

5

Export Program
Manual

Special Procedures

Special Programs • Mail Exports

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Introduction

These special procedures cover how to process plant material offered for export by mail. Included at the end of these special procedures are suggested procedures for exporters to request an export certificate by mail.

Handling Inquiries for Obtaining Certification by Mail

When an exporter asks how to export plant material by mail, an Authorized Certification Official (ACO) should provide the exporter with the following information:

- ◆ PPQ Form 572 plus completing instructions (see [PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export](#) on [page K-1-12](#))
- ◆ Suggested procedures at the end of this section (see [Exporter Procedures to Request PPQ Form 577 for Plant Material Exported by Mail](#) on [page 5-6-2](#))

Before giving or sending the suggested procedures and form to the exporter, designate a port of exit address. Write or type the address of the designated port of exit in the appropriate step of the suggested procedures.

Inspecting and Certifying Plant Material in the Mail

When plant material arrives at a port of exit for processing, ACOs should perform the following.

1. Inspect the plant material. Use [Table 5-6-1](#) on [page-5-6-2](#) to take the appropriate action.

TABLE 5-6-1: Action to Take Based on Inspection Results

If the plant material is found:	And:	Then:
Free from plant pests	Meets other import requirements of the receiving country	1. ISSUE PPQ Form 577 (see Example on page 3-8-3) 2. GO to 2., below
	Does not meet the other import requirements of the receiving country	1. REFUSE to issue PPQ Form 577 2. SAFEGUARD the plant material 3. CONTACT the exporter by phone so that the exporter can request to either ◆ DISPOSE of the plant material, or ◆ RETURN the plant material to the exporter with a brief explanation of why the material cannot be certified (such returns are made at the Government's expense)
Infested or infected with plant pests or diseases	→	

2. Place the Shipper's Original (Part 1) of PPQ Form 577 inside the package.
3. Rewrap the package using the first wrapper.
4. Return the package to postal authorities for mailing to the foreign address.
5. Mail the Shipper's Copy (Part 2) and a photocopy of PPQ Form 577 to the exporter.
6. Distribute and maintain the remaining copies (Parts 3 and 4) of PPQ Form 577 as directed in **Table 3-14-1** on **page-3-14-2**.

Exporter Procedures to Request PPQ Form 577 for Plant Material Exported by Mail

These are suggested procedures for an exporter who requests a Federal inspection and certification of plant material offered for export by mail.



These suggested procedures are to be used **only** for mail shipments of plant material.

1. Complete PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export. (See the attached blank form and instructions.) Include your phone number on the form in case an ACO needs to contact you.

2. Include with the plant material, the completed PPQ Form 572 and any State export certificate that is required for the plant material.
3. Pack the plant material in the first of two boxes or wrappers. Close up the first box or wrapper so it can be opened without defacing the address or postage. This first box or wrapper should have on the outside the following:
 - A. Foreign address
 - B. Customs Declaration Form 6059B (retrieve from the local Post Office)
 - C. Postage to cover mailing the package from the U.S. to the foreign address



The local Post Office should **not** cancel the postage on the first wrapper.

4. Pack the first box or wrapper containing the plant material into a second box or wrapper. Place enough postage on the second box or wrapper to cover mailing the package to the port of exit listed in #5 below.
5. Mail the package to the designated port of exit.

The designated port of exit for this package is *[designated port of exit name and address]* (address entered by ACO).

For your information, the ACO at the port of exit will inspect the plant material. If the plant material is found free from plant pests and otherwise meets the import requirements of the foreign country, the ACO will issue PPQ Form 577. The original copy of PPQ Form 577 will be placed in the package, and two copies will be mailed to you. Your package will be rewrapped with the first wrapper and returned to the postal authorities for mailing to the foreign address.

If the plant material **cannot** be certified because it was found to be infested or otherwise **does not** meet the import requirements, the ACO will contact you by phone. Your package will be either returned to you or disposed of.

