



Processing Applications in PCIT

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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">• Updated screen prints as necessary due to Org ID listed in upper right hand corner of pages.• Enhanced the Treatment Details page and made updates to the text as appropriate.• Added a note that two additional declaration options have been added in support of the 579 processing.• Removed descriptions pertaining to Supersede and Replace.	February 2008
2	Release 3.2 updates include the following: <ul style="list-style-type: none">• Updated screen-prints as necessary for the new Certificate Adjustment & Payment page and the Print Certificate & Optional Fee Correction page.• Updated the Processing Issued-Pending Applications section.	April 2008
3	Release 3.3 updates include the following: <ul style="list-style-type: none">• Updated the Inspection Details page now that a standard statement may be selected from the dropdown list.	August 2008

Configuration Management (CM) Disclaimer – *The USDA/APHIS/PPQ has given to EDS the responsibility and authority to maintain under CM control all artifacts created by EDS for the Phytosanitary Certificate Issuance and Tracking (PCIT) system including this document. Any requests for changes to this document should be forwarded to EDS. USDA/APHIS/PPQ can at any time rescind these obligations and thus absolve EDS of all responsibility for this document.*

Table of Contents

Revision History	i
Table of Contents	ii
1.0 ACO & ACO Admins Processing Applications.....	1
1.1 Accessing Applications via My Workload	1
1.2 Accessing Applications via My Duty Station Workload	4
1.3 Processing Submitted Applications	7
1.4 Editing Submitted Applications.....	10
1.5 Entering Inspection Information	18
1.6 Entering Treatment Information	31
1.7 Entering Additional Declarations	39
1.8 Issuing and Printing Certificates.....	43
1.9 Processing Issued-Pending Applications	54
1.9.1 Reject an Application.....	60
1.9.2 Process All Issued-Pending Applications	63
2.0 AE Processing Applications	69
2.1 AE Processing Submitted Applications.....	69
2.2 AE Entering Treatment Information.....	73
2.3 AE Entering Additional Declarations	79
2.4 AE Printing an Original Certificate	82
2.5 AE Reusing Application/Certificate Data.....	88
3.0 Nursery Processing Applications.....	96
3.1 Nursery Processing Submitted Applications	96
3.2 Nursery Treatments	101
3.3 Nursery Additional Declarations	107
3.4 Nursery Printing an Original Certificate.....	110

1.0 ACO & ACO Admins Processing Applications

1.1 Accessing Applications via My Workload

What	This section shows authorized officials, or their designees, how to manage your personal workload.
When	To view your personal workload, process applications that have been assigned to you, or reassign applications.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[My Workload](#)
[My Duty Station Workload](#)
[Create/Update Applications](#)
[Manage Processed Applications](#)
[Financial Management](#)
[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 Federal application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- [1 Combined application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- [A Split request has been submitted from Christine's Pretty Flowers \(Org ID 11801\) for original certificate, F-F-02232-00086703-7-N.](#)
- [1 application in Issued status for 10 or more days has been assigned to Fairbanks \(State\)](#)
- [1 application in Issued status for 10 or more days has been assigned to Skagway \(PPQ\)](#)

What's New

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- Select the My Workload link located on the left side of the screen.
RESULT: The *My Workload* page appears. In the block below the **Search** button, you will see the applications, listed by tracking number, that have been assigned to you. Below are the fields listed in the block:

NOTE: If you do not have applications assigned to you, search results will not be displayed.

Field	Notes
FPC/Tracking Number and Name of Applicant	<ul style="list-style-type: none"> Number assigned to the application during the application creation process for tracking the application through the certification process. Also shows the name of the applicant who submitted the application.
Status	<ul style="list-style-type: none"> Status of the application. Statuses that display on the list include submitted, issued-pending and issued.
Submission Date	<ul style="list-style-type: none"> Date the application was submitted. This is the secondary sort criteria for the list. After being sorted by Inspection Availability Date, the list is by Submission Date, with the oldest date at the top of the list.
Inspection Availability Date	<ul style="list-style-type: none"> Date the commodity (ies) is/are ready for inspection. This is the primary sort criteria for the list. The most current Inspection Availability Date will appear at the top of the list.

NOTE: The screen is defaulted to your primary duty station. To view your workload at another duty station to which you are assigned for processing applications, use the Duty station drop-down box to select the desired duty station and click the **Search** button.

3. Use the following chart to update the *My Workload* page:

If you want to...	Then...
Process an application	<ul style="list-style-type: none"> ■ Click the Process button located to the right of the particular application you want to process. ■ RESULT: You will be taken to the <i>General</i> page of the application unless the status of the selected application is issued. For those applications, you will be taken to the <i>Update Certificate Status</i> page. ■ To process an application, see <i>Section 1.3 Processing Submitted Applications</i>.
Reassign an application to another person at your duty station or to another duty station entirely	<ul style="list-style-type: none"> ■ Click the Reassign button. ■ RESULT: The <i>Assign Application</i> page appears. ■ Select the official to whom the application is to be assigned. <p style="text-align: center;">OR</p> <p style="text-align: center;">The Duty Station to which you wish to assign the application. Then, click the Assign button to complete the action.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ■ Click the Cancel button to not save changes. ■ RESULT: The <i>My Workload</i> page appears. <p>NOTE: The Reassign process may also be accessed from the <i>My Duty Station Workload</i> page.</p>

1.2 Accessing Applications via My Duty Station Workload

What	This section shows an authorized official, or a designee, how to manage their duty stations.
When	To view applications submitted to your duty station, assign or reassign applications to officials or other duty stations, and process applications that have been assigned to your duty station.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the My Duty Station Workload link at the left side of the screen.
RESULT: The *My Duty Station Workload* page appears.

The screenshot displays the 'My Duty Station Workload' page in the PCIT system. At the top right, it says 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. The main header reads 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) My Duty Station Workload'. A left-hand navigation menu includes links like 'PCIT Home', 'My Workload', 'My Duty Station Workload', 'Create/Update Applications', 'Manage Processed Applications', 'Financial Management', 'Print Wizard', 'View Reports', and 'EXCERPT'. The main content area contains a search filter box with dropdowns for 'Duty Station' (set to 'AK: Fairbanks (State)'), 'Select Status' (set to 'All'), 'Certificate Type' (set to 'Select'), 'Applicant Name' (set to 'Select'), and 'Select Assigned To' (set to 'Select'). Below the filters is a 'Search' button. A table lists applications with columns for 'FPC/Tracking Number and Name of Applicant', 'Status', 'Submission Date', 'Inspection Availability Date', and 'Assigned To'. Two applications are shown: one 'Issued' on 07/15/2008 and one 'Submitted' on 07/15/2008. The 'Submitted' application has 'Process' and 'Assign' buttons. At the bottom, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

In the block below the **Search** button, the applications assigned to the duty station are listed by tracking number. Column descriptions are as follows:

Column	Notes
FPC/Tracking Number and Name of Applicant	<ul style="list-style-type: none"> ■ Number assigned to the application during the application creation process to track the application through the certification process. Also shows the name of the applicant who submitted the application. ■ Upon issuance, a Federal Phytosanitary Certificate (FPC) number will be displayed.
Status	<ul style="list-style-type: none"> ■ Status of the application. Statuses displayed on the list include submitted, issued-pending, and issued.
Submission Date	<ul style="list-style-type: none"> ■ Date application was submitted. ■ This is the secondary sort criteria for the list. After being sorted by Inspection Availability Date, the list is sorted by Submission Date, with the oldest date at the top of the list.
Inspection Availability Date	<ul style="list-style-type: none"> ■ Date the commodity (ies) is ready for inspection. ■ This is the primary sort criteria for the list. The most current Inspection Availability Date will appear at the top of the list.
Assigned To	<ul style="list-style-type: none"> ■ The official assigned to process the application.

NOTE: The *My Duty Station Workload* page is defaulted to your primary duty station displaying “All” applications.

3. Use the following chart to update your My Duty Station Workload:

If you want to...	Then...
View applications of a specific status. Available statuses are Submitted, Issued-Pending, and Issued	<ul style="list-style-type: none"> ■ Use the Application Status drop-down box to select the desired status. ■ Click the Search button.
View applications of another Duty Station with which you are associated	<ul style="list-style-type: none"> ■ Use the Duty station drop-down box to select the desired duty station. ■ Click the Search button.
Process an application	<ul style="list-style-type: none"> ■ Click the Process button located to the right of the particular application to be acted on. ■ RESULT: You will be taken to the <i>General</i> page of the application unless the application has a status of Issued or Printed. For these, you will be taken to the <i>Process Certificate</i> page.
Assign or Reassign an application to another person at your duty station or to another duty station entirely	<ul style="list-style-type: none"> ■ Click the Assign or Reassign button. ■ RESULT: The <i>Assign Application</i> page appears. ■ Select the official to whom you wish to assign the application. OR The duty station to which the application is to be assigned. Then select the Assign button to complete the action. OR ■ Click the Cancel button to not save changes. ■ RESULT: The <i>My Workload</i> page appears. <p>NOTE: The Assign, Reassign process may also be accessed from the <i>My Workload</i> page.</p>

NOTE: The following screen is used to assign an application to a duty station or ACO.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Assign Application

Application Is Currently Assigned To:

Tracking Number: 89615

Current Status: Issued-Pending

Select The Official To Assign The Application To:

Or

Duty Station:

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

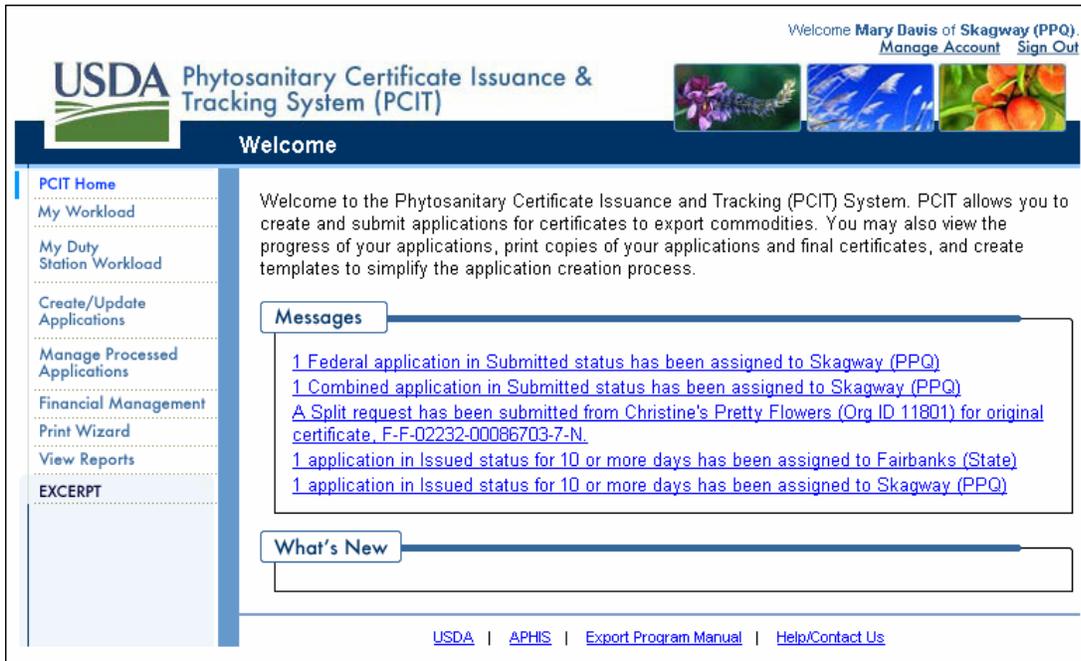
1.3 Processing Submitted Applications

What	This section shows you how to process a submitted application.
When	You wish to view application information.
How	Complete the following steps:

Beginning with PCIT Release 2.5.2, applications require external applicants (Industry Organizations) to be listed as the applicant. All 572 applications processed by a Federal duty station must have an external applicant (Industry Organization) listed as the applicant. Federal duty stations cannot be listed as the applicant. Any pending “Work in Progress” applications where a Federal duty station is listed as the applicant will be updated to a blank applicant. The duty station will still have access to these “Work in Progress” applications and will be able to search for and select an applicant.

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.



2. Locate the submitted application to be processed using the link in your Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload* or in *Section 1.2, Accessing Application via My Duty Station Workload*.

- Click the **Process** button next to the application to be reviewed.
RESULT: The *Application Details* page of the Application Step by Step for processing an application appears.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

Application for Combined Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

General

[Additional Declarations](#)

[Issue/Print Certificate](#)

EXCERPT

Tracking #: 93610 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**

Application Submission Date: 07/15/2008 [Update Status](#)

Application Details

Original Certificates:

F-F-02232-00091755-7-N	View Certificate
F-F-02232-00091753-7-N	View Certificate

Certificate Type: PPQ Form 577

Applicant Name: Alaska Plant World (Org ID 10952)

Applicant Address: 1234 Main Street
Suite 500
Juneau, AK 55555
Phone: 907-555-1234

Exporter Name: Alaska Plant World

Exporter Address: 4321 First Street
Anchorage, AK 99501

Consignee Name: Netherlands Importers

Consignee Address: Tulip City [Edit](#)

Destination Country: Netherlands

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 04/10/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Netherlands

Commodities Total: 2

Common Name	Botanical Name	Quantity	Unit	
Oak	Quercus macrolepis	100	Metric Tons	Details
Oak	Quercus macrolepis	100	Metric Tons	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

The following are the pages that compose Application Step by Step:

Page	Purpose
Certificate Type & Certification (For 579 applications only)	<ul style="list-style-type: none"> When creating a PPO Form 579 Phytosanitary Certificate for Reexport, the <i>Foreign Certification Information</i> page captures the certificate details entered in the Application Step by Step submission process.
General	<ul style="list-style-type: none"> Displays the application details information entered in the Application Step by Step submission process. Click the Details button next to a commodity to view all its information. Also provides a means to update this data.
Inspections	<ul style="list-style-type: none"> Captures information about the inspections that have been conducted of the application commodities.
Treatments	<ul style="list-style-type: none"> Captures information about treatments performed on the application commodities.
Additional Declarations	<ul style="list-style-type: none"> Captures the text that will display in the Additional Declarations area on the Phytosanitary Certificate.

NOTE: You may view and enter application information in any order.

4. Navigate through the *Application Step by Step* pages.

If you want to ...	Then
Sequentially move through the Application Step by Step pages	<ul style="list-style-type: none"> Click the Next button at the bottom of the screen. RESULT: The following <i>Application Step by Step</i> page appears. Click the Previous button at the bottom of the screen. RESULT: The preceding page appears. <p>NOTE: The Next and Previous buttons will display when appropriate.</p>
Move to a specific Application Step by Step page	<ul style="list-style-type: none"> Select the desired page at the left of the screen. RESULT: The appropriate <i>Application Step by Step</i> page appears.

5. Review the items at the top of the *Application Step by Step* pages.

Item	Purpose
Tracking Number	<ul style="list-style-type: none"> Read-only number assigned to the application during the application creation process for tracking the application through the certification process.
Close button	<ul style="list-style-type: none"> Closes the Application Step by Step process.
Print Application button	<ul style="list-style-type: none"> Opens a printable application Form 572 in portable document format (PDF).
Print Certificate Draft button	<ul style="list-style-type: none"> Opens a printable copy of the certificate, as it will look in PDF with the current certificate data and a draft watermark. Some fields (for example, date issued, and place of issue) will be blank until the certificate is issued.
Current Status	<ul style="list-style-type: none"> Displays the application's status.
Update Status button	<ul style="list-style-type: none"> Provides the means to update the application's status. For more information, see <i>Section 1.4, Editing Submitted Applications</i>.

1.4 Editing Submitted Applications

What	This section shows you how to view and edit a submitted application.
When	To update application information entered by the applicant or if you want to update the application status.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Locate the application to be updated using the link in the Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

My Duty Station Workload

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

Please select a duty station and application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station:

Select Status:

and optionally

Certificate Type:

Applicant Name:

Select Assigned To:

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability	Assigned To
F-F-02232-00093608-7-N ABCD Corporation	Issued	07/15/2008		<input type="button" value="Process"/>
93610 Alaska Plant World	Submitted	07/15/2008		<input type="button" value="Process"/> <input type="button" value="Assign"/>

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

- Click the **Process** button next to the application to be edited.
RESULT: The *Application Details* page of the *Application Step by Step* pages appears. The application is separated into six blocks.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

Application for Combined Federal Phytosanitary Certificate

Tracking #: 93610

[Close](#) [Print Application](#) [Print Certificate Draft](#)

PCIT Home

My Workload

My Duty Station Workload

Application Step by Step

General

Additional Declarations

Issue/Print Certificate

EXCERPT

Applicant Name: Alaska Plant World (Org ID 10952)

Application Submission Date: 07/15/2008

Current Status: **Submitted**

[Update Status](#)

Application Details

Original Certificates:		
F-F-02232-00091755-7-N	View Certificate	
F-F-02232-00091753-7-N	View Certificate	

Certificate Type:	PPQ Form 577
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Applicant Name:	Alaska Plant World (Org ID 10952)
Applicant Address:	1234 Main Street Suite 500 Juneau, AK 55555 Phone: 907-555-1234
Exporter Name:	Alaska Plant World
Exporter Address:	4321 First Street Anchorage, AK 99501
Consignee Name:	Netherlands Importers
Consignee Address:	Tulip City Edit
Destination Country:	Netherlands
Requested Issuing Duty Station:	AK-Skagway (PPQ)
Reference Information:	
Import Permit Number:	<input type="text"/>
Comments:	<input type="text"/>

Shipment Value:	Commercial
Approximate Date For Departure From Port Of Export:	04/10/2008
Port Of Export:	Edit
Declared Means Of Conveyance:	Air Freight
Shipping Details:	<i>For information, click the commodity 'Details' button(s) below.</i>
Point Of Entry:	Netherlands

Commodities Total: 2			
Common Name	Botanical Name	Quantity	Unit
Oak	Quercus macrolepis	100	Metric Tons Details
Oak	Quercus macrolepis	100	Metric Tons Details

Attachments:	There are no file(s) attached to this application.
--------------	----------------------------------------------------

[Next](#)

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

4. Use the following chart to select the desired action.

If you want to...	Then...
Update the application status	<ul style="list-style-type: none"> ■ Proceed to Step 5.
Change a section of the application information	<ul style="list-style-type: none"> ■ Proceed to Step 8.
View/update detailed commodity information on the application	<ul style="list-style-type: none"> ■ Proceed to Step 10.

5. Click the **Update Status** button in the upper right hand corner of the screen.

RESULT: The *Update Application Status* page appears with the current application status and the application tracking number in a read-only display.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Update Application Status

Please choose a New status and click Select.

Current Status: Submitted

Application Tracking Number: 90802

New Status:

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6. Select the new status from the drop-down list according to the following chart.

Status	Notes
Returned	<ul style="list-style-type: none"> ■ The application will be sent back to the applicant. ■ The ACO can choose to provide a comment about the application regarding the reason the application was returned. ■ The applicant can update the application and re-submit it. ■ Returned applications are removed from My Workload and My Duty Station Workload lists.
Cancelled	<ul style="list-style-type: none"> ■ The application has been cancelled. ■ The ACO can choose to provide a comment about the application regarding the reason the application was cancelled.

7. Use the following chart to select the desired action.

If you want to...	Then...
Complete the status change to Cancelled or Returned	<ul style="list-style-type: none"> ■ Click the Select button. ■ RESULT: The <i>Application Status</i> page appears. ■ Enter any desired comment and click the Save button. ■ RESULT: The <i>My Workload</i> or <i>My Duty Station</i> page appears.
Abandon the status change	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Application Step by Step</i> page appears with the same status.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. The main header reads 'Reason for Cancel/Return'. Below this, a message states: 'You are updating application #90802 status to: Cancelled.' A prompt asks the user to 'Please enter comments explaining why you are returning or cancelling the application. These comments will be available for the applicants to review.' A text input field contains the text 'Per your request.' Below the input field are 'Cancel' and 'Save' buttons. At the bottom of the page, there are links for 'USDA | APHIS | Export Program Manual | Help/Contact Us'.

- Click the **Edit** button next to the section of information you wish to change.
RESULT: The appropriate page of the *Application Step by Step* submit process displays. For example, if you wish to change the Commodity Available Date, click the adjacent **Edit** button, and the *Commodities Overview* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:*

Commodities Available On:*
mm/dd/yyyy

Time:*
Hours (e.g. 17) Minutes (e.g. 45)

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

Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected
Pine	Dacrydium sp	100	Bundles	Select All	Select All

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Refer to the *Creating Applications* section, for field definitions and procedures.

9. Make any necessary edits and click the **Save** button.
 RESULT: The *Application Details* page appears with the updated data displayed.
10. Click the **Details** button next to the commodity to view.
 RESULT: The *Commodity Details* summary page appears. It is a view-only screen.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Commodity Details

Common Name:	Pine	Edit	
Botanical Name:	Dacrydium sp		
Part: Plants	Quantity: 100		Unit: Bundles
Number Of Packages:			
Package Description:	In bulk		
Distinguishing Marks:	Arctics Lumber, Inc. Juneau, Iceland		
Certified Origin(s):	USA		

[Back](#)

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

- Click the **Edit** button to make changes to commodity data.
RESULT: The *Commodity Details* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.
Items marked * are required.

Common Name:* Pine

Botanical Name:* Dacrydium sp

Part:* Plants

If Other, More Details:

Quantity:* 100

Unit:* Bundles

If Other, More Details:

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

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:* In bulk

If Other, More Details:

Distinguishing Marks:* Use Consignee Address

If Other, More Details:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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NOTE: Refer to the *Creating Applications* document, for field definitions and procedures.

NOTE: You will not be able to modify previous entries in the drop-down list in the Package Description and Distinguishing Marks fields. To modify these sections, you must select Other and type the new information in the **If Other, More Details** textbox.

- Edit the data as required and click the **Save** button.
RESULT: The *Application Details* page appears with the updated data displayed.

- To add a new commodity, click the **Edit** button of the commodity block.

RESULT: The *Commodities Overview* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)
 Application for Federal Phytosanitary Certificate

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:*

Commodities Available On:*
mm/dd/yyyy

Time:*
Hours (e.g. 17) Minutes (e.g. 45)

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

Common Name	Botanical Name	Quantity	Unit	<input type="button" value="Update Selected"/>	<input type="button" value="Delete Selected"/>
Pine	Dacrydium sp	95	Bundles	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>

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NOTE: Refer to the *Creating Applications* document, *1.1 Creating and Submitting an Application* for instructions on how to add a commodity.

- Add a commodity and click the **Save** button.

RESULT: The *Application Details* page appears with the new commodity displayed.

1.5 Entering Inspection Information

What	This section shows you how to enter or update Inspections information.
When	You wish to add or update inspection details for an eligible application.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Locate the application to be updated using the link in the Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

My Duty Station Workload

Please select a duty station and application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station: AK: Fairbanks (State) ▼

Select Status: All ▼

and optionally

Certificate Type: Select ▼

Applicant Name: Select ▼

Select Assigned To: Select ▼

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability Date	Assigned To
F-F-02232-00093608-7-N ABCD Corporation	Issued	07/15/2008		<input type="button" value="Process"/>
93610 Alaska Plant World	Submitted	07/15/2008		<input type="button" value="Process"/> <input type="button" value="Assign"/>

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

- Click the **Process** button next to the desired application.
RESULT: The *Application Details* page of the *Application Step by Step* pages appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90802 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 10952)
Applicant Address: 1234 Main Street
 Suite 500
 Juneau, AK 55555
 Phone: 907-555-1234

Exporter Name: Alaska Plant World
Exporter Address: 12934 Anywhere Street
 Juneau, AK 11111

Consignee Name: Arctics Lumber, Inc.
Consignee Address: Juneau [Edit](#)

Destination Country: Iceland
Requested Issuing Duty Station: AK-Skagway (PPQ)

Reference Information:
Import Permit Number:

Comments:

Shipment Value: Commercial
Approximate Date For Departure From Port Of Export: 02/19/2008
Port Of Export: [Edit](#)
Declared Means Of Conveyance: Air Freight
Shipping Details: *For information, click the commodity 'Details' button(s) below.*
Point Of Entry: South Pole

Commodities Available For Inspection At: Warehouse 1
Commodities Available On: 02/19/2008 [Time:](#) 1045
Commodities Total: 2 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pine	Dacrydium sp	95	Bundles	Details
Spruce	Picea sp	50	Bundles	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

- Select the **Inspections** link at the left side of the screen.
RESULT: The *Inspections* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: **90802** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90802

Inspections

Before issuing a certificate, inspection results must be entered for each commodity in the application. Please click on 'Add New Inspection' to create an inspection entry. A single inspection may cover one or multiple commodities. Inspection results must be entered for each commodity on the application to issue a certificate.

No inspections have been added to the application. Please use the 'Add New Inspection' button to add an inspection.

[Add New Inspection](#)

[Previous](#) [Next](#)

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

NOTE: If no inspections have been added, the summary box will contain the message in the above figure. If inspection information has already been added to the application, the following fields will be displayed in the summary box:

Field	Notes
Inspection Date	Displays the date the commodity (ies) were inspected.
Commodities Inspected	Displays the commodity (ies) that have been inspected. If more than one commodity was inspected on the date listed, then "Multiple Commodities" will be displayed.

- Use the following chart to proceed to the desired action.

If you want to...	Then...
Add a new inspection	Proceed to Step 6.
Edit an existing inspection	Proceed to Step 13.
Delete an existing inspection	Proceed to Step 18.

- Click the **Add New Inspection** button.
RESULT: The *Inspection Details* page appears. The page is designed to accept general information about an inspection (for example, date and overall finding) as well as specific commodity/pest finding information.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

Inspection Details

Enter all inspection information for the application below.
 Items marked * are required.

Inspector Name:* ▼

Enter Inspection Date:*

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy End date is optional. Enter only if the inspection was conducted over several days.

Inspection Finding:

Enter the inspection results below. You may select a standard statement from the dropdown list.

▼

Based on this inspection, this application will be ▼.

Commodities Inspected On This Date:

For each commodity inspected on this date, enter the inspection results and select 'Add'. If there is more than one finding for a commodity, add multiple entries for that commodity. To apply the same finding to all commodities, select 'All' for the commodity.

<p>Select Commodity:</p> <input style="width: 100%;" type="text" value="All"/> ▼	<p>Inspection Percent:</p> <input style="width: 100%;" type="text" value="2"/>
<p>Pest Found:</p> <input style="width: 100%;" type="text" value="None"/> ▼	<p>Contaminants:</p> <input style="width: 100%;" type="text"/>
<p>If Other: <input style="width: 100%;" type="text"/></p>	
<input type="button" value="Add"/>	

No commodities have been added to the inspection.

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

7. To add general application inspection information, complete the fields of the *Inspection Details* page according to the following field chart:

Field	Notes
Inspector Name	<ul style="list-style-type: none"> ■ The inspector name will automatically default to the ACO who is currently processing the application. ■ An ACO Admin support will be required to select an ACO from the list.
Enter Inspection Date Start Date	<ul style="list-style-type: none"> ■ The date the inspection began. ■ This is a required field.
Enter Inspection Date End Date	<ul style="list-style-type: none"> ■ The date the inspection ended. ■ This is an optional field. ■ NOTE: Adding an end date here will not display the date ranges on the certificate. If you want to display multiple dates or a date range on the certificate, you must modify the inspection date by entering the range in the 'Or Any Text' textbox on the <i>Certificate Adjustment</i> page.
Inspection Finding	<ul style="list-style-type: none"> ■ Text box for entering or updating results from the inspection. You may also select a standard statement from the dropdown list. ■ This is an optional field.

8. To enter an inspection process result, you can select **Processed**, **Returned**, or **Cancelled** in the **Based on this inspection; this application will be...** field. **Processed** is the default selection.
- a. If you select **Processed**, the inspection information will be validated and added to the application.
 - b. If you select **Returned** or **Cancelled**, the *Reason for Cancel/Return* page appears. You can enter a comment explaining why the application is being returned or cancelled for the applicant to review. Click the **Save** button and the application is cancelled/returned and you are returned to the *Welcome* page.
9. To add specific commodity inspection information, complete the fields of the *Inspection Details* page's Select Commodities block according to the following field chart:

Field	Notes
Select Commodity	<ul style="list-style-type: none"> ■ A drop-down list of the application's commodity (ies). ■ "All" is included in the list to easily associate the inspection information with all of the application's commodities. <p>NOTE: Each application commodity must have inspection details before an application can be set to Issued status.</p>
Inspection Percent	<ul style="list-style-type: none"> ■ The amount of the commodity inspected represented as a percentage. ■ The default is "2."
Pest Found	<ul style="list-style-type: none"> ■ Select the type of pest found during the inspection. ■ The default is "None."
Contaminants	<ul style="list-style-type: none"> ■ Describes other items found during the inspection, such as soil. ■ This is an optional field.
If Other:	<ul style="list-style-type: none"> ■ If "Other" is selected in the Pest Found, you can enter free form text describing the pest found.

10. Click the **Add** button under the Select Commodities block.

RESULT: The Select Commodity, Inspection Percent, Infestation Type and Contaminants fields are listed in the summary box at the bottom of the page. The three fields of the Commodity box are reset to the default values.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Inspection Details

Enter all inspection information for the application below.
Items marked * are required.

Inspector Name:*

Enter Inspection Date:*

Start Date:

End Date: End date is optional. Enter only if the inspection was conducted over several days.

Inspection Finding:

Based on this inspection, this application will be .

Commodities Inspected On This Date:

For each commodity inspected on this date, enter the inspection results and select 'Add'. If there is more than one finding for a commodity, add multiple entries for that commodity. To apply the same finding to all commodities, select 'All' for the commodity.

Select Commodity:	<input type="text" value="All"/>	Inspection Percent:	<input type="text" value="2"/>
Pest Found:	<input type="text" value="None"/>	Contaminants:	<input type="text"/>
If Other:	<input type="text"/>		
<input type="button" value="Add"/>			

Commodity	Inspection Percent	Infestation Type	Contaminants
Pine	2	None	<input type="button" value="Delete"/>

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

11. Repeat Step 9 to add additional specific commodity inspection information.

12. Use the following chart to perform the desired action:

If you want to...	Then...
Save the commodity inspection information.	<ul style="list-style-type: none"> ■ Click the Save button. ■ RESULT: The <i>Application Step by Step Inspections</i> page appears with the new inspection displayed.
Abandon the commodity inspection information	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Application Step by Step Inspections</i> page appears; no inspection information was saved.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
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Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

[General](#)

[Inspections](#)

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

EXCERPT

Tracking # **90802**

Applicant Name: Alaska Plant World

Application Submission Date: 02/18/2008

Application Tracking Number: 90802

Current Status: **Submitted**

[Update Status](#)

Inspections

Before issuing a certificate, inspection results must be entered for each commodity in the application. Please click on 'Add New Inspection' to create an inspection entry. A single inspection may cover one or multiple commodities. Inspection results must be entered for each commodity on the application to issue a certificate.

Inspection Date	Commodities Inspected	Update	Delete
02/18/2008	Pine	Update	Delete

[Add New Inspection](#)

[Previous](#) [Next](#)

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

13. From the *Application Step by Step Inspections* page, click the **Update** button next to the Inspection to be edited.
 RESULT: The *Inspection Details* page appears with the selected inspection information displayed.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Inspection Details

Enter all inspection information for the application below.
 Items marked * are required.

Inspector Name:*

Enter Inspection Date:*

Start Date:
mm/dd/yyyy

End Date: End date is optional. Enter only if the inspection was conducted over several days.
mm/dd/yyyy

Inspection Finding:

Based on this inspection, this application will be .

Commodities Inspected On This Date:

For each commodity inspected on this date, enter the inspection results and select 'Add'. If there is more than one finding for a commodity, add multiple entries for that commodity. To apply the same finding to all commodities, select 'All' for the commodity.

Select Commodity:	Inspection Percent:
<input type="text" value="All"/>	<input type="text" value="2"/>
Pest Found:	Contaminants:
<input type="text" value="None"/>	<input type="text"/>
If Other: <input type="text"/>	
<input type="button" value="Add"/>	

Commodity	Inspection Percent	Infestation Type	Contaminants
Pine	2	None	<input type="button" value="Delete"/>

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

14. From the *Inspection Details* page, use the following chart to perform the desired action:

If you want to...	Then...
Change inspection information	<ul style="list-style-type: none"> ■ Update information in Start date, End date, and Inspection findings as desired.
Add additional commodity inspection information	<ul style="list-style-type: none"> ■ Perform Step 9 through 11.
Delete an existing commodity from an inspection	<ul style="list-style-type: none"> ■ Click the Delete button next to the desired commodity in the summary box at the bottom of the page. ■ RESULT: A confirmation page appears. ■ Click the Yes button to confirm the deletion. ■ RESULT: The <i>Inspection Details</i> page appears; the commodity inspection information has been deleted. ■ Click the Save button on the <i>Inspection Details</i> page. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ■ Click the No button to abandon the deletion. ■ RESULT: The <i>Inspection Details</i> page appears, and the commodity inspection information displays.

15. From the *Application Step by Step Inspections* page, click the **Update** button next to the inspection to be updated.

RESULT: The *Inspection Details* page appears where you can update the inspection.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

Inspection Details

Enter all inspection information for the application below.
 Items marked * are required.

Inspector Name:*

Enter Inspection Date:*

Start Date:
mm/dd/yyyy

End Date: End date is optional. Enter only if the inspection was conducted over several days.
mm/dd/yyyy

Inspection Finding:

Based on this inspection, this application will be .

Commodities Inspected On This Date:

For each commodity inspected on this date, enter the inspection results and select 'Add'. If there is more than one finding for a commodity, add multiple entries for that commodity. To apply the same finding to all commodities, select 'All' for the commodity.

Select Commodity:	Inspection Percent:
<input type="text" value="All"/>	<input type="text" value="2"/>
Pest Found:	Contaminants:
<input type="text" value="None"/>	<input type="text"/>
If Other:	
<input type="text"/>	
<input type="button" value="Add"/>	

Commodity	Inspection Percent	Infestation Type	Contaminants
Pine	2	None	<input type="button" value="Delete"/>
Spruce	2	Mold found.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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

16. To update the Other options, click the **Edit** button next to the commodity in the summary section at the bottom of the page.

RESULT: The *Update Other Inspection Details* page appears and you can enter text. Click the **Save** button to return to the *Inspection Details* page.

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[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Update Other Inspection Details

Commodity: Spruce

Other Pest Found:

Mold found.

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

17. To save the changes to the inspection, click the **Save** button on the *Inspection Details* page.
 RESULT: The *Application Step by Step Inspections* page appears.

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[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # **90802** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90802

Inspections

Before issuing a certificate, inspection results must be entered for each commodity in the application. Please click on 'Add New Inspection' to create an inspection entry. A single inspection may cover one or multiple commodities. Inspection results must be entered for each commodity on the application to issue a certificate.

Inspection Date	Commodities Inspected	
02/18/2008	Multiple Commodities	Update Delete

[Add New Inspection](#)

[Previous](#) [Next](#)

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

18. From the *Application Step by Step Inspections* page, click the **Delete** button next to the inspection to be deleted.
 RESULT: A delete confirmation page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Delete Confirmation

Are you sure you want to delete the inspection information dated 02/18/2008?

[No](#) [Yes](#)

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

19. Use the following chart to perform the desired action:

If you want to...	Then...
Delete the Inspection	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Application Step by Step Inspections</i> page appears; the inspection has been deleted.
Abandon the delete	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Application Step by Step Inspections</i> page appears; the inspection was not deleted.

1.6 Entering Treatment Information

What	This section shows you how to enter Treatment information.
When	To add or update treatment details for an eligible application.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Locate the application to which you wish to add treatment information using the link in the Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

Welcome **Mary Davis** of **Skagway (PPO)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

My Duty Station Workload

Please select a duty station and application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station:

Select Status:

and optionally

Certificate Type:

Applicant Name:

Select Assigned To:

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability	Assigned To
F-F-02232-00093608-7-N ABCD Corporation	Issued	07/15/2008		<input type="button" value="Process"/>
93610 Alaska Plant World	Submitted	07/15/2008		<input type="button" value="Process"/> <input type="button" value="Assign"/>

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

- Click the **Process** button next to the desired application.
RESULT: The *Application Details* page of the *Application Step by Step* pages appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90802 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 10952)
Applicant Address: 1234 Main Street
 Suite 500
 Juneau, AK 55555
 Phone: 907-555-1234

Exporter Name: Alaska Plant World
Exporter Address: 12934 Anywhere Street
 Juneau, AK 11111

Consignee Name: Arctics Lumber, Inc.
Consignee Address: Juneau [Edit](#)

Destination Country: Iceland
Requested Issuing Duty Station: AK-Skagway (PPQ)

Reference Information:
Import Permit Number:

Comments:

Shipment Value: Commercial
Approximate Date For Departure From Port Of Export: 02/19/2008
Port Of Export: [Edit](#)
Declared Means Of Conveyance: Air Freight
Shipping Details: *For information, click the commodity 'Details' button(s) below.*
Point Of Entry: South Pole

Commodities Available For Inspection At: Warehouse 1
Commodities Available On: 02/19/2008 [Time:](#) 1045
Commodities Total: 2 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pine	Dacrydium sp	95	Bundles	Details
Spruce	Picea sp	50	Bundles	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

- Select the Treatments link at the left side of the screen.
RESULT: The *Treatments* page appears.

The screenshot displays the 'Treatments' page in the PCIT system. At the top right, it says 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. The main header is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Application for Federal Phytosanitary Certificate'. On the left is a navigation menu with 'Treatments' selected. The main content area shows: Tracking # 90802, Applicant Name: Alaska Plant World, Application Submission Date: 02/18/2008, and Application Tracking Number: 90802. The current status is 'Submitted' with an 'Update Status' button. A text box explains that treatments apply to one or multiple commodities and provides instructions on how to print the certificate. A summary box contains the message: 'No treatments have been added to the application. Please use the 'Add New Treatment' button to add a treatment if needed for this application.' Below this is an 'Add New Treatment' button and 'Previous'/'Next' navigation buttons. At the bottom are links for USDA, APHIS, Export Program Manual, and Help/Contact Us.

NOTE: If no treatments have been added, the summary box will contain the message in the above figure. If treatment information has already been added to the application, the following fields will be displayed in the summary box:

Field	Notes
Treatment Type	Displays the name of treatment performed.
Commodities	Displays the commodity (ies) that were treated. If more than one commodity was treated, then "Multiple Commodities" will be displayed.

- Use the following chart to proceed to the desired action.

If you want to...	Then...
Add a new treatment	■ Proceed to Step 6.
Edit an existing treatment	■ Proceed to Step 12.
Delete an existing treatment	■ Proceed to Step 14.

- Click the **Add New Treatment** button.
RESULT: The *Treatment Details* page appears. The page is designed to accept general information about a treatment (for example, date, treatment name, chemical used) as well as specifying the commodity (ies) that was treated.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date: Or Any Text:
mm/dd/yyyy (50 characters max)

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical:
(Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text"/>	<input type="text" value="Select"/>	/	<input type="text"/>	<input type="text" value="Select"/>
Temperature:	<input type="text"/>	<input type="text" value="Select"/>			
Duration:	<input type="text"/>	<input type="text" value="Select"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

[Select Commodity:](#)

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

7. To add general treatment information, complete the fields of the *Treatment Details* page according to the following field chart:

Field	Notes
Enter Treatment Date: Enter A Date	<ul style="list-style-type: none"> ■ The month, day, and year the treatment began. Future dates are allowed. ■ This is a required field. ■ NOTE: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".
Enter Treatment Date: Or Any Text	<ul style="list-style-type: none"> ■ Enter up to 50 characters of free text.
Treatment Type	<ul style="list-style-type: none"> ■ Name of the treatment performed on the commodity. ■ Select the name from the drop-down list or, if the appropriate treatment is not displayed, select "Other" and type the treatment name in the data entry field provided. ■ This is a required field.
Chemical	<ul style="list-style-type: none"> ■ Name of the chemical used to treat the commodity. ■ Select the name from the drop-down list or, if the chemical is not displayed, select "Other" and type the chemical name in the data entry field provided. ■ This is an optional field.
Concentration	<ul style="list-style-type: none"> ■ Describes the amount of chemical used to treat the commodity; including ability to select a unit of measure. ■ This is an optional field.
Temperature	<ul style="list-style-type: none"> ■ Describes the degrees maintained during treatment; including ability to select a unit of measure. ■ This is an optional field.
Duration	<ul style="list-style-type: none"> ■ Describes the length of time the treatment was performed; including ability to select a unit of measure. ■ This is an optional field.
Additional Information	<ul style="list-style-type: none"> ■ Describes other information not already captured about the treatment performed. ■ This is an optional field.

8. Select the application commodity that was treated from the drop-down list of application commodities. If more than one commodity is listed in the application, the option "All" is included in the list to easily associate the treatment information with all of the application's commodities.
RESULT: The commodity name(s) displays in the Select commodity field.

- Click the **Add** button next to the Select Commodity field.
RESULT: The commodity name(s) displays in the Commodity list.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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

Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date: Or Any Text: (50 characters max)

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical: (Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text" value="2"/>	<input type="text" value="tsp"/>	/	<input type="text" value="1"/>	<input type="text" value="gal"/>
Temperature:	<input type="text" value="98"/>	<input type="text" value="F"/>			
Duration:	<input type="text" value="20"/>	<input type="text" value="Seconds"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

Select Commodity:

Commodity	
Pine	<input type="button" value="Delete"/>
Spruce	<input type="button" value="Delete"/>

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

- Repeat Steps 8 and 9 to include additional commodities in the treatment.

11. Use the following chart to perform the desired action:

If you want to...	Then...
Save the treatment information	<ul style="list-style-type: none"> Click the Save Treatments button. RESULT: The <i>Application Step by Step Treatments</i> page appears with the new treatment displayed.
Abandon the treatment information	<ul style="list-style-type: none"> Click the Cancel button. RESULT: The <i>Application Step by Step Treatments</i> page appears; no treatment information was saved.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: **90802** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90802

Treatments

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application. When multiple treatments are present, select the treatment to print on the first page of the certificate by clicking the corresponding 'Print First' radio button.

Treatment Type	Commodities	
Fungicide	Multiple Commodities	Update Delete

[Add New Treatment](#)

[Previous](#) [Next](#)

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

12. From the *Application Step by Step Treatments* page, click the **Update** button next to the treatment to be edited.

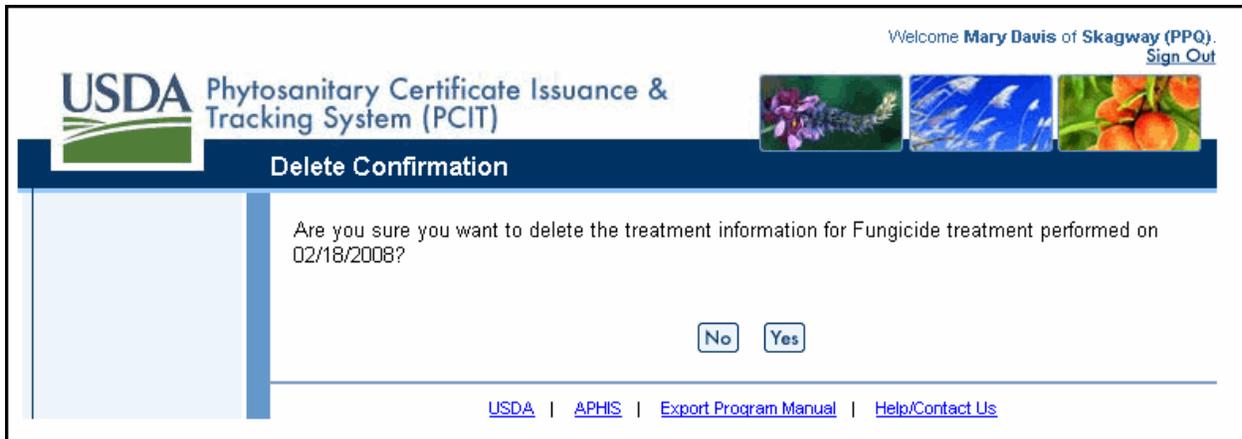
RESULT: The *Treatment Details* page appears with the selected treatment information displayed.

13. Use the following chart to perform the desired action:

If you want to...	Then...
Change general treatment information	<ul style="list-style-type: none"> Enter/change the treatment information as desired.
Add an additional commodity (ies) to the treatment	<ul style="list-style-type: none"> Perform Steps 8 and 9.
Delete an existing commodity from the treatment	<ul style="list-style-type: none"> Click the Delete button next to the desired commodity. RESULT: A confirmation page appears. Click the Yes button to confirm the deletion. RESULT: The <i>Treatment Details</i> page appears and the commodity has been deleted from the list. Click the Save button on the <i>Treatment Details</i> page. <p>OR</p> <ul style="list-style-type: none"> Click the No button to abandon the deletion. RESULT: The <i>Treatment Details</i> page appears; the commodity was not deleted from the list.

14. From the *Application Step by Step Treatments* page, click the **Delete** button next to the treatment to be deleted.

RESULT: A delete confirmation screen appears.



15. Use the following chart to perform the desired action:

If you want to...	Then...
Delete the treatment	<ul style="list-style-type: none"> Click the Yes button. RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment has been deleted.
Abandon the delete	<ul style="list-style-type: none"> Click the No button. RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment was not deleted.

1.7 Entering Additional Declarations

What	This section shows you how to enter Additional Declarations information.
When	You wish to add or update Additional Declarations information for an application.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Locate the application to add Additional Declarations using the link in the Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

My Duty Station Workload

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

Please select a Duty station and Application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station:

And

Select Status:

And Optionally

Select Assigned To:

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability Date	Assigned To
F-F-02232-00089404-7-N Test Plant Company	Issued	01/24/2008	01/24/2008	<input type="button" value="Process"/>
F-F-02232-00089453-7-N Test Plant Company	Issued	01/25/2008	01/25/2008	<input type="button" value="Process"/>
F-F-02232-00089553-7-N Test Plant Company	Issued	01/28/2008	01/28/2008	<input type="button" value="Process"/>
F-F-02232-00089615-9-N S4S Trading	Issued-Pending	01/29/2008	01/29/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02232-00089766-7-N Test Plant Company	Issued	01/31/2008	01/31/2008	<input type="button" value="Process"/>

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

- Click the **Process** button next to the desired application.
RESULT: The *Application Details* page of the *Application Step by Step* pages appears.

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

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

General

[Inspections](#)

[Treatments](#)

Additional Declarations

[Issue/Print Certificate](#)

EXCERPT

Tracking #: **90802** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**

Application Submission Date: 02/18/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 10952)

Applicant Address: 1234 Main Street
Suite 500
Juneau, AK 55555
Phone: 907-555-1234

Exporter Name: Alaska Plant World

Exporter Address: 12934 Anywhere Street
Juneau, AK 11111

Consignee Name: Arctics Lumber, Inc.

Consignee Address: Juneau [Edit](#)

Destination Country: Iceland

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 02/19/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: South Pole

Commodities Available For Inspection At: Warehouse 1

Commodities Available On: 02/19/2008 [Time: 1045](#)

Commodities Total: 2 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pine	Dacrydium sp	95	Bundles	Details
Spruce	Picea sp	50	Bundles	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

- Select the Additional Declarations link at the left side of the screen.
RESULT: The *Additional Declarations* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. The user is logged in as Mary Davis of Skagway (PPQ). The application tracking number is 90802, and the current status is 'Submitted'. The 'Additional Declarations' section is active, showing a dropdown menu with the text 'Import Permit Number _____ was presented.' and an 'Add' button. Below this is a large, empty, scrollable text field for entering declarations. Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the bottom of the main content area.

NOTE: If additional declaration information has already been added to the application, it will be displayed in the editable text field in the middle of the screen.

- Use the following chart to perform the desired action:

If you want to...	Then...
Add a standard PCIT AD	<ul style="list-style-type: none"> Select the AD text from the drop-down list. Click the Add button. RESULT: The AD text appears in the editable text field. Edit the text as required for certifying the application commodity (ies).
Enter an AD	<ul style="list-style-type: none"> Type in the desired Additional Declaration in the editable text field.
Update an existing Additional Declaration	<ul style="list-style-type: none"> Edit the Additional Declaration in the editable text field.
Copy an AD from EXCERPT	<ul style="list-style-type: none"> Select the <u>EXCERPT</u> link. RESULT: A new browser window displays the EXCERPT connect screen. Access EXCERPT as you usually would. <p>NOTE: You must obtain your own User Name and Password to connect to EXCERPT.</p> <ul style="list-style-type: none"> Locate the desired AD. Use copy-and-paste techniques to paste the AD into the editable text field on PCIT's <i>Application Step by Step Additional Declarations</i> page.

6. Use the following chart to perform the desired action:

If you want to...	Then...
Save the Additional Declaration text	<ul style="list-style-type: none"> ■ Click the Save button.
Abandon the Additional Declaration text	<ul style="list-style-type: none"> ■ Clear/delete the text from the editable text field. ■ Click the Save button.

1.8 Issuing and Printing Certificates

What	This section shows you how to Issue and Print a Certificate.
When	You wish to Issue and Print a Certificate for an eligible application.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Locate the application to Issue and Print using the link in the Messages box on the *Welcome* page or the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

My Duty Station Workload

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

Please select a duty station and application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station: AK, Fairbanks (State) ▼

Select Status: All ▼

and optionally

Certificate Type: Select ▼

Applicant Name: Select ▼

Select Assigned To: Select ▼

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability	Assigned To
F-F-02232-00093608-7-N ABCD Corporation	Issued	07/15/2008		<input type="button" value="Process"/>
93610 Alaska Plant World	Submitted	07/15/2008		<input type="button" value="Process"/> <input type="button" value="Assign"/>

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

- Click the **Process** button next to the desired application.
RESULT: The *Application Details* page of the *Application Step by Step* pages appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90802 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 10952)
Applicant Address: 1234 Main Street
 Suite 500
 Juneau, AK 55555
 Phone: 907-555-1234

Exporter Name: Alaska Plant World
Exporter Address: 12934 Anywhere Street
 Juneau, AK 11111

Consignee Name: Arctics Lumber, Inc.
Consignee Address: Juneau [Edit](#)

Destination Country: Iceland
Requested Issuing Duty Station: AK-Skagway (PPQ)

Reference Information:
Import Permit Number:

Comments:

Shipment Value: Commercial
Approximate Date For Departure From Port Of Export: 02/19/2008
Port Of Export: [Edit](#)
Declared Means Of Conveyance: Air Freight
Shipping Details: *For information, click the commodity 'Details' button(s) below.*
Point Of Entry: South Pole

Commodities Available For Inspection At: Warehouse 1
Commodities Available On: 02/19/2008 [Time:](#) 1045
Commodities Total: 2 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pine	Dacrydium sp	95	Bundles	Details
Spruce	Picea sp	50	Bundles	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

- Select the [Issue/Print Certificate](#) link at the left side of the screen.
RESULT: The *Certificate Adjustment & Payment* page appears.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPO)**.
[Sign Out](#)

Application for Combined Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

[General](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Tracking # **93610** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 10952) Current Status: **Submitted**

Application Submission Date: 07/15/2008 [Update Status](#)

Application Tracking Number: 93610

Certificate Adjustment & Payment

At this time, you can make any necessary adjustments to the certificate.

Inspection Date Adjustment

The current inspection date is **April 10, 2008**. If you wish to change this date, you can enter it here:

Select Date Information:

Or Any Text:

(44 characters max)

Country of Transit Adjustment

The destination country is **Netherlands**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to first save your changes: [Save Current Adjustments](#)

Click this button to preview your certificate: [Preview Certificate](#)

Certificate Payment

The calculated fee is for this certificate is: **\$7.00**. [Change Fee](#)

Note: Issuing this certificate will debit the applicant's pre-purchase account the fee amount.

Important: Only click 'Issue Certificate & Charge Fee' button once to avoid possible duplicate charges.

[Previous](#) [Issue Certificate & Charge Fee](#)

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

5. Confirm the inspection date to be printed on the certificate:

If you want to...	Then...
Keep the inspection date indicated	<ul style="list-style-type: none"> No action is required.
Change the current inspection date	<ul style="list-style-type: none"> Enter the date in mm/dd/yyyy format in the Enter A Date field and/or update the Or Any Text field. <p>NOTE: The inspection date will be spelled out on the certificate.</p>

6. Confirm the issue date to be printed on the certificate:

If you want to...	Then...
Keep the issue date indicated	<ul style="list-style-type: none"> No action is required.
Change issue date indicated	<ul style="list-style-type: none"> Enter a date in mm/dd/yyyy format in the Enter A Date field. <p>NOTE: The issue date will be spelled out on the certificate in long date format.</p>

7. Add additional countries that the shipment will traverse to before reaching the destination country; click the **Add Country of Transit** button.

RESULT: The *Country of Transit* page appears. Select the appropriate country and click the **Add** button. When you are finished, click the **Save** button.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Country of Transit

The destination country is **Iceland**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, you can add them here:

Country Of Transit:

* Required for U.S. products shipped from Canadian ports.

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

8. Confirm the Authorized Certification Official (ACO) name to be printed on the certificate.
NOTE: The ACO and ACO Admin can leave the Authorization Officer field blank or select “Unknown”.

If you want to...	Then...
Keep the ACO name indicated to print in Block 17 of the certificate	<ul style="list-style-type: none"> ■ No action is required.
Change the ACO name indicated to print in Block 17 of the certificate	<ul style="list-style-type: none"> ■ Select a name from the list.

9. Click the **Apply Adjustments for Preview** button to update date and ACO changes.
RESULT: The *Certificate Adjustment & Payment* page refreshes with the updated data displayed.
10. Optional: You can click the **Preview Certificate** button to display a draft certificate prior to issuing the certificate.
RESULT: A new browser window opens and the draft certificate is displayed in portable document format (PDF).

NOTE: Once the certificate is issued, its data cannot be changed. The Preview Certificate functionality is a useful tool to review data prior to issuance.

11. Click the **Issue Certificate** button to issue the certificate.

RESULT: The status is updated to Issued (or Issued-Pending if inspection results were not added for all the application commodities) and the certificate number is displayed in place of the Application Tracking Number. The *Print Certificate & Optional Fee Correction* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

[PCIT Home](#)
[My Workload](#)
[My Duty Station Workload](#)
[Issue/Print Certificate](#)
[EXCERPT](#)

Applicant Name: Alaska Plant World Current Status: **Issued**
 Application Submission Date: 04/10/2008
 FPC Number: F-F-02232-00091753-7-N

Print Certificate & Optional Fee Correction

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

This certificate was charged: **\$50.00**.
 If this is incorrect, you can correct the fee now. [Correct Fee](#)

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the ['Generate Original Certificate'](#) button.

[Generate Original Certificate](#)

Step 2: Once the original certificate has successfully printed, click the ['Printed'](#) button. This will do the following:

- Will ensure that duplicate original certificates cannot be generated in PCIT.
- Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

[Printed](#)

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: [Add](#)

Bar Code Number(s):

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

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

NOTE: An Issued-Pending status will also display the message **“There is still missing inspection data for this certificate. The original certificate may be printed but PCIT processing will not be complete until all inspection details have been entered.”**

12. The certificate charge fee displays. If the fee is incorrect, you can correct the fee by clicking the **Correct Fee** button.

RESULT: The *Change Certificate Fee* page appears.

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

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Applicant Name: Alaska Plant World Current Status: **Issued**
Application Submission Date: 04/10/2008
FPC Number: F-F-02232-00091753-7-N

Change Certificate Fee

The calculated fee is: **\$50.00.**

Enter The New Amount:*

Reason For The Change:

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

13. Select the correct certificate fee in the **Enter The New Amount** field. You can also add free text in the **Reason For The Change** box (this is an optional field). Click the **Save** button.
RESULT: The *Print Certificate & Optional Fee Correction* page reappears with the corrected certificate fee.

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



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Alaska Plant World

Application Submission Date: 04/10/2008

FPC Number: F-F-02232-00091753-7-N

Current Status: **Issued**

Print Certificate & Optional Fee Correction

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

This certificate was charged: **\$23.00**.
 If this is incorrect, you can correct the fee now.

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

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

15. Print the Original certificate on security paper using Adobe’s printing feature.
RESULT: The certificate prints.
16. Close the Adobe window.
RESULT: The *Print Certificate & Optional Fee Correction* page reappears.
17. Optional: You can record the bar code that appears on the back of the security paper by entering the number and clicking the **Add** button. Repeat this for each piece of security paper used.
RESULT: The bar code number(s) displays in the Bar Code Number(s): list.
18. If the certificate successfully prints on security paper, click the **Printed** button.
RESULT: The *Print Certificate & Optional Fee Correction* page reappears with the **Generate Certificate Copy and Reuse Certificate**.

Welcome Mary Davis of Skagway (PPQ)
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home Applicant Name: Alaska Plant World Current Status: **Printed**
 My Workload Application Submission Date: 04/10/2008
 My Duty Station Workload FPC Number: F-F-02232-00091753-7-N

Issue/Print Certificate

Print Certificate & Optional Fee Correction

EXCERPT

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

This certificate was charged: **\$50.00**.
 If this is incorrect, you can correct the fee now. [Correct Fee](#)

This certificate has been successfully printed.

To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies at a later time, use the Print Wizard.

[Generate Certificate Copy](#)

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: [Add](#)

Bar Code Number(s):

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

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

NOTE: To view the different confirmation screens, depending on the fee collection process, refer to the *PCIT Payment Processing and Financial Management* document, *1.3 Fee Collection Process*.

19. Click the **Generate Certificate Copy** button if you wish to create a copy of the certificate at this time.
RESULT: A new browser window opens and the certificate with a copy watermark is displayed in PDF format.
20. Print the Certificate Copy on regular paper using Adobe's printing feature.
RESULT: The certificate prints.
21. Close the Adobe window.
RESULT: The *Print Certificate & Optional Fee Correction* page appears.

1.9 Processing Issued-Pending Applications

What	This section shows you how to process Issued-Pending applications. These applications have been processed but do not include inspection details.
When	Your duty station receives Issued-Pending applications from Authorized Entity organizations that have been submitted for approval and issuance. ACO or ACO Admin processes an application but does not include inspection details will also result in Issued-Pending status.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. The *Welcome* page Message box contains shortcuts to complete payment for Issued Pending applications assigned to you. This is a useful timesaving tool.

NOTE: You can also locate the appropriate applications by following the steps described in *Section 1.1, Accessing Applications via My Workload*, or in *Section 1.2, Accessing Applications via My Duty Station Workload*.

3. Click the message link to complete the payment process.
RESULT: The *Batch Process Issued-Pending (Step 1 of 5)* page opens displaying the Issued-Pending applications.

Welcome **Alvin F. Alaska** of **TEST DUTY STATION (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 1 of 5)

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

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You can select up to a maximum of 30 certificates to process at a time. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve Select All	Reject
<i>F-F-02060-00085357-7-N</i>	09/14/2007	Test Plant Company	Apple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> View

[Cancel](#) [Next](#)

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

- Issued-Pending applications need to be processed to be put into final Printed status. You may approve or reject the certificates in batch. Certificates listed in *red italics* and contain a **Print** checkbox are certificates that appear not to have been printed but can be printed (maximum 30 at a time) and approved using this process.

NOTE: You may review certificates by clicking on the corresponding **View** button.

Use the following chart to select the desired action:

If you want to...	Then...
Print the original Certificate	<ul style="list-style-type: none"> Select the Print checkbox RESULT: A checkmark appears in the box.
Approve the application	<ul style="list-style-type: none"> Select the Approve Select All checkbox. RESULT: A checkmark appears in the box.
Reject the application	<ul style="list-style-type: none"> Select the Reject checkbox. Click the Next button and proceed to <i>Section 1.9.1, Reject an Application.</i>
Cancel processing the application	<ul style="list-style-type: none"> Click the Cancel button. RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or the <i>My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.

NOTE: You will not be able to select the “Reject” checkbox in combination with either the “Accept” or the “Print” checkboxes.

- Click the **Print** and the **Approve** checkboxes then click the **Next** button.
RESULT: The *Batch Process Issued-Pending (Step 2 of 5)* page appears.

Welcome **Alvin F. Alaska** of **TEST DUTY STATION (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 2 of 5)

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

Step 1: You can optionally change the Authorized Officer name that is printed on the certificate, or select Unknown to leave it blank. If you wish to do that, choose the name here and click the 'Apply to All' button:

Authorized Officer:

Step 2: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 3: If the original certificate printed correctly, select the '[Printed](#)' button.

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6. Assign the Authorized Officer to the Batch, then click **Apply to All** button.
RESULT: A Confirmation message appears.
7. Click the **Generate Original Certificate** button.
RESULT: The original Certificate PDF is displayed. After printing the certificates successfully, close the PDF Window to return to the *Batch Processing Issued-Pending (Step 2 of 5)* page.
8. Click the **Printed** button.
RESULT: The Print confirmation message appears.

Welcome **Alvin F. Alaska** of TEST DUTY STATION (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 2 of 5)

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

The selected certificates are marked as printed.

Step 1: You can optionally change the Authorized Officer name that is printed on the certificate, or select Unknown to leave it blank. If you wish to do that, choose the name here and click the 'Apply to All' button:

Authorized Officer:

Step 2: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 3: If the original certificate printed correctly, select the '[Printed](#)' button.

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9. Click the **Next** button.

RESULT: The *Batch Process Issued-Pending (Step 3 of 5)* page appears with some default Inspection Findings and Inspection Percent.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Step 3 of 5)

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

Please enter the inspection results for all the accepted selected certificates below. Enter inspection findings and the average percent inspected.
Items marked * are required.

Inspector Name:* Alaska, Alvin F

Inspection Findings:
Inspected and Released

Inspection Percent:* 2

[Back](#) [Next](#)

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

10. Use the following chart to select the desired action:

If you want to...	Then...
Return to the previous screen	<ul style="list-style-type: none"> Click the Back button. The <i>Batch Process Issued-Pending (Step 1 of 5)</i> page appears. Refer back to Steps 4 and 5.
Edit the inspection information	<ul style="list-style-type: none"> Type over or add to the defaulted information. RESULT: The information appears as it is entered.
Accept the default inspection information	<ul style="list-style-type: none"> No action is required.

11. Click the **Next** button to proceed.

RESULT: The *Batch Process Issued-Pending (Step 5 of 5)* page appears with a summary of the application information to be Approved.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the 'Submit' button to process the batch.

Please Note: Once you click the 'Submit' button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-F-02060-00085357-7-N	Test Plant Company	Approved	\$23.00 Change Fee

[Cancel](#) [Back](#) [Submit](#)

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

12. Use the following chart to select the desired action:

If you want to...	Then...
Cancel processing of the application	<ul style="list-style-type: none"> Click the Cancel button. RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or <i>the My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.
Return to the previous screen	<ul style="list-style-type: none"> Click the Back button. RESULT: The <i>Batch Process Issued-Pending (Step 3 of 5)</i> page appears. Refer to Step 6.
Finish processing the Issued-Pending application	<ul style="list-style-type: none"> Click the Submit button. RESULT: A confirmation screen appears stating, "You have successfully processed # certificates." This is the end of the Process Issued-Pending Application process.
Change certificate fee	<ul style="list-style-type: none"> Click the corresponding Change Certificate Fee button. RESULT: The <i>Change Certificate Fee</i> page appears. Refer to Section 1.8, <i>Issuing and Printing Certificates</i>, Step 12.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Confirmation)

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

[EXCERPT](#)

You have processed 1 certificates.

Of those 1 certificates, 1 was accepted, 0 were rejected and 0 had insufficient funds. Please make sure you sign all accepted printed certificates and destroy any rejected ones.

The federal fees charged in this batch of certificates include:

Applicant	Total	Accepted	Rejected	Insufficient Funds	Total Fees
Test Plant Company	1	1	0	0	\$23.00
Total	1	1	0	0	\$23.00

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NOTE: To view the different Confirmation screens, depending on the fee collection process, refer to the *PCIT Payment Processing and Financial Management* document, *1.4 Batch Processing Issued-Pending Applications*.

1.9.1 Reject an Application

13. Select the **Reject** checkbox on the *Batch Process Issued-Pending (Step 1 of 5)* page.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 1 of 5)

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

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You can select up to a maximum of 30 certificates to process at a time. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve Select All	Reject
<i>F-F-02060-00085767-7-N</i>	10/03/2007	Francesca's Plants and Flowers	Corn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> View

[Cancel](#) [Next](#)

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

14. Click the **Next** button.

RESULT: The *Batch Process Issued-Pending (Step 4 of 5)* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 4 of 5)

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

You have rejected the applications listed below. You may enter individual reasons for the rejections or one reason for all.

You may enter a reason for rejection here and click the 'Apply to All' button to copy the reason to all listed applications below: [Apply to All](#)

FPC Number	Applicant	Commodities	Reason
F-F-02060-00085767-7-N	Francesca's Plants and Flowers	Corn	<input type="text"/>

[Back](#) [Next](#)

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

15. Use the following chart to select the desired action:

If you want to...	Then...
Return to the previous page	<ul style="list-style-type: none"> ■ Click the Back button. ■ The <i>Batch Process Issued-Pending (Step 1 of 5)</i> page appears. Refer to Steps 4 and 5.
Enter rejection comments	<ul style="list-style-type: none"> ■ Enter the rejection comment in the Reason field to the right of the application information. ■ You may enter the same rejection comment to all rejected applications by entering the comment in the text box above the summary information and clicking the Apply to All button. ■ RESULT: The information appears as it was entered.

16. Click the **Next** button to proceed.

RESULT: The *Batch Process Issued-Pending (Step 5 of 5)* page appears with a summary of the application information to be rejected.

Welcome **Alvin F. Alaska** of TEST DUTY STATION (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the 'Submit' button to process the batch.

Please Note: Once you click the 'Submit' button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-F-02060-00085767-7-N	Francesca's Plants and Flowers	Rejected	

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17. Use the following chart to select the desired action:

If you want to...	Then...
Cancel processing of the application	<ul style="list-style-type: none"> Click the Cancel button. RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or the <i>My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.
Return to the previous screen	<ul style="list-style-type: none"> Click the Back button. RESULT: The <i>Batch Process Issued-Pending (Step 4 of 5)</i> page appears. Refer to Step 16.
Finish processing the Issued-Pending application	<ul style="list-style-type: none"> Click the Submit button. RESULT: A confirmation screen appears stating, "You have successfully processed 1 certificate." This is the end of the Process Issued-Pending Application process.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Confirmation)

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

You have processed 1 certificates.

Of those 1 certificates, 0 were accepted, 1 was rejected and 0 had insufficient funds. Please make sure you sign all accepted printed certificates and destroy any rejected ones.

The federal fees charged in this batch of certificates include:

Applicant	Total	Accepted	Rejected	Insufficient Funds	Total Fees
Francesca's Plants and Flowers	1	0	1	0	\$0.00
Total	1	0	1	0	\$0.00

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1.9.2 Process All Issued-Pending Applications

18. Repeat Steps 2 and 3 and click the **Process All 577 Applications** button.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Alvin F. Alaska** of **TEST DUTY STATION (PPQ)**.
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My Duty Station Workload

PCIT Home

My Workload

My Duty Station Workload

Create/Update Applications

Manage Processed Applications

Financial Management

Print Wizard

View Reports

EXCERPT

Please select a duty station and application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station:

Select Status:

and optionally

Certificate Type:

Applicant Name:

Select Assigned To:

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability Date	Assigned To
F-F-02060-00087717-7-N Test Organization	Issued-Pending	04/16/2007	04/16/2007	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02060-00085757-7-N Francesca's Plants and Flowers	Issued-Pending	09/10/2007	09/10/2007	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02060-00085772-7-N Francesca's Plants and Flowers	Issued-Pending	09/10/2007	09/10/2007	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02060-00092202-7-N Maestas Enterprises	Issued-Pending	05/02/2008	05/02/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>

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RESULT: The *Batch Process Issued-Pending (Step 1 of 5)* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Step 1 of 5)

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You can select up to a maximum of 30 certificates to process at a time. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve Select All	Reject	
F-F-02060-00087717-7-N	11/01/2007	Test Organization	Apple, Oak, Orange, Pear, Pine, Salad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
F-F-02060-00085757-7-N	09/10/2007	Francesca's Plants and Flowers	Fir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02060-00085772-7-N</i>	10/03/2007	Francesca's Plants and Flowers	Almond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
F-F-02060-00092202-7-N	05/02/2008	Maestas Enterprises	Icegrass, Icelandic poppy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View

[Cancel](#) [Next](#)

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19. Use the following chart to select the desired action:

If you want to...	Then...
Approve an application	<ul style="list-style-type: none"> Select the Approve checkbox next to each application to approve. RESULT: A checkmark appears in the box as it is selected.
Reject an application	<ul style="list-style-type: none"> Select the Reject checkbox next to each application to reject. RESULT: A checkmark appears in the box as it is selected.
Cancel processing the application	<ul style="list-style-type: none"> Click the Cancel button. RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or <i>the My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Step 1 of 5)

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You can select up to a maximum of 30 certificates to process at a time. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve Select All	Reject
F-F-02060-00087717-7-N	11/01/2007	Test Organization	Apple, Oak, Orange, Pear, Pine, Salad	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> View
F-F-02060-00085757-7-N	09/10/2007	Francesca's Plants and Flowers	Fir	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> View
<i>F-F-02060-00085772-7-N</i>	10/03/2007	Francesca's Plants and Flowers	Almond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> View
F-F-02060-00092202-7-N	05/02/2008	Maestas Enterprises	Icegrass, Icelandic poppy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> View

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20. Use the following chart to select the desired action:

If you want to...	Then...
Continue processing	<ul style="list-style-type: none"> ■ Click the Next button. ■ RESULT: If you selected Approve for one ore more the applications, the <i>Batch Process Issued-Pending (Step 3 of 5)</i> page displays. ■ NOTE: The Batch Process Issued-Pending (Step 3 of 5) page will only display if at least one of the Issued-Pending applications is to be approved. ■ If you selected reject for any applications, got to Step 24.
Cancel processing the application	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or the <i>My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.

21. Use the following chart to select the desired action:

If you want to...	Then...
Return to the previous screen	<ul style="list-style-type: none"> ■ Click the Back button. ■ The <i>Batch Process Issued-Pending (Step 1 of 5)</i> page appears.
Edit the inspection information	<ul style="list-style-type: none"> ■ Type over or add to the defaulted information. ■ RESULT: The information appears as it is entered.
Accept the default inspection information	<ul style="list-style-type: none"> ■ No action is required.

22. Click the **Next** button.

If you ...	Then...
Did not reject an application	<ul style="list-style-type: none"> ■ Go to Step 26.
Rejected an application	<ul style="list-style-type: none"> ■ The Batch Process Issued-Pending (Step 4 of 5) page appears. ■ NOTE: The Batch Process Issued-Pending (Step 4 of 5) page will only display if at least one of the Issued-Pending applications is to be rejected.

23. Use the following chart to select the desired action:

If you want to...	Then...
Return to the previous screen	<ul style="list-style-type: none"> ■ Click the Back button. ■ The <i>Batch Process Issued-Pending (Step 3 of 5)</i> page appears.
Enter rejection comments individually	<ul style="list-style-type: none"> ■ Enter the rejection comment in the Reason field to the right the application. ■ RESULT: The information appears as it was entered.
Enter a common reject comment	<ul style="list-style-type: none"> ■ Enter the rejection comment in the field above the application list. ■ Click the Apply to All button. ■ RESULT: The information appears next to each application. OR ■ Enter a reject comment in the field to the right of the application listed. NOTE: Use this method if the reject comment is different for each of the applications listed.

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Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 4 of 5)

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

You have rejected the applications listed below. You may enter individual reasons for the rejections or one reason for all.

You may enter a reason for rejection here and click the 'Apply to All' button to copy the reason to all listed applications below:

FPC Number	Applicant	Commodities	Reason
F-F-02060-00087717-7-N	Test Organization	Apple, Oak, Orange, Pear, Pine, Salad	<input type="text" value="Pest Found"/>
F-F-02060-00085757-7-N	Francesca's Plants and Flowers	Fir	<input type="text" value="Pest Found"/>
F-F-02060-00092202-7-N	Maestas Enterprises	Icegrass, Icelandic poppy	<input type="text" value="Pest Found"/>

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24. Click the **Next** button to proceed.

RESULT: The *Batch Process Issued-Pending (Step 5 of 5)* page appears with a summary of the application information to be approved and/or rejected.

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Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the 'Submit' button to process the batch.

Please Note: Once you click the 'Submit' button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-F-02060-00087717-7-N	Test Organization	Rejected	
F-F-02060-00085757-7-N	Francesca's Plants and Flowers	Rejected	
F-F-02060-00092202-7-N	Maestas Enterprises	Rejected	

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25. Use the following chart to select the desired action:

If you want to...	Then...
Cancel processing of the application	<ul style="list-style-type: none"> Click the Cancel button. RESULT: Depending on how the process was initiated, either the <i>My Workload</i> or the <i>My Duty Station Workload</i> page appears. The Process Issued-Pending Application is terminated.
Return to the previous screen	<ul style="list-style-type: none"> Click the Back button. RESULT: Either the <i>Batch Process Issued-Pending (Step 3 of 5)</i> page appears or the <i>Batch Process Issued-Pending (Step 4 of 5)</i> page appears. Refer to Step 17 or Step 19 respectively.
Finish processing the Issued-Pending application	<ul style="list-style-type: none"> Click the Submit button. RESULT: A confirmation screen appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Batch Process Issued-Pending (Confirmation)

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

You have processed 3 certificates.

Of those 3 certificates, 0 were accepted, 3 were rejected and 0 had insufficient funds. Please make sure you sign all accepted printed certificates and destroy any rejected ones.

The federal fees charged in this batch of certificates include:

Applicant	Total	Accepted	Rejected	Insufficient Funds	Total Fees
Francesca's Plants and Flowers	1	0	1	0	\$0.00
Maestas Enterprises	1	0	1	0	\$0.00
Test Organization	1	0	1	0	\$0.00
Total	3	0	3	0	\$0.00

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2.0 AE Processing Applications

2.1 AE Processing Submitted Applications

What	This section shows the AE user how to process the AE organization's applications.
When	To update treatment details, Additional Declarations and/or print an Original certificate for your AE organization's applications.
How	Complete the following steps:

1. As a user of an Authorized Entity (AE) organization, you can process an application immediately following the submission workflow or you can select a previously submitted application.

If you want to...	Then...
Process an application immediately following the submission process	<ul style="list-style-type: none"> Click the Process this Application button on the <i>Confirmation</i> page. The <i>Application Details</i> page appears. There are different options on the navigation bar.
Process a previously submitted application	<ul style="list-style-type: none"> Use the <i>View Applications</i> page to display submitted applications. Click the Process button next to the application to be updated. The <i>Application Details</i> page appears. There are different options on the navigation bar.

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 10953)**. [Sign Out](#)

USDA PhytoSanitary Certificate Issuance & Tracking System (PCIT)

Confirmation

PCIT Home
[Create Application](#)
 With Template
 Without Template
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
 EXCERPT

Your Application for PhytoSanitary Certificate has been submitted on Thursday, August 7, 2008.

For any future communication about this application, please use the tracking number 95654.

Process this Application

You can save this application as a template for your future applications.

Save as Template

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NOTE: The **Process this Application** button will only display if the application was submitted to a Duty Station where the applicant organization is an Authorized Entity.

2. Review the new Application Step by Step options on the navigation bar.

Page	Purpose
General	<ul style="list-style-type: none"> ■ Displays the application information previously entered in the Application Step by Step submission process. ■ Click the Details button next to a commodity to view all its information.
Treatments	<ul style="list-style-type: none"> ■ Captures information about treatments performed on the application commodities.
Additional Declarations	<ul style="list-style-type: none"> ■ Captures the text that will display in the Additional Declarations area of the Phytosanitary Certificate.

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse** (Org ID 10953) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

[PCIT Home](#)

[Application Step by Step](#)

General

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Tracking # **95654** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaskan Lumber Warehouse (Org ID 10953) Current Status: **Submitted**

Application Submission Date: 08/07/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaskan Lumber Warehouse (Org ID 10953)

Applicant Address: 93045 Wilson Blvd.
Juneau, AK 12345
Phone: 907-564-5641

Exporter Name: Alaskan Lumber Warehouse

Exporter Address: 93045 Wilson Blvd.
Juneau, AK 12345

Consignee Name: Portuguese Lumber, Inc.

Consignee Address: Lisbon [Edit](#)

Destination Country: Portugal

Requested Issuing Duty Station: AK-Skagway (PPQ)

Reference Information:

Import Permit Number:

Comments:

Shipment Value: Noncommercial

Approximate Date For Departure From Port Of Export: 08/08/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Lisbon

Commodities Available For Inspection At: Warehouse #1

Commodities Available On: 08/07/2008 [Time: 1630](#)

Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Oak	Quercus macrolepis	500	Each	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

Payment Method: * [Pre-Purchase Account](#) [Manual Payment](#) [Edit](#)

[Next](#)

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

NOTE: You can process the application in any order by selecting the links at the left of the screen or you can enter data sequentially by using the **Next** button. The **Edit** buttons to the right of each application section can only be used by ACO and ACO Admin users. AE users will receive an error message if they select an **Edit** button.

- In addition to the Application Step by Step options, the Issue/Print Certificate link appears on the navigation bar. Use this link to print an Original certificate and update the application to an Issued-Pending status.

NOTE: Issued-Pending status indicates that an Original certificate was printed by the AE organization and that the certificate has not been Issued by the duty station.

- Use the following chart to perform the desired action.

If you want to...	Then...
Review the application data	<ul style="list-style-type: none"> ■ Review data displayed on the <i>Application Details</i> page. ■ To view additional commodity information <ul style="list-style-type: none"> ■ Click the Details button next to the desired commodity. ■ Click the Back button to return to the <i>Application Details</i> page.
Update Treatments information	<ul style="list-style-type: none"> ■ Select Treatments at the left side of the screen. ■ Refer to the steps in <i>Section 2.2, AE Entering Treatment Information</i>.
Update Additional Declarations	<ul style="list-style-type: none"> ■ Select Additional Declarations at the left side of the screen. ■ Refer to the steps in <i>Section 2.3, AE Entering Additional Declarations</i>.
Print an Original certificate	<ul style="list-style-type: none"> ■ Select Issue/Print Certificate at the left side of the screen. ■ Refer to the steps in <i>Section 2.4, AE Printing an Original Certificate</i>.

2.2 AE Entering Treatment Information

What	This section shows an AE how to process their organization’s application by entering Treatment information.
When	You need to add or update treatment details for an eligible application.
How	Complete the following steps:

1. Select the Treatments link under Application Step by Step.
RESULT: The *Treatments* page appears.

If no treatment has been added to the application, the text block displays the message “*No treatments have been added to the application. Please use the 'Add New Treatment' button to add a treatment if needed for this application.*”

When treatment information is added to the application, it replaces the message in the text box. The following are the fields of the Treatments list:

Field	Notes
Treatment Type	■ Displays the name of the treatment performed.
Commodities	■ Displays the commodity (ies) that were treated. If more than one commodity was treated, then “Multiple Commodities” displays.

2. Use the following chart to proceed to the desired action:

If you want to...	Then...
Add a new treatment	■ Proceed to Step 3.
Edit an existing treatment	■ Proceed to Step 9.
Delete an existing treatment	■ Proceed to Step 11.

3. Click the **Add New Treatment** button.

RESULT: The *Treatment Details* page appears. The page is designed to accept general information about a treatment (for example, date, treatment name, chemical used) and specifies the treated commodity (ies).

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date: Or Any Text:
mm/dd/yyyy (50 characters max)

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical:
(Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text"/>	<input type="text" value="Select"/>	/	<input type="text"/>	<input type="text" value="Select"/>
Temperature:	<input type="text"/>	<input type="text" value="Select"/>			
Duration:	<input type="text"/>	<input type="text" value="Select"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

[Select Commodity:](#)

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

4. To add general treatment information, complete the fields of the *Treatment Details* page according to the following field chart:

Field	Notes
Enter Treatment Date: Enter A Date	<ul style="list-style-type: none"> ■ The month, day, and year the treatment began. Future dates are allowed. ■ This is a required field. ■ NOTE: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".
Enter Treatment Date: Or Any Text	<ul style="list-style-type: none"> ■ Enter up to 50 characters of free text.
Treatment Type	<ul style="list-style-type: none"> ■ Name of the treatment performed on the commodity. ■ Select the name from the drop-down list or, if the appropriate treatment is not displayed, select "Other" and then type the treatment name in the data entry field provided. ■ This is a required field.
Chemical	<ul style="list-style-type: none"> ■ Name of the chemical used to treat the commodity. ■ Select the name from the drop-down list or, if the chemical is not displayed, select "Other" and type the chemical name in the data entry field provided. ■ This is an optional field.
Concentration	<ul style="list-style-type: none"> ■ Describes the amount of chemical used to treat the commodity; including ability to select a unit of measure. ■ This is an optional field.
Temperature	<ul style="list-style-type: none"> ■ Describes the degrees maintained during the treatment; including ability to select a unit of measure. ■ This is an optional field.
Duration	<ul style="list-style-type: none"> ■ Describes the length of time the treatment was performed; including ability to select a unit of measure. ■ This is an optional field.
Additional Information	<ul style="list-style-type: none"> ■ Describes other information not already captured about the treatment performed. ■ This is an optional field.

5. Select the application commodity that was treated, from the drop-down list of application commodities. If more than one commodity is listed in the application, the option "All" is included in the list to easily associate the treatment information with all of the application's commodities. **RESULT:** The commodity name(s) displays in the Select commodity field.

- Click the **Add** button next to the Select commodity field.
RESULT. The commodity name(s) displays in the Commodity list.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date: Or Any Text: (50 characters max)
mm/dd/yyyy

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical:
(Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text"/>	<input type="text" value="Select"/>	/	<input type="text"/>	<input type="text" value="Select"/>
Temperature:	<input type="text"/>	<input type="text" value="Select"/>			
Duration:	<input type="text" value="45"/>	<input type="text" value="Seconds"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

[Select Commodity:](#)

Commodity	
Oak	<input type="button" value="Delete"/>

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

- Repeat Steps 5 and 6 to include additional commodities in the treatment.

8. Use the following chart to perform the desired action:

If you want to...	Then...
Save the treatment information	<ul style="list-style-type: none"> Click the Save button. RESULT: The <i>Application Step by Step Treatments</i> page appears with the new treatment displayed.
Abandon the treatment information	<ul style="list-style-type: none"> Click the Cancel button. RESULT: The <i>Application Step by Step Treatments</i> page appears; no treatment information was saved.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # **90855** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaskan Lumber Warehouse Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90855

Treatments

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application. When multiple treatments are present, select the treatment to print on the first page of the certificate by clicking the corresponding 'Print First' radio button.

Treatment Type	Commodities	
Vapor heat	Oak	Update Delete

[Add New Treatment](#)

[Previous](#) [Next](#)

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

9. To edit an existing treatment, from the *Application Step by Step Treatments* page, click the **Update** button next to the treatment to be edited.
 RESULT: The *Treatment Details* page appears with the selected treatment information displayed.

10. Use the following chart to perform the desired action:

If you want to...	Then...
Change general treatment information	<ul style="list-style-type: none"> ■ Enter/change the treatment information as you wish.
Add an additional commodity (ies) to the treatment	<ul style="list-style-type: none"> ■ Perform Steps 5 and 6.
Delete an existing commodity from the treatment	<ul style="list-style-type: none"> ■ Click the Delete button next to the desired commodity. ■ RESULT: A confirmation page appears. ■ Click the Yes button to confirm the deletion. <ul style="list-style-type: none"> ■ RESULT: The <i>Treatment Details</i> page appears, and the commodity has been deleted from the list. ■ Click the Save button on the <i>Treatment Details</i> page. OR ■ Click the No button to abandon the deletion. <ul style="list-style-type: none"> ■ RESULT: The <i>Treatment Details</i> page appears; the commodity was not deleted from the list.

11. To delete an existing treatment, from the *Application Step by Step Treatments* page, click the **Delete** button next to the treatment to be deleted.

RESULT: A delete confirmation page appears.

12. Use the following chart to perform the desired action:

If you want to...	Then...
Delete the treatment	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment has been deleted.
Abandon the delete	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment was not deleted.

2.3 AE Entering Additional Declarations

What	This section shows you how to process an AE organization's application by entering Additional Declarations (AD).
When	You have to add or update AD for the AE organization's applications.
How	Complete the following steps:

1. Select the [Additional Declarations](#) link under Application Step by Step.
RESULT: The *Additional Declarations* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # **90855** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaskan Lumber Warehouse Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90855

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

EXCERPT

Import Permit Number _____ was presented.

Import Permit Number _____ was presented.

No Import Permit was presented.
 The product is free of soil.
 The commodity met the entry requirements of the United States.
 The United States does not require Phytosanitary certification as a condition of entry for this commodity.

[Previous](#) [Save](#) [Next](#)

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

When AD information is added to the application, it is displayed in the editable text field in the middle of the screen.

2. Use the following chart to perform the desired action:

If you want to...	Then...
Add a standard PCIT AD NOTE: Two additional declaration options have been added in support of the PPQ Form 579, Phytosanitary Certificate for Reexport processing.	<ul style="list-style-type: none"> ■ Select the AD from the drop-down list. ■ Click the Add button. ■ RESULT: The AD text appears in the editable text field. ■ Edit the text as required.
Enter an AD	<ul style="list-style-type: none"> ■ Type in the desired AD in the editable text field.
Update an existing AD	<ul style="list-style-type: none"> ■ Edit the AD in the editable text field.
Copy an AD from EXCERPT	<ul style="list-style-type: none"> ■ Select the <u>EXCERPT</u> link. ■ RESULT: A new browser window displays the EXCERPT connect page. ■ Access EXCERPT as you usually would. <p>NOTE: You must obtain your own User name and Password to connect to EXCERPT.</p> <ul style="list-style-type: none"> ■ Locate the desired AD. ■ Use copy-and-paste techniques to paste the AD into the editable text field on PCIT's <i>Application Step by Step Additional Declarations</i> page.

3. Use the following chart to perform the desired action:

If you want to...	Then...
Save the AD text	<ul style="list-style-type: none"> Click the Save button.
Abandon the AD text	<ul style="list-style-type: none"> Clear/delete the text from the editable text field. Click the Save button.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 10953)** . [Sign Out](#)

Application for Federal Phytosanitary Certificate

Tracking # **90855** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaskan Lumber Warehouse Current Status: **Submitted**
 Application Submission Date: 02/18/2008 [Update Status](#)
 Application Tracking Number: 90855

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

The product is free of soil.

The product is free of soil.

[Previous](#) [Save](#) [Next](#)

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

2.4 AE Printing an Original Certificate

What	This section shows you how to print an Original certificate for an AE organization's application
When	You have to print an Original certificate for the AE organization's application.
How	Complete the following steps:

1. Select the Issue/Print Certificate link on the navigation bar.
RESULT: The *Certificate Adjustment* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home | Application Step by Step | General | Treatments | Additional Declarations | **Issue/Print Certificate** | EXCERPT

Applicant Name: Alaskan Lumber Warehouse | Current Status: Submitted
 Application Submission Date: 04/10/2008 | [Update Status](#)
 Application Tracking Number: 91757

Certificate Adjustment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format: (e.g. January 10, 2005).

Inspection Date Adjustment

The current inspection date is **April 10, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:
mm/dd/yyyy (44 characters max)

Issue Date Adjustment

The current issue date is **April 10, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:
mm/dd/yyyy

Country of Transit Adjustment

The destination country is **Portugal**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **no ACO** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to temporarily apply your changes: [Apply Adjustments for Preview](#)

Click this button to preview your certificate: [Preview Certificate](#)

Submit for Approval

Once the certificate is formatted correctly, you may submit it for approval.

[Back](#) [Submit for Approval](#)

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

2. Confirm the inspection date to be printed on the certificate:

If you want to...	Then...
Keep the inspection date indicated	<ul style="list-style-type: none"> No action is required.
Change the current inspection date	<ul style="list-style-type: none"> Enter the date in mm/dd/yyyy format in the Enter A Date field and/or update the Or Any Text field. <p>NOTE: The inspection date will be spelled out on the certificate.</p>

3. Confirm the issue date to be printed on the certificate:

If you want to...	Then...
Keep the issue date indicated	<ul style="list-style-type: none"> No action is required.
Change issue date indicated	<ul style="list-style-type: none"> Enter a date in mm/dd/yyyy format in the Enter A Date field. <p>NOTE: The issue date will be spelled out on the certificate.</p>

4. Add additional countries that the shipment will traverse to before reaching the destination country; click the **Add Country of Transit** button.
RESULT: The *Country of Transit* page appears. Select the appropriate country and click the **Add** button. When you are finished, click the **Save** button.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Country of Transit

The destination country is **Portugal**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, you can add them here:

Country Of Transit:

* Required for U.S. products shipped from Canadian ports.

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

5. Confirm the Authorized Certification Official (ACO) name to be printed on the certificate.

If you...	Then...
Do not want a name to print in Block 17 of the certificate	<ul style="list-style-type: none"> No action is required.
Want a name to print in Block 17 of the certificate	<ul style="list-style-type: none"> Select a name from the list.

6. Click the **Apply Adjustments for Preview** button to update the date and ACO changes.
RESULT: The *Certificate Adjustment* page refreshes with the updated data displayed.
7. Optional: You can click the **Preview Certificate** button to display a draft certificate prior to submitting the application for approval.
RESULT: A new browser window opens and the draft certificate is displayed in portable document format (PDF).

NOTE: Once the application is submitted for approval, its data cannot be changed. The Preview Certificate functionality is a useful tool to review data prior to submission.

8. Click the **Submit for Approval** button to update the application to Issued-Pending status.
RESULT: The *Print Certificate* page appears; the status has been updated to Issued-Pending, and the certificate number is displayed in place of the application tracking number.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate



PCIT Home
Applicant Name: Alaskan Lumber Warehouse
Current Status: **Issued-Pending**

[Issue/Print Certificate](#)
Application Submission Date: 02/18/2008

EXCERPT
FPC Number: F-F-02232-00090855-7-N

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the ['Generate Original Certificate'](#) button.

Step 2: Once the original certificate has successfully printed, click the ['Printed'](#) button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.
3. For Federally issued certificates, this will charge the applicant's pre-purchase account.

IMPORTANT: Only click this button once to avoid possible duplicate charges.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a "Reuse Certificate" button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

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

10. Print the Original certificate on security paper using Adobe's printing feature.
RESULT: The certificate prints.
11. Close the Adobe window.
RESULT: The *Print Certificate* page appears.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Alaskan Lumber Warehouse Current Status: **Issued-Pending**

Application Submission Date: 04/10/2008

FPC Number: F-F-02232-00091757-7-N

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the ['Generate Original Certificate'](#) button.

Step 2: Once the original certificate has successfully printed, click the ['Printed'](#) button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a "Reuse Certificate" button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

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

12. *Optional:* You can record the bar code that appears on the back of the security paper by entering the number and clicking the **Add** button. Repeat this for each piece of security paper used.
RESULT: The bar code number(s) displays in the Bar Code Number(s): list.

13. If the certificate was successfully printed on security paper, click the **Printed** button.
RESULT: The *Print Certificate* page reappears with the **Generate Certificate Copy** and **Reuse Certificate**.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) - [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home | **Issue/Print Certificate** | EXCERPT

Applicant Name: Alaskan Lumber Warehouse | Current Status: **Issued-Pending**
 Application Submission Date: 04/10/2008
 FPC Number: F-F-02232-00091757-7-N

Print Certificate

This certificate has been successfully printed.

To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies at a later time, use the Print Wizard.

[Generate Certificate Copy](#)

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: [Add](#)

Bar Code Number(s):

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

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

14. Use the following chart to perform the desired action:

If you want to...	Then...
Use the processed application to create another similar application	<ul style="list-style-type: none"> Proceed to <i>Section 2.5, AE Reusing Application/Certificate Data</i>.
Close this process	<ul style="list-style-type: none"> Select the PCIT Home link from the left side of the screen. The <i>PCIT Welcome</i> page appears. This selection ends the AE Processing Application process.

2.5 AE Reusing Application/Certificate Data

What	This section shows you how to reuse Issued-pending, Issued or Printed certificates to create additional, similar certificates.
When	You have multiple similar certificates that have to be generated during high-volume periods. This process can be used immediately upon completion of a certificate or from View Certificates.
How	Complete the following steps:

1. Use the following chart to select the desired action.

If you want to...	Then...
Immediately use an Issued-pending application to create additional, similar application	<ul style="list-style-type: none"> ■ Proceed to Step 2.
Reuse an Issued-pending application	<ul style="list-style-type: none"> ■ Select the View Applications link from the left side of the screen. ■ RESULT: The <i>View Applications</i> page appears. ■ Select Issued-Pending from the Application status drop-down list, then select search to display the applications. ■ Click the Reuse button next to the desired application. ■ Proceed to Step 3.
Reuse an Issued or Printed Certificate	<ul style="list-style-type: none"> ■ Select the View Certificates link from the left side of the screen. ■ RESULT: The <i>View Certificates</i> page appears. ■ Select Issued, Printed or All from the Certificate Status drop-down list. Enter an Issued date range. Click the Search button. ■ Click the Reuse button next to the desired certificate ■ Proceed to Step 3.

2. Click the **Reuse Certificate** button at the bottom of the *Print Certificate* page.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) . Sign Out". The main header reads "USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Application for Federal Phytosanitary Certificate". A left navigation menu includes "PCIT Home", "Issue/Print Certificate", and "EXCERPT". The main content area shows application details: "Applicant Name: Alaskan Lumber Warehouse", "Application Submission Date: 02/18/2008", and "FPC Number: F-F-02232-00090855-7-N". The "Current Status" is "Issued-Pending". Below this is a section titled "Print Certificate" with instructions: "To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies later, return to PCIT Home and click on Certificate Print Wizard in the left navigation." Two buttons are visible: "Reuse Certificate" and "Generate Certificate Copy". At the bottom, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

RESULT: The *Application Details* page appears with an application with a new tracking number displayed.

NOTE: If you leave the process before Issuing the Certificate, the current tracking number will no longer be available.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 10953) [Sign Out](#)

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

[PCIT Home](#)
[Application Step by Step](#)
General
[Treatments](#)
[Additional Declarations](#)
[Issue/Print Certificate](#)
EXCERPT

Tracking # **90856**

[Close](#) | [Print Application](#) | [Print Certificate Draft](#)

Application Details

Warning: Applications with Reuse status do not have Value and Payment Method information carried over from the original certificate. Please update the Shipment Value information. Once that information is saved, the Payment Method edit block will display and you can make changes to the Payment Method at that time.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name:	Alaskan Lumber Warehouse (Org ID 10953)
Applicant Address:	93045 Wilson Blvd. Juneau, AK 12345 Phone: 907-564-5641
Exporter Name:	Alaskan Lumber Warehouse
Exporter Address:	93045 Wilson Blvd. Juneau, AK 12345
Consignee Name:	Portuguese Lumber, Inc.
Consignee Address:	Lisbon Edit
Destination Country:	Portugal
Requested Issuing Duty Station:	AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value:	
Approximate Date For Departure From Port Of Export:	02/21/2008
Port Of Export:	
Declared Means Of Conveyance:	Air Freight Edit
Shipping Details:	<i>For information, click the commodity 'Details' button(s) below.</i>
Point Of Entry:	Portugal

Commodities Available For Inspection At:	02/19/2008			
Commodities Available On:	02/18/2008 Time: 1415			
Commodities Total:	1 Edit			
Common Name	Botanical Name	Quantity	Unit	
Oak	Quercus macrolepis	10	Each	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

- Review the information provided for the application. To make updates or changes, click the **Edit** button for the associated section. **NOTE:** AE users may edit sections of the application only in reuse mode. The **Edit** button will not work for Submitted applications.
- Select the Application Step by Step Treatments link from the left side of the screen. **RESULT:** The *Treatments* page appears. If the application/certificate being reused contains treatment information, you must update or delete the existing treatment information.

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 10953)**
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home Tracking # **90856** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Application Step by Step

General

Treatments

Additional Declarations

Issue/Print Certificate

EXCERPT

Treatments

Error: Please enter a treatment date for all treatments associated with this application.

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application. When multiple treatments are present, select the treatment to print on the first page of the certificate by clicking the corresponding 'Print First' radio button.

Treatments listed in *red italics* indicate that the treatment date is missing.

Treatment Type	Commodities	
<i>Vapor heat</i>	Oak	Update Delete

[Add New Treatment](#)

[Previous](#) [Next](#)

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

5. Select the [Application Step by Step Additional Declarations](#) link from the left side of the screen.
 RESULT: The *Additional Declarations* page appears. If the application/certificate being reused had additional declarations, they are displayed.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 10953)** [Sign Out](#)

Application for Federal Phytosanitary Certificate

Tracking # **90856** [Close](#) [Print Application](#) [Print Certificate Draft](#)

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

Import Permit Number _____ was presented.

[Add](#)

The product is free of soil.

[Previous](#) [Save](#) [Next](#)

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

6. After review or update of the application or certificate information, select the [Issue/Print Certificate](#) link from the left side of the screen.

RESULT: The *Certificate Adjustment* page appears.

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 40953)** [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home | [Application Step by Step](#) | General | Treatments | Additional Declarations | **Issue/Print Certificate** | EXCERPT

Applicant Name: Alaskan Lumber Warehouse | Current Status: **Reuse**
 Application Submission Date: 02/18/2008 | [Update Status](#)
 Application Tracking Number: 90856

Certificate Adjustment

You have the option of making adjustments to the key date fields, countries of transit, and the Authorized Officer listed on the certificate.

To make your adjustments and view the changes, enter any updates below and first click the **'Apply'** button. After the screen refreshes click on the **'Preview Certificate'** button to view the changes. Once the Certificate is formatted correctly, click the **'Submit for Approval'** button. Clicking on the **'Submit for Approval'** button will automatically save your changes.

(Please Note: Clicking on the 'Apply' button will not save your adjustments until you submit them. Also, all dates entered in mm/dd/yyyy format will be written out in long date format (e.g. January 10, 2005). All text will display exactly as entered.)

The current inspection date is **February 20, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:
mm/dd/yyyy (44 characters max)

The current issue date is **February 18, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:
mm/dd/yyyy

The destination country is **Portugal**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the **'Add Country of Transit'** button.

[Add Country of Transit](#)

Currently, **no ACO** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

[Back](#) [Apply](#) [Preview Certificate](#) [Submit for Approval](#)

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

NOTE: Refer to *Section 2.4, AE Printing an Original Certificate*, for more information about using this page.

7. After review or update of the date and ACO information, click the **Submit for Approval** button.
RESULT: The *Print Certificate* page appears. The Current Status is now Issued-Pending.

Welcome **Matt Elliott** of **Alaskan Lumber Warehouse (Org ID 10953)** [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Alaskan Lumber Warehouse Current Status: **Issued-Pending**

Application Submission Date: 02/18/2008

FPC Number: F-F-02232-00090856-7-N

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.
3. For Federally issued certificates, this will charge the applicant's pre-purchase account.
IMPORTANT: Only click this button once to avoid possible duplicate charges.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

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

8. Click the **Generate Original Certificate** button and then if printed successfully, click the **Printed** button or proceed to reuse this application/certificate by clicking the **Reuse Certificate** button.
RESULT: The *Print Certificate* confirmation page appears if the **Printed** button is used *or* the *Application Details* page appears if the **Reuse Certificate** button is clicked.
9. Continue to reuse this application/certificate by repeating Step 2 through Step 8 or terminate the reuse certificate process by selecting PCIT Home link from the left side of the screen.

3.0 Nursery Processing Applications

The United States Nursery Certificate Program (US-NCP) is granted authority for processing applications with commodities shipped to countries in the Nursery program. Applications submitted to countries not in the Nursery program are required to be inspected and processed at the duty station selected in the application, like traditional applications. When an authorized nursery organization submits a nursery application (identified by the country destination), there are deviations from the typical process. The nursery organization follows the same process to create applications, refer to *Section 5, Creating an Application (PPQ Form 572) in PCIT* for details. However, when an organization in the US-NCP creates an application to a country identified as a participant in the Nursery Program (currently only Canada) an additional button on the *Summary/Submit* page appears (the **Submit Nursery Application** button).

3.1 Nursery Processing Submitted Applications

What	This section shows you how to process a nursery application.
When	To add treatments, additional declarations, and/or to print certificates for nursery organizations.
How	Complete the following steps:

1. As an authorized Nursery organization, you can process an application following the submission workflow if the country selected is in the Nursery program and the application was submitted by clicking the **Submit Nursery Application** button.

NOTE: A duty station needs to be selected even though this application will not be processed by the duty station.

NOTE: A Payment Method is only required when submitting a standard application to a federal duty station. The selected payment method option will be ignored by PCIT if submitting a nursery application.

If you want to...	Then...
Process an application immediately following the submission process	<ul style="list-style-type: none"> ■ Click the Process this Application button on the <i>Confirmation</i> page. ■ The <i>Applications Details</i> page appears. There are different options on the navigation bar. ■ Refer to Step 2 and 3. <p>NOTE: You can only process the application immediately if the application was submitted using the Submit Nursery Application button.</p>
Process a previously submitted application	<ul style="list-style-type: none"> ■ Use the <i>View Applications</i> page to display submitted applications. ■ Click the Process button next to the application to be updated. ■ The <i>Application Details</i> page appears. There are different options on the navigation bar. ■ Refer to Step 4. ■ NOTE: You can only process the application immediately if the application was submitted using the Submit Nursery Application button.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
[Sign Out](#)

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90908 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

PCIT Home

Application Step by Step

Certificate Type

General

Export & Shipping

Commodities

Attachments

Summary/Submit

EXCERPT

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. If this is a new application (not a Reuse), carefully review your application, certify the origin of the commodities, and then click the 'Submit Application' button.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Last Frontier Nursery (Org ID 10954)

Applicant Address: 4454 Cold Highway
Juneau, AK 12345
Phone: 907-111-1111

Exporter Name: Last Frontier Nursery

Exporter Address: 4454 Cold Highway
Juneau, AK 12345

Consignee Name: Canadian Nursery Imports

Consignee Address: 20394 Mapleleaf Way
Toronto, Ontario M5J 1A7 [Edit](#)

Destination Country: Canada

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 02/19/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Ontario

Commodities Available For Inspection At: Juneau Greenhouse

Commodities Available On: 02/19/2008 [Time: 1530](#)

Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pansies	Viola tricolor hortensis	1000	Cases	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

Payment Method: * [Pre-Purchase Account](#) [Manual Payment](#)

Notice: I acknowledge that the fee is charged when the certificate is in printed status.

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

Previous
Submit Nursery Application
Submit Standard Application

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

2. From the *Summary/Submit* page, click the **Submit Nursery Application** button.
RESULT: The *Confirmation* page appears.
NOTE: The destination country needs to match the participating countries under the authorized US-NCP. Currently, the only participating country is Canada. The **Submit Nursery Application** button will be displayed if the criteria are met.
3. Click the **Process this Application** button.
RESULT: The *Application Details* page appears. Go to Step 5.
4. To process a previously submitted application, from the *View Applications* page, click the **Process** button next to the application to be updated.
NOTE: The **Process** button will only display if the application was submitted by clicking the **Submit Nursery Application** button.

RESULT: The *Application Details* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
[Sign Out](#)

Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[Application Step by Step](#)

General

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

EXCERPT

Tracking #: 90908 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Last Frontier Nursery (Org ID 10954) Current Status: **Submitted**

Application Submission Date: 02/19/2008 [Update Status](#)

Application Details

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Last Frontier Nursery (Org ID 10954)

Applicant Address: 4454 Cold Highway
Juneau, AK 12345
Phone: 907-111-1111

Exporter Name: Last Frontier Nursery

Exporter Address: 4454 Cold Highway
Juneau, AK 12345

Consignee Name: Canadian Nursery Imports

Consignee Address: 20394 Mapleleaf Way
Toronto, Ontario M5J 1A7 [Edit](#)

Destination Country: Canada

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 02/19/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Ontario

Commodities Available For Inspection At: Juneau Greenhouse

Commodities Available On: 02/19/2008 [Time:](#) 1530

Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Pansies	Viola tricolor hortensis	1000	Cases	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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

5. Review the new Application Step by Step options on the navigation bar.

Page	Purpose
General	<ul style="list-style-type: none"> ■ Displays the application information previously entered in the Application Step by Step submission process. ■ Click the Details button next to a commodity to view all its information.
Treatments	<ul style="list-style-type: none"> ■ Captures information about treatments performed on the application commodities.
Additional Declarations	<ul style="list-style-type: none"> ■ Captures the text that will display in the Additional Declarations area of the Phytosanitary Certificate.

NOTE: You can process the application in any order by selecting the links at the left of the screen or you can enter data sequentially by using the **Next** button. You can edit information by using the **Edit** buttons to the right of each application section.

6. In addition to the Application Step by Step options, the [Issue/Print Certificate](#) link appears on the navigation bar. Use this link to print an Original certificate.
7. Use the following chart to perform the desired action.

If you want to...	Then...
Review the application data	<ul style="list-style-type: none"> ■ Review data displayed on the <i>Application Details</i> page. ■ To view additional commodity information ■ Click the Details button next to the desired commodity.
Update Treatments Information	<ul style="list-style-type: none"> ■ Select Treatments at the left side of the screen. ■ Refer to the steps in <i>Section 11.3, Nursery Entering Treatment Information</i>.
Update Additional Declarations	<ul style="list-style-type: none"> ■ Select Additional Declarations at the left side of the screen. ■ Refer to the steps in <i>Section 11.4, Nursery Entering Additional Declarations</i>.
Print an Original Certificate	<ul style="list-style-type: none"> ■ Select Issue/Print Certificate at the left side of the screen. ■ Refer to the steps in <i>Section 11.5, Nursery Printing an Original Certificate</i>.

NOTE: The **Edit** buttons to the right of each application section on the *Application Details* page can only be used by ACO and ACO Admin users. Nursery users will receive an error message if they select an **Edit** button.

3.2 Nursery Treatments

What	This section shows a US-NCP organization how to process their organization's application by entering Treatment information.
When	You need to add or update treatment details for an eligible application.
How	Complete the following steps:

1. Select the [Treatments](#) link under the Application Step by Step.
RESULT: The *Treatments* page appears.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home Tracking #: 90908 Close Print Application Print Certificate Draft

Application Step by Step

General

Treatments

Additional Declarations

Issue/Print Certificate

EXCERPT

Applicant Name: Last Frontier Nursery Current Status: **Submitted**
 Application Submission Date: 02/19/2008 [Update Status](#)
 Application Tracking Number: 90908

Treatments

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application. When multiple treatments are present, select the treatment to print on the first page of the certificate by clicking the corresponding 'Print First' radio button.

No treatments have been added to the application. Please use the 'Add New Treatment' button to add a treatment if needed for this application.

[Add New Treatment](#)

[Previous](#) [Next](#)

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

If no treatment has been added to the application, the text block displays the message “*No treatments have been added to the application. Please use the 'Add New Treatment' button to add a treatment if needed for this application.*”

When treatment information is added to the application, it replaces the message in the text box. The following are the fields of the Treatments list:

Field	Notes
Treatment Type	■ Displays the name of the treatment performed.
Commodities	■ Displays the commodity (ies) that were treated. If more than one commodity was treated, then “Multiple Commodities” displays.

2. Use the following chart to proceed to the desired action:

If you want to...	Then...
Add a new treatment	■ Proceed to Step 3.
Edit an existing treatment	■ Proceed to Step 9.
Delete an existing treatment	■ Proceed to Step 11.

3. Click the **Add Treatment** button.

RESULT: The *Treatment Details* page appears. The page is designed to accept general information about a treatment (for example, date, treatment name, and chemical used) and specifies the treated commodity (ies).

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date: Or Any Text:
mm/dd/yyyy (50 characters max)

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical:
(Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text"/>	<input type="text" value="Select"/>	/	<input type="text"/>	<input type="text" value="Select"/>
Temperature:	<input type="text"/>	<input type="text" value="Select"/>			
Duration:	<input type="text"/>	<input type="text" value="Select"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

[Select Commodity:](#)

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

4. To add general treatment information, complete the fields of the *Treatment Details* page according to the following field chart:

Field	Notes
Enter Treatment Date: Enter A Date	<ul style="list-style-type: none"> ■ The month, day, and year the treatment began. Future dates are allowed. ■ This is a required field. ■ NOTE: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".
Enter Treatment Date: Or Any Text	<ul style="list-style-type: none"> ■ Enter up to 50 characters of free text.
Treatment Type	<ul style="list-style-type: none"> ■ Name of the treatment performed on the commodity. ■ Select the name from the drop-down list or, if the appropriate treatment is not displayed, select "Other" and type the treatment name in the data entry field provided. ■ This is a required field.
Chemical	<ul style="list-style-type: none"> ■ Name of the chemical used to treat the commodity. ■ Select the name from the drop-down list or, if the chemical is not displayed, select "Other" and type the chemical name in the data entry field provided. ■ This is an optional field.
Concentration	<ul style="list-style-type: none"> ■ Describes the amount of chemical used to treat the commodity. ■ This is an optional field.
Temperature	<ul style="list-style-type: none"> ■ Describes the degrees maintained during treatment. ■ This is an optional field.
Duration	<ul style="list-style-type: none"> ■ Describes the length of time the treatment was performed. ■ This is an optional field.
Additional Information	<ul style="list-style-type: none"> ■ Describes other information not already captured about the treatment performed. ■ This is an optional field.

5. Select the application commodity that was treated from the drop-down list of application commodities. If more than one commodity is listed in the application, the option "All" is included in the list to easily associate the treatment information with all of the application's commodities. **RESULT:** The commodity name(s) displays in the Select commodity field.

- Click the **Add** button next to the Select commodity field.
RESULT: The commodity name(s) displays in the Commodity list.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Treatment Details

Items marked * are required.

Enter Treatment Date:*

Enter A Date:  Or Any Text: (50 characters max)
mm/dd/yyyy

Note: Treatment Date can be blank when Treatment Type is "Intransit Cold Treatment".

Treatment Type:*

If Other, More Details:

Chemical:
(Active Ingredient)

If Other, More Details:

	Value	Unit	Per	Value	Unit
Concentration:	<input type="text"/>	<input type="text" value="Select"/>	/	<input type="text"/>	<input type="text" value="Select"/>
Temperature:	<input type="text"/>	<input type="text" value="Select"/>			
Duration:	<input type="text" value="45"/>	<input type="text" value="Seconds"/>			

Additional Information:

Commodities Treated On This Date:

The commodities available for selection are those listed on the application. To apply the same treatment to all commodities, select 'All' for the commodity.

[Select Commodity:](#)

Commodity	
Pansies	<input type="button" value="Delete"/>

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

- Repeat Steps 5 and 6 to include additional commodities in the treatment.

8. Use the following chart to perform the desired action:

If you want to...	Then...
Save the treatment information	<ul style="list-style-type: none"> Click the Save button. RESULT: The <i>Application Step by Step Treatments</i> page appears with the new treatment displayed.
Abandon the treatment information	<ul style="list-style-type: none"> Click the Cancel button. RESULT: The <i>Application Step by Step Treatments</i> page appears; no treatment information was saved.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) . Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90908 Close Print Application Print Certificate Draft

Applicant Name: Last Frontier Nursery Current Status: Submitted
 Application Submission Date: 02/19/2008 Update Status
 Application Tracking Number: 90908

Treatments

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application. When multiple treatments are present, select the treatment to print on the first page of the certificate by clicking the corresponding 'Print First' radio button.

Treatment Type	Commodities	
Spray	Pansies	Update Delete

Add New Treatment

Previous Next

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

9. To edit an existing treatment, from the *Application Step by Step Treatments* page, click the **Update** button next to the treatment to be edited.
 RESULT: The *Treatment Details* page appears with the selected treatment information displayed.

10. Use the following chart to perform the desired action:

If you want to...	Then...
Change general treatment information	<ul style="list-style-type: none"> ■ Enter/change the treatment information as you wish.
Add an additional commodity (ies) to the treatment	<ul style="list-style-type: none"> ■ Perform Steps 5 and 6.
Delete an existing commodity from the treatment	<ul style="list-style-type: none"> ■ Click the Delete button next to the desired commodity. ■ RESULT: A confirmation page appears. ■ Click the Yes button to confirm the deletion. <ul style="list-style-type: none"> ■ RESULT: The <i>Treatment Details</i> page appears, and the commodity has been deleted from the list. ■ Click the Save button on the <i>Treatment Details</i> page. OR ■ Click the No button to abandon the deletion. <ul style="list-style-type: none"> ■ RESULT: The <i>Treatment Details</i> page appears; the commodity was not deleted from the list.

11. To delete an existing treatment, from the *Application Step by Step Treatments* page, click the **Delete** button next to the treatment to be deleted.

RESULT: A delete confirmation page appears.

12. Use the following chart to perform the desired action:

If you want to...	Then...
Delete the treatment	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment has been deleted.
Abandon the delete	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Application Step by Step Treatments</i> page appears; the treatment was not deleted.

3.3 Nursery Additional Declarations

What	This section shows you how to process a US-NCP organization's application by entering ADs.
When	You have to add or update AD for the US-NCP organization's application.
How	Complete the following steps:

1. Select the [Additional Declarations](#) link under the Application Step by Step.
RESULT: The *Additional Declarations* page appears.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90908 Close Print Application Print Certificate Draft

Applicant Name: Last Frontier Nursery Current Status: Submitted
 Application Submission Date: 02/19/2008 Update Status
 Application Tracking Number: 90908

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

AD with Authorized Nursery Representative Name

Add

Previous Save Next

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

When AD information is added to the application, it is displayed in the editable text field in the middle of the screen.

2. Use the following chart to perform the desired action:

If you want to...	Then...
Add a standard PCIT AD	<ul style="list-style-type: none"> ■ Select the AD text from the drop-down list. ■ Click the Add button. ■ RESULT: The AD text appears in the editable text field. ■ Edit the text as required for designating the responsible person for this shipment.
Enter an AD	<ul style="list-style-type: none"> ■ Type in the desired Additional Declaration in the editable text field.
Update an existing Additional Declaration	<ul style="list-style-type: none"> ■ Edit the Additional Declaration in the editable text field.
Copy an AD from EXCERPT	<ul style="list-style-type: none"> ■ Select the <u>EXCERPT</u> link. ■ RESULT: A new browser window displays the EXCERPT connect screen. ■ Access EXCERPT as you usually would. <p>NOTE: You must obtain your own User Name and Password to connect to EXCERPT.</p> <ul style="list-style-type: none"> ■ Locate the desired AD. ■ Use copy-and-paste techniques to paste the AD into the editable text field on PCIT's <i>Application Step by Step Additional Declarations</i> page.

NOTE: _____ should be replaced with the name of the person responsible for the shipment.

3. Use the following chart to perform the desired action:

If you want to...	Then...
Save the Additional Declaration text	<ul style="list-style-type: none"> ■ Click the Save button.
Abandon the Additional Declaration text	<ul style="list-style-type: none"> ■ Clear/delete the text from the editable text field. ■ Click the Save button.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) . [Sign Out](#)



Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[Application Step by Step](#)

[General](#)

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

EXCERPT

Tracking #: 90908 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Last Frontier Nursery Current Status: **Submitted**

Application Submission Date: 02/19/2008 [Update Status](#)

Application Tracking Number: 90908

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

AD with Authorized Nursery Representative Name

[Add](#)

This shipment of plants was produced in accordance with the United States Nursery Certification Program (US-NCP) and is considered to conform with the Phytosanitary import requirements of Canada. Lee Rivers is the responsible person for the US-NCP at this facility. Lee Rivers is the responsible person for this shipment.

[Previous](#) [Save](#) [Next](#)

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

3.4 Nursery Printing an Original Certificate

What	This section shows you how to print an Original certificate for a US-NCP organization's application.
When	You have to print an Original certificate for the US-NCP organization's application.
How	Complete the following steps:

1. Select the [Issue/Print Certificate](#) link on the navigation bar.
RESULT: The *Certificate Adjustment* page appears.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate



[PCIT Home](#)

[Application Step by Step](#)

[General](#)

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Last Frontier Nursery Current Status: **Submitted**

Application Submission Date: 02/19/2008 [Update Status](#)

Application Tracking Number: 90908

Certificate Adjustment

You have the option of making adjustments to the key date fields and countries of transit listed on the certificate.

To make your adjustments and view the changes, enter any updates below and first click the 'Apply' button. After the screen refreshes click on the 'Preview Certificate' button to view the changes. Once the Certificate is formatted correctly, click the 'Issue Certificate' button. Clicking on the 'Issue Certificate' button will automatically save your changes.

(Please Note: Clicking on the 'Apply' button will not save your adjustments until you submit them. Also, all dates entered in mm/dd/yyyy format will be written out in long date format (e.g. January 10, 2005). All text will display exactly as entered.)

The current inspection date is **February 19, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:

The current issue date is **February 19, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:

The destination country is **Canada**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

[Apply](#) [Preview Certificate](#) [Issue Certificate](#)

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

2. Confirm the inspection date to be printed on the certificate:

If you want to...	Then...
Keep the inspection date indicated	<ul style="list-style-type: none"> ■ No action is required. NOTE: The inspection date will default to the current date and can be changed as necessary.
Change the single inspection date	<ul style="list-style-type: none"> ■ Enter the date in mm/dd/yyyy format in the first inspection date field. NOTE: The inspection date will be spelled out on the certificate.
Change the inspection date to multiple dates, a date range or other approved text.	<ul style="list-style-type: none"> ■ Enter the date information in the desired format in the second inspection date ("Or Any Text") field. NOTE: The inspection date will appear on the certificate exactly as it is entered.

3. Confirm the issue date to be printed on the certificate.

If you want to...	Then...
Keep the issue date indicated	<ul style="list-style-type: none"> ■ No action is required.
Change issue date indicated	<ul style="list-style-type: none"> ■ Enter the date in mm/dd/yyyy format in the first treatment date field. NOTE: The issue date will be spelled out on the certificate.

4. Click the **Apply** button to update any changes.
 RESULT: The *Certificate Adjustment* page refreshes with the updated data displayed.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) .
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home
 Application Step by Step
 General
 Treatments
 Additional Declarations
 Issue/Print Certificate
 EXCERPT

Applicant Name: Last Frontier Nursery
 Application Submission Date: 02/19/2008
 Application Tracking Number: 90908

Current Status: Submitted
[Update Status](#)

Certificate Adjustment

You have the option of making adjustments to the key date fields and countries of transit listed on the certificate.

To make your adjustments and view the changes, enter any updates below and first click the 'Apply' button. After the screen refreshes click on the 'Preview Certificate' button to view the changes. Once the Certificate is formatted correctly, click the 'Issue Certificate' button. Clicking on the 'Issue Certificate' button will automatically save your changes.

(Please Note: Clicking on the 'Apply' button will not save your adjustments until you submit them. Also, all dates entered in mm/dd/yyyy format will be written out in long date format (e.g. January 10, 2005). All text will display exactly as entered.)

The current inspection date is **February 19, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:
mm/dd/yyyy (44 characters max)

The current issue date is **February 20, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:
mm/dd/yyyy

The destination country is **Canada**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

[Apply](#) [Preview Certificate](#) [Issue Certificate](#)

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

5. Optional: You can click the **Preview Certificate** button to display a draft certificate prior to issuing the certificate.
 RESULT: A new browser window opens and the draft certificate is displayed in portable document format (PDF).

NOTE: Once the certificate is issued, its data cannot be changed. The Preview Certificate functionality is a useful tool to review data prior to issuance.

6. Click the **Issue Certificate** button to issue the certificate.
RESULT: The *Print Certificate* page appears; the status is updated to Issued-A, and the certificate number is displayed in place of the Application Tracking Number.

Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Federal Phytosanitary Certificate

PCIT Home

Issue/Print Certificate

EXCERPT

Applicant Name: Last Frontier Nursery Current Status: **Issued-A**
 Application Submission Date: 02/19/2008
 FPC Number: F-F-02232-00090908-7-A

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.
3. For Federally issued certificates, this will charge the applicant's pre-purchase account.
IMPORTANT: Only click this button once to avoid possible duplicate charges.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

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

7. Click the **Generate Original Certificate** button.

The following items are added to the certificate:

- The “US-NCP” watermark will appear on the original certificate.
- The Federal Phytosanitary Certificate (FPC) Number will end in an ‘A’ (instead of an ‘N’).
- The Nursery Name, State, and USA will print in Block 13.
- The following text will automatically print in the Additional Declaration block if it was selected in the dropdown on the Additional Declarations page: *“This shipment of plants was produced in accordance with the United States Nursery Certification Program (US-NCP) and is considered to conform to the Phytosanitary import requirements of Canada. Nursery Representative Name is the responsible person for the US-NCP at this facility. _____ is the responsible person for this shipment.”*. _____ may be replaced with the name of the person responsible for the shipment. If no Additional Declaration was entered, the Additional Declaration block will be blank.
- *“Michael Ward, Senior Accreditation Manager”* will print in Block 17.
- The signature as Michael D. Ward will print in Block 18.
- The Seal is printed on the original certificate and originals should be printed on regular bond paper.

RESULT: A new browser window opens and the Original certificate in PDF.

No phytosanitary certificate can be issued until an application is completed (7 CFR 355)		FORM APPROVED OMB NO. 0579-0052
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE	FOR OFFICIAL USE ONLY	
	PLACE OF ISSUE Skagway, Alaska	
NO. F-F-02232-00021852-7-A	DATE INSPECTED October 10, 2007	
TO: THE PLANT PROTECTION ORGANIZATION(S) OF Canada		
CERTIFICATION		
This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.		
DISINFESTATION AND/OR DISINFECTION TREATMENT		
1. DATE October 10, 2007	2. TREATMENT Spray	
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE 45 seconds	
5. CONCENTRATION	6. ADDITIONAL INFORMATION	
DESCRIPTION OF THE CONSIGNMENT		
7. NAME AND ADDRESS OF THE EXPORTER Last Frontier Nursery 4454 Cold Highway Juneau, Alaska 12345	8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE Canadian Nursery Imports 20394 Mapleleaf Way Toronto, Ontario M5J 1A7, Canada	
9. NAME OF PRODUCE AND QUANTITY DECLARED (1) 1000 Cases Pansies (Flowers)	10. BOTANICAL NAME OF PLANTS (1) Viola tricolor hortensis	
11. NUMBER AND DESCRIPTION OF PACKAGES (1) In bulk	12. DISTINGUISHING MARKS (1) None	
13. PLACE OF ORIGIN (1) Last Frontier Nursery, Alaska, USA	14. DECLARED MEANS OF CONVEYANCE Air Freight	
	15. DECLARED POINT OF ENTRY Ontario	
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).		
ADDITIONAL DECLARATION		
This shipment of plants was produced in accordance with the United States Nursery Certification Program (US-NCP) and is considered to conform with the Phytosanitary import requirements of Canada. Lee Rivers is the responsible person for the US-NCP at this facility. Lee Rivers is the responsible person for this shipment.		
Page 1 of 1		
16. DATE ISSUED October 11, 2007	17. NAME OF AUTHORIZED OFFICER (Type or Print) Michael Ward, Senior Accreditation Manager	18. SIGNATURE OF AUTHORIZED OFFICER <i>Michael D. Ward</i>
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.		

8. Print the Original certificate on security paper using Adobe's printing feature
RESULT: The certificate prints.

9. Close the Adobe window.
RESULT: The *Print Certificate* page appears.

10. *Optional*: You can record the bar code that appears on the back of the regular bond paper by entering the number and clicking the **Add** button. Repeat this for each piece of regular bond paper used.
 RESULT: The bar code number(s) displays in the Bar Code Number(s) list.
11. If the certificate was successfully printed on regular bond paper, click the **Printed** button.
 RESULT: The *Print Certificate* confirmation page displays with two buttons, **Reuse Certificate** and **Generate Certificate Copy**. The application status is now **Printed-A**.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Lee Rivers of Last Frontier Nursery (Org ID 10954) . Sign Out". The main header reads "USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Application for Federal Phytosanitary Certificate".

On the left, a navigation menu includes "PCIT Home", "Issue/Print Certificate" (highlighted), and "EXCERPT".

The main content area shows the following details:

- Applicant Name: Last Frontier Nursery
- Application Submission Date: 02/19/2008
- FPC Number: F-F-02232-00090908-7-A
- Current Status: **Printed-A**

Below this information is a section titled "Print Certificate" with the following text: "To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies later, return to PCIT Home and click on Certificate Print Wizard in the left navigation." At the bottom of this section are two buttons: "Reuse Certificate" and "Generate Certificate Copy".

At the very bottom of the page, there are links for "USDA | APHIS | Export Program Manual | Help/Contact Us".