

3

Export Program
Manual

General Procedures

The Process of Export Certification

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Introduction

See [Figure 3-1-1](#) on [page 3-1-2](#) for an overview of the steps for certifying commodities offered for export. The overview is followed by a brief summary of each step that corresponds to the tabbed sections of the *General Procedures* chapter. The *General Procedures* chapter contains the guidelines that Authorized Certification Officials (ACOs) **must** consider before certifying commodities offered for export.

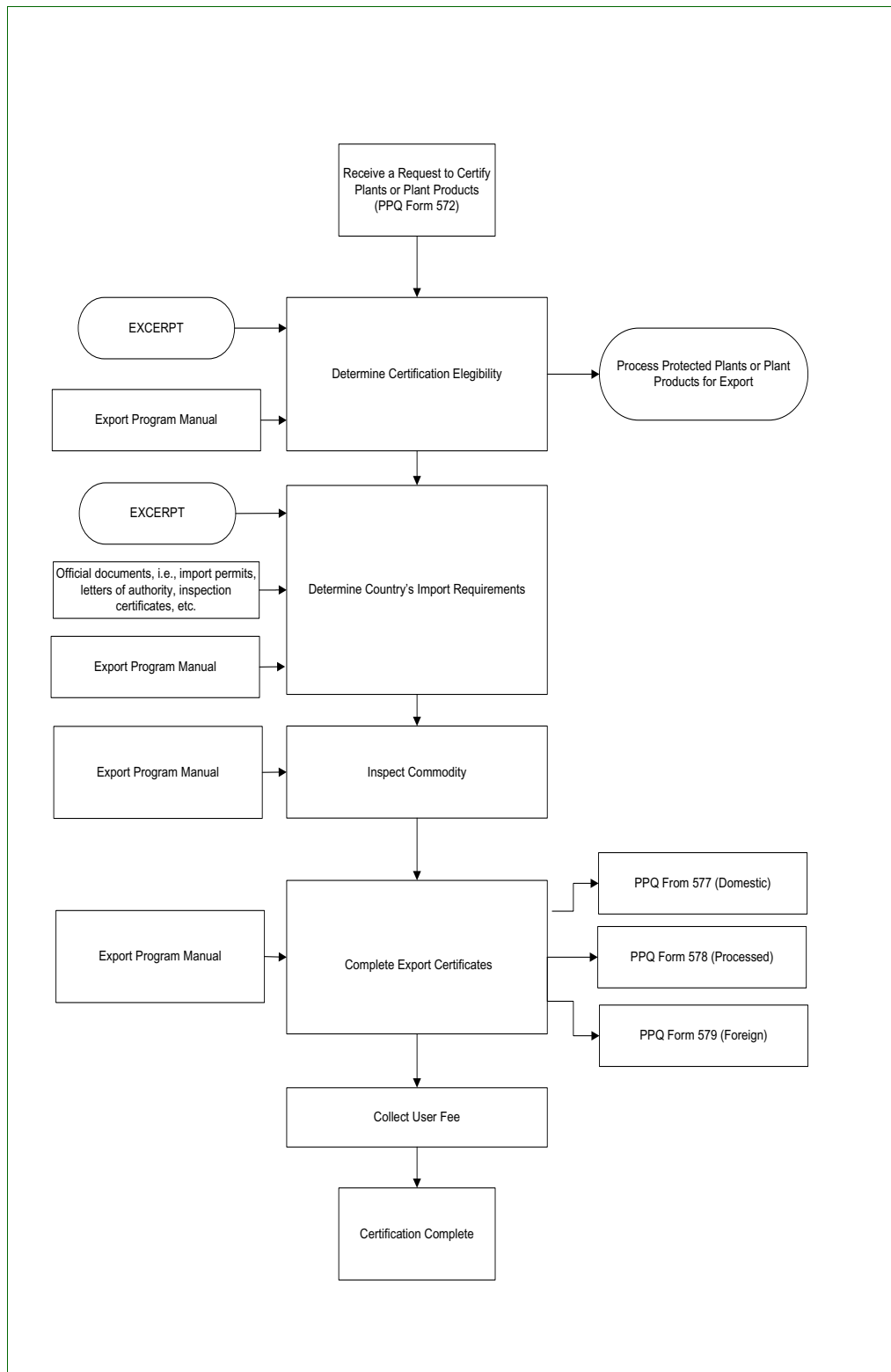


FIGURE 3-1-1: Schematic of the Process of Export Certification

Steps for Certifying a Commodity

The basic steps are as follows.

Step 1: Determine Certification Eligibility

Before referring to a country's export summary, inspecting a shipment, or completing a certificate, ACOs **must** determine whether the commodity is eligible for any type of certificate. Their assessment is based on what the commodity is, the product's origin and destination, and the commodity's protected status (see [Determining Eligibility for Certification](#) on page 3-3-1).

Step 2: Determine Country's Import Requirements

ACOs **must** determine the importing country's phytosanitary requirements before conducting an inspection or issuing a certificate. The import requirements of a country may be provided by either the EXCERPT database or official communication from the NPPO of the importing country. These tools may also identify requirements that would prevent certifying commodities.



Important

Official communication from a foreign country's National Plant Protection Organization (NPPO) may supersede or supplement information found in the country's summary in EXCERPT.

Based on whether the commodity can meet the import requirements, ACOs then determine whether they can issue a certificate (see [Determining the Country's Import Requirements](#) on page 3-4-1).

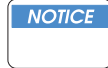
Step 3: Inspect Commodity

Once the import requirements have been identified, the commodity **must** be inspected and/or other importation conditions **must** be verified (see [Inspecting Commodities](#) on page 3-5-1).

Step 4: Complete Export Certificate

ACOs prepare the appropriate certificate as listed and described below. See [Completing PPQ Forms 577 and 579](#) on page 3-8-1 and [Completing PPQ Form 578](#) on page 3-9-1 for further information.

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



Consolidation: Any shipment going from interior places by rail to a port for consolidation is eligible for **only** one certificate because the shipment is still **only** one consignment. If it is necessary for an exporter to have a certificate of inspection for each rail car, then PPQ suggests that State certificates be issued for consolidation into one Federal certificate at the port of export.

Only issue multiple, original certificates when one of the following conditions exists:

- ◆ Different genera of bulk materials loaded on one carrier
- ◆ If bulk grain, multiple berths in the same port
- ◆ If containerized shipments, each van may require an original certificate
- ◆ Multiple ports of discharge in the foreign country
- ◆ Multiple ports of loading in the U.S.

Step 5: Collect User Fee

PPQ has established user fees exporters **must** pay in order to receive certificates. These user fees **only** apply when the certificate is issued by a Federal ACO. User fees are collected for the following:

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

Refer to [Collecting User Fees](#) on **page 3-11-1** for further information.