

2016 Phytosanitary Certification Guidelines

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I. INTRODUCTION

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

Each type certificate 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 "stuck" at a port-of-entry.

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

II. MAKING AN APPOINTMENT FOR AN INSPECTION OR OFFICIAL SAMPLE DRAWING

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)

APPENDIX K



STATE OF IDAHO

DEPARTMENT OF AGRICULTURE

C.L. "BUTCH" OTTER
Governor
CELIA R. GOULD
Director

OFFICIAL WITNESS OF FUMIGATION OR TREATMENT

On _____ (date), _____, an Agriculture Investigator with the Idaho State Department of Agriculture witnessed the commencement of treatment of the commodities listed below at:

COMPANY NAME: _____
ADDRESS: _____
CONTACT NAME: _____ PHONE: _____

APPLICATOR INFORMATION:

Applicator's Name: _____ Idaho License Number: _____
Applicator's Signature: _____ License Expiration Date: _____

TREATMENT WITNESSED:

Chemical: _____ Treatment Type: _____
Concentration: _____ Duration & Temperature: _____
Start Date & Time: _____ End Date & Time: _____

FOR EXPORT TO (Country or State): _____

COMMODITIES TREATED:

SPECIES	VARIETY	LOT NUMBER	WEIGHT	UNITS

(If additional commodities need to be listed, please use an additional piece of paper and have ISDA Investigator sign)

On _____ (date), _____, an Agriculture Investigator with the Idaho State Department of Agriculture witnessed the conclusion of treatment of the above listed commodities.

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, or FGIS personnel 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.).

falls into a RUSH request. *Please give very specific information about the shipment for which you are requesting an inspection, such as number of 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 7:00 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, fax numbers, and e-mail addresses are all listed in Appendix A on page 23-24 **Walk-in inspections must be made by appointment.**

A sample submission letter must be presented to the inspector at the time of sampling. An example of this letter can be found in Appendix F (page 29).

Seed Analysis Certificate Sampling (USDA SAC Sampling)—Due to the time commitment for USDA SAC sampling, notification of one (1) week prior to the date of requested sampling is required. A \$25 per hour inspection charge applies to SAC sampling (see Appendix D—Fee Schedule on page 27).

III. IMPORT REQUIREMENTS OF FOREIGN COUNTRIES

Rules and requirements followed in issuing an FPC are set forth in the Phytosanitary Export Database (PExD) System. 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 A on page 23-24.

Requirements may also be received by the exporter in the form of an Import Permit (IP). An IP generally, but not always, supersedes requirements cited in the importing country’s export summary. (See “G. Supporting Documents” on page 19). See page 4 & 5 Re-export (foreign origin) commodity.

Note: PFA = Pest free area, is area freedom from based on ISPM standards and ongoing surveys. PFPP “Pest free place of production” is based on field inspection.

IV. TYPES OF PHYTOSANITARY CERTIFICATES

APPENDIX I

A. Federal Phytosanitary Certificate

1. Federal Phytosanitary Certificate (FPC) (PPQ Form 577)

An FPC is issued when a plant commodity from the United States will be shipped to an importer in a foreign country. The format of an FPC is regulated by the International Plant Protection Convention (IPPC). An FPC 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. General freedom is based on a visual inspection of the shipment or an officially drawn representative sample of the shipment.

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

- a. Plant commodity was produced (originated) in the United States and the commodity is comprised of plants, plant parts, or something derived from plants, including mushrooms, and is unprocessed.
- b. The commodity meets the import requirements of the destination country; either from PEXD or from an IP.
- c. The commodity, or an officially drawn sample, has been examined visually and found free from pests and pathogens of concern to the importing country.
- d. A commodity considered "unrestricted" by the importing country may still be issued a PC, though one is not required.

2. Export Certificate Processed Plant Products Certificate (PPC) (PPQ Form 578)

A PPC is issued to expedite entry of a processed commodity with a history of phytosanitary concerns to the importing countries. It is not a phytosanitary certificate. It does not certify plant health. A PPC may be issued under the following circumstances:

- a. Only for processed products listed in PEXD.
- b. The acceptable processed product originates in the US.
- c. Processed product meets the requirements of the importing country.

3. Federal Re-export Certificate (FRC) (PPQ Form 579)

An FRC 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 seed.)

EXAMPLES OF LISTING BLEND OF CROPS 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					
BEANS	BBL 274	B1234	13,021	BLEND – SEE BELOW	
		(001	1,000	03/AREA 8/LEO JONES	SAMP-03-BG-007R)
		(007	5,000	02/AREA 6/HARRY SMITH	SAMP-02-BG-002S)
		(224	2,021	01/AREA 9/JOE SMALL	SAMP-01-BG-101R)
		(948	4,400	00/AREA 10/KEN JACOB	SAMP-00-BG-060S)
		(070	600	11/AREA 7/JOHN WEST	1819-11-BT-FI)

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
Alfalfa	COWSLUVIT	MV2004	25,842	BLEND – SEE BELOW	
		(MV-1	1,500	03/AREA 8/LEO JONES	SAMP-03-AL-007)
		(MV-2	5,000	03/AREA 6/HARRY SMITH	SAMP-03-AL-002)
		(TV-2	2,021	02/AREA 9/JOE SMALL	SAMP-02-AL-101)
		(GV-1	4,400	00/AREA 10/KEN JACOB	SAMP-00-AL-060)
		(LV-3	12,921	11/AREA 7/BESS DAIRY	1819-11-BT-FI)

APPENDIX H

NAME	TELEPHONE	AREA	AFFILIATION
Brad Saito	332-8650	Boise	ISDA
Andrea Thompson	332-8650	Boise	ISDA
Breann Forest	332-8650	Boise	ISDA
Nathan Lehrman	332-8650	Boise	ISDA
Julia Chavez-Reynoso	332-8650	Boise	ISDA
Jason Kittridge	332-8650	Boise	ISDA
Jared Stuart	332-8650	Boise	ISDA
Brian Bradshaw	525-7023	Idaho Falls	ISDA
Shelley Conner	736-2195	Twin Falls	ISDA
Amber Jackson	736-2195	Twin Falls	ISDA
Tina Eiman	736-2195	Twin Falls	ISDA
Ken Greger	332-8630	Boise	ISDA SL
Carolyn Langley	332-8630	Boise	ISDA SL
Stacey LeMastra	332-8630	Boise	ISDA SL

An FRC may be used under the following conditions:

- a. For plant commodities whose origin is outside the United States and a US exporter wishes to export the commodity to a foreign country.
- b. 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).
- c. If any component of a re-export shipment is known to be prohibited by the importing country, an FRC cannot be issued unless a valid IP is received and the requirements can be met.
- d. Additional declarations (AD) citing the following may be added to an FRC:
 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 "G. Supporting Documents" on page 19).
 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. Supporting documents must be originals or a certified true copy (See "5. Field Inspection Documents" on page 20 and "6. Laboratory Testing Documents" on page 21).
- e. A certified true copy (CTC) of the PC accompanying the shipment into the US should also be submitted with the FRC application. A copy of the foreign PC may be attached to the FRC 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, an FPC (PPQ Form 577) may be issued, provided all requirements can be met.
- f. If more than one commodity and more than one country of origin are on a single FRC, the country of origin of each commodity must be specified in the origin section (i.e. the origin section of an FRC for corn and beans from Chile and Argentina might read as follows: "Chile (beans), Argentina (corn)).

B. State Phytosanitary Certificate

State Phytosanitary Certificates should now 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: <http://www.agri.idaho.gov/AGRI/Categories/PlantsInsects/Documents/Forms/STATEPCITINVENTORYPAGE.pdf>. The remaining parts of the application process are the same as those for Federal phytos, except for Number and Description of Packages, Declared Means of Conveyance and Declared Port

of Entry. Please refer to the instructions for completing PCIT applications on page 7.

1. State Phytosanitary Certificate (SPC)

An SPC 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.

2. 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. An SFIC is no longer required, but may be issued to "back up" an AD made on an FPC, or to facilitate shipment of a plant or plant product to another state, US territory or country.

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

- a. The crop was produced in the State of Idaho.
- b. The crop was submitted for individual field inspection or area inspection to ISDA at the beginning of the season in which it was produced.
- c. 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.
- d. The shipment shall not be sampled. An SFIC is issued based on the results of a field or area inspection. The SFIC does not certify freedom from pest or disease based on visual examination of an official sample of the shipment.
- e. **Phaseolus Beans Only**—The crop must pass both field and windrow inspections.
- f. **Non phaseolus beans—the crop must pass both field and pre-harvest or windrow inspection.**

3. Seed Inspection Certificate (SIC)

An SIC 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.

4. Special Certificate of Treatment, Fact or Reshipment

A certificate of treatment, fact or reshipment may be used to certify:

- a. That a plant or plant product has been inspected, treated, or main-

APPENDIX H

APPROVED SAMPLERS WHO ARE LICENSED TO PULL OFFICIAL SAMPLES

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 and the Federal Seed Act. 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.

Investigators listed with the **Idaho State Seed Laboratory (ISDA SL)** are authorized to pull official samples for laboratory testing and seed testing under the Federal Seed Act.

NAME	TELEPHONE	AREA	AFFILIATION
Mark Kime	731-2796 886-2796	Magic Valley	USDA GIPSA FGIS USDA GIPSA FGIS
Kimberlie Christiansen	807-7406 306-259-8414	Treasure Valley MV back-up	USDA GIPSA FGIS USDA GIPSA FGIS
Betty Davis	318-3250 459-0493	Treasure Valley TV back-up	USDA GIPSA FGIS USDA GIPSA FGIS
Wayne Harris	289-5891	Northern Idaho	USDA GIPSA FGIS
Eric Malone	882-4833	Moscow Sub	USDA GIPSA FGIS
Shane Minden	882-4833	Moscow Sub	USDA GIPSA FGIS
Mary Ellen martin	882-4833	Moscow Sub	USDA GIPSA FGIS
Melvin Gray	882-4833	Moscow Sub	USDA GIPSA FGIS
Scott Blake	762.5300	North Idaho	ICIA
Brent Briggs	522-9198	Idaho Falls	ICIA
Allan Westra	522.9198	Idaho Falls	ICIA
Spencer Jewett	884-8225	Meridian	ICIA
Mick Goff	884-8225	Meridian	ICIA
Doug Boze	884-8225	Meridian	ICIA
Kathy Stewart-Williams	733-2468	Twin Falls	ICIA
Sharon Gebauer	733-2468	Twin Falls	ICIA
Mark Barnes	799-3476	Moscow	ISDA
Christine Braumiller	610-0490	Sandpoint	ISDA

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)*.

<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 Initials) ."

Please fax the results to the Idaho State Department of Agriculture, Attn: Plant Industries at (208) 334-2386, so that they may certify as true.

(Signature of Requesting Person)

Name of Requesting Person
Title

tained as described on the certificate.

- b. The origin of the plant product as being the State of Idaho.
- c. That the area of origin is apparently free from specific pests (i.e., European corn borer is not known to occur in Idaho).

V. APPLICATION FOR PHYTOSANITARY CERTIFICATE

Applications for Federal phytosanitary certificates may 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.

The application will then be automatically sent via this website to the requested issuing duty station: Twin Falls, Boise, Moscow ("Lewiston") or Sagle ("Sandpoint"). Paper application 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 A, page 23-24). Applications may also be downloaded from the ISDA homepage at: <http://www.agri.idaho.gov/AGRI/Categories/PlantsInsects/FieldInspExpPhytoCert/FieldInspectionFormsReports.php>

APPLICATIONS MUST BE PROPERLY FILLED OUT ACCORDING TO INSTRUCTIONS.

A. Instructions For Completing PCIT Applications:

After initial setup in PCIT:

eAuthentication User ID: The username you selected during the set up 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.

1. General

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

Note: Items marked with a red asterisk are required.

Organization/Company Name: A unique identifier linked to an applicant organization. An applicant can view their org ID on the top right corner of all the PCIT screens, above the 'Sign Out' link after they have signed into PCIT.

Templates: An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update or delete application templates at any time. To start a new application based on a template, find the template and select Start New App.

Exporter: The exporter's name and address must be in the US. The address must include a name, address, city and state.

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

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

Consignee: 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 Consignees: Creating a list of consignees allows anyone in your organization to select a consignee from a list when creating an application eliminating the need to type the consignee information for each application. You may add, update or delete consignees at any time.

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

Duty Station: Official work site or the official location supporting the PCIT program. Please choose "ID: _____ (State)." The blank would be Boise, Sandpoint, Lewiston or Twin Falls; the ISDA duty station that is issuing your company's PCIT phyto.

Reference Information: Data used to identify or associate applications. This information is displayed when a Duty Station user views submitted applications.

APPENDIX F

OFFICIAL SAMPLE REQUEST SAMPLE LETTER

(Company Letterhead)

Date

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

Please pull an officially drawn sample(s) of the following lots to be sent to (lab name):

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

The seed will be tested for: *(list requested tests)*

The official sample was pulled on _____ *(date)* by _____ *(Investigator's signature)*, Agriculture Investigator for the Idaho State Department of Agriculture.

To ensure that an appropriate sample will be taken, the reason for requesting the official sample must be stated in the letter.

(Signature of Requesting Person)

Name of Requesting Person
Title

SAMPLE RELEASE LETTER

Wondergrow Seed Company
 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, Nam-
 pa, 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 Representative Signature

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

Comments: Any additional information that is useful for the processing and
 handling of the phyto certificate. For example, the Fed-Ex tracking number.

2. Export Details.

Approximate Date for Departure From Port of Export: Use mm/dd/yyyy for-
 mat.

Port of Export: Location where the commodity(ies) will depart from.

Default Shipping Details: Please do not use this section. Shipping details will
 be entered in the Commodity Details section.

Point of Entry: Port of entry is where the commodity will enter in the import-
 ing country. Some countries require specific classes of commodities to enter
 specific ports. Please consult the summary of the importing country for spe-
 cific 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."

3. Commodities Overview.

Commodities Available For Inspection At: Please be specific as to the com-
 pany name and/or location.

Commodities Available On: Use mm/dd/yyyy format. This date cannot occur
 in the past.

Time: 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.

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

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. If the commodity
 is for other than propagation, the genus alone is acceptable. **Variety names
 or sub-species generally cannot be included with the botanical name.
 There are some exceptions.**

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)

4. Commodity Details.

Most pick lists in the Commodity Details section have the ability to select "other" when the desired option is not provided. The appropriate detail can be entered in the "More Details" box.

Quantity: A quantity must be entered for each commodity to correspond with a selected unit.

Multiple Units

*To enter or edit existing multiple quantities and units, click the **Edit/View Multiple Units** button. Add the primary quantity and unit first, then continue with any additional quantities and units. The order listed will be the order they appear on the certificate.*

The text 'Multiple' will be displayed next to Quantity and Unit on the Commodity Details page after multiple entries have been added. If you clear your multiple entries, the Quantity text box and Unit drop down will reappear for a singular entry.

Unit: Select the unit of measure (pounds, kilograms, etc.) from the drop down list.

Weight: Weight in pounds. This does not appear on the application or certificate.

Number of Packages: The number of packages can be zero (0) or blank when package description is "in bulk."

Multiple Packages

*To enter or edit existing multiple packages, click the **Edit/View Multiple Packages** button. Add the primary number of packages and package de-*

APPENDIX D

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., phytosanitary certificates, purity and germ samples, referee samples, lab analysis) - twenty dollars (\$20) per sample.

b. Submitted Samples: twenty dollars (\$20) per item submitted.

c. Treatment Observations: for official verification of seed treatment, seed lot fumigation, cold storage treatments, and treatment of agricultural products brought into to the state in violation of a state quarantine, fees shall be thirty dollars (\$30) per hour (minimum 1 hour per trip, including travel time), and any per diem incurred. Per diem shall 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 shall be subject to overtime and state per diem charges in addition to the normal charges outlined in this section.

3. **Area Inspections.** Area Inspection: fourteen cents (\$.14) per hundred-weight.

4. **Plant Pathological Laboratory Services.** Fees available upon request.

5. **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 or any other circumstance approved by the Director, Bureau Chief or Program Manager.

REQUESTED HOLD PROCEDURES

- 1) Only applications for countries requiring 15 days or less between phyto issuance and exportation may be put on HOLD at a company's request. 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 here in the office.
- 3) Company requests for HOLDS must be made **in writing and signed** by a company representative. This request can be just a note at the bottom of the application, as long as the requestor signs it.
- 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 or fax, see Appendix A on page 23-24 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 Definitions and Coded Abbreviations in the General Requirements section of PEXD.

scription 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: 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 for you 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 dropdown. 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:

All in 15 crates
23 boxes each

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: Special marks the commodity may have. 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.' "As Addressed," "As Marked," or "Branded" are unacceptable statements. **Distinguishing Marks must be verified at the time of inspection.**

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.

5. Attachments.

This function allows .jpg, .gif, or .pdf formatted files to be attached to the application. Examples of attachments are Import Permits, Lab Results, Field Inspections, Foreign Phytos, 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.

6. 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.

7. PCIT Application Follow Up.

Follow the procedures for making an appointment for an inspection or official sample drawing as specified on page 2. At the time of inspection, please present the inspector with a PCIT Certificate Draft and the ISDA Inventory/Treatment Page with the PCIT Tracking Number. The Inventory /Treatment Page can be downloaded from the ISDA homepage at: <http://www.agri.idaho.gov/Categories/PlantsInsects/Documents/Forms/PCITApplicationInventory.pdf>. 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 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.

For details on treatment see (page 13 & 14) "Treatment Section"

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 I on page 33. If pending state number, please provide map number.

For lots not inspected by ISDA, out-of-state origin lots and ICIA inspected lots, fill in the species, variety, lot number, quantity, year/origin/grower, and

APPENDIX B

TIME LIMITS BETWEEN INSPECTION AND DATE OF ISSUE

"Time limits" refer to the amount of time that is allowed between inspections 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 refers 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 each type of date.

Inspection date: The date an Authorized Certification Official (ACO) or other authorized entity conducts the phytosanitary inspection.

Issuance date: The date a certificate is signed

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

Importing Country Requirements

Importing countries' time limits, if specified, will be included in the country's definition of a phytosanitary certificate, phytosanitary certificate for reexport, 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 quantity is not increased.

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.

Eastern Idaho

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any other pertinent information, under the heading “Idaho Origin Non-Inspected, ICIA Inspected & Out of State Origin Crops.”

ICIA inspected crops 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.

B. Instructions For Completing Paper Applications:

1. Federal Phytosanitary Certificate (FPC) and State Phytosanitary Certificate (SPC):

TO: The Plant Protection Organization of: Insert the official name of the country (or state) of destination. The country (or state) entered here must be the same as the country (or state) identified in the “Name and Address of the Consignee” section.

Date Inspected: Refers to the date the shipment was inspected by an ISDA investigator.

The date the bill-of-lading was released is usually considered the shipping date. For specific country requirements see Appendix B on page 25.

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 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 supervised/witnessed by ISDA and documented (See Appendix K).

- 1.) All fumigations, when officially required by the importing country, must be witnessed by an ISDA Investigator. In general, a fumigation will be honored for up to 30 days after the end of the fumigation.
- 2.) For official seed treatments the following must be obtained for a treatment to be entered on a 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.

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.

Exporter: The exporter's name and address must be in the US. The address must include a name, address, city and state.

Consignee: 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."

Name of Produce and Quantity Declared: Commodity names will be kept as general and generic as possible. For example, pinto beans for seed would be "Bean Seed." Pinto beans for consumption would be "Dried Beans." Other examples would be Pine Lumber, Bluegrass Seed, Pine Trees, In-Vitro Potato Plantlets. Quantity must be a recognized unit of measure. Units may be metric. Some countries may require units to be in a specific format (i.e., Mexico and Austria – metric).

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. If the commodity is for other than propagation, genus alone is acceptable. **Variety names or sub-species generally cannot be included with the botanical name. There are some exceptions.**

Number and Description of Packages: This section lists the number and type of shipping containers (i.e., 20 - 50 pound paper bags) for each commodity to be exported.

Distinguishing Marks: Enter the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars for each commodity to be exported. If there

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Division of Plant Industries
2270 Old Penitentiary Road
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Statements concerning GMO's are not allowed on Phytosanitary Certificates. However, companies may include GMO information on company letterhead.

VI. ISSUANCE OF PHYTOSANITARY CERTIFICATES

PROCEDURES:

- a. Submit to ISDA a properly 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 or faxed to the 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, faxed or sent by Federal Express at the exporter's expense. The company can also make arrangements to pick up PC at the office.
- 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.

A PC is generally issued within 48 hours of receipt of the application, sampling and inspection PROVIDED the shipment meets all the requirements of the country of destination and all the supporting documents are in order. 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 (See below).

Rush Service - ISDA will inspect, sample and issue the PC 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 PC in addition to the customary charges. See Appendix D on page 27 for fee schedule.

are no distinguishing marks, enter "None." If there is not enough space to list all entries, then enter "See attachment" and create a continuation sheet. "As Addressed" or "As Marked" are unacceptable statements. **Distinguishing Marks must be verified at the time of inspection.**

Place of Origin: County, and/or State, and Country where the commodity was 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).

Means of Conveyance: This refers to how the commodity is going to be shipped to the importer. Please choose "air freight," "air mail," "hand carry," "ocean freight," "ocean vessel," "railroad," or "truck line." "Unknown" is not acceptable in this section.

Port of Entry: 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 summary of the importing country for specific requirements. It is NOT acceptable to enter "Unknown" as the port of entry on a PC. If the port of entry is unknown to the applicant, enter the destination country name or the port of entry as listed on the IP.

Additional Declarations: The 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 an FPC. 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 Phytosanitary Information: Companies requesting additional phytosanitary information must present a consolidated disease list that all the crops were inspected and found free from.

Estimated Date of Export: The day, month and year when the commodity(ies) on the application is (are) expected to depart the port of export.

ISDA Inspected Lots: On the back side of the application (or 2nd page), 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 I on page 33.

For lots not inspected by ISDA, out-of-state origin lots and 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."

ICIA inspected crops 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.

2. State Field Inspection Certificate (SFIC):

- a. Check the type of certificate requested at the top of the form: SFIC, SPC, or SIC.
- b. Date of the request.
- c. The Applicant
- d. Name and address of exporter and consignee.
- e. Number and description of packages
- f. Distinguishing marks. Anything may be entered here as long as it is a mark on the container/package. Letter of credit numbers, lot numbers, variety name, consignee address may all be entered in this section as long as they are permanently stenciled on the packages and may be used to identify the shipment by the importing country/state port authorities.
- g. Means of Conveyance
- h. Port of Entry
- i. Species (only one species per SFIC and SIC).
- j. The exact variety name the crop was produced under as it appears on the Crop Inspection Report. **If another variety name is to be used, the original variety name must be in parentheses with a signature next to it on the application form.**
- k. The exact lot number the crop was produced under as it appears on the Crop Inspection Report. **If another lot number is to be used, the original lot number must be in parentheses with a signature next to it on the application form.**
- l. Amount of product to be shipped. (Be sure to indicate unit of measurement: lb, kg, g, and oz)

not acceptable. ISDA investigators can certify a copy as an original when presented an original and a copy to certify. This way the applicant will retain the certified true copy. A fax of an official inspection document shall be accepted if faxed directly to ISDA by the certifying agency of the state of origin.

6. 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 or certified true copy of test results must be attached to the FPC application before the FPC can be issued. ISDA investigators can certify a copy as a certified true copy when presented an original and a copy to certify. This way the applicant will retain the original and/or certified true copy. A fax of an official analysis document shall be accepted if faxed directly to ISDA by the certifying agency of the state of origin or approved laboratory.

Some importing countries require laboratory testing to establish freedom from certain diseases and pests. Examples include: EUN requires freedom from leaf and stem nematode (Ditylenchus dipsaci) for onion seed; Australia requires freedom from Bean common mosaic virus. 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.

7. 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 still risks being rejected.

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.

8. Genetically Modified Organisms (GMO)

When an IP is listed as “required” on a non-prohibited commodity and one is not presented, an FPC 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,” an FPC cannot be issued until a valid IP is presented. An IP condition requiring an AD “That the seeds were inspected and found to be free of virus and other diseases and pests” cannot be met according to the current USDA policy.

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 E on page 29 for an example of a Release Letter.

3. Inventory

ISDA maintains inventory records for all plant commodities inspected in the field by ISDA and crops inspected in the field by ICIA under the Phytosanitary Inspection Program. For ISDA and ICIA field-inspected commodities, the company must provide an **actual** clean weight of each lot in the shipment. This can be done on the back of the application form. No PC will be issued for any ISDA field-inspected or ICIA Phytosanitary Inspection Program seed lot without an adequate inventory balance.

4. 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 I on page 34 for examples of listing blends on a PC application.

5. 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.

If the origin of the commodity is not Idaho, the applicant must provide ISDA with the original or a certified true copy of the inspection document. **The diseases the crop was inspected for must be specifically listed on the inspection document provided to the ISDA. Inspection documents listing statements such as “None Observed,” “None found,” or “No Diseases of Concern Detected” in lieu of listing individual diseases are**

- m. Year, area of Idaho produced in and grower name.
- n. State inspection number (state number) as it appears on the Crop Inspection Report.
- o. If the consignee is a foreign address of a country that requires an FPC and no FPC in addition to the SFIC certificate is requested, the following statement will be placed in the remarks section: “The USDA export certification manual summary for (*country*) states that a United States Federal Phytosanitary Certificate must accompany shipments of (*crop*).”
- p. **If an SFIC is issued in conjunction with an FPC, names, addresses, quantities and bag marks must match exactly.**

C. 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. **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 or coated 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 90 days. Some shipments may be able to be certified after having been re-cleaned or reconditioned.

D. 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 or fewer bags, five 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. 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:
 - a. The company has signed a compliance agreement with ISDA concerning automatic samples. Please contact ISDA for information.
 - b. The method used in obtaining the automatic sample is inspected and approved by ISDA.
 - c. The sampling procedure is automatic from all portions of the shipment and is completely random in nature.
 - d. 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.
 - e. ISDA reserves the right to draw an official sample from the actual shipment.

E. Sampling for Laboratory Analysis

A sample submission letter must be presented to the inspector at the time of sampling. An example of this letter can be found in Appendix F (page 30). The 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). For any questions, call the ISDA Seed Lab at (208) 332-8630. 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 H, page 32-32) in taking official samples for Seed Lab, Plant Pathology Lab or Nematode Lab testing are as follows, unless directed otherwise by the testing laboratory:

BEAN SEED (phaseolus and non phaseolus):

<u>LOT SIZE</u>	<u>SAMPLE SIZE</u>
< 10 pounds	Negotiable
10 - 15 pounds	0.5 pounds
15 - 25 pounds	1.0 pounds
25 - 50 pounds	1.5 pounds
50 - 200 pounds	2.0 pounds
200 - 1,000 pounds	3.0 pounds
> 1,000 pounds	5.0 pounds for every 10,000 pounds or portion thereof

OTHER SEEDS:

<u>Organism Type</u>	<u>Small Seeds</u>	<u>Large Seeds</u>
Fungi/Virus	100g(0.022 lb)/1000 seeds	1000 g(2 lbs)/1000 seeds
Bacteria/Virus	500g(0.1 lb)/6000 seeds	5000 g (10 lbs)/6000 seeds
Grow Outs	1000g(2.2 lbs)/10000 seeds	10000 g (20 lbs)/10000 seeds

Sample size from lots smaller than 11 kgs (25 lbs) may be negotiated. Lots larger than 10,000kg (20,000 lbs) additional samples must be taken.

F. Nematode Analysis

The above sampling scheme is followed and a one-half (½) pound sub-sample (minimum fifty [50] grams) is 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 in Parma. The Nematology Lab's address is: 29603 U of I Lane, Parma, ID 83660.

G. 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 FPC must place the following statement on or attach to the translation:

"I certify that this is a true translation of Import Permit No. _____
 Signed: _____ Title: _____
 Company: _____ Date: _____
All requirements of the IP must be satisfied prior to issuance of an FPC.