

<b>Main Topic:</b>	Export Certification Workgroup – Meeting
<b>Date:</b>	Wednesday, February 15, 2017
<b>Time:</b>	2:30-4:30 PM Eastern
<b>Facilitator:</b>	Maggie Smither
<b>Scribe:</b>	Julie Clapp
<b>Location:</b>	Teleconference Access: 888-844-9904; Code: 3774032

**Meeting Invitees:**

<b>Name</b>	<b>Contact Information</b>	<b>Present</b>
<b>National Plant Board</b>		
Joe Collins, President	Joe.Collins@uky.edu	-
Ann Gibbs, Vice President	ann.gibbs@maine.gov	-
Aurelio Posadas, Executive Secretary	aureliop@elkgrove.net	-
John Caravetta, Secretary	jcaravetta@azda.gov	-
Brad White, Western	BWhite@agr.wa.gov	-
Carl Harper, Southern	carl.harper@uky.edu	alt
Jennie Condra, UKY Nursery Inspector (alt for Carl H.)	jennie.condra@uky.edu	X
Mike Bryan, Central	bryanm@michigan.gov	X
Sarah Scally, Eastern	Sarah.H.Scally@maine.gov	-
<b>CACASA</b>		
Marilyn Kinoshita, Tulare County	mkinoshi@co.tulare.ca.us	-
<b>State Department of Agriculture</b>		
Charles Elhard, North Dakota Dept. of Agriculture	celhard@nd.gov	-
<b>PPQ Field Operations</b>		
Clint McFarland, Associate Director for North East	Clint.D.Mcfarland@aphis.usda.gov	-
Gwen Servies, National Operations Manager	Gwen.A.Servies@aphis.usda.gov	-
Laney Campbell, National Operations Manager	Laney.E.Campbell@aphis.usda.gov	X
Bob Bishop, National Operations Manager	Robert.M.Bishop@aphis.usda.gov	-
Wendy Beltz, Field Operations Director	Wendolyn.Beltz@aphis.usda.gov	-
Katherine Hough, Associate Executive Director	Katherine.P.Hough@aphis.usda.gov	-
<b>PPQ Policy Management / Trade</b>		
Ingrid Watson, PIM Deputy Director	Ingrid.E.Watson@aphis.usda.gov	-
Jill Wallace, PIM Deputy Director	Jill.Wallace@aphis.usda.gov	-
Export Services Staff	ppqexportservices@aphis.usda.gov	X

**Agenda:**

No.	Topic	Lead
1.	<p><b>New Participants</b></p> <p>Allen Dawson, Export Specialist</p> <p><i>Maggie introduced Allen. His official start date with Export Services is Sunday, 2/19/17.</i></p>	Maggie Smither
2.	<p><b>IT Security Training is Due</b></p> <p>FY2017 USDA IT Security Awareness Training is mandatory; those without completed training will be unable to use PCIT (and other applications which use eAuthentication). A notice to users is posted under the General Tab on the PCIT main screen.</p> <p>FY 2017 IT Security Awareness Training: Please note that the mandatory FY 2017 Information Security Awareness Training is available now in AgLearn. To access the course, select eLearning from the left-hand menu. On the eLearning page, select Learner Access. The course will appear on your To-Do List with the title, FY2017 USDA Information Security Awareness Training.</p> <p>The deadline is February 24th, 2017. Please note the paper version is ONLY available to users who do not have an AgLearn account. Network access will be removed for any employee, contractor, partner and volunteer that does not complete the training.</p> <p>The training has been "mobile enabled", meaning the course can be taken on a tablet, smart phone, or other mobile device in addition to taking it at one's desk. This additional mobile access means the course is available anytime, anywhere on any device that has an Internet connection, which should make it easier to meet the Information Security Awareness training requirement.</p> <p><i>Reminded everyone about the due date. Laney indicated that there are about 42 people that have not taken the training. Anyone that has not taken it by COB, Friday, 24, will be turned off. Reminders have been sent to SPHDs/ECS/supervisors, etc. and they have been asked to spread the word. If your ACO cannot access the system, it is because they have been cut off. They should contact the PCIT Helpdesk for assistance. Their information will be forwarded to Carl Remalia and the will need to arrange to take the paper test.</i></p>	
3.	<p><b>PCIT/PExD</b></p> <ul style="list-style-type: none"> <li>• PCIT/PExD Updates <ul style="list-style-type: none"> <li>• <i>PCIT 7.2 is coming and will include:</i> <ul style="list-style-type: none"> <li>▪ <i>Replaced the CAPTCHA tool used in the external certificate viewer.</i></li> <li>▪ <i>Updates to the Print Wizard screen to show the destination country.</i></li> <li>▪ <i>Added new State Certificate for Washington. (31 states now use PCIT for state phytos)</i></li> <li>▪ <i>Updated state contact information for Louisiana.</i></li> <li>▪ <i>Multiple updates to Duty Station Certificate Data report.</i></li> <li>▪ <i>Added for Official Use Only text to all COGNOS ad-hoc reports and to canned reports intended for internal users only.</i></li> </ul> </li> </ul> </li> </ul>	Mike Perry

	<ul style="list-style-type: none"> <li>▪ <i>Fix to wrap Foreign Phytosanitary Certificate (FPC) Number data that overflows onto the attachment page for PPQ Form 579.</i></li> <li>▪ <i>Fix to the functionality of the Show All/Collapse buttons on the My Duty Station Workload page</i></li> </ul> <ul style="list-style-type: none"> <li>• Electronic Exchange</li> </ul> <p><i>Mike Perry and Christian Dellis will be traveling to Ottawa, Canada, during the week of February 19 to work on the international schema and demonstrate how the US will be using it. Provide guidance to Canadians so they can get an electronic system up and running. They hope to have system up and running within a year.</i></p> <ul style="list-style-type: none"> <li>• State PExD</li> </ul> <p><i>The inclusion of interstate import requirements into PExD will be fairly complicated due to 50 states and 50+ CA counties that would be adding data. We hope to have more info soon on estimated costs and functionality.</i></p> <ul style="list-style-type: none"> <li>• PCIT Signature Image Use</li> </ul> <p><b>Reminder to ACOs-</b> Submit signature images for use with PCIT if desired; the use of signature images is voluntary.</p> <p>The following link provides the document needed to submit a physical signature to be converted to a signature image in PCIT:  <a href="http://www.aphis.usda.gov/import_export/plants/manuals/domestic/downloads/PCIT_signature_image_form.pdf">http://www.aphis.usda.gov/import_export/plants/manuals/domestic/downloads/PCIT_signature_image_form.pdf</a></p> <p>Completed forms may be sent by mail to Export Services at:          USDA, Plant Health Programs – Export Services          4700 River Road, Unit 131. Riverdale, MD 20737</p>	
4.	<p><b>Phytosanitary Certificates, use of “Other” fields</b></p> <ul style="list-style-type: none"> <li>• 577</li> <li>• 578</li> </ul> <p>The selection of “other” on drop down lists in PCIT can complicate PCIT reporting efforts. ES strives to capture entries cited in “other” fields for incorporation into the dropdown selection lists. ES encourages users not to use “other” if possible. Requests to ES for additional entries to dropdown lists must not reference quality, condition, trade names, or commercial terms.</p> <p><i>Please limit the use of “other” whenever possible. If you absolutely need to use it, let ES know and we could possibly add it to PCIT so next time it will be available to select.</i></p>	
5.	<p><b>Open Discussion</b></p> <ul style="list-style-type: none"> <li>• <i>Mike Bryan had a general question about the Processed Products list in PExD. Is it the same list for all countries or does it vary country-by-country?</i></li> </ul>	All

	<p><i>Terrance responded that the posted list is universal, but individual countries may have specific requirements in their General Requirements.</i></p> <ul style="list-style-type: none"> <li>• <i>Mike Perry asked if anyone was experiencing consistency issues. Have problems been addressed/resolved?</i></li> </ul> <p><i>No problems were identified.</i></p> <ul style="list-style-type: none"> <li>• <i>Mike Perry mentioned that there was a 90 day hold on rule making/hiring due to the new administration. Anything ES sends out/responds to that is policy related, there will be a bit of a delay because it all needs to be cleared downtown.</i></li> <li>• <i>Mike Bryan asked if there was any movement on the US/CAN, Greenhouse-Grown Plant Certification Program (GCP)</i></li> </ul> <p><i>Laney responded that the technical document is ready. Everything has been agreed to and the document has been signed. There will be a 2 year phase-in period for orgs that are already in program. Any new orgs are being asked to start with the new program.</i></p> <ul style="list-style-type: none"> <li>• Upcoming/Past Meetings</li> <li>• Staff Changes/Announcements</li> </ul> <p><i>Allen Dawson is joining Export Services. Davin Potts is moving to Washington to assume the Trade Specialist position.</i></p> <ul style="list-style-type: none"> <li>• Ideas for agenda topics for next ECW</li> </ul> <p><i>Please contact Maggie if you have any ideas.</i></p>	
6.	<p><b>Next ECW Meeting</b></p> <p>Scheduled for Wednesday, May 17, 2017 2:30-4:30 PM Eastern</p> <p>Is that date OK for the group? <i>If you can't make the calls, please arrange for an alternate to represent your area.</i></p> <ul style="list-style-type: none"> <li>• Future ECW Meetings Wednesday, August 16, 2017 2:30-4:30 PM Eastern Wednesday, November 15, 2017 2:30-4:30 PM Eastern</li> </ul>	All