H

Export Program Manual

Appendix H

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Contents

Introduction

The Phytosanitary Certificate Issuance and Tracking (PCIT) system automates the issuance of a Phytosanitary Certificate, including collection and tracking of its related information, for an eligible agricultural commodity being exported to foreign countries.

Use this link to access PCIT:

https://pcit.aphis.usda.gov/pcit/

The Web-based PCIT application is available nationwide for use now and is developed to meet the following objectives:

◆ Enable the creation of electronic Phytosanitary Certificates

◆ Provide data standards to facilitate data integrity for reporting and interfacing with foreign governments

◆ Protect the PCIT data by incorporating defined security requirements

To use PCIT please contact your Export Certification Specialist (ECS) to enroll in the system.

Use this link to identify your local ECS:

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

Features

- ◆ Faster certificate generation

- ◆ Customizable templates

- ◆ Certificate archiving

- ◆ Will eventually eliminate the need for on-site paper record maintenance

- ◆ An asterisk at the end of a field name mandates required information

- ◆ 56,000+ scientific and common commodity name database

- ◆ Easy to use context help is included in PCIT on key fields to assist in identifying the type of information to be entered in the associated field

- ◆ Within the PCIT application, links to web pages such as EXCERPT, PPQ, and the Export Program Manual (XPM)

- ◆ A Contact Us page with:

  - ❖ Link to PPQ, Export Services website

  - ❖ PCIT technical support for technical information about using the PCIT system

  - ❖ A link to download the USDA PCIT User's Guide

  - ❖ A link to PCIT Release Notes

  - ❖ A link to PCIT Accessibility Guidelines

- ◆ Cost incurred on a per certificate basis, not on a per page basis

    EXAMPLE An export certificate that generates three pages, containing the same serial number, will incur the same cost as a certificate generating one page.

Future Releases

PCIT Version 2.5

- ◆ Allows Federal fees to be collected by credit card or eCheck

- ◆ Incorporation of ACO database

- ◆ E-authentication

- ◆ XML generation for easier downloads into existing systems

- ◆ Reporting features

  - ❖ Additional canned

  - ❖ Ad hoc capability

PCIT Version 3.0

◆ Support for PPQ Form 579

◆ Support for Master/Child Certificates

◆ Support the ability to attach supporting documents for electronic certificates (i.e. Import Permits, field inspection results, etc.)

◆ Support interfaces with GIPSA

Training Website

The training site is available for trial at the following website:

https://pcit-training.aphis.usda.gov/pcit/

To access the training site, enter the following passwords:

Do not reset or attempt to change passwords!

IDs for Federal ACOs for Training Purposes

◆ ID: pcit-student01-03: Certs4u!!

◆ ID: pcit-student04: Trning4u!

◆ ID: pcit-student05: Certs4u!!

◆ ID: pcit-student06: Trning4u!

◆ ID: pcit-student07-25: Certs4u!!

IDs for State/County ACOs for Training Purposes

◆ ID: pcit-student26-38: Certs4u!!

◆ ID: pcit-student39: Trning4u!

◆ ID: pcit-student40: Certs4u!!

◆ ID: pcit-student41: Trning4u!

◆ ID: pcit-student42-44: Certs4u!!

◆ ID: pcit-student45: Trning4u!

◆ ID: pcit-student46-48: Certs4u!!

◆ ID: pcit-student49: Trning4u!

◆ ID: pcit-student50: Certs4u!!

EXAMPLE	Federal (PPQ) pcit-student11 Certs4u!! State/County pcit-student41 Trning4u!

Helpful Hints

- One person should register the organization. That person is the organization administrator.

- Administrators can add users to the organization and designate others as administrators.

- Name templates so entire organization understands what they represent.

- Browser "BACK" button does not work.

- Copies can be printed at any time.

- No more four part forms.

- Continuation pages will be generated by the system.

- Use singular names for commodities: apple vs. apples.

- If you find no matches, put asterisks (*) around the commodity to get more results.

EXAMPLE	◆ Plum returns 35 entries
	◆ *Plum* returns 147 entries

User Guide

The user guide is very comprehensive and contains actual screen shots with details about the screens. The link to the user guide is below.

http://pcit-training.aphis.usda.gov:8087/user-manual.html

Contact Information

- PCIT Helpdesk: 1-866-HLP-PCIT (1-866-457-7248)

  email: pcithelpdesk@aphis.usda.gov

- Christian Dellis: 301-734-5233; christian.b.dellis@aphis.usda.gov

- Michael Perry: 240-529-0264; michael.j.perry@aphis.usda.gov

Available Assistance

◆ Webinars for industry and government users are hosted on the APHIS website:

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

Additional webinars for all user groups will be conducted in the future.

◆ The helpdesk number for PCIT is 1-866-457-7248. Conference calls to set up new users can be arranged for APHIS offices, cooperators, and industry by contacting the helpdesk.

◆ National and Regional Program Managers are prepared to assist upon request.