- ◆ [Introduction](#)
- ◆ [Policy](#)
- ◆ [General Procedures](#)
- ◆ [Special Procedures](#)

The manual also includes Appendixes, a [Glossary](#), and an [Index](#).

The [Introduction](#) provides basic information about the XPM. This chapter includes the manual's [Purpose](#), [Scope](#), [Users](#), [Elements of a Credible Program](#), and [Conventions](#).

The *Policy* chapter provides the framework needed to coordinate and execute activity throughout the export program. Policy statements help focus attention and resources on high-priority issues—aligning and merging efforts to achieve program goals.

The *General Procedures* chapter explains the operational processes required to implement program policy and how ACOs carry out their responsibilities.

The *Special Procedures* chapter is subdivided into two groups:

- ◆ *Commodity* – covers the special procedures for certifying specific commodities
- ◆ *Special Programs* – covers the special procedures for certifying commodities associated with special programs

The *Appendixes* contain the following topics:

- ◆ Supplementary information **not** considered procedural
- ◆ Explanations and elaborations **not** essential to the manual but helpful to the user
- ◆ Information that interrupts the main flow of the procedures, making them more difficult to follow

The *Glossary* defines specialized words, abbreviations, and acronyms associated with certifying commodities for export.

The *Index* contains topics with links and page numbers for quick reference.

Although the XPM does mention and give some direction for using EXCERPT as related to the procedures, the XPM **does not** comprehensively cover the use of databases related to export certification. Related databases include EXCERPT (<http://excerpt.ceris.purdue.edu/>), ACO (Authorized Certification Official) database, and the PCIT (Phytosanitary Certificate Issuance and Tracking System) <https://pcit.aphis.usda.gov/pcit/>.

Users

ACOs use the XPM as a reference for inspecting commodities and issuing export certificates. Export Certification Specialists, Trade Specialists, PPQ management, and State officials also use the XPM. Other interested parties reference the XPM.

The experience of users will vary, but ACOs have a working knowledge of the following:

- ◆ PPQ policy
- ◆ EXCERPT
- ◆ *Treatment Manual* (http://www.aphis.usda.gov/ppq/manuals/port/Treatment_Chapters.htm)
- ◆ Usage of PPQ operational manuals

Elements of a Credible Program

Enabling Legislation

Plant Protection Act

Foreign countries have established plant quarantine regulations that exporters of U.S. agricultural products are required to meet. To enable PPQ to help exporters meet the plant quarantine import requirements of foreign countries, Section 418, CERTIFICATION FOR EXPORTS, of the Plant Protection Act provides the authority for issuing export certificates for the export of commodities. The regulation for enforcing the Plant Protection Act is 7CFR Part 353.

7CFR Part 353—Export Certification

This section (http://www.access.gpo.gov/nara/cfr/waisidx_06/7cfr353_06.html) provides the following:

- ◆ Contains a provision to ensure that ACOs **do not** inspect and certify shipments of commodities in which they or members of their family have a direct or indirect financial interest
- ◆ Describes accreditation of facilities and the standards for accreditation of nongovernment facilities to perform laboratory seed health testing and seed crop phytosanitary inspection
- ◆ Describes the application for certification as well as the export certificates
- ◆ Identifies the purpose and administration of the export program as a service to U.S. exporters
- ◆ Identifies the responsibilities of ACOs to sign and issue PPQ Forms 577 or 579 based on the findings of an inspection
- ◆ Identifies the responsibilities of exporters

- ◆ Lists designated ports where PPQ Forms 577 or 579 may be issued for terrestrial plants listed in 50CFR Part 17 or 23
- ◆ Lists PPQ regional offices where information can be obtained for issuing export certificates
- ◆ Provides for issuing export certificates and entering into cooperative programs

Program Standards

The U.S. export program is based on standards established by the International Plant Protection Convention (IPPC) and the North American Plant Protection Organization (NAPPO). The U.S. export program has an obligation and responsibility to meet the standards developed by the IPPC and NAPPO. The primary standards on which the U.S. export program is based are the following.

IPPC Standards

The IPPC Standards consist of International Standards for Phytosanitary Measures (ISPM) <http://www.spc.int/pps/ispm.htm>.

- ◆ ISPM 1: *Principles of Plant Quarantine as Related to International Trade*
- ◆ ISPM 4: *Requirements for the Establishment of Pest Free Areas*
- ◆ ISPM 5: *Glossary of Phytosanitary Terms*
- ◆ ISPM 7: *Export Certification System*
- ◆ ISPM 10: *Requirements for the Establishment of Pest Free Places of Production and Pest Free Production Sites*
- ◆ ISPM 12: *Guidelines for Phytosanitary Certificates*
- ◆ ISPM 15: *Guidelines for Regulating Wood Packaging Material in International Trade*
- ◆ ISPM 22: *Requirements for the Establishment of Areas of Low Pest Prevalence*
- ◆ ISPM 23: *Guidelines for Inspection*

NAPPO Standards

The NAPPO Standards consist of Regional Standards for Phytosanitary Measures (RSPM) <http://www.nappo.org/Standards/Std-e.html>.

- ◆ RSPM 5: *NAPPO Glossary of Phytosanitary Terms*
- ◆ RSPM 8: *The Accreditation of Individuals to Sign Federal Phytosanitary Certificates*

PPQ is delegated as the National Plant Protection Organization (NPPO) and assumes the responsibilities for ensuring the U.S. export program meets international standards. To facilitate the export of commodities for our stakeholders and have a credible export program that is respected by our trading partners, our program will follow the policies and procedures in this manual. Our policies and procedures are designed to be consistent with IPPC and NAPPO standards.

The primary roles related to export certification and their responsibilities are outlined in [Appendix J](#) on **page J-1-1**.

Conventions

Conventions are established by custom and are widely recognized and accepted. Major conventions used in the XPM follow.

Advisories

Advisories are used throughout the XPM to bring important information to the user's attention. Please carefully review each advisory. The definitions coincide with American National Standards Institute (ANSI) and are in the format shown below.



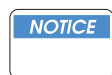
DANGEROUS indicates that people could easily be hurt or killed.



WARNING indicates that people could possibly be hurt or killed.



CAUTION indicates that people could possibly be endangered and slightly hurt.



NOTICE indicates a possibly dangerous situation where goods might be damaged.



IMPORTANT indicates helpful information.

Boldfacing

Boldfaced type is used to emphasize important words throughout the XPM. These words include: **always**, **cannot**, **do not**, **does not**, **except**, **must**, **never**, **no**, **not**, **only**, **other than**.

Bulleted Lists

Bulleted lists indicate that there is **no** order to the information listed.

Chapters

This manual contains the following chapters: *Introduction*, *Policy*, *General Procedures*, and *Special Procedures*.

Contents

Most every chapter and section of a chapter has a table of contents that lists the heading titles, and is located at the beginning to help facilitate finding information.

Control Data

Information placed at the top and bottom of each page helps users keep track of where they are in the manual and of manual updates. At the top of the page is the chapter, section, and first-level heading. At the bottom of the page is the month, year, manual transmittal number, title, page number, and PPQ work unit responsible for content.

Decision Tables

Decision tables are used throughout the XPM. Read decision tables from left to right, beginning with the column headings and moving left one column at a time. Each column represents a condition with the last column on the right representing the action to take once all the conditions are considered. Using [Table 1-1-1 on page-1-1-7](#); if you are a 28-year-old female, you would schedule a physical.

TABLE 1-1-1: How to Use Decision Tables

If you are a:	And your age is:	Then:
Male	Under 30	Do not schedule a physical
	30 or over	Schedule a physical
Female	Under 25	Do not schedule a physical
	25 or over	Schedule a physical

Examples

Examples are used to clarify a point by applying to a real-world situation. Examples **always** appear in boxes as a means of visually separating them from the other information contained on the page.

EXAMPLE

Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples will **always** appear in a box.

Footnotes

Footnotes are usually placed at the bottom of a page that comment on or cite a reference from a designated part of the text. The following types of footnotes are used in the XPM.

- ◆ General text footnotes located at the bottom of the page, which are consecutively numbered throughout the manual
- ◆ Table or figure footnotes located directly below the associated table or figure (if a table or figure continues beyond one page, the associated footnotes will appear on the last page)

Heading Levels

Within each chapter and section there are three heading levels. The first heading is indicated by a horizontal line followed by the title continuing across both the left and right columns. The second heading is in the right-hand column with the text beginning below. The third heading is in the left-hand column and is used to easily scan topics.

Hypertext Links (Highlighting) to Tables, Figures, and Headings

Tables and figures are highlighted in bold print. Hypertext links within the online manual are also highlighted in blue print. Headings are highlighted in italic print.

EXAMPLE

See [TABLE L-1-1](#) to determine how to report problems with the XPM.

Indentions

Entry requirements summarized from CFRs, import permits (IPs), or policies are indented on the page.

Italicized Brackets

When completing or reviewing certain certificates or forms, information that is to be entered, listed, or filled in is italicized and enclosed in brackets.

Numbered Lists

Numbered listed are used to indicate the specific order in which the information listed is to be followed.

Numbering Scheme

A three-level numbering scheme is used in this manual for pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for easier updating and adding pages without having to reprint an entire chapter. Dashes are used in page numbering to differentiate page numbers from decimal points.

Section

Some of the chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual. The manual chapters *Policy*, *General Procedures*, and *Special Procedures* are divided into sections.

