

Date: _____

To: _____
[insert name of State Plant Health Director or State Plant Regulatory Official]

Recently _____ certified _____
[insert name of Authorized Certification Official (ACO)] *[name of commodity]*

to _____ on Export Certificate # _____ (attached).
[name of country]

This export certificate has /has **not** been reported as rejected by the importing country. The error(s) is/are check below:

- Failure to follow PPQ policy with regard to export certificates
- Certifying disease freedom in grain
- Failure to follow inspectional guidelines
- Failure to follow known import requirements
- Certifying prohibited or ineligible commodities
- Certifying CITES commodities at an ineligible port
- Certifying commodities from non-accredited or non-compliant sources
- Attesting to conditions from non-accredited or non-compliant sources

Our records indicate that this is the ACO's _____ warning this year. Future errors could result in suspending the ACO's accreditation (authority to issue export certificates). Please forward to my office a letter explaining the error(s) and what corrective actions will be taken. This notice is intended as a corrective action to ensure the integrity of USDA-APHIS-PPQ's export program.

If you have any questions, contact me at _____
(insert your phone number)

_____, Export Certification Specialist
(Signature of Export Certification Specialist)

(Printed name of Export Certification Specialist)

Enclosure