



PCIT Appendix

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Revision History

Version Number	Revision Summary	Date
1	Initial version for 2008. Release 3.1 updates include the following: <ul style="list-style-type: none"><li data-bbox="495 569 1128 630">• Updated the Abbreviations, Acronyms, and Terms section by removing SRR and adding external user.	February 2008

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1.0 External Links

1.1 Accessing External Links

What	<p>This section shows you how to access Policy information and related Web sites.</p> <p>Policy information includes:</p> <ul style="list-style-type: none">• Accessibility Statement.• Privacy and Security Policy.• Nondiscrimination Statement.• Freedom of Information Act (FOIA). <p>The related Web sites are:</p> <ul style="list-style-type: none">• United States Department of Agriculture (USDA).• Animal and Plant Health Inspection Service (APHIS).• Export Program Manual (XPM).• Contact Us (includes links to the PCIT User Guide and Accessibility Guidelines).• EXCERPT (Export Regulations) (see next section for more details).
When	You can access any of the linked Web sites at any time you are using PCIT. The linked sites open in a new browser window; therefore, it will <i>not</i> cause you to close your PCIT session.
How	Complete the following steps:

1. From the *Sign In* page, you can access the agency Accessibility Statement, Privacy and Security Policy, Nondiscrimination Statement, Freedom of Information Act (FOIA), USDA Home page, and PCIT Contact Us information.
2. Select the links at the bottom of the screen to view the desired information in a new browser window.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

[Log In](#)

PCIT is now a [USDA eAuthentication](#) application.
To start the eAuth process in order to sign in, click the 'Log In' button.

The Animal and Plant Health Inspection Service (APHIS) and Plant Protection and Quarantine (PPQ) are responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds.

The PCIT system tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS/PPQ better security, reporting functions, and monitoring capabilities for exported commodities.

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

3. You can access the USDA Home page, APHIS Home page, Export Program Manual, and PCIT Contact Us information from every PCIT screen. Select the links at the bottom of the screen to view the desired information in a new browser window.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ).
[Manage Account](#) [Sign Out](#)

Welcome

[PCIT Home](#)
[My Workload](#)
[My Duty Station Workload](#)
[Create/Update Applications](#)
[View Certificates](#)
[View Processed Applications](#)
[Financial Management](#)
[Certificate Print Wizard](#)
[View Reports](#)
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

- [1 application has been assigned to you at Duty Station Skagway \(PPQ\)](#)
- [3 applications in Submitted status have assigned to Skagway \(PPQ\)](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.2 Accessing Export Rules

What	This section shows you how to use PCIT to access the export regulations of foreign countries stored on the EXCERPT Web site.
When	With a valid EXCERPT user ID and password, you can access the EXCERPT Web site by selecting the EXCERPT link at the left side of most screens when you need to: <ul style="list-style-type: none"> • Review export regulations. • Obtain acceptable Additional Declarations.
How	Complete the following steps:

NOTE: Applicants must pay for their EXPERT access, but an ACO will have one provided to them.

1. Select the [EXCERPT](#) link.

Welcome Mary Davis of Skagway (PPQ).
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

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Messages

- [1 application has been assigned to you at Duty Station Skagway \(PPQ\)](#)
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What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Certificate Print Wizard
View Reports
EXCERPT

RESULT: A pop-up window to Connect to excerpt.ceris.purdue.edu appears.

IMPORTANT: It is the individual's responsibility to obtain his or her own user name and password for the EXCERPT site.

2. Enter your EXCERPT user name and password.

3. Click the **OK** button.

RESULT: The *EXCERPT Home* page appears.



From the *EXCERPT Home* page, you can search EXCERPT for export regulations and acceptable Additional Declarations.

4. Do the following:

If you want to ...	Then...
Copy text <i>from</i> EXCERPT	<ul style="list-style-type: none"> ■ Select the desired text. ■ Simultaneously press the Ctrl and C keys on your keyboard.
Paste copied text <i>into</i> PCIT fields	<ul style="list-style-type: none"> ■ Place the cursor in the desired field. ■ Simultaneously press the Ctrl and V keys on your keyboard.
Exit EXCERPT*	<ul style="list-style-type: none"> ■ Close EXCERPT's browser window. <p>Note: If you access EXCERPT again while your current PCIT session is open, EXCERPT will remember your user name and password.</p>

2.0 Abbreviations, Acronyms, and Terms

ACO	Authorized Certification Official (Federal, State, or County)
AD	Additional Declaration
AE	Authorized Entity
APHIS	Animal and Plant Health Inspection Service
AO	Applicant Organization
eAuth	eAuthentication
ECS	Export Certification Specialist
EDS	Electronic Data Systems
ES	Export Services
ETS	Export Trade Specialist
EXCERPT	The Export Certification Project – a database that supports PPQ’s phytosanitary certification program that houses the summaries of import requirements of foreign countries. This database requires a separate connection via the PCIT application.
FOIA	Freedom of Information Act
FPC	Federal Phytosanitary Certificate
FRO	Federal Regulatory Official
GSA	General Services Administration
IA	Interagency Agreement
ID	Identification
LPAS	Local Phytosanitary Authorities
NITC	National Information Technology Center

OMB	Office of Management and Budget
PC	Phytosanitary Certificate (PPQ Form 577)
PCIT	Phytosanitary Certificate Issuance & Tracking
PDC	Personnel Development Center
PIM	Phytosanitary Issuance Management
PPQ	Plant Protection and Quarantine
Q&A	Question and Answer
QA	Quality Assurance
SRO	State Regulatory Official
US-NCP	United States Nursery Certification Program
USDA	United States Department of Agriculture
WIP	Work in Progress
WWW	World Wide Web
XPM	Export Program Manual

“ACO Admin Support” is synonymous to ACO Assistant Support

“External users” are synonymous to USDA Applicant users

“Internal users” are synonymous to USDA, State, and County PCIT users