

**Phytosanitary Certification
Manual
International & Domestic**



2024 PHYTOSANITARY CERTIFICATION GUIDELINES

Table of Contents

INTRODUCTION.....	2
MAKING AN APPOINTMENT	2
IMPORT REQUIREMENTS OF FOREIGN COUNTRIES	3
TYPES OF PHYTOSANITARY CERTIFICATES	4
Federal Phytosanitary Certificates	4
State Phytosanitary Certificates.....	5
APPLICATION FOR PHYTOSANITARY CERTIFICATE	7
General.	7
Shipment Inspection	13
Shipment Sampling	14
Sampling for Laboratory Analysis	15
Nematode Analysis.....	15
Supporting Documents	16
ISSUANCE OF PHYTOSANITARY CERTIFICATES.....	17
APPENDIX A – TIME LIMITS.....	19
APPENDIX B – REQUESTED HOLD PROCEDURES	20
APPENDIX C – FEE SCHEDULE	21
APPENDIX D – SAMPLE RELEASE LETTER	22
APPENDIX E – LAB SUBMISSION SAMPLE LETTER	23
APPENDIX F – APPROVED SAMPLERS	24
APPENDIX G – SOIL GUIDELINES.....	25
APPENDIX H – BLEND LOTS AND NAME CHANGE.....	26
APPENDIX I – DIVISION OF PLANT INDUSTRIES CONTACTS.....	27

This publication is also available on the ISDA Home Page at
[\(https://agri.idaho.gov/main/plants/field-inspection-export-and-phytosanitary-certification/\)](https://agri.idaho.gov/main/plants/field-inspection-export-and-phytosanitary-certification/).

INTRODUCTION

Phytosanitary certificates (PC) are issued to indicate that consignments of plants, plant products or other regulated articles meet specified phytosanitary import requirements and conform with the certifying statement of the appropriate type certificate. Phytosanitary certificates should only be issued for this purpose.

Each certificate type provides a standard wording and format that should be followed for the preparation of official phytosanitary certificates. This is necessary to ensure the validity of the documents, that they are easily recognized, and that essential information is reported.

Importing countries should only require phytosanitary certificates for regulated articles. These include commodities such as plants, bulbs and tubers, or seeds for propagation, fruits and vegetables, cut flowers and branches, grain, and growing medium. Phytosanitary certificates may also be used for certain plant products that have been processed where such products, by their nature or that of their processing, have a potential for introducing regulated pests (e.g. wood, cotton). Phytosanitary certificates may also be used for other regulated articles where Phytosanitary measures are technically justified (e.g. empty containers, vehicles, and organisms).

Importing countries should not require phytosanitary certificates for plant products that have been processed in such a way that they have no potential for introducing regulated pests, or for other articles that do not require phytosanitary measures.

The State of Idaho does not require anyone to get a phytosanitary certificate of any type to export a commodity. A PC is required by most importing countries and some states. There is usually little the Idaho State Department of Agriculture (ISDA) and/or the U. S. Department of Agriculture (USDA) can do to remedy the situation when a commodity without the proper PC becomes "held" at a port-of-entry.

ISDA, through a Memorandum of Understanding with USDA, is authorized to issue Federal Phytosanitary Certificates.

MAKING AN APPOINTMENT

Appointments for inspection will be accepted on a first-come, first-serve basis. Schedule samplings and inspections 24 to 48 hours in advance.

Although we do our best to accommodate AM/PM requests, we cannot guarantee service at a specific time without a RUSH service request (\$100). A request for a specific time frame (for example, between 9:00 & 11:00 AM) falls into a RUSH request.

Please give specific information about the shipment for which you are requesting an inspection, such as how many lots, number and size of samples, types of containers (tri-wall, bins, packets, bags), number of certified true copies and number of phytosanitary certificates. This information is very helpful to ISDA for scheduling the inspector's time in the most efficient way possible.

If you are in Northern Idaho, call the investigator nearest to you. In the Treasure Valley, call "The Phyto Line" at (208) 332-8629 before 8:00 a.m. of the day you require service. In Magic Valley and Eastern Idaho, call "The Phyto Line" at (208) 736-3032. If you have questions, you can call (208) 332-8650 in the Treasure Valley and (208) 736-2195 in the Magic Valley. These phone numbers, and e-mail addresses are all listed in [Appendix I](#) on page 27.

Walk-in inspections must be made by appointment.

For official sample(s) submitted to ISDA's Plant Pathology Laboratory, a Pathology Submission form and sample submission letter must be presented to the inspector at time of sampling. The PDF forms are available online with the link below. Go to Labs, then click on Plant Pathology Lab, Sampling and Shipping, under 'Shipping' section see Plant Pathology Submission Form. This is a fillable form. Print it and provide at time of official sample.

<https://agri.idaho.gov/main/wp-content/uploads/2022/04/ISDA-PPL-001-PPLSubmissionFormfillable.pdf> An example of the submission letter can be found in [Appendix E](#) on page 23.

Seed Analysis Certificate (USDA SAC) and International Seed Testing Association Sampling (ISTA)

Due to the time commitment for SAC and ISTA sampling, notification of one (1) week prior to the date of requested sampling is requested. A \$25 per hour inspection charge in addition to the per sample fee. (see [Appendix C—Fee Schedule](#) on page 21). Additional lab fees will be billed directly from the laboratory.

IMPORT REQUIREMENTS OF FOREIGN COUNTRIES

Rules and requirements followed in issuing a Phyto certificate are set forth in the [Phytosanitary Export Database \(PExD\)](#) system and [Export Program Manual \(XPM\)](#). PExD contains phytosanitary import requirements of U.S. origin commodities to foreign countries. This information may be retrieved by users with access to the [Phytosanitary Certificate Issuance & Tracking \(PCIT\)](#) system. Requirements may also be obtained by contacting any of the ISDA employees or offices listed in [Appendix I](#) on page 27.

Requirements may also be received by the exporter in the form of an Import Permit (IP). An IP always supersedes requirements cited in the importing country's export summary(PExD) but sometimes need both IP & PExD. (See page 16 [Supporting Documents](#)). See page 4- Federal Re-export Certificate for foreign origin commodity.

TYPES OF PHYTOSANITARY CERTIFICATES

Federal Phytosanitary Certificates

Federal Phytosanitary Certificate (PPQ Form 577)

A 577 is issued when a plant commodity from the United States will be shipped to an importer in a foreign country. The format of a 577 is regulated by the International Plant Protection Convention (IPPC). A 577 certifies that the shipment is apparently free from pests and diseases of quarantine significance to the importing country and substantially free from other pests and diseases. In general, freedom is based on a visual inspection of the shipment or an officially drawn representative sample of the shipment.

To be eligible for a 577, a plant commodity must meet the following criteria:

- Plant commodity was produced (originated) in the United States and the commodity is comprised of plants, plant parts, or something derived from plants and is unprocessed.
- The commodity meets the import requirements of the destination country; either from PExD or from an IP.
- The commodity, or an officially drawn sample, has been examined visually and found free from pests and pathogens of concern to the importing country. In some cases, additional laboratory testing may be required.
- A commodity considered "unrestricted" by the importing country may still be issued a PC, though one is not required.
- Foreign origin commodity without importing phyto. Customer must supply the requirements from the destination country for the origin country. The only exception when obtaining requirements is not required to be supplied is when the commodity is being shipped back or returned to the importing country.

Federal Re-export Certificate (PPQ Form 579)

A 579 is issued for plants and unprocessed or unmanufactured plant products that have been imported into the US. The exporter is responsible for providing the import requirements of the destination country for the commodity(ies) from the originating country. (Example: Chile seed shipped to U.S. being forwarded to the Netherlands, the Exporter must provide Netherlands requirements for Chile grown seed.)

A 579 may be used under the following conditions:

- For plant commodities whose origin is outside the United States and a US exporter wishes to export the commodity to a foreign country.
- If any part of a re-export shipment is of foreign origin, and any domestic portion of the shipment cannot be separated from the material of foreign origin, the entire shipment is to be considered foreign for certification purposes (i.e., if a blend of domestic and foreign seed is being shipped, the entire blend lot would be considered foreign).

- If any component of a re-export shipment is known to be prohibited by the importing country, a 579 cannot be issued unless a valid IP is received, and the requirements can be met.
- Additional declarations (AD) citing the following may be added to a 579:
 1. "IP Number presented." If a valid IP is presented and all conditions from the IP can be met. The IP translation must be certified. (See page 16 [Supporting Documents](#)”).
 2. Any authorized AD citing inspection, testing or laboratory analysis and results if conducted in the US by an approved laboratory or government agency on officially drawn samples. (See “**Field Inspection Documents**” and “**Laboratory Testing Documents**” on page 16).
- A certified true copy (CTC) of the PC accompanying the shipment into the US should also be submitted with the 579 application. A copy of the foreign PC may be attached to the 579 and referenced in the appropriate section if a certified true copy is provided to ISDA. If no CTC or original importing phytosanitary certificate is presented, a 577 (PPQ Form 577) may be issued, provided all requirements can be met.
- If more than one commodity and more than one country of origin are on a single 579, the country of origin of each commodity must be specified in the origin section (i.e. the origin section of a 579 for corn and beans from Chile and Argentina might read as follows: “Chile (beans), Argentina (corn)).
- Foreign origin commodities that have entered United States commerce, been safeguarded, or remain sealed in original packaging, which are being returned to the country of origin, can be certified without official communication from the country of origin. Exporters should verify if there are additional phytosanitary requirements from the country of origin prior to exportation.

State Phytosanitary Certificates

State Phytosanitary Certificates should be submitted via the PCIT program. To enter a State Phyto Application in PCIT, select “Idaho Certificate” when choosing the form type. Please submit the PCIT application/inventory page. The application can be found on our website at agri.idaho.gov, go to Plants & Insects, then click on Field Inspections & Exports, under Forms, Reports & Publications click on Inventory Page for State Phytosanitary Certificate—For use in PCIT application process or [https://agri.idaho.gov/main/wp-content/uploads/2018/02/ STATEPCITINVENTORYPAGE.pdf](https://agri.idaho.gov/main/wp-content/uploads/2018/02/STATEPCITINVENTORYPAGE.pdf).

State Nursery Phytosanitary Certificate

A state phyto certificate may be issued **only** if the destination is another state or a US territory. The commodity would have to meet any import requirements of the destination state or territory. This certificate is used for nursery stock and other non-seed crops or commodities.

State Field Inspection Certificate (SFIC)

The SFIC attests to disease or pest freedom based on “field” or “area” inspection of the crop from which the plant commodity being shipped was harvested. A SFIC may be issued to “back up” an AD made on a 577, or to facilitate shipment of a plant or plant product to another state, US territory or country.

A SFIC can be issued on any seed crop which meets the following criteria:

- The crop was produced in the State of Idaho.
- The crop was submitted for individual field inspection or area inspection to ISDA at the beginning of the season in which it was produced.
- The crop passed inspection and no diseases or pests occurred, or a pest or disease was observed but is not of quarantine significance to the importing state or country.
- **The shipment shall not be sampled.** A SFIC is issued based on the results of a field or area inspection. The SFIC does not certify freedom from pests or disease based on visual examination of an official sample of the shipment. A state map number or a field inspection report must be submitted.
- **Beans**—The crop must pass both field and pre-harvest or windrow inspection.

If a State Certificate is issued in conjunction with a Federal Certificate the names, addresses, quantities and bag marks must match exactly.

If the consignee is a foreign address of a country that requires a 577 and no 577 in addition to the state certificate is requested, the following statement will be placed in the remarks section: “*The USDA Phytosanitary Export Database Summary for (country) states that a United States Federal Phytosanitary Certificate must accompany shipments of (crop).*”

Seed Inspection Certificate

A Seed inspection certificate may be issued when a seed product is apparently free from harmful pests and diseases based on a **visual or laboratory examination of a submitted or official sample**. Origin of the seed may be a state other than Idaho. The following information is required: variety, lot number, consignor, consignee, and amount of seed to be exported.

APPLICATION FOR PHYTOSANITARY CERTIFICATE

Applications for Federal and state phytosanitary certificates must be filled out on the USDA PCIT website <https://pcit.aphis.usda.gov/pcit/> after creating an account. PCIT allows companies to create and submit applications for certificates to export commodities. The progress of the applications may also be viewed, copies of the applications and final certificates can be printed, and templates can be created to simplify the application creation process.

Once the PCIT application has been submitted it can be viewed by the requested duty station. Paper inventory forms for Federal and state phytosanitary certificates may be obtained from ISDA offices in Boise or Twin Falls, or from any Plant Industries Investigator (see [Appendix I](#), page 27). Applications may also be downloaded from the ISDA homepage at: <https://agri.idaho.gov/main/plants/field-inspection-export-and-phytosanitary-certification>

APPLICATIONS MUST BE PROPERLY FILLED OUT ACCORDING TO INSTRUCTIONS.

Instructions for Completing PCIT Applications After initial setup in PCIT.

eAuthentication User ID: The username you selected during the setup of your eAuthentication account. This is a permanent 6 to 20-character user ID.

PCIT PIN: The eight-digit number assigned by your organization administrator to synchronize your eAuthentication account with the organization's account in PCIT. This synchronization is a one-time event.

A complete list of PCIT User Guides is available at: <https://pcit-training.aphis.usda.gov/PCITHelp/index.html>

After you have logged in to the USDA PCIT website go to Create Application, choose "With Template" or "Without Template". Select your Certificate Type: PPQ 577, 579, or state. Note: Items marked with a red asterisk are required.

General

Applicant name and address. Update button allows you to enter your organization name or Organization ID. (6-digit code)

Exporter: (Red asterisk) The exporter's name and address must be in the US. The address must include a name, address, city and state. Note abbreviations are not allowed to be used in the Exporter address.

Consignee: (Red asterisk) The consignee's name and address must be in the same country listed in the "To: The Plant Protection Organization of:" section. Addresses must include at least the name, city and country.

Only one consignee per PC is allowed. The use of phone and fax numbers will **not** be allowed. **Do not** use statements such as “In-care-of” (c/o), “Attention to,” “Agent for” or “Notify.”

Manage Exporters and Consignees: Creating a list of exporters and consignees allows anyone in your organization to select an exporter or consignee from a list when creating an application, eliminating the need to type the exporter or consignee information for each application. You may add, update or delete exporters at any time through **Manage Template Data**.

Exporter and Consignee Alias Name: A more specific name to allow you to differentiate between exporters or consignees in a drop-down list and is needed if you have more than one exporter or consignee with the same official name. The alias could be the exporter or consignee name with a location descriptor (e.g., Fruit Company - East).

Requested Issuing Duty Station: (Red asterisk) Be sure to choose the correct ISDA issuing duty stations depending on location of your shipment. Choose one of the following:

- Twin Falls **(State)**
- Boise **(State)**
- Lewiston **(State)**
- Sandpoint **(State)**
- Idaho Falls– Plant Industry **(State)**

*If application is submitted to a duty station outside of an ID State station, ISDA cannot see them nor return them. These applications must be recalled by submitter and reassigned.

Import Permit Number: Number specified on the permit from the foreign government. Please list **only** the number exactly as it appears on the Import Permit(s).

Export and Shipping Details.

Approximate Date of Departure From Port of Export: (Red asterisk)
Use mm/dd/yyyy format.

Port of Export: Location where the commodity(ies) will depart from. *Not required.*

Conveyance Type: (Red asterisk) This refers to how the commodity is going to be shipped to the importer. Please choose one from the Standard PCIT Options: air freight, air mail, enclosed truck/air freight, hand carry, ocean vessel, railroad or truck line. Do not provide shipping company information.

Default Shipping Details: This contains Number of packages, Package description and Distinguishing marks. It is not necessary to use this section as these shipping details will be entered in the Commodity Details section. *Not required.*

Point of Entry: (Red asterisk) Port of entry is where the commodity will enter in the importing country. Some countries require specific classes of commodities to enter specific ports. Please consult the PCIT Port of Entry summary of the importing country for specific requirements. It is NOT acceptable to enter “Unknown” as the port of entry. Enter the port of entry as listed on the IP or leave the section blank and PCIT will automatically insert the country name. **Do not use statements such as “Port of.” or include the country name with the port name.**

Commodities Overview.

Commodities Available For Inspection At: (Red asterisk) Please be specific as to the company name and/or location.

Commodities Available On: (Red asterisk) Use mm/dd/yyyy format. This date cannot occur in the past. **This does not notify ISDA of an inspection request, call the Phyto Line.**

Time: (Red asterisk) Must use a 24-hour clock (e.g., 18:00). Time should be entered in accordance with the time zone of the requested issuing duty station.

Select Add Commodity: Choose “Search By: Common Name or Botanical Name.” If the commodity is for propagation, genus and species must be stated. It is the responsibility of the person/company requesting the PC to provide the accurate genus and species on the application. **Variety names or sub-species generally cannot be included with the botanical name. There are some exceptions.** Commodity names should be kept as general and generic as possible.

Mixed Commodity: One or more commodities packaged together (i.e. salad mix, floral bouquet). Ingredients: A product contained in a mixed commodity package.

Cross Commodity: An offspring of two plants of different species. Commodity crosses are widely used by the nursery industry. Commodity crosses are a 'hybrid' of two existing plants. These existing plants must be found in the current commodity list since an unlisted commodity entered by a user cannot be used. A commodity cross is depicted as genus species X genus species. Commodity crosses use the botanical name of the two commodities, separated by an X as both its common name and botanical name (i.e. *Mahoberberis aquisargentii* = *Mahonia aquifolium* X *Berberis sargentiana*)

Commodity Details.

Part: (Red asterisk) has a drop-down list where you can choose: bale, bulb, grain, hay, pellets, plants, seeds, trees, etc.

Quantity: (Red asterisk) A quantity must be entered for each commodity to correspond with a selected unit. Enter a number. If multiple units there are three entry spaces. This could be used if the shipment was 1 pound and 3 ounces. You would enter 1 in the first box and 3 in the next. Be sure to match up the corresponding unit of measurement.

Unit: (Red asterisk) Select the unit of measure (pounds, ounces, kilograms, grams, tons, etc.) from the drop-down list. Some countries may require units to be in a specific format (Mexico, Chile or EU countries—metric).

Number and description of packages (box 11): This section lists the number and type of shipping containers (i.e., 20 paper bags) for each commodity to be exported.

Number of Packages: (Red asterisk) Enter the number of containers. Must be a whole number.

For multiple packages click **Edit/View Multiple Packages** button. Add the primary number of packages and package description first, then continue with any additional number of packages and package descriptions. The order listed will be the order they appear on the certificate. The text 'Multiple' will be displayed next to Number of Packages and Package Description on the Commodity Details page after multiple entries have been added. If you clear your multiple entries, the Number of Packages text box and Package Description drop down will reappear for a singular entry.

Package Description: (Red asterisk) Need to select **Other**, then enter the container description for the commodity (e.g., wooden crate, cardboard cartons, burlap bags). Bulk shipments should be listed as 'In bulk.' Some of the package descriptions are pre-defined in PCIT. They are as follows:

In bulk

All in [#] [container
description] [#] [container
description] each

To use these pre-defined package descriptions, simply choose one from the Package Description dropdowns. If you use the 'All in ...' or '... each' pre-defined options, you must also click the **Edit** button to populate the **Other** field and edit the items in [square brackets].

Examples: 15 Tote Bags
53 envelopes
4 Cartons

Once you save the commodity, your updated pre-defined package description will become a user-defined package description and can be edited later again by selecting it in the drop down and using the **Edit** button.

Distinguishing Marks: (Red asterisk) Enter the markings exactly as they appear on the containers, cartons, bags, bales, boxes, truck licenses, railway cars, etc. If there are no distinguishing marks, enter 'None.' **Distinguishing Marks must be verified.** "As Addressed," "As Marked," or "Branded" are unacceptable statements.

Certified Origin: **Location (county, and/or state, and country) where the commodity(ies) were grown or cultivated.** Origin is not where the commodity was treated, packed or ultimately shipped from (i.e. if the carrot seed was grown in California and packed in Idaho, the origin is California). The **Add/Edit** button allows choices of: locality (such as "Area 6"), locality descriptor (such as county), State/Territory (choose the state of origin), or Country (USA is the automatic default) - then click the **Add** button.

Attachments.

Backup documents used to meet requirements should be uploaded into PCIT as attachments. This function allows gif, jpg, or pdf formatted files to be attached to the application. Examples of attachments are Import Permits, Lab Results, Field Inspections, Foreign Phytos, FGIS 921-2, Inventory Pages or other pertinent supporting documentation. Attachments are used as back-up documentation to satisfy importing country requirements. To add attachments to your application, click the Add Attachment button.

Summary/Submit.

Please review the information that you have provided for the application. Select **Edit** to make changes to the associated part of the application. Carefully review your application, certify the origin of the commodities, and then click the **Submit Application** button.

Tracking Number: Number assigned the first time an application has been saved. Used for tracking the application through the issuance of the certificate.

PCIT Application Follow Up.

Follow the procedures for [Making an Appointment](#) as specified on page 2. At the time of inspection, please present the inspector with a PCIT Certificate Draft or PCIT application, and the ISDA Inventory/Treatment Page with the PCIT Tracking Number. The Inventory /Treatment Page can be downloaded from the ISDA homepage at agri.idaho.gov, click on Plants & Insects, then click on Field Inspections & Exports, the fillable forms are in blue under Form, Reports & Publications, or <https://agri.idaho.gov/main/wp-content/uploads/2018/03/ISDA-Federal-PCIT-App-Rev.-031518.pdf>. When applicable original IP and IP translated (English) copies must be presented. Once an IP has been presented, ISDA must meet those requirements.

The Inventory Page includes:

Treatment Section: Any treatment applied to the shipment may be entered in this section. Date, type (i.e. fungicide, insecticide or fumigation), chemical (Active Ingredient) (no trade names), and concentration of treatment must be listed. Fumigations or hot water treatments also need duration and temperature (Celsius or Fahrenheit). If an importing country requires specific treatment, this must be followed and listed in the treatment section.

Required treatments must be officially documented.

All fumigations or hot water treatments, when officially required by the importing country, must be witnessed by an ISDA Investigator. Unless the licensed applicator administering the treatment is under a compliance agreement with the USDA APHIS PPQ.

- a. If fumigation or hot water treatment is required in PCIT or on an Import Permit, this treatment must be applied at the rate required and listed as required on the treatment documentation presented to ISDA.
- B. For official seed treatments the following must be obtained for a treatment to be entered on a Phytosanitary certificate (PC).
 - a. For restricted use chemicals the PC application must be signed by a licensed applicator applying the treatment with their license number and date of expiration and listing chemicals used, concentrations, and date of treatment.
 - b. For non-restricted use chemicals the PC application must be signed by a company representative and dated, verifying chemicals used, concentrations, and date in the treatment section are accurate.
 - c. If a treatment is required in PCIT or an Import Permit, this treatment must be applied at the rate required and listed as required on the treatment documentation presented to ISDA.

If a commodity is treated, even though treatment is not a requirement of the importing country, it is recommended that the treatment details be listed on the PC. ISDA would still require this treatment be listed on the inventory/treatment page.

ISDA Inspected Lots: Please fill in the species, variety, lot number, quantity, year/location/grower, and state number for Idaho inspected lots, under the heading "Idaho Dept of Agriculture Inspected Crops." For listing blend lots, please see [Appendix H](#) page 26. If pending state number, please provide map number. Please be sure to list the most current and up to date information. The exact variety name and/or lot number the crop was produced under as it appears on the Crop Inspection Report. If another variety name and/or lot number is to be used, the original variety name and/or lot number must be in parentheses with a signature next to it on the application form. This signature change by the company ensures that original variety names and inspection lots can be traced back.

ISDA Non-Inspected, out-of-state origin or ICIA inspected lots, fill in the species, variety, lot number, quantity, year/origin/grower, and any other pertinent information, under the heading “Idaho Origin Non-Inspected, ICIA Inspected & Out of State Origin Crops.” Pertinent information could include ICIA Certification numbers, laboratory testing information or any other information that might be needed for issuance of the certificate. Copies of field inspections and lab forms will need to be supplied to the inspector at the inspection.

Idaho Crop Improvement Association (ICIA) Inspected Lots must be accompanied by an ICIA Growing Season Field Inspection Report listing variety name, lot number, parent seed lot number, acres, method of irrigation, grower, county, inspection dates, diseases inspected for, results of inspection, and the clean weight of the crop at the time of inspection. Applicant must provide the inspection history of the parent seed lot number listed on the ICIA Growing Season Field Inspection Report.

Other Phytosanitary details:

Additional Declarations (AD): The Additional Declaration (AD) section is for adding information about the consignment required by the importing country through an IP or PExD summary notation. Only ADs specifically required by the importing country are authorized. ADs may include a reference to an IP, certification of disease freedom based on field inspection, laboratory analysis, or area freedom depending on specific wording of the importing country’s requirements. ADs for variety type or genetic resistance to a pest or disease are not permitted on a 577. An example of an acceptable AD would be “Parent plants were inspected during active growth and found free from pea bacterial blight caused by *Pseudomonas pisi*.” This particular AD would require documentation that the crop was field inspected and found free from that disease.

Additional Official Phytosanitary Information (AOPI): To facilitate re-exports from destination countries, companies requesting Additional Official Phytosanitary Information (AOPI) must present a consolidated disease list that all the crops were inspected and found free from based on Lab Test, Field Inspection, Pest Free Area, Not Known to Occur in U.S and/or Visual Inspection. The AOPI selection process in PCIT must be used for this section. It is not acceptable to type in the information or to copy and paste information into this section.

Shipment Inspection

Each lot in the shipment must be accessible from at least two (2) sides. Bins must be placed on the ground, and pallets of bagged material can be no more than two (2) pallets high. Shipment must be stacked in manner that allows for the inspector to verify Distinguishing Marks and adequately verify bag counts and/or weights. **The investigator should be reasonably accommodated in order to safely retrieve representative samples.**

All shipments must be examined to see that they match the descriptions presented on the application. Samples are examined for soil, sclerotia, obvious fungal, bacterial or weed contamination, and insect damage (items of a phytosanitary nature). Samples are not examined for purity, off-seed types, etc. Companies can request that the phyto samples be returned. Pelleted seed must be inspected twice. The first inspection is to be of the raw seed and will be billed as a Visual Sample (Official Sample). The second inspection is to be of the seed in its final shipping form and packaging with the charge for this inspection to be included in the customary certificate charges.

Shipments failing inspection for one reason or another will not be eligible for phytosanitary certification. The reason for the failure will be written on the application, signed by the inspector and the application returned to the applicant. Any samples taken will be sealed and kept by the ISDA for 30 days. Some shipments may be able to be certified after having been re-cleaned or reconditioned.

Shipment Sampling

There are three sampling procedures available:

1. Lot Representative Sampling:

- If the lot or seed type in the shipment is made up of six (6) or fewer bags, five (5) bags will be sampled.
- If more than six (6) bags make up a single lot, ten percent (10%) of the bags plus five (5) are sampled to a maximum of thirty (30). A minimum of five (5) containers are always sampled.
- If the lot or seed type in the shipment is made up of bulk seed, bins, or boxes the total weight in pounds of the lot is determined. This weight is divided by 100. Five (5) plus ten percent (10%) of the bag equivalent will be the number of subsamples pulled from the lot to a maximum of thirty (30).
- If the number of subsamples pulled does not provide enough seed for an adequate sample, additional subsamples may be taken. ISDA reserves the right to sample more than thirty (30) containers or pull more than thirty (30) subsamples if the shipment is so large that sampling only thirty (30) would not yield a representative sample.

2. Entire Lot Sampling:

- Companies can request examination of the entire shipment on-site if it is under fifty (50) pounds or is composed of small sample packages. This would most commonly be done with small research samples. ISDA reserves the right to remove and examine an official sample of the shipment if the investigator deems it is warranted.

3. **Automatic samples**

- May be accepted by ISDA in lieu of an officially drawn sample under the following conditions:
 - The company has signed a compliance agreement with ISDA concerning automatic samples. Please contact ISDA for more information.
 - The method used in obtaining the automatic sample is inspected and approved by ISDA.
 - The sampling procedure is automatic from all portions of the shipment and is completely random in nature.
- Automatic samples cannot be split prior to inspection by the ISDA inspector. The ISDA inspector will take the ISDA sample from the entire automatic sample and the remaining portion will be considered the company's record sample.
- ISDA reserves the right to draw an official sample from the actual shipment.

Sampling for Laboratory Analysis

For official samples submitted to ISDA's Plant Pathology Laboratory, a Pathology Submission form and sample submission letter must be presented to the inspector at time of sampling. The PDF forms are available online. Please print this form and provide at time of official sample.

<http://agri.idaho.gov/main/wp-content/uploads/2017/11/USDA-PPL-SampleSubmissionFormfillable5.pdf> Sampling protocol used by ISDA investigators was established by the Association of Official Seed Analysts (AOSA) or International Seed Testing Association (ISTA) guidelines (1,000 grams minimum). ISDA will dispose of excess samples unless the owner of a sample makes a different arrangement with ISDA investigators. Sample size may vary based on requested test.

Procedures followed by authorized ISDA investigators ([Appendix F](#), page 24) in taking official samples for Seed Lab, Plant Pathology Lab or Nematode Lab testing are as follows, unless directed otherwise by the testing laboratory:

Sampling for Nematode Analysis

The bean serology sampling is followed and taken for each shipment or lot. The sub-sample must be sealed and initialed by the ISDA Investigator. A nematode analysis sheet will be left with the company to send with the sample to the University of Idaho Nematology Lab. Alternately, the sample(s) can be taken with the ISDA Investigator and sent to the U of I Nematology lab on behalf of the company (Company will be billed for shipping costs by the ISDA). (Fees for the lab services will be billed separately by the laboratory.) Contact lab to confirm the size of the sample needed.

Supporting Documents

1. Import Permit (IP)

IP is obtained by the importer and sent to the exporter. If the exporter wants an IP number referenced on the PC, **a copy of the IP and a certified English translation of the entire (top-to-bottom) IP must be provided by the exporter to ISDA.** To certify a translation of an IP, the company or applicant for the 577 or 579 must place the following statement on or attach to the translation:

"I certify that this is a true translation of Import Permit Number, signed, Title, Company, Date.

All requirements of the IP must be satisfied prior to issuance of a 577 or 579. When an IP is listed as "required" on a non-prohibited commodity and one is not presented, a 577 can normally be issued with the AD "No import permit presented." For prohibited commodities or when an IP is required and PExD says "Do not certify unless an IP is presented," a 577 cannot be issued until a valid IP is presented.

2. Release Letter

A release letter is required when a company is applying for a PC for an Idaho grown seed lot they purchased from another company. Release letter must include: variety, lot number, quantity sold, year grown and state number. See [Appendix D](#) on page 22 for an example of a Release Letter.

3. Blends

If a seed lot that was not field inspected in Idaho is blended with an Idaho field-inspected lot, the resulting lot will be treated as a non-Idaho field-inspected lot for phytosanitary certification. If two or more Idaho field-inspected lots are blended, the resulting lot will be eligible for certification at the level of the component with the least amount of certification. See [Appendix H](#) on page 26 for examples of listing blends on a PC application.

4. Field Inspection Documents

Many countries require additional verification that commodities were inspected during active growth and found free from specific pests and pathogens. If the origin of the commodity is Idaho, the variety, grower, number of acres, lot number and state number must be provided to ISDA. Such as, the crop report or a certificate of field inspection.

If the origin of the commodity is not Idaho, the applicant must provide ISDA with the inspection document.

5. Laboratory Testing Documents

All testing done to meet phytosanitary requirements must be performed on an officially-drawn sample by an authorized agent from the lot of which the shipment will later be taken or from the shipment itself. An original copy of test results must be attached to the 577 application before the 577 can be issued.

Some importing countries require laboratory testing to establish freedom from certain diseases and pests. These tests must be performed by an USDA accredited or approved laboratory, such as the ISDA or the University of Idaho laboratories and based on an officially drawn sample.

6. Seed Lots Found Positive for a Disease as the Result of a Lab Test or Field Inspection.

It is permissible to certify for export seed lots found positive for a disease during a field inspection or lab test provided that:

- a. The disease is not listed in the importing country's import requirements for that commodity.
- b. The disease is not on the importing country's list of harmful organisms.
- c. The importing country does not make any general statements, such as "Shipments must be free of all other pests" or "Shipment must be substantially or practically free of all other pests." In which case, a seed treatment may be allowed, provided it is effective against the target pest AND the treatment is acceptable to the importing country. Without the importing country's approval, the shipment is ineligible for certification.

Seed lots found positive for a disease as the result of a lab test or field inspection are considered positive and may not be re-tested.

ISSUANCE OF PHYTOSANITARY CERTIFICATES

Procedures

- a. Submit to ISDA a completed PC application and all additional documentation (field inspection reports, IP, release letters, lab test results, etc.) required to satisfy requirements of the importing country.
- b. ISDA verifies the shipment to see that it matches the application. A random representative sample of the shipment is inspected for the presence of pests or soil in compliance with the importing country's requirements.
- c. The completed application form is signed by the ISDA Investigator and either hand-delivered, faxed, or emailed to the ISDA office.
- d. ISDA checks for all required paperwork and the inventory for ISDA and ICIA field inspected seed lots.

- e. The completed PC will be mailed. Or upon request may be signed electronically (when permitted) printed at the company (When application submitted in PCIT account and not AE Authorized Entity). Or upon request sent by Federal Express at the exporter's expense. The company can also make arrangements to pick up PC at the ISDA office. (During normal business hours.)
- f. The applicant will be billed at the address listed on the application unless other arrangements or a request is written on the bottom of the PC application.

Applications are processed when all documentation, samples and inspection results are complete, and in the order that they are received, unless rush service is requested. A PC is generally issued within 1 to 2 business days of receipt of complete documentation, inspection and provided the requirements of the destination country are met.

Rush Service

This service is to accommodate requests for phytosanitary certification applications, official sampling, field inspection, or other services that must be completed earlier than the routine two (2) business day turn-around or within a specific time frame on a certain day. This is based on the applicant's time frame on a case-by-case basis provided all phytosanitary requirements can be met and supporting documents are in order. The fee is one hundred dollars (\$100) per certificate in addition to the customary charges. See [Appendix C – Fee Schedule](#) on page 21.

APPENDIX A – TIME LIMITS

“Time limits” generally refer to the amount of time that is allowed between inspection and certificate issuance. PPQ’s policy on time limits is that an export certificate **must** be issued within 30 days of the phytosanitary inspection. PPQ policy **must** be met even if a country’s time limits refer to the time period between certificate issuance and exportation. In addition to PPQ’s policy on time limits, each importing country may specify its own time limit requirements. **EXPORTERS MUST MEET THE IMPORTING COUNTRY’S TIME LIMITS.** If an importing country’s time limit is more restrictive than PPQ’s policy, the importing country’s time limit requirement will take precedence. In order to ensure time limits are met, it is important to understand the difference between inspection date and issuance date.

Inspection date: The date an Authorized Certification Official (ACO) or other authorized entity conducts the phytosanitary inspection. It is important to note that the date of inspection is considered “Day 1” of the 30 days.

Issuance date: The date a certificate is signed.

While the dates of issuance and inspection can be the same, they are two different actions.

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Importing Country Requirements

Importing countries’ time limits, if specified, will be included in the country’s definition of a phytosanitary certificate, phytosanitary certificate for re-export, and the processed product certificate in PExD under **Definitions of Terms**. Additionally, time limits may be specified for an individual commodity or class of commodities elsewhere in an export summary. Failure to review an individual country’s time limits may result in improper certification. Some countries require issuance prior to departure.

Replacing PPQ Forms 577 and 579

Replacing PPQ Forms 577 and 579 is acceptable outside the 30-day time limit if the original certificate was issued within 30 days of inspection and the number of packages or containers is not increased. When request for a replacement fall outside of the time limit, each case must be reviewed by USDA before processing the replacement request.

NOTE: These time limits are subject to change at any time based on the **USDA’s Phytosanitary Export Database (PExD) System**. Do not issue export certificates if the time limit between inspection (or issuance date for EU countries) and the shipping date has been exceeded unless the shipper presents a bill of lading showing the plant or plant product was shipped within the prescribed time.

APPENDIX B – REQUESTED HOLD PROCEDURES

1. Applications can be held at the company's request prior to phyto issuance. All others will be processed using our normal protocol.
2. Applications put on a company-requested HOLD **must be submitted to the inspector at the time of inspection** and delivered to the appropriate ISDA office. The application will be logged in and then will put in an EU/Requested HOLD file in the office.
3. Company requests for HOLDS must be made **in writing**. This request can be just a note on the front page of the application.
4. The visual inspection is only good for 30 days, at which time the application will expire. Applications with expired inspections will be cancelled and the company will be billed for the inspection. We will notify the company when an inspection has expired. Shipments can be re-inspected and a new application submitted by calling the Phyto Line.
5. When the company is ready to have the Phytosanitary certificate issued, they must notify the appropriate Plant Industries office (via email) see [Appendix I](#) on page 27 to issue the Phyto.
6. RUSH applications will still be treated the same. Should a company request a RUSH inspection, and then request that the application be put on HOLD, the \$100 fee will still be charged.
7. Once the Phytosanitary certificate is issued, the exporting company will still be responsible to ensure that the shipment leaves the United States within 14 days or as prescribed in the General Requirements section, Definitions tab in PEXD.

APPENDIX C – FEE SCHEDULE

1. Phytosanitary Certificates.
 - a. All Federal Phytosanitary Inspection Certificates or like documents: sixty dollars (\$60) per certificate. Plus, the appropriate USDA administrative fee.
 - b. State Phytosanitary Inspection Certificates or like documents: twenty-five dollars (\$25) per certificate.

2. Phytosanitary Certification and Like Inspections and Official Treatment Observations.
 - a. Officially Drawn Samples: (i.e. bulk, phytosanitary inspection, pre-coat, purity and germ samples, referee samples, lab analysis samples and Serology per 10,000 lbs. sample) - twenty dollars (\$20) per sample.
 - b. Submitted Samples: twenty dollars (\$20) per item submitted.
 - c. Treatment Observations: for official verification of seed and plant treatment, seed lot fumigation, cold storage treatments, and treatment of agricultural products brought into the state in violation of a state quarantine, fees are thirty dollars (\$30) per hour (minimum 1 hour per trip, including travel time), and any per diem incurred. Per diem will be at established state rates.
 - d. Rush service fees shall be one-hundred dollars (\$100) per certification which will be in addition to the normal phytosanitary certification charges outlined in this section.
 - e. Request for phytosanitary or treatment observation services after normal working hours, on weekends, or holidays are subject to overtime and state per diem charges in addition to the normal charges outlined in this section.

3. Plant Pathological Laboratory Services. Fees available on website. Agri.idaho.gov/main, go to Labs, Plant Pathology lab, Available Testing Services.

4. Special Project Fee. Special projects not covered by existing fee schedule may be billed at twenty-five dollars (\$25) per hour with a minimum twenty-five-dollar (\$25) fee. Special projects include, but are not limited to Seed Analysis Certificate Samples (USDA SAC Samples), ISTA sampling, Special plant pest detection surveys, research, lot history verification, data entry, sales and purchases, transfer of ICIA inspected lots into ISDA database, ISDA training of private company personnel, field inspection issues wherein a required or requested inspection cannot be completed due to inaccurate or incorrect information being provided to the ISDA or any other circumstance approved by the Administrator, Program Manager or Bureau Chief.

APPENDIX D – SAMPLE RELEASE LETTER

Wondergrow Seed Co.
222 Miracle Sprout Road
Somewherein, ID 02020

December 2, 2012

Idaho State Department of Agriculture
P O Box 790
Boise, ID 83701

To Whom It May Concern:

Wondergrow Seed Company has sold to Willbegrow Seed Company,
Nampa, Idaho the following lot of corn seed:

<u>VARIETY</u>	<u>LOT NO.</u>	<u>QUANTITY</u>	<u>YEAR</u>	<u>STATE NO.</u>
Corncob	2072	25,000 lbs	2012	1819-12-BT-FI

**An ISDA state number or ICIA certification number must be provided.*

Selling Company Rep. Signature

APPENDIX E – LAB SUBMISSION SAMPLE LETTER

(Company Letterhead)

Date

Laboratory
Name Lab
Address

On (date) , (Investigator's Signature) , Agriculture Investigator, from the Idaho State Department of Agriculture officially pulled samples per standard ISDA process of the following lot(s) to be tested for (***list tests***).

Purpose: export to country, serology, nematode, etc.)

<u>Commodity</u>	<u>Origin</u>	<u>Lot#</u>	<u>Weight of Lot</u>	<u>Requested Sample Size</u>
Genus species var.	state	XXXX	XXX lb	½ pound

Please include the following statement on the analysis report: "Sample was officially pulled by Idaho State Department of Agriculture official, (Inspector's Name)."

(Signature of Requesting Person)

Name of Requesting Person
Title

APPENDIX F – APPROVED SAMPLERS

Investigators listed with **Federal Grain Inspection Service (FGIS)** are also authorized, under certain circumstances, to pull official samples for federal phytosanitary certification, provided Form 921-2 is completed and presented with the phyto application. Contact ISDA in Boise or Twin Falls for information.

Investigators listed with **Idaho Crop Improvement Association (ICIA)** are also authorized to pull official samples for testing at the Idaho State Seed and Pathology Laboratories, and for nematological testing. ICIA investigators are not authorized to pull *Phaseolus* bean and non-*Phaseolus* bean serology samples.

Investigators listed with the **Idaho State Department of Agriculture (ISDA)** are authorized to pull official samples for laboratory testing and seed testing under the Federal Seed Act and for federal phytosanitary certification.

NAME	TELEPHONE	AREA
Vacant	N/A	Moscow
Blair Geiger	208-505-4268	Post Falls
Adam Hansen	208-332-8650	Boise
Brad Saito	208-332-8650	Boise
Vacant	208-332-8650	Boise
Justin Edgel	208-332-8650	Boise
Jason Kittridge	208-332-8650	Boise
Ben Meiers	208-308-5568	Idaho Falls
Colette Ruhter	208-736-2195	Twin Falls
Michael Wiseman	208-736-2195	Twin Falls
Lacey Strupp	208-736-2195	Twin Falls
Bob Linderman	208-736-2195	Twin Falls
Shelley Conner	208-736-2195	Twin Falls

APPENDIX G – SOIL GUIDELINES

Guidelines for presence of Soil for Phytosanitary Certification of Seeds

1. If a country specifies a soil tolerance in their summary (i.e., Australia), that soil tolerance specified will be applied.
2. If a country prohibits soil (either “isolated” or “in connection with an export commodity”) then shipments found to have soil clumps or clods constituting 0.1% or greater by dry weight will be refused certification.
3. If a country summary is completely silent on presence of soil in a shipment, presence of soil exceeding 2.0% will be grounds for refusal to certify based on the standard statement on PCs that the shipment is substantially free from pests and diseases. Shipments with soil present at levels above 0.1% by weight, but below 2.0% by weight should not be refused certification. However, the exporter should be cautioned that the shipment may be refused entry by the destination country due to presence of soil, and the NPPO (USDA APHIS PPQ) may not be able to assist in obtaining release of the shipment.

If phytosanitary certification is refused because of soil, the exporter will be given the opportunity to recondition the shipment to meet the guidelines for soil cited above.

All inspections for soil tolerance will be based on officially drawn representative samples of the shipment. Submitted samples will not be accepted per PPQ policy.

If soil analysis or inspection reports are issued, they should note that the inspection was done on an official sample and the level of soil present. The level of soil present may be indicated by a percentage or by an official statement.

Inspection for soil may be done in the field for large seeds (i.e. Corn, beans, peas, etc.) by an Authorized Certification Official, accredited entity, operating under the current MOU between USDA APHIS PPQ and FGIS.

Inspection for soil in small seed shipments must be done at a USDA APHIS PPQ approved laboratory (accredited lab, state, or university, etc.).

APPENDIX H – BLEND LOTS AND NAME CHANGE

EXAMPLE OF LISTING BLEND ON A PC APPLICATION

Each component of the blend must be shown. Blend must be given a new blend lot number.

SPECIES	VARIETY	LOT NO.	POUNDS	YEAR/LOCATION/GROWER	STATE NUMBER
GARDEN BEAN	BBL274	B1234	13021	BLEND—SEE BELOW	
		001	1000	03/AREA 6/LEO JOENS	SAMP-03-BG-007R
		007	5000	02/AREA6.HARRY SMITH	SAMP-02-BG-002S
		224	2021	01/AREA 9/JOE SMALL	SAMP-01-BG-101R
		948	4400	12/AREA 6/KEN JACOB	2345-12-BG-R-FI
		070	600	11/AREA7/JOHN WEST	1819-11-BT-FI

EXAMPLE OF SIGNATURE NAME CHANGE

List the variety of lot number how you would like it to show on the phyto and below it list the original variety or lot number in parenthesis

SPECIES	VARIETY	LOT NO.	WEIGHT	YEAR/LOCATION/GROWER	STATE NUMBER
CORN	CUSTOM 1 (EXTREME)	12345	35 Kg	06/area 6/Jane Doe	SAMP-06-CO-001
	VARCORN	123-5-7 (Original)	100 KG	12/AREA 6/FARMER	11111-12-CO-R-FI

APPENDIX I – DIVISION OF PLANT INDUSTRIES CONTACTS

TREASURE VALLEY/BOISE—MAIN OFFICE ADMINISTRATION

Idaho State Department of Agriculture
Division of Plant Industries
2270 Old Penitentiary Road
P.O. Box 7249
Boise, Idaho 83707
Telephone : (208) 332-8620

Andrea Thompson	(208) 332-8620
Administrator	Andrea.Thompson@isda.idaho.gov
Tina Eiman	(208) 332-8620
Bureau Chief	Tina.Eiman@isda.idaho.gov
Susie Watson	(208) 332-8620
Administrative Assistant	Susie.watson@isda.idaho.gov

TREASURE VALLEY/BOISE—FIELD SERVICES

Telephone: (208) 332-8650

**Group Email : TVPhyto@isda.idaho.gov
Phyto line: 208-332-8629**

Kay Haver	(208) 332-8652
Technical Records Specialist	Kay.Haver@isda.idaho.gov
Vacant	(208) 332-8650
Technical Records Specialist	@isda.idaho.gov
Jason Kittridge	(208) 332-8650
Program Manager	Jason.Kittridge@isda.idaho.gov
Brad Saito,	(208) 332-8650
Agriculture Investigator, Senior	Brad.Saito@isda.idaho.gov
Vacant	(208) 332-8650
Agriculture Investigator, Senior	(208) 332-8650
Justin Edgel	(208) 332-8650
Agriculture Investigator, Senior	Justin.edgel@isda.idaho.gov
Adam Hansen	(208) 332-8650
Agriculture Investigator, Senior	Adam.Hansen@isda.idaho.gov

NORTHERN IDAHO – FIELD SERVICES

Blair Geiger	Phone: (208)505-4268
Agriculture Investigator, Senior	Blair.geiger@ isda.idaho.gov
600 N. Thornton	
Post Falls, ID 83854	
Vacant	
Agriculture Investigator, Senior	
1118 “F” Street	
Lewiston, ID 83501	

MAGIC VALLEY/TWIN FALLS—FIELD SERVICES

1180 Washington Street North, Twin Falls, ID 83301

Telephone: (208) 736-2195

Group Email: TFPhyto@isda.idaho.gov

Phyto line: 208-736-3032

Rolene Teter	(208) 736-2195
Technical Records Specialist	Rolene.teter@isda.idaho.gov
Stephanie Call	(208)736-2195
Technical Records Specialist	Stephanie.Call@isda.idaho.gov
Shelley Conner	(208) 736-2195
Program Manager	Shelley.commer@isda.idaho.gov
Lacey Strupp	Phone: (208) 736-2195
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Colette Ruhter	(208) 736-2195
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Ben Meiers	Phone : (208) 308-5568
Agriculture Investigator, Senior	Ben.Meiers@isda.idaho.gov
1120 Lincoln Rd., Ste C	
Idaho Falls, ID 83401	
Vacant	Phone : (208) 815-0359
Agriculture Investigator, Senior	@isda.idaho.gov
845 W. Center Street	
Pocatello, ID 83204	

MAPS APPLICATION SYSTEM (MAPS): <https://www.isda.idaho.gov/crop>