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| Main Topic | Export Certification Workgroup – Meeting |
| Date: | January 20, 2011 |
| Time | 2:00pm EST |
| Facilitator: | Christian Dellis |
| Scribe | Michon Oubichon, Margaret Smither |
| Location: | Conference Call: 866-812-3168 Pass Code: 6090115 |

MEMBERS:

| Name | Contact Information | Meeting Participant |
|--|---|----------------------------|
| Mike Bryan, Central Plant Board Representative | bryanm@michigan.gov | x |
| Laney Campbell, Eastern Region Program Manager | laney.e.campbell@aphis.usda.gov | x |
| Julie Clapp, Export Specialist, Export Database | julie.l.clapp@aphis.usda.gov | x |
| Mike Cooper, National and Western Plant Board Representative | mike.cooper@agri.idaho.gov | x |
| Christian Dellis, Deputy Director PIM | christian.b.dellis@aphis.usda.gov | x |
| Carl Harper, Southern Plant Board Representative | carl.harper@uky.edu | x |
| Marilyn Kinoshita, Tulare County Agricultural Commissioner, CACASA Representative | giacono@co.tulare.ca.us mkinoshi@co.tulare.ca.us | x |
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| Ian Winborne, Export Specialist | ian.c.winborne@aphis.usda.gov | x |
| Maggie Smither – TDY Export Services | | x |
| HP Team – Francesca Woody Bob Hersh Sadagopan Padmanabhan (Padman) Nhan Tran | | x |



Meeting Notes:

| No. | Topic | Responsible |
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| 1. | <p>PExD Update and External Certificate Viewer Demonstration</p> <p><u>PExD Update</u></p> <ul style="list-style-type: none"> - PExD will be live in the production site for everyone late February although not all data has been migrated. There will be a message to notify users who refer to EXCERPT that the country summary has been migrated into PExD. - PExD is user-friendly and more streamlined for user needs. - Goal is to migrate all information into PExD by October 2011 (about 50 countries have been migrated so far). <p><u>External Certificate Viewer Demo</u></p> <p>-Ability in PCIT to view issued certificates (search by certificate #, date of issue, security paper #). This will be a redacted certificate available to system users (this may be useful to International Services/exporters). In addition, there is a security feature in which text randomly generated has to be entered to prevent random certificate viewing. The user will not need to log into PCIT in order to view certificates, but will need pertinent certificate information in order to search for certificates.</p> <p> Action Item: ES will send out “PCIT Certificate Viewer” one pager to ECW.</p> | <p>Christian Dellis/HP</p> |

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| 2. | <p data-bbox="277 268 630 300">Electronic Signature Demo</p> <p data-bbox="277 338 867 369">-Piloted in Memphis, TN. Positive feedback so far.</p> <p data-bbox="277 407 1101 680">-Signatures are being collected on specific forms which will physically be mailed to the HP Production Team (do not scan/fax to preserve integrity of signatures). HP will then load all signatures into user profiles in PCIT. On the signature form it is important to fit your signature inside of the box provided on the form. If any signature is outside of the box, or not dark enough, it will be rejected and a new signature will be requested.</p> <p data-bbox="277 718 1122 831">- ES is finalizing paper-tracking protocols so that more organizations may participate. In the meantime, ACOs with collected signatures may begin applying their signature to any certificates they process.</p> <p data-bbox="277 869 1122 1100">- An ACO will process certificates (as usual) in PCIT; there will be a button <issue, print certificate> and a check box <apply my signature>. If the applicant is an approved company for the printing rights, then another button <Applicant to Print> will appear. Once that is selected, - the certificate # will change to “-B”. The ACO doesn’t have to print an original or copy.</p> <p data-bbox="277 1138 1068 1211">-- An ACO may only select his/her personal signature; one may not apply the electronic signature of another person.</p> <p data-bbox="277 1249 1130 1480">-The first time an organization prints a certificate, the individual must agree to the “terms of use” which explains authority rights, APHIS policy, and security paper conditions. Only those who agree to the terms of use will have printing capabilities. If the user does not agree to the terms, that user will not be able to use the certificate printing ability.</p> <p data-bbox="277 1518 1114 1591">Printing rights will be granted to an organization as a whole, not on an individual basis.</p> <p data-bbox="326 1629 1117 1696">  Action Item: The agreement will be edited to read “PPQ and its’ cooperators” in the opening statement. </p> <p data-bbox="326 1734 1130 1877">  Action Item: ES will send the signature collection form so that offices may begin collecting signatures and forwarding them in. It will take a few weeks to get signatures in place once submitted. </p> | Christian Dellis/HP |

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| 3. | <p data-bbox="277 241 574 273">PCIT- Report/Priorities</p> <p data-bbox="277 306 1105 420">-A new reporting engine is being incorporated. This will allow reports to be run for much longer time periods without breaking and reformatted to be more informative.</p> <p data-bbox="277 453 1130 485">The following reports have been converted to use the new reporting tool:</p> <ul data-bbox="326 522 732 873" style="list-style-type: none"> • Applicant Certificate Summary • Applications By Duty Station • Certificate Manifest • Debit Transaction • External Organizations • Federal Certificate Summary • Federal Fees Collected • Issued-Pending Certificate • Nursery Certificates • Reimbursable State Fees • State Certificate Summary <p data-bbox="277 915 859 947">We are in the process of migrating more reports.</p> <p data-bbox="277 982 1081 1096">-We are working on creating additional reports. A suggestion for a “Report by Inspector” has been requested. A “Report by Applicant” draft will be provided with the minutes.</p> <ul data-bbox="326 1131 1092 1541" style="list-style-type: none"> ❖ A useful report for industry would include a breakdown by applying organization, exporter involvement, and number of applications issued by each exporter all over a selected time period. ❖ Reports need to be available in XML format (for information migration to alternate databases). ❖ “Duty Station Certificate Data Report”, Please include the Company Org. ID number in a separate column. Please allow users to select more than one location for Duty Stations. <p data-bbox="277 1579 1122 1852">-Email from PCIT- Password update reminder email for users would be nice along with a function that would notify an ACO that an application for certification is in the system. An email would be beneficial to duty stations that issue certificates infrequently. An email regarding applications for certification will not be available due to the volume of emails that would be required. Laney and Christian suggested adding users from other duty stations that issue certificates more often to</p> | <p data-bbox="1216 241 1333 306">Christian Dellis/All</p> |

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| | <p>ensure that all areas are covered.</p> <p>-An automated email system to alert users of updates/delays/system disturbances may become available to users via the new GOVDELIVERY system. This would not notify about individual applications/certificates but would be an area in which major changes are noted and people could receive updates.</p> <p>-A new release of PCIT is scheduled for May, this release will incorporate several of the issues brought up at the last ECWG meeting by Tulare County and some of the issues raised by the Central Plant Board during this meeting.</p> <p>🚩 Action Item - Please provide report examples (end of year reports, daily reports, etc). We will try to mock up similar reports and combine features of the reports so that thousands of individual reports don't have to be created. We will then try to review the mockups at our regular meetings before the report is actually developed and deployed. We will combine reports when possible to try and get reports with the "most bang for the buck". Provide feedback regarding available report templates to PIM (whether or not the report is useful, what you would like added or deleted from the reports, etc).</p> | |
| 4. | <p>General Export Policy Questions and Re-export Policy – Review <u>Issue</u> – Official Sampling Procedures - Must all official samples be taken by an ACO or APHIS accredited entity or can they be taken by third party personnel under direct onsite supervision on a ACO?</p> <ul style="list-style-type: none"> ❖ Policies can be developed locally to allow for third party personnel to take official samples under ACO supervision. <p><u>Issue</u> - Clarify the correct procedure to industry and cooperators and reference the Export Manual regarding certified true copies of foreign phytosanitary certificates. Please provide a reference to industry/cooperators regarding the "acceptable forms footnote" in the Export Manual.</p> <ul style="list-style-type: none"> ❖ ES noted in the XPM under acceptable forms to assist certifying officials. Copies of foreign phytosanitary certificates that are stamped and signed by the ACO are acceptable as a certified | <p>Marcus McElvaine/Mike Cooper</p> |

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| | <p>true copy. In many cases, the actual original is difficult or impossible to obtain so the ACO is actually creating the certified true copy which can be based on a plain copy they receive.</p> <p><u>Issue</u> - There is confusion regarding foreign country policy and requirements for re-export. It has been suggested that websites or reference links be available in PExD/EXCERPT to help to clarify country requirements. This idea has received positive feedback; potential problems include language translation and website information verification and updating.</p> <p> Action Item: ES will send the extracted portions of “ISPM No. 7 and ISPM No. 12” to clarify policy.</p> <p><u>Issue</u> – Shipments certified to Mexico have been placed on hold due to the way the treatment is listed in the treatment section of the certificate. Mexico is requiring that the treatment be listed exactly the way it is listed on the IP. There is insufficient space in the treatment section to list the required information.</p> <p> Action Item - ES will work with the Trade Director for Mexico to address this issue.</p> | |
| 5. | <p>Treatments and Oversight</p> <p>-There is confusion regarding policy for administering export treatments to commodities.</p> <p>-Treatment Administration was discussed regarding “who” is applying the required treatments and how or if individuals have received appropriate training (what level of training?). It seems the majority of treatments (pesticide/temperature/protein extraction/PCR) are conducted by certified contracting companies/professional services.</p> <p>-APHIS PPQ will issue a survey to cooperators regarding present protocols for treatment of commodities. The survey will be anonymous. The purpose of the survey is to learn actual current procedures from cooperators.</p> <p>General Questions for ECW:</p> <p>Do cooperators reference or use the APHIS Treatment Manual?</p> | All |

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| | <ul style="list-style-type: none"> ❖ Only as a reference when foreign countries have not included treatment protocols/method in their policy or regulations. Most of the time, the foreign country specifies treatment requirements. <p>Is the APHIS Treatment Manual up to date?</p> <ul style="list-style-type: none"> ❖ The manual needs revision. <p>🚩 Action Item – APHIS will be releasing a survey soon to gather information regarding treatments and oversight. Please forward the survey to other states/counties.</p> | |
| 6. | <p>Risk Based Inspections</p> <p>This topic will be covered first at the next export certification workgroup meeting.</p> | All |
| 7. | <p>Open Discussion</p> <p>The next Export Certification Meeting will be held on March 17, 2011 @ 2:30 PM EST.</p> | All |

The PCIT Certificate Viewer allows you to view the following certificate types without having to login to PCIT:

- Phytosanitary Certificate (PPQ Form 577)
- Phytosanitary Certificate for Re-export (PPQ Form 579)

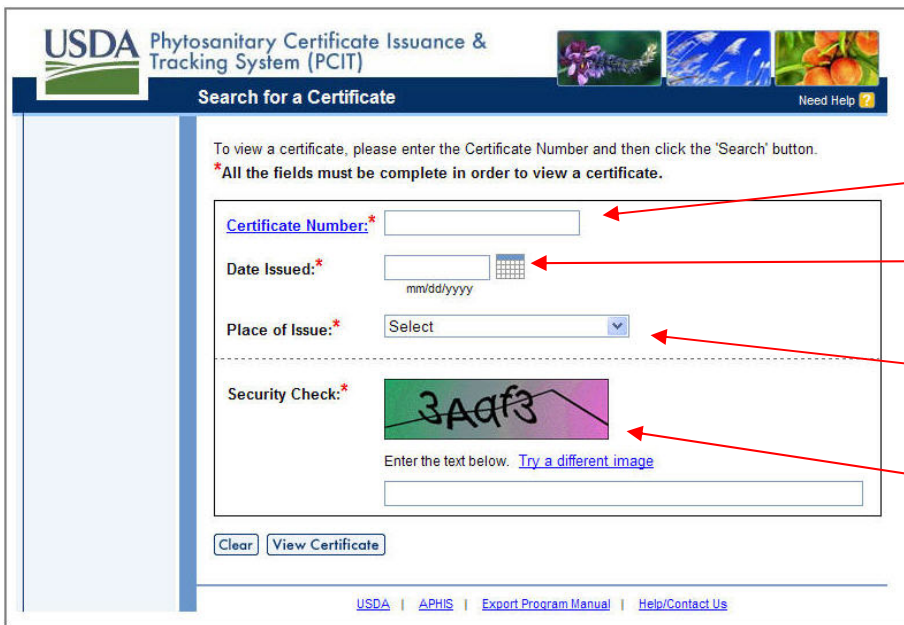
NOTE: The certificate must be in Issued or Printed status. You cannot view certificates that have been replaced.

Step 1: Access PCIT



1. Connect to the *PCIT Log In* page using the Web address:
<https://pcit.aphis.usda.gov/pcit/>.
RESULT: The *Log In* page displays.
2. At the bottom of the screen, click the PCIT Certificate Viewer link.
RESULT: The *Search for a Certificate* page opens in a new window.

Step 2: Complete the Search Information



1. Complete the following required fields on the *Search for a Certificate* page.
NOTE: All required fields must be complete in order to view a certificate.
 - a. Certificate Number: The number listed on the certificate.
 - b. Date Issued: The date the certificate was issued. You can click the calendar to select the appropriate date.
 - c. Place of Issue: The place of issue listed on the certificate.
 - d. Security Check: Text will display in a colorful box. Enter the same text in the box below. You can select the "Try a different image" for new text to display.

2. Click the **View Certificate** button to view the certificate.
RESULT: The certificate displays in portable document format (PDF) with a watermark of "Copy".

NOTE: The Name and Address of the Exporter and Consignee will be withheld and those boxes will only display a line reading "Confidential Business Information" when the certificate is viewed or printed.

Once finished you can close your browser window or click the browser back button and then the **Clear** button to clear out all the fields and start again.



Collecting ACO Signatures for PCIT Certificates

Overview

PCIT will be adding functionality that will allow the ability to print a signature image in block 18, Signature of Authorized Officer, for PPQ Forms 577 and 579. ***This is an optional feature for ACOs. ACOs are not required to use a signature image when issuing PCIT certificates.***

When an original certificate is being printed by an authorized applicant and the ACO designated as responsible for the certificate has a signature image on file, the signature image will print on the original.

In addition, when an original certificate is printed by an ACO with a stored signature image, PCIT will ask the ACO if the signature image should print on the original certificate. This allows the ACO the flexibility to physically sign original certificates when desired.

Implementation

The target implementation date for signature images in PCIT is August 2010. In preparation for implementation, we will be collecting signatures and incorporating them into the PCIT system. The signatures will be stored securely and your signature will not be used for any other purpose.

Participation

Using signature images in PCIT is optional. If you wish to participate please complete the attached form. You can also use the form to collect signatures for multiple ACOs within your office. The form must be physically mailed to maintain integrity of the signatures. Mail the completed form to:

PCIT Help Desk
13600 EDS Drive
Mailstop A4N-C49
Herndon, Virginia 20171



PCIT Signature Image – Signature Collection Form

Duty Station Name: _____

Duty Station Address: _____

Phone Number: _____

Directions: *Print your name in the left column then sign your name in the adjacent block to the right. Please make sure that your signature does not touch or extend beyond the borders in the space provided, otherwise your signature will be not be usable and will be rejected.*

| | ACO Name (printed) | ACO Signature |
|-----|---------------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

The PCIT Help Desk cannot accept faxed or copied versions of this form. Please mail the original completed form to:

PCIT Help Desk
 13600 EDS Drive
 Mailstop A4N-C49
 Herndon, Virginia 20171

Duty Station Certificates by Applicant Report

Duty Station(s): MD-Baltimore (PPQ)
 Activity Date Range: 12/01/2010 to 12/23/2010

Report Summary

| Organization: | Total Number of Certificates |
|---|------------------------------|
| Christine's Pretty Flowers (Org ID 123456) | 5 |
| Maryland Grower's Association (Org ID 457386) | 2 |
| Raven Produce (Org ID 435689) | 1 |
| Totals: | 8 |

Report Details

MD-Baltimore (PPQ)

Christine's Pretty Flowers (Org ID 123456)

| FPC Number | Reference Number | Issue Date | Status | New FPC Number (If Replaced) | Commodity |
|------------------------|------------------|------------|----------|---------------------------------|----------------------|
| F-F-51710-01299585-7-N | 1ABD45DGS | 12/01/2010 | Replaced | F-F-51710-01299587-7-N | Apple, Peach |
| F-F-51710-01299586-7-N | | 12/02/2010 | Issued | | Cherrybark Oak |
| F-F-51710-01299587-7-N | 1ABD45DGS | 12/05/2010 | Printed | | Apple, Peach |
| F-F-51710-01299589-7-N | | 12/14/2010 | Replaced | F-F-51710-01299590-7-N | Apple, Orange, Peach |
| F-F-51710-01299590-7-N | | 12/15/2010 | Issued | | Apple, Orange, Peach |

Maryland Grower's Association (Org ID 457386)

| FPC Number | Reference Number | Issue Date | Status | New FPC Number (If Replaced) | Commodity |
|------------------------|------------------|------------|----------|---------------------------------|-----------|
| F-F-51710-01299595-7-N | | 12/15/2010 | Replaced | F-F-51710-01299596-7-N | Apple |
| F-F-51710-01299596-7-N | | 12/16/2010 | Issued | | Apple |

Raven Produce (Org ID 435689)

| FPC Number | Reference Number | Issue Date | Status | New FPC Number (If Replaced) | Commodity |
|------------------------|------------------|------------|---------|---------------------------------|-----------|
| F-F-51710-01299777-7-N | 343453WD235 | 12/16/2010 | Printed | | Grapes |

4.2 Phytosanitary certificate for re-export

Before issuing a phytosanitary certificate for re-export of a consignment, the NPPO should first examine the original phytosanitary certificate issued by the country of origin and determine whether the requirements of the country of destination are more stringent, the same, or less stringent than those satisfied by the phytosanitary certificate.

If the consignment is repacked, additional inspection should be carried out, whatever the stringency of the requirements.

If, however, the consignment is not repacked, two cases arise. If the requirements are the same or less stringent, no additional inspection will be required. If the requirements are more stringent, additional inspection should be carried out.

If the country of destination has special requirements (e.g. field inspection) that cannot be fulfilled by the country of reexport, no phytosanitary certificate for re-export can be issued unless this special item has been included or declared on the original phytosanitary certificate or if equivalent laboratory tests agreed by the country of destination can be done on samples. When regular re-export exists, or is started, suitable procedures for satisfying these special requirements may be agreed between the NPPOs of the countries of origin and re-export.

If the country of re-export does not require a phytosanitary certificate for the commodity in question but the country of destination does, and the requirements can be fulfilled by visual inspections or laboratory testing of samples, the country of re-export may issue a normal phytosanitary certificate with the country of origin indicated in brackets.

3.1 Conditions for issuing a phytosanitary certificate for re-export

When a consignment is imported into a country, then exported to another, the NPPO should issue a phytosanitary certificate for re-export (see model). The NPPO should only issue a certificate for the export of an imported consignment if the NPPO is confident that the importing country's regulations are met. Re-export certification may still be done if the consignment has been stored, split up, combined with other consignments or re-packaged, provided that it has not been exposed to infestation or contamination by pests. The original phytosanitary certificate or its certified copy should also accompany the consignment.