



Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

CITES I-II-III Timber Species Manual

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Parts of Appendix E, CITES Wood Identification, are from the CITES Identification Guide—Tropical Woods, published by authority of the Minister of Environment, Minister of Supply and Services, Canada, with the collaboration of the United States Department of Agriculture (USDA), Forest Service (FS), and Animal and Plant Health Inspection Service (APHIS).

Introduction

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Purpose

The *CITES I-II-III Timber Species Manual* provides the procedures for the enforcement of the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) Appendix I, Appendix II, and Appendix III timber species.

As defined by the Convention, the appendixes are as follows:

- Appendix I includes those timber species that are the **most** endangered among CITES-listed plants, and are threatened with extinction; CITES generally prohibits commercial international trade in specimens of these species
- Appendix II includes those timber species which are **not** necessarily threatened with extinction, but may become so unless trade in specimens of such species is subject to strict regulation to avoid utilization which is incompatible with the species' survival
- Appendix III includes those timber species that have been added at the request of a Party that already regulates trade in the species and that needs the cooperation of other countries to prevent unsustainable or illegal exploitation of the species

The manual **does not** cover the following;

- Information about medicinals and other derivatives that are intended for human consumption and derived from CITES Appendix I, Appendix II, or Appendix III timber species (refer to the [Wood and Wood Byproducts section of Agricultural Commodity and Import Requirements database](#))
- Information about woody species and species that simulate the growth habit of woody species (such as cycads and palms), that are used solely for medicinal or herbal medicines or used solely as horticultural specimens (refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#))
- Port policies or guidelines
- Wood identification detailed techniques

Users

This manual is written for use by CBP Agricultural Specialists, PPQ Plant Health Safeguarding Specialists, PPQ Export Certification Specialists, and other CBP and PPQ personnel; State cooperators; and collaborators at airports and maritime locations. The experience level of users will vary, but the CBP Agricultural Specialists and PPQ Plant Health Safeguarding Specialists and PPQ Export Certification Specialists have, at minimum, a working knowledge of using PPQ manuals to make regulatory decisions.

Related Documents

Authority

The regulatory authority for taking the actions listed in this manual is contained in the following Acts:

- Civil Asset Forfeiture Reform Act of 2000
- Endangered Species Act of 1973 (ESA)¹
- Homeland Security Act of 2002²

Authority for specific regulatory actions is contained in the Code of Federal Regulations (CFR) Titles 7 and 50. and the Homeland Security Act of 2002.

Code of Federal Regulations

The Code of Federal Regulations (CFR) provide the authority for the regulatory action taken and are enforced by CBP and PPQ. The restrictions and prohibitions listed in this manual are covered by Titles 7 and 50. Title 7 CFR contains the following parts:

- Part 355, for specifics on endangered species regulations concerning plants
- Part 356, for specifics on forfeiture procedures

Title 50 CFR, Parts 1 to 199 contains the following parts for regulating endangered species:

¹ The Endangered Species Act of 1973 authorizes the USDA to enforce the Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES).

² The Homeland Security Act of 2002 authorizes the Department of Homeland Security to enforce Section II of the Endangered Species Act of 1973.

- Part 17.12, Endangered and Threatened Plants
- Part 23, Endangered Species Convention
- Part 24, Importation and Exportation of Plants at Designated Ports

Homeland Security Act of 2002

The Homeland Security Act of 2002 contains the following section:

- Title 4, Section 421

Refer to the *Code of Federal Regulations* for the full text of the CFRs listed above. Refer to the full text of the CITES Convention and Decisions and Resolutions of the Conference of the Parties (all are used to make regulatory decisions), at <https://cites.org/>.

Advisories

Advisories are used throughout the *CITES I-II-III Timber Species Manual* to bring important information to your attention. Please carefully review each advisory. The definitions coincide with American National Standards Institute (ANSI)³ and are in the format shown below.

⚠ CAUTION

CAUTION is used to indicate tasks involving minor-to-moderate risk of injury.

⚠ DANGER

DANGER is used to indicate the event of imminent risk of death or serious injury.

NOTICE

NOTICE is used to alert a reader of important information or Agency policy.

SAFETY

SAFETY is used for general instructions or reminders related to safety.

⚠ WARNING

WARNING is used to indicate the event of possible risk of serious injury.

³ TCIF Guideline, Advisories (Safety-Related Warning Message), TCIF-99-021 Issue 1, p.4.

CITES Timber Species Manual Contacts

Information Services and Manuals Unit (ISMU)

The PPQ Information Services and Manuals Unit (ISMU) issues and maintains manuals electronically on the [APHIS Plant Protection and Quarantine Manuals webpage](#).

If you are unable to access the *CITES Timber Species Manual* online or have a suggested edit (layout, spelling, etc.) please contact ISMU by email at PPQ.IRM.ISMU.Manuals.Feedback@usda.gov.

Revisions to the manual are announced via the [APHIS Stakeholder Registry](#) to anyone, government employees and external stakeholders, who have subscribed to receive *CITES Timber Species Manual* updates. To subscribe, navigate to the [APHIS Stakeholder Registry](#), enter your email address, and select the relevant manuals under Plant Health Information – Manual Updates.

CITES Timber Species Manual Liaison

If you have an urgent situation requiring an immediate response regarding the *CITES Timber Species Manual* contact the National CITES Coordinator, Dr. John Veremis, by email at john.veremis@usda.gov.

Importation of CITES Timber Species

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Introduction

The Importation of CITES Timber Species chapter provides the guidelines for handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species. These guidelines are to be used for the following:

- Confirming that the commodity is in a form which is regulated;
- Determining which permits and/or certificates are required;
- Verifying that the documents are valid;
- Inspecting the commodity to verify that the quantity in the shipment matches the quantity listed on the CITES document;
- Instructing the user on how to validate a CITES document; and
- Distributing and filing the paperwork

NOTICE

Use these guidelines in conjunction with 7CFR 319.40 (refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#)) and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to a USDA-APHIS eFile-issued *Protected Plant Permit*, many wood and forest products also require *PPQ Form 597, Import Permit for Plants and Plant Products* (also refer to *PPQ Form 585, Application to Import Timber or Timber Products*).

Preparation

As with other port documents, copies of CITES documents **must** be filed in an organized, consistent manner. The CITES files and copies maintained at your port are important in case the originals become lost or destroyed. An accessible filing system will also enable you to comply with requests for information made by other government and non-government agencies and the general public through the Freedom of Information Act (FOIA).

Filing System

If you already have a filing system for retaining CITES records in place at your port, then review these instructions to be sure your system is functional. If you **do not** have a filing system in place, then follow the instructions below.

To set up a filing system, do as follows:

1. Decide on the filing system that is most practical for your location. Select one of the following methods to keep the records complete and accessible:
 - A. File alphabetically by permittee's name
 - B. File chronologically by month and year
2. Select the documents to be filed. At a minimum, you **must** file the
 - A. following in the order listed below:
 - B. CITES document (**must** be a validated copy)
 - C. Customs entry
 - D. Dimensional specification sheets (if applicable)
 - E. Invoice/packing list

- F. Lading bill or air waybill
- G. Phytosanitary Certificate (if required)

After filing the documents, you **must** maintain each file for a minimum of five years, counting from the date the importation occurred.

EXAMPLE

A file **must** be maintained until January 24, 2027 for an importation that occurred on January 24, 2022.

Procedures

The procedures for handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species are summarized in [Summary of Procedures for Handling the Importation of CITES Appendix I, Appendix II, and Appendix III Protected Timber Species](#).

Summary of Procedures for Handling the Importation of CITES Appendix I, Appendix II, and Appendix III Protected Timber Species

1. Confirm that the commodity is a CITES Appendix I, Appendix II, or Appendix III protected timber species.
2. Determine if the form of the commodity imported is protected by CITES.
3. Determine if you have the authority to validate the shipment.
4. Determine which CITES documents **must** accompany the shipment.
5. Collect all relevant documents associated with the importation.
6. Verify that the CITES document accompanying the importation is authentic and acceptable.
7. Verify that the USDA-APHIS eFile-issued Protected Plant Permit, has **not** expired.
8. Compare shipping documents with CITES documents to confirm the quantities are authorized.
9. Inspect the shipment to make sure the quantities are authorized.
10. If the shipment is in order, then validate the CITES documents by stamp and endorsement.
11. Distribute and file the endorsed documents.

Follow the steps below when handling the importation of CITES Appendix I, Appendix II, and Appendix III protected timber species used for lumber or other wood products.

FWS-USDA-CITES Clearance of Musical Instruments

The agreement between the U.S. Fish and Wildlife Service (FWS) and USDA, for the clearance of musical instruments made of non-living CITES plant material and CITES or non-CITES wildlife for import is as follows:

FWS Wildlife Inspectors can inspect and clear shipments of products containing **both** CITES listed non-living plant species **and** any CITES or non-CITES wildlife species (fauna/animal).

This guidance applies **only** to shipments of products that contain **both** CITES listed non-living plants **and** CITES or non-CITES wildlife.

Refer to [U.S. Fish and Wildlife Service online guidance](#) and the published letter shown in [FWS Notice FWS-USDA Validation of CITES Documents for Products Containing Both CITES-listed](#)

[Plants and Wildlife Species](#), as well as at [CITES.org](#) for more information on products containing **both** CITES-listed plants **and** CITES listed or non-CITES listed wildlife.

Step 1: Confirm the Identity of the Timber or Articles

Currently, there are six CITES Appendix I species, 26 Appendix II taxa (21 species and five genera), and seven CITES Appendix III species used for lumber or other wood products. The most frequently used common names are shown beside the scientific names listed below. For a list of other common names, refer to [Table 7-1](#).

CITES Appendix I Species

The CITES Appendix I protected species are as follows:

- *Abies guatemalensis* (Guatemalan fir)
- *Araucaria araucana* (monkey puzzle tree)
- *Dalbergia nigra* (Brazilian rosewood)
- *Fitzroya cupressoides* (alerce)
- *Jubaea chilensis* (Chilean wine palm)
- *Pilgerodendron uviferum* (pilgerodendron)

CITES Appendix II Species

The CITES Appendix II protected species are as follows:

- *Adansonia grandidieri* (giant baobab)
- *Afzelia* spp. (pod mahogany)
- *Aniba rosaeodora* (Brazilian rosewood)
- *Bulnesia sarmientoi* (galacwood)
- *Caryocar costaricense* (ajillo)
- *Cedrela* spp.
- *Dipteryx* spp. (cumaru)
- *Dalbergia* spp. (rosewoods) **except** *Dalbergia nigra* (Brazilian rosewood)

NOTICE

Effective January 2, 2017, the entire genus *Dalbergia* spp. (rosewoods) are CITES Appendix II **except** *Dalbergia nigra* (Brazilian rosewood) remains CITES Appendix I.

- *Diospyros* spp. (ebonies)
- *Gonystylus* spp. (ramin)
- *Guaiacum* spp. (lignum vitae)
- *Guibourtia demeusei* (red bubinga)
- *Guibourtia pellegriniana* (rose bubinga)
- *Guibourtia tessmannii* (rose bubinga)
- *Handroanthus* spp.
- *Khaya* spp. (African mahogany)
- *Oreomunnea pterocarpa* (gavilan)
- *Osyris lanceolata* (African sandalwood)
- *Paubrasilia echinata* (Brazilwood)
- *Pericopsis elata* (afroformosia)

- *Platymiscium pleiostachyum* (cristobal graradillo)
- *Podocarpus parlatoresi* (Parlatore's podocarp)
- *Prunus africana* (African cherry, pygeum)
- *Pterocarpus* spp. (African rosewood, red sandalwood)
- *Roseodendron* spp.
- *Senna meridionalis* (taraby)
- *Swietenia humilis* (Pacific Coast mahogany)
- *Swietenia macrophylla* (bigleaf mahogany)
- *Swietenia mahogani* (Caribbean mahogany)
- *Tabebuia* spp.
- *Widdringtonia whytei* (Mulanje-cedar)

NOTICE

FWS Wildlife Inspectors can inspect and clear shipments of products containing both CITES listed nonliving plant species and any wildlife species that may be either CITES or non-CITES listed species. This guidance **only** applies to shipments that contain **both** CITES listed plants **and** wildlife. Refer to the published letter show in [FWS Notice FWS-USDA Validation of CITES Documents for Products Containing Both CITES-listed Plants and Wildlife Species](#).

CITES Appendix III Species

The CITES Appendix III protected species are as follows:

- *Fraxinus mandshurica* (manchurian ash)
- *Magnolia liliifera* var. *obovata* (magnolia)
- *Pinus koraiensis* (Korean pine)
- *Podocarpus neriifolius* (podocarp)
- *Quercus mongolica* (mongolian oak)
- *Tetracentron sinense* (tetracentron)

Shipping Documents Review

To determine that the importation is of a CITES Appendix I, Appendix II, or Appendix III timber species, review the shipping documents. Regulations require CITES plants be identified to their genus and species by any **one** of the following:

- Label
- Invoice
- Packing list
- Tag
- Other document accompanying the shipment

The exporter or the exporter's agent is responsible for providing you with the scientific name of the timber species traded. CITES regulated timber may be manifested or invoiced by a trade name or a local name. If you are given a common name that is **not** listed in the [List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species](#) and you want to confirm the scientific name of the material being imported to determine if the wood is listed as regulated, then search the [Checklist of CITES species](#) database on the CITES web site.

Checklist of CITES Species Database

Use the [Checklist of CITES species](#) database to do the following:

- Generate an Index of CITES Species (an alphabetical list of all plant taxa (and animal taxa) currently included in the CITES Appendixes)
- Search and view by CITES Appendix listing
- Search and view by common name (refer to the main record)
- Search and view by country
- Search and view by scientific name (main records and contain all information)
- Search and view by scientific synonym (refer to the main record)
- Provide a history of CITES Listings (an historical record of all CITES listings since 1975, including all reservations and annotations)

NOTICE

The Checklist of CITES species database **does not** include all common names and synonyms for CITES-regulated species.

CITES Timber Species Recognition and Wood Identification

For timber species commodity recognition and a synopsis of wood identification, refer to [Wood Identification](#).

Urgent Interception Identification

If after inspecting the wood or articles and reviewing the entry paperwork, you are still unable to determine the identity of the wood or articles or suspect or question that the article is **not** as identified on the manifest or invoice, then do as follows:

1. Contact the PPQ Area Identifier Botanist that services your port to determine if taking a sample of the wood is necessary.
2. You may be directed (by the PPQ Botanist) to sample the commodity and send the sample for identification.
3. If you are instructed to send the interception(s) to a PPQ Area Identifier specializing in CITES wood identification, then refer to [Table 2-1](#).
 - A. Complete the Interception Record for URGENT identification in ARM.
 - B. Enclose the specimen and interception form(s) in an escape proof package.
 - C. Affix black and yellow tape to the outside of the package.
 - D. Ship to the PPQ Area Identifier (listed in [Table 2-1](#)) using an overnight delivery service with tracking capacity.
4. If you are instructed by the PPQ Botanist or Area Specialist (specializing in CITES wood identification) to send the interception to:
 - A. PRIMARY: U.S. Forest Service International Programs Wood
 - B. Identification and Screening center (WISC), or
 - C. SECONDARY: National Fish and Wildlife Forensic Lab, or
5. TERTIARY: USDA Forest Products Laboratory, then refer to [Table 2-2](#).
 - A. Contact the laboratory to confirm an analyst is available and to verify shipping procedures and required paperwork.
 - B. Complete the required paperwork.

- C. Enclose the specimen(s) and interception form(s) in escape-proof packaging with tape.
- D. Clearly initial and date son the tape.
- E. Include the National CITES Coordinator, Dr. John Veremis, e-mail john.veremis@usda.gov on all communications.
- F. Follow the laboratory's shipping procedures and send the package to the designated laboratory ([Table 2-2](#)) as instructed by the PPQ Botanist or Area Specialist.

Table 2-1 List of PPQ Area Identifiers Specializing in CITES Wood Identification

Hub	PPQ Area Identifier Specializing in CITES WOOD Identification	Phone	Fax
Eastern	USDA-APHIS-PPQ Plant Inspection Station Attn: Leo Castaneda, Botanist PO Box 660520 Miami, FL 33266	305/492-1854	305/492-1742
Western	USDA-APHIS-PPQ Plant Inspection Station 222 Kansas Street El Segundo, CA 90245	310/955-3277 or 310/955-3279	310/955-3346

Table 2-2 List of Other Identifiers Specializing in CITES Wood Identification

Laboratory Specialist in CITES Wood Identification	Phone	Fax
USFS International Programs Wood Identification and Screening Center c/o National Fish and Wildlife Forensic Laboratory 1490 East Main Street Ashland, OR 97520-1310	385/239-8260 541/488-6526	
National Fish and Wildlife Forensic Laboratory 1490 East Main Street Ashland, OR 97520-1310	541/482-4191	541/482-4989
USDA Forest Products Laboratory Attn: Michael Wiemann or Alex Wiedenhoef One Gifford Pinchot Drive Madison, WI 53726-2398	608/231-9384 (Michael) 608/231-9258 (Alex)	

Step 2: Confirm the Article Being Imported Is Regulated

CITES annotates some of the listed timber species to include or exclude certain parts and derivatives. To confirm that the listed article being imported is regulated by CITES Appendix I, Appendix II, or Appendix III, inspect the consignment and verify the description of the commodity on the accompanying shipping documents. Then continue, using [Table 2-3 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III](#).

NOTICE

Other woody species and species that simulate the growth characteristics of woody species (such as cycads and palms), used solely for medicinal/herbal medicines or as horticultural specimens are not covered in this manual.

Table 2-3 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Abies guatemalensis</i> (Guatemalan fir)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Adansonia grandidieri</i> (giant baobab)	Any country	All parts and derivatives except seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i>	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i>	→	1. VERIFY by physical inspection that the articles are seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i> 2. The articles are not regulated by CITES

¹ Includes building material, cabinetmaking material, charcoal, firewood, flooring, food containers, fuel wood, furniture, joinery, light construction material, matches, particleboard, plywood, pulp/paper products, roof shingles, and veneer, etc.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Afzelia</i> spp. (pod mahogany)	African countries	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, plywood, transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, transformed wood 2. The articles are not CITES regulated; EXIT this manual
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. 2. The articles are not regulated by CITES; EXIT this manual
<i>Aniba rosaeodora</i> (Brazilian rosewood)	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Extracts ⁷	Are finished products containing extracts as ingredients, including fragrances	1. VERIFY by physical inspection that the articles are finished products containing extracts as ingredients, including fragrances 2. The articles are not regulated by CITES; EXIT this manual

2 Includes railroad ties.

3 Wood sawn or chipped lengthwise, sliced or peeled, whether or **not** planed, sanded, or finger-jointed, of a thickness exceeding 6mm.

4 Thin layers of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc.

5 Plywood: Consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle (HS Code 44.12.13, HS Code 44.12.14, and HS Code 44.12.22). Refer to [Harmonized System of World Customs Organization \(HS\) Codes](#).

6 Transformed wood: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed (as defined by Harmonized system code 44).

7 Extract: Any substance obtained directly from plant material by physical or chemical means regardless of the manufacturing.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Aniba rosaeodora</i> (Brazilian rosewood) (cont.)	Any country (cont.)	Extracts ⁷ (cont.)	Are other than finished products containing extracts as ingredients	The articles are CITES Appendix II regulated REFER to the Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database to regulate
		Other than logs, lumber, veneer, plywood, or extracts	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, and extracts 2. The articles are not CITES regulated; EXIT this manual
<i>Araucaria araucana</i> (Monkey puzzle tree)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Bulnesia sarmientoi</i> (gaiaewood)	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		• Extracts⁷ • Powder	→	The articles are CITES Appendix II regulated REFER to the Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database to regulate
		Other than logs, lumber, veneer, plywood, extracts or powder	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, extracts, or powder 2. The articles are not CITES regulated
<i>Caryocar costaricense</i> (ajillo)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Cedrela</i> spp.	Neotropics ⁸ (includes articles originating in the Neotropics that were reexported from another country)	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, or plywood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood 2. The articles are not regulated by CITES
<i>Cedrela</i> spp. (cont.)	Other than the Neotropics	→	→	1. REVIEW the shipping documents to verify the country of origin is other than the Neotropics ⁸ 2. The articles are not regulated by CITES
<i>Dalbergia</i> spp. except <i>Dalbergia nigra</i>	Mexico	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵	Exported from Mexico	The articles are CITES Appendix II regulated (except <i>Dalbergia nigra</i>) REFER to Step 3: Determine Your Authority
			Exported from other than Mexico	
		Other than logs, lumber, veneer, or plywood	Exported from Mexico	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood 2. The articles are not CITES regulated
			Exported from other than Mexico	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

⁸ Populations of the Neotropics include the Caribbean, Central America, Mexico, and South America.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Dalbergia</i> spp. except <i>Dalbergia nigra</i>	Other than Mexico	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
		Finished musical instruments Finished musical instrument accessories Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Dalbergia nigra</i> (Brazilian rosewood)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority

⁹ The term "10 kg per shipment" the 10 kg limit should be interpreted as referring to the weight of the individual portions of each item in the shipment made of the species concerned. In other words, the 10 kg limit is to be assessed against the weight of the individual portions of wood of *Dalbergia*/*Guibourtia* species contained in each item of the shipment, rather than against the total weight of the shipment.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Diospyros</i> spp. (ebonies)	Madagascar (includes articles originating in Madagascar that were reexported from another country)	• Logs² • Lumber³ • Veneer⁴	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not CITES regulated
	Other than Madagascar	→	→	1. REVIEW the shipping documents to verify the country of origin is other than Madagascar 2. The articles are not regulated by CITES
<i>Dipteryx</i> spp.	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Fitzroya cupressoides</i> (alerce)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Fraxinus mandshurica</i> (Manchurian ash)	Any country	• Logs² • Lumber³ • Veneer⁴	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not CITES regulated
<i>Gonystylus</i> spp. (ramin)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Guaiaacum</i> spp. (lignum vitae)	Any country	All parts and derivatives, except finished products packaged and ready for retail trade ¹⁰	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Finished products packaged and ready for retail trade	Packaged and ready for retail trade	1. VERIFY by physical inspection that the articles are packaged and ready for retail trade 2. The articles are not regulated by CITES
			Not packaged and ready for retail trade	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Guibourtia demeusei</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
		All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments, Finished musical instrument accessories, Finished musical instrument parts	Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES

¹⁰ Manufactured products include: bearings and bushings, boat building materials (general), brush backs and handles, bush blocks, farm vehicles, furniture, golf club heads, machinery parts, marine construction material, mathematical instruments, naval architecture, pulley sheaves, railroad ties, shade rollers, sporting goods, tables, textile equipment, turnery, and wheels. Regulating depends on whether or **not** the products are finished, packaged, and ready for retail trade, etc.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Guibourtia demeusei</i> (cont.)	Any country (cont.)	Finished musical instruments Finished musical instrument accessories Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Guibourtia pellegriniana</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
			Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Finished musical instruments Finished musical instrument accessories Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Guibourtia pellegriniana</i> (cont.)	Any country (cont.)	Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Guibourtia tessmannii</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
			Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		• Finished musical instruments • Finished musical instrument accessories • Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Handroanthus</i> spp.	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Jubaea chilensis</i> (Chilean wine palm)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Khaya</i> spp. (African mahogany)	African countries	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood 2. The articles are not regulated by CITES
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. 2. The articles are not regulated by CITES
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
<i>Oreomunnea pterocarpa</i> (gavilan)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Osyris lanceolata</i> (African sandalwood)	• Burundi • Ethiopia • Kenya • Rwanda • Uganda • United Republic of Tanzania	All parts and derivatives, except finished products packaged and ready for retail trade ¹⁰	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Finished products packaged and ready for retail trade	Packaged and ready for retail trade	1. VERIFY by physical inspection that the articles are packaged and ready for retail trade 2. The articles are not regulated by CITES

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Osyris lanceolata</i> (African sandalwood) (cont.)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania	Finished products packaged and ready for retail trade	Not packaged and ready for retail trade	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Paubrasilia echinata</i> (Brazilwood)	Any country	All parts and derivatives except Finished musical instruments , Finished musical instrument accessories , and Finished musical instrument parts for non-commercial trade only for the purpose of paid and unpaid performance, personal use, display, loan, competition, teaching, appraisal, or repair, provided that this does not change the ownership and that such transport is not for sale, transfer or disposal of the specimen outside of the owner's usual State of residence. Zero quota for wild-harvested specimens (source code W) traded for commercial purposes.	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Finished musical instruments , Finished musical instrument accessories , and Finished musical instrument parts for non-commercial trade only	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
<i>Pericopsis elata</i>	Any country	- Logs² - Lumber³ - Veneer⁴ - Plywood⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Pericopsis elata</i> (cont.)	Any country	• Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood 2. The articles are not regulated by CITES
<i>Pilgerodendron uviferum</i> (pilgerodendron)	Any country	• All parts and derivatives, including manufactured and finished products¹	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Pinus koraiensis</i> (Korean pine)	Any country	• Logs² • Lumber³ • Veneer⁴	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
<i>Pinus koraiensis</i> (cont.) (Korean pine)	Any country (cont.)	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer The articles are not regulated by CITES
<i>Platymiscium pleiostachym</i> (cristobal graradillo)	Any country	• All parts and derivatives, including manufactured and finished products¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Podocarpus neriifolius</i> (podocarp)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
<i>Podocarpus parlatorei</i> (Parlatore's podocarp)	Any country	All parts and derivatives, including manufactured and finished products ¹ (zero-export quota for wild-taken specimens)	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Prunus africana</i> (African cherry, pygeum)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Pterocarpus</i> spp. (African rosewood, kosso) except <i>Pterocarpus santalinus</i>	African countries	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Pterocarpus</i> spp. (African rosewood, kosso) except Pterocarpus santalinus (cont.)	African countries	Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood The articles are not regulated by CITES
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. The articles are not regulated by CITES
<i>Pterocarpus santalinus</i> (red sandalwood, redsanders)	Any country	• Logs² • Wood chips¹¹ • Extracts⁷ - Powder	→	The articles are CITES Appendix II regulated 2. REFER to Step 3: Determine Your Authority
		Other than logs, wood chips, extracts, powder	→	1. VERIFY by physical inspection that the articles are not logs, wood chips, extracts, or powder 2. The articles are not regulated by CITES
<i>Quercus mongolica</i> (oak)	Any country	• Logs² • Lumber³ • Veneer⁴	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not regulated by CITES
<i>Roseodendron</i> spp.	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Senna meridionalis</i> (taraby)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

¹¹ Wood chips: wood that has been reduced to small pieces.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Swietenia humilis</i> (Pacific Coast mahogany)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Swietenia macrophylla</i> (bigleaf mahogany)	Neotropics ⁸ (includes articles originating in the Neotropics that were reexported from another country), except Brazil or Nicaragua ¹²	• Logs² • Lumber³ • Veneer⁴ - Plywood⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, or plywood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood The articles are not regulated by CITES
	Brazil or Nicaragua ¹²	• →	→	1. PLACE the shipment on 2. HOLD 3. CONTACT the National CITES Specialist ¹³ for verification of 4. the CITES documentation If the National CITES Specialist is not available, then contact the National CITES Coordinator
	Other than Brazil, the Neotropics, or Nicaragua	→	→	1. REVIEW the shipping documents to verify the country of origin is other than Brazil, the Neotropics ⁸ , or Nicaragua 2. The articles are not regulated by CITES
<i>Swietenia mahogani</i> (Caribbean mahogany)	Any country	• Logs² • Lumber³ - Veneer⁴	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

¹² There is a moratorium on the export of *Swietenia macrophylla* (bigleaf mahogany) from Brazil and Nicaragua.

¹³ National CITES Specialist is Timothy Torbett, timothy.j.torbett@usda.gov. The National CITES Coordinator is John Veremis, john.veremis@usda.gov.

If the timber species is:	And the country of origin is:	And the parts or derivatives being imported are:	And:	Then:
<i>Swietenia mahogani</i> (cont.)	Any country	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not regulated by CITES
<i>Tabebuia</i> spp.	Any country	• Logs² • Lumber³ • Veneer⁴ • Plywood⁵ • Transformed wood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Tetracentron sinense</i> (tetracentron)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Widdringtonia whytei</i> (Mulanje cedar)	Any country	All parts and derivatives, including manufactured and finished products ¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Step 3: Determine Your Authority

If you are **not** certain that your port is designated for the importation of CITES regulated timber species or articles, then check and confirm CITES ports:

- For CBP CITES designated ports, refer to [CBP CITES Designated Ports and AI Port Contacts for CITES Related Matters](#) or http://www.aphis.usda.gov/import_export/plants/plant_imports/downloads/cbp.pdf
- PPQ refer to [Designated CITES Ports and Plant Inspection Stations CITES Staff](#).

If you are located at a CITES-designated port, then continue to [Step 4: Determine Which Documents Are Needed](#).

If you are **not** located at a CITES-designated port, then have the owner or owner's agent arrange to move the shipment under Customs and Border Protection's (CBP) bond to a designated port (at the owner's expense). Notify the designated port of the pending arrival.

Refer to [Table 2-4](#) to determine which documents are required for the importation of CITES Appendix I timber species.

Step 4: Determine Which Documents Are Needed

To determine which documents are needed for the legal importation of CITES regulated timber, use the appropriate table as follows:

- CITES Appendix I, refer to [Table 2-4](#)
- CITES Appendix II, refer to [Table 2-5](#)
- CITES Appendix III, refer to [Table 2-6](#)

NOTICE

In addition to any import permits and documents listed as required in this manual, additional import permits and other documentation may also be required under [7 CFR 319.40](#). Refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#).

Required Documents for Importation of Appendix I Timber Species

The importation of a CITES Appendix I timber species is permitted when presented with appropriate documentation for the following categories of trade:

- Articles derived from trees cut in the wild for non-commercial use (when presented with a CITES management authority-issued CITES Export Permit or Reexport Certificate designating a source code W for specimens collected from the wild; and a CITES Import Permit)
- Articles derived from plantation-grown trees (when presented with a CITES management authority-issued CITES Export Permit or Reexport Certificate designating either source code A for artificially propagated material being traded for non-commercial purposes; or source code D for artificially propagated material being traded for commercial purposes)
- Articles acquired prior to the date the Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices)

NOTICE

Commercial trade in CITES Appendix I species originating from the wild is **prohibited**.

Refer to [Table 2-4](#) to determine which documents are required for the importation of CITES Appendix I regulated timber species.

NOTICE

Use these guidelines in conjunction with [7 CFR 319.40](#) (refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#) and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to a USDA-APHIS eFile-issued Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (al PPQ Form 585, Application to Import Timber or Timber Products).

**Table 2-4 Determine Which Documents Are Needed for the Importation of CITES
Appendix I Timber Species**

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Abies guatemalensis</i> (Guatemalan fir) <i>Araucaria araucana</i> (monkey puzzle tree) <i>Dalbergia nigra</i> (Brazilian rosewood) <i>Fitzroya cupressoides</i> (alerce) <i>Jubaea chilensis</i> (Chilean wine palm) <i>Pilgerodendron uviferum</i> (pilgerodendron)	Any country	Is engaged in commercial business ^{14, 15}	Presents a USDA-APHIS eFile-issued Protected Plant Permit and one of the following CITES-issued original¹⁶ Appendix I documents: <i>Export Permit</i> or <i>Reexport Certificate</i> designating source code D for artificially propagated (plantation-grown) material being traded for commercial purposes <i>Other Certificate</i> designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to the Notice box above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

¹⁴ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

¹⁵ Commercial trade in CITES Appendix I species originating from the wild is prohibited.

¹⁶ A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Abies guatemalensis</i> (Guatemalan fir) • <i>Araucaria araucana</i> (monkey puzzle tree) • <i>Dalbergia nigra</i> (Brazilian rosewood) • <i>Fitzroya cupressoides</i> (alerce) • <i>Jubaea chilensis</i> (Chilean wine palm) • <i>Pilgerodendron uviferum</i> (pilgerodendron) (cont.)	Any country (cont.)	Is engaged in commercial business (cont.)	Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
		Is not engaged in commercial business	Presents both of the following CITES-issued original¹⁶ Appendix I documents: • Import Permit • Export Permit or Reexport <i>Certificate</i> designating source code W for specimens collected from the wild OR Presents one of the following CITES management authority-issued original¹⁶ Appendix I documents: • <i>Export Permit</i> or <i>Reexport Certificate</i> designating source code D for artificially propagated (plantation-grown) material being traded for commercial purposes • <i>Other Certificate</i> designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to the Notice box above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Required Documents for Importation of Appendix II Timber Species

The importation of CITES Appendix II timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild (when presented with a CITES management authority-issued CITES Export Permit or Reexport Certificate designating source code W for specimens collected from the wild)
- Articles derived from plantation-grown trees (when presented CITES management authority-issued CITES Export Permit or Reexport Certificate designating source code A for artificial propagation)
- Articles acquired prior to the date the CITES Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices)

Refer to [Table 2-5](#) to determine which documents are required for the importation of CITES Appendix II regulated timber species.

NOTICE

Use these guidelines in conjunction with [7 CFR 319.40](#) and refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#) and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to a USDA-APHIS eFile-issued Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (also refer to PPQ Form 585, Application to Import Timber or Timber Products).

**Table 2-5 Determine Which Documents Are Needed for the Importation of CITES
Appendix II Regulated Timber Species**

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Afzelia</i> spp. (pod mahogany)	African countries	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

¹⁷ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

¹⁸ A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Afzelia</i> spp. (pod mahogany) (cont.)	African countries	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES- issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre- Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
	Other than African countries	→	Presents either one: • Generic Certificate of Origin OR • Other conclusive proof of origin	1. REVIEW the shipping documents to verify the shipment is not from African countries. 2. If country of origin is not an African country, then the article is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ¹⁹ for assistance

¹⁹ PPQ: to locate the name of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Adansonia grandidieri</i> (giant baobab) • <i>Aniba rosaeodora</i> (Brazilian rosewood) • <i>Bulnesia sarmientoi</i> (gaiacwood) • <i>Caryocar costaricense</i> (ajillo)	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Adansonia grandidieri</i> (giant baobab) • <i>Aniba rosaeodora</i> (Brazilian rosewood) • <i>Bulnesia sarmientoi</i> (gaiacwood) • <i>Caryocar costaricense</i> (ajillo) (cont.)	Any country	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Cedrela</i> spp.	Neotropics ²⁰	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

²⁰ The Neotropics include the Caribbean, Central America, Mexico, and South America. Populations of the Neotropics include articles that originated in the Neotropics but were reexported from another country.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Cedrela</i> spp. (cont.)	Neotropics ²⁰	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
	Other than the Neotropics ²⁰	→	Presents either one: • Generic Certificate of Origin - OR • Other conclusive proof of origin	1. REVIEW the shipping documents to verify the shipment is not from the Neotropics 2. If country of origin is not the Neotropics, then the article is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ¹⁹ for assistance

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Dalbergia</i> spp. (rosewoods) except CITES Appendix I Dalbergia nigra	Mexico	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Dalbergia</i> spp. (rosewoods) except CITES Appendix I <i>Dalbergia nigra</i> (cont.)	Mexico	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Dalbergia</i> spp. (rosewoods) except CITES Appendix I <i>Dalbergia nigra</i> (cont.)	Other than Mexico	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Dalbergia</i> spp. (rosewoods) except CITES Appendix I <i>Dalbergia nigra</i> (cont.)	Other than Mexico (cont.)	Is not engaged in commercial business and the articles weigh more than 10 kg per shipment	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Diospyros</i> spp. ²¹ (ebonies)	Madagascar (including articles originating from Madagascar that were reexported to another country)	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

²¹ If you are **not** certain the *Diospyros* spp. is of Malagasy origin, then contact your PPQ Port Botanist.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Diospyros</i> spp. ²¹ (ebonies) (cont.)	Madagascar (including articles originating from Madagascar that were reexported to another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Dipteryx</i> spp. • <i>Gonystylus</i> spp. (ramin) • <i>Guaiaacum</i> spp. (lignum vitae) • <i>Guibourtia demeusei</i> (red bubinga) • <i>Guibourtia pellegriniana</i> (rose bubinga) • <i>Guibourtia tessmannii</i> (rose bubinga) • <i>Handroanthus</i> spp.	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Dipteryx</i> spp. • <i>Gonystylus</i> spp. (ramin) • <i>Guaiaacum</i> spp. (lignum vitae) • <i>Guibourtia demeusei</i> (red bubinga) • <i>Guibourtia pellegriniana</i> (rose bubinga) • <i>Guibourtia tessmannii</i> (rose bubinga) • <i>Handroanthus</i> spp. (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Khaya</i> spp. (African mahogany)	African countries	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Khaya</i> spp. (African mahogany) (cont.)	African countries (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
	Other than African countries	→	Presents either one: - Generic Certificate of Origin - OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify the shipment is not from African countries. 2. If country of origin is not an African country, then the article is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ¹⁹ for assistance

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Oreomunnea pterocarpa</i> (gavilan)	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Oreomunnea pterocarpa</i> (gavilan) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Osyris lanceolata</i> (African sandalwood)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania (includes articles originating in Burundi, Ethiopia, Kenya, Rwanda, Uganda, or United Republic of Tanzania that were reexported from another country)	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Osyris lanceolata</i> (African sandalwood) (cont.)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania (includes articles originating in Burundi, Ethiopia, Kenya, Rwanda, Uganda, or United Republic of Tanzania that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Paubrasilia echinata</i> (Brazilwood) • <i>Pericopsis elata</i> (afromosia) • <i>Platymiscium pleiostachyum</i> (crisobal, granadillo) • <i>Podocarpus parlatoresi</i> (Parlatore's podocarp) • <i>Prunus africana</i> (African rosewood)	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Paubrasilia echinata</i> (Brazilwood) • <i>Pericopsis elata</i> (afromosia) • <i>Platymiscium pleiostachyum</i> (crisobal, granadillo) • <i>Podocarpus parlatores</i> (Parlatore's podocarp) • <i>Prunus africana</i> (African rosewood) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pterocarpus</i> spp. (African rosewood, kosso) except <i>Pterocarpus santalinus</i>	African countries	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pterocarpus</i> spp. (African rosewood, kosso) except <i>Pterocarpus santalinus</i> (cont.)	African countries (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
	Other than African countries	→	Presents either one: - Generic Certificate of Origin - OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify the shipment is not from African countries. 2. If country of origin is not an African country, then the article is not regulated by CITES

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Pterocarpus santalinus</i> (red sandalwood, redsanders) • <i>Roseodendron</i> spp. • <i>Senna meridionalis</i> (taraby) • <i>Swietenia humilis</i> (Pacific Coast mahogany)	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Pterocarpus santalinus</i> (red sandalwood, redsanders) • <i>Roseodendron</i> spp. • <i>Senna meridionalis</i> (taraby) • <i>Swietenia humilis</i> (Pacific Coast mahogany) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Swietenia macrophylla</i> ²² (bigleaf mahogany)	Neotropics ²⁰ except Brazil and Nicaragua ²³	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	
	Brazil or Nicaragua ²³		→	1. Place the shipment on HOLD 2. CONTACT the National CITES Specialist ²⁴ for verification of the CITES documentation; if not available, then contact National CITES Coordinator ²⁵

²² Listed by the Convention to include *Swietenia macrophylla* populations of the Neotropics only. *Swietenia macrophylla* trees cut in any country other than populations of the Neotropics are not regulated by CITES.

²³ There is a moratorium on the export of *Swietenia macrophylla* (bigleaf mahogany) from Brazil and Nicaragua.

²⁴ The National CITES Specialist is Timothy Torbett, timothy.j.torbett@usda.gov.

²⁵ The National CITES Coordinator is John Veremis, john.veremis@usda.gov.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Swietenia macrophylla</i> ²² (bigleaf mahogany) (cont.)	Neotropics ²⁰ except Brazil and Nicaragua ²³	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents ¹⁸ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
	Brazil or Nicaragua ²³		→	1. Place the shipment on HOLD 2. CONTACT the National CITES Specialist ²⁴ for verification of the CITES documentation; if not available, then contact National CITES Coordinator ²⁵
	Other than Neotropics ²⁰ , Brazil, or Nicaragua ²³		→	1. REVIEW the shipping documents to verify the country of origin is not, the Neotropics ²⁰ , Brazil, or Nicaragua ²³ 2. The articles are not regulated by CITES

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Swietenia mahogani</i> (Caribbean mahogany) • <i>Tabebuia</i> spp. • <i>Widdringtonia whytei</i> (Mulanje cedar)	Any country	Is engaged in commercial business ¹⁷	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
• <i>Swietenia mahogani</i> (Caribbean mahogany) • <i>Tabebuia</i> spp. • <i>Widdringtonia whytei</i> (Mulanje cedar) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents¹⁸: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Required Documents for Importation of Appendix III Timber Species

The importation of CITES Appendix III timber species is permitted when presented with the appropriate documentation issued by a CITES management authority for the following categories of trade:

- Articles derived from trees cut in the wild originating from a country that included the species in Appendix III (when presented with a CITES management authority-issued CITES Export Permit or Reexport Certificate designating source code W for specimens collected from the wild)
- Articles derived from trees cut in the wild originating from a country **other than** the country that included the species in Appendix III (when presented with a CITES management authority-issued CITES Certificate of Origin or Reexport Certificate designating source code W)
- Articles derived from plantation-grown trees (when presented with a CITES management authority-issued CITES Export Permit or Reexport Certificate designating source code A for artificial propagation)
- Articles acquired prior to the date the CITES Convention listed the species (when presented with a CITES management authority-issued CITES Other Certificate designating

Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices)

Refer to [Table 2-6](#) to determine which documents are required for the importation of CITES Appendix III regulated timber species.

NOTICE

Use these guidelines in conjunction with [7 CFR 319.40](#) and refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#) and the Plant Protection Act. When applying these guidelines, first apply the regulations that prevent the entry of plant pests. In addition to a USDA-APHIS eFile-issued Protected Plant Permit, many wood and forest products also require PPQ Form 597, Import Permit for Plants and Plant Products (also refer to PPQ Form 585, Application to Import Timber or Timber Products).

Table 2-6 Determine Which Documents Are Needed for the Importation of CITES Appendix III Timber Species

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Fraxinus mandshurica</i> (manchurian ash)	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country)	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	- PLACE the shipment on HOLD - REFER to Violations, Seizures, and Forfeitures

²⁶ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

²⁷ A CITES-issued original is defined as an original CITES document issued by a CITES Management Authority or an authority authorized by a CITES Management Authority.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Fraxinus mandshurica</i> (manchurian ash) (cont.)	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country) (cont.)	Is engaged in commercial business ²⁶	Lacks a Protected Plant Permit	ALLOW the exporter to apply for a <i>Protected Plant Permit</i> (refer to Confirm PPP Valid or Apply for a PPP)
		Is engaged in commercial business ²⁶	Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
		Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Fraxinus mandshurica</i> (manchurian ash) (cont.)	Other than Russian Federation	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents ²⁷ : • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a <i>Protected Plant Permit</i> (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

²⁸ Some CITES Management Authorities will issue a CITES Export Permit in place of a CITES Certificate of Origin.

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Fraxinus mandshurica</i> (manchurian ash) (cont.)	Other than Russian Federation (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 1. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia)	Nepal (includes articles originating in Nepal that were reexported from another country)	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents ²⁷ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a <i>Protected Plant Permit</i> (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) (cont.)	Nepal (includes articles originating in Nepal that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) (cont.)	Other than Nepal	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a <i>Protected Plant Permit</i> (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) (cont.)	Other than Nepal (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pinus koraiensis</i> (Korean pine)	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country)	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pinus koraiensis</i> (Korean pine) (cont).	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pinus koraiensis</i> (Korean pine) (cont).	Other than Russian Federation	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES- issued original Appendix III documents ²⁷ : • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre- Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Pinus koraiensis</i> (Korean pine) (cont.)	Other than Russian Federation (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Podocarpus neriifolius</i> (podocarp)	Nepal (includes articles originating in Nepal that were reexported from another country)		Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: - Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Podocarpus neriifolius</i> (podocarp) (cont.)	Nepal (includes articles originating in Nepal that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Podocarpus neriifolius</i> (podocarp) (cont.)	Other than Nepal	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Podocarpus neriifolius</i> (podocarp) (cont.)	Other than Nepal (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Quercus mongolica</i> (mongolian oak)	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country)	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents ²⁷ : • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Quercus mongolica</i> (mongolian oak) (cont.)	Russian Federation (includes articles originating in the Russian Federation that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Quercus mongolica</i> (mongolian oak) (cont.)	Other than Russian Federation	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents ²⁷ : • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Quercus mongolica</i> (mongolian oak) (cont.)	Other than Russian Federation (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix II documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Tetracentron sinense</i> (tetracentron)	Nepal (includes articles originating in Nepal that were reexported from another country)	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Tetracentron sinense</i> (tetracentron) (cont.)	Nepal (includes articles originating in Nepal that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Importation of CITES Timber Species
Procedures

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Tetracentron sinense</i> (tetracentron) (cont.)	Other than Nepal	Is engaged in commercial business ²⁶	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents ²⁷ : • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40 ; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	

If the timber species is:	And the country of origin is:	And the permittee:	And the importer:	Then:
<i>Tetracentron sinense</i> (tetracentron) (cont.)	Other than Nepal (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following CITES-issued original Appendix III documents²⁷: • Certificate of Origin²⁸ • Export Permit or Reexport Certificate designating source code W for specimens collected from the wild or source code A for artificial propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to notice above this table	REFER to Step 5: Collect the Appropriate Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Step 5: Collect the Appropriate Documents Associated with the Shipment

Collect the following documents associated with the shipment:

- Original CITES **Export documents** issued by the exporting country's CITES Management Authority
- USDA-issued Protected Plant Permit, for importers engaged in the commercial trade of CITES listed plants (refer to [Protected Plant Permit](#) and [PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Reexporting...](#))
- If the importer **does not** have a permit, then you may allow the importer to apply for one (refer to [Step 7: Ensure the Protected Plant Permit Has Not Expired](#) and follow the directions for allowing the importer to renew an expired permit)
- Cargo paperwork associated with the shipment (such as bill of lading, air waybill, U.S. Customs entry, invoice, and dimensional specification sheets²⁹)

²⁹ Dimensional specification sheets are used for articles that are imported in quantities expressed in cubic meters, square meters, or board feet, and inventory the size of each piece of lumber or veneer in each bundle shipped. Usually there will be more than one dimensional inventory sheet with each shipment.

Timber for Importation that Has Been Reexported from Another Country

You may encounter CITES regulated timber species, or logs or articles made from regulated timber species and offered for importation that have been reexported from another country.

EXAMPLE

A shipment of Mexican lignum vitae (*Guaiaacum officinale*) lumber may be reexported from Canada to the U.S. In this case, the shipment requires a CITES Reexport Certificate from the Canadian Management Authority.

A shipment of Peruvian Spanish cedar (*Cedrela odorata*) lumber may be reexported from Bolivia to the U.S. In this case, the shipment requires a CITES Reexport Certificate from the Bolivian Management Authority.

For such reexported shipments continue using these guidelines but verify the validity of the Reexport Certificate from the Management Authority in the country from which the shipment is being reexported rather than a CITES document from where the lumber was cut. Continue to [Step 6: Verify the CITES Document Is Authentic and Acceptable](#).

Step 6: Verify the CITES Document Is Authentic and Acceptable

Compare the CITES document accompanying the shipment to the [Standard CITES Form](#). Follow the instructions in [Table 2-7](#) to determine if the CITES document for import of the shipment is valid. Verify the management authority's address (instructions are in Block 6 and Block 13) in [Table 2-7](#).

NOTICE

Do not accept a CITES Permit or CITES Certificate that is altered, modified, or crossed-out unless the modification or crossing out has been authenticated by the stamp and signature of the authority issuing the document.

If you are presented with an altered or questionable CITES document, then place the shipment on HOLD and contact a PPQ Regional Botanist through proper channels for assistance.

A CITES document **must** be written in one of the three working languages of the Convention (English, French, or Spanish) or **must** include a full translation into one of the three working languages. If the following information is **not** accurate and complete, then **do not** accept.

Table 2-7 Instructions for CITES Permit or Certificate Validation

Standardized Block No.	Standardized Block Name	Instructions
2	Expiration Date	VERIFY the CITES document has not expired. The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time ³⁰ .
3 & 4	Name and Address of Importer and Exporter	1. VERIFY that the complete name and address, including country, of the importer and exporter are on the CITES document; and match the information on the accompanying shipping documents 2. VERIFY that the CITES document designates a U.S. consignee. If the shipment is in-transit to another country, then refer to Transportation and Exportation (T&E) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species ³¹
5	Special Conditions	VERIFY that the permittee complies with all the conditions on the CITES document
5a	Purpose of Transaction	1. VERIFY the purpose of transaction identified either by a written description or by one of the codes in 50 CFR 23.23(d) which reflects the nature of the transaction. Most transactions will be commercial with a transaction code T 2. VERIFY the transaction code is compatible with the source code recorded in Block 10
5b	Security Stamp Number or Security Number	VERIFY the number listed in Block 5b (on the document) matches the number of the security stamp affixed in Block 13. Some countries may choose to use security paper in lieu of a stamp; the security number found on the face of the document should also be recorded in Block 5b
6	Name, Address, National Seal/Stamp and Country of Management Authority	VERIFY the name and address of the issuing Management Authority's name and address. Check CITES National Authorities (a directory of names and addresses of all the management authorities) to confirm the name and address matches the name and address listed in this block

³⁰ A CITES Import Permit and a CITES Certificate of Origin may be valid for no more than 12 months from the issuance date. A CITES Export Permit or a CITES Reexport Certificate may be valid for no longer than 6 months from the issuance date. However, the conditions in [50 CFR 23.73\(c\)\(2\)](#) and [Conference Resolution 12.3 \(Rev. CoP 15\), Permits and Certificates](#) Section XI are met, then the CITES Management Authority in the country of import may extend the validity of a CITES Export Permit or CITES Reexport Certificate beyond the 6 months for timber species.

CITES "OTHER" documents state the period of validity. Refer to [50 CFR 23.54](#) for more information on CITES document expiration period.

³¹ Although [50 CFR 23.73\(c\)\(1\)](#) and [Conference Resolution 12.3 \(Rev. CoP 15\), Permits and Certificates](#) Section XI accommodate for rerouting and a change of destination, this is intended for the sale of logs, lumber, or veneer of CITES Appendix II or Appendix III timber species while a shipment is in transit. The resolution does not apply to U.S. company utilizing a CITES document issued to a foreign affiliate's address.

Importation of CITES Timber Species
Procedures

Standardized Block No.	Standardized Block Name	Instructions
7 & 8	Scientific name (genus and species) and common name	1. VERIFY by review of the shipping documents and later by inspection of the commodity, that the scientific name of the commodity recorded on the CITES document matches the scientific name listed in 2. Table 2-3 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III 3. 4. Under certain circumstances, higher taxon names in lieu of the species name may be permitted for Pre-Convention specimens (refer to 50 CFR 23.23.(c)(13)). CONTACT your PPQ Botanist³² or National CITES Specialist³³ through channels.
9	Description of the specimens	VERIFY by review of the shipping documents and later by inspection of the commodity, that the description of the article matches the items being imported
10	Appendix Number and Source	1. VERIFY the CITES Appendix number (of the species being imported) listed and found in 2. Table 2-3 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III 3. _agrees with the Appendix number listed on the CITES document 4. VERIFY the source code for the specimen is correct (refer to Table 2-8)
11	Quantity (including unit)	VERIFY the quantity entered agrees with the quantity declared on the accompanying shipping documents (refer to Step 8: Verify the Quantities Are Authorized) and by inspection of the commodity (refer to Step 9: Inspect the Shipment)
13	Permit/certificate issued by Place/Date/Security Stamp, Signature, and Official Seal	1. VERIFY the following are present: location (city, town, etc.) of the issuing office; date the document was issued; if used, a security stamp; original handwritten signature of a person authorized to sign for the Management Authority; and the embossed seal or ink stamp of the issuing Management Authority 2. VERIFY the date of issuance is either on or prior to the date of lading (date of export). This information can be found on the bill of lading or air waybill 3. If presented with a retrospectively issued³⁴ CITES document, then do not accept. CONTACT your PPQ Botanist³² or National CITES Specialist³³ (refer to Retrospective CITES Documents)
14	Export Endorsement	1. VERIFY the quantity of specimens actually exported or reexported is recorded in the same unit of measure as listed in Block 11, Quantity (standard CITES Permit or Certificate) 2. VERIFY the validating stamp or seal and the signature of the inspecting authority at the time of export 3. If presented with a CITES document that lacks the export endorsement, then do not accept. CONTACT a PPQ Botanist³² or National CITES Specialist³³

³² CBP and PPQ: To locate the name, phone number, and address of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

³³ National CITES Specialist is Timothy Torbett, timothy.j.torbett@usda.gov. National CITES Coordinator is John Veremis, john.veremis@usda.gov

³⁴ A retrospectively issued CITES document is one that was issued after the date the shipment was exported (date of lading).

Standardized Block No.	Standardized Block Name	Instructions
15	Bill of Lading/Air waybill Number	1. VERIFY the number in this block matches the number of the bill of lading or air waybill accompanying the shipment 2. If a bill of lading or air waybill was not available at the time of export or reexport validation, then the number is not required to be recorded on the CITES document

The Management Authority must indicate on the CITES document the source code of the specimen. Refer to the codes listed in [Table 2-8](#).

Table 2-8 Specimen Source Codes on CITES Documents

Source of Specimen		Code
Artificially propagated (plantation grown) (refer to 50 CFR 23.40 and 23.64(f))	Appendix II or III artificially propagated specimen Appendix I plant specimen artificially propagated for noncommercial purposes (refer to 50 CFR 23.40)	A
Artificially propagated (plantation grown) for commercial purposes (refer to 50 CFR 23.40 and 23.64(f))	Appendix I plant specimens artificially grown for commercial purposes that meet the requirements of 50 CFR 23.47 and 23.64(f)	D
Preconvention specimen (refer to 50 CFR 23.45)	(code is to be used in conjunction with another code)	O
Specimen taken from the wild	Includes a specimen propagated from a propagule collected from a wild plant, except as provided in 50 CFR 23.64	W

If a CITES document is presented to you with any of the following conditions, then STOP processing the importation; place the shipment on HOLD; and contact the PPQ National CITES Specialist or the National CITES Coordinator³³ for assistance:

- Contains false information
- Is altered or modified
- Is expired³⁵
- Is **not** complete (does not contain one or more of the items listed in [Table 2-7](#))
- Is to replace a document that was lost, stolen, damaged, or destroyed (refer to [Replacement CITES Documents](#))
- Is retrospectively issued and you have not been notified by PPQ of a limited situation to authorize and accept the retrospectively issued certificate (refer to [Retrospective CITES Documents](#))

If the shipment does **not** meet all conditions stated on the CITES document, then do as follows:

1. STOP processing the importation.
2. Place the shipment on HOLD.
3. Contact the PPQ National CITES Specialist or National CITES Coordinator³³ for assistance.

If the CITES document and the shipment are acceptable, then continue to [Step 7: Ensure the Protected Plant Permit Has Not Expired](#).

³⁵ The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but **not** limited to transport and presentation for import **must** be completed before that time.

Replacement CITES Documents

Unless you were previously notified by PPQ Headquarters or a PPQ National CITES Specialist, then you **must** contact the PPQ Botanist³² (through proper channels) to determine if you can accept a replacement document for the shipment.

Lost, damaged, stolen, or accidentally destroyed CITES documents may be replaced by an issuing Management Authority. To replace a CITES document, a Management Authority may issue either a copy of the original or a re-issued original.

To accept a replacement document, the document **must** be issued in compliance with U.S. regulations.

The following provisions apply to the issuance and acceptance of a replacement CITES document, but **do not** apply to a document that has expired or that requires amendment:

- The permittee **must** notify the issuing Management Authority that the document was lost, damaged, stolen, or accidentally destroyed.
- The issuing Management Authority **must** be satisfied that the CITES document was lost, damaged, stolen, or accidentally destroyed.
- The issuing Management Authority should immediately inform the Management Authority in the country of destination and, for commercial shipments, the Secretariat.
- If the replacement CITES document is a copy, the copy **must** indicate that it is a “replacement” and a “true copy of the original,” contain a new dated original signature of a person authorized to sign CITES documents for the issuing Management Authority and give the reason for replacement.
- If the replacement CITES document is a newly issued original document, then the new document must indicate that it is a “replacement,” include the number and date of issuance of the document being replaced and give the reason for replacement.

Retrospective CITES Documents

A retrospective CITES document is one that was issued after the date the shipment was exported; the date the shipment left the country of origin or export (date of lading). Retrospective CITES documents may be issued and accepted **only** in certain limited situations to authorize an export or reexport after that activity has occurred, but before the shipment is cleared for import.

Unless you were previously notified by PPQ Headquarters or a PPQ Botanist³² of the action to take for the retrospective CITES document, then **do not** accept a retrospectively issued CITES document. Contact your PPQ Botanist or PPQ National CITES Specialist (through proper channels) to request assistance with issues relating to the acceptance of retrospective documents.

Before an importer/exporter attempts to obtain a retrospective document, refer the importer/exporter to [50 CFR 23.53](#) to help the importer/exporter determine if the shipment meets the criteria for issuance and acceptance of a retrospective CITES document.

The following provisions apply to the issuance and acceptance of a retrospective CITES document:

1. Retrospective documents can **only** be issued after consultation between the Management Authorities in **both** the exporting or reexporting country and the importing country, including a thorough investigation of circumstances and agreement between them that

- criteria pertaining to the issuance and acceptance of retrospective documents paragraph have been met.
2. The exporter or reexporter and importer were **not** responsible for the irregularities that occurred and have demonstrated **one** of the following:
 - A. (The Management Authority or officials designated to clear CITES shipments misinformed the exporter or reexporter or the importer about the CITES requirements. In the United States, this would be an employee of APHIS or CBP (for plants).
- OR
- B. The Management Authority unintentionally made a technical error that was **not** prompted by information provided by the applicant when issuing the CITES document.
 - C. The issuing Management Authority **must** provide **all** of the following information on any retrospective CITES document:
 - i. A statement that it was issued retrospectively;
 - ii. A statement specifying the reason for the issuance; and
 - iii. In the case of a document issued for personal use, a condition restricting the sale of the specimen within 6 months following the import of the specimen.
3. If the importing U.S. Management Authority has agreed to accept the retrospectively issued CITES document. Then a retrospective document may be **one** of the following:
 - A. An amended CITES document that can show that the issuing Management Authority made a technical error that was **not** prompted by the applicant.
 - B. A newly-issued CITES document that can show the applicant was misinformed by CITES officials or the circumstances in [50 CFR 23.53\(b\)\(5\)](#) (specimens for personal use) apply, and a shipment has occurred **without** a document.
 4. In general, **except** when the exporter or reexport and import has demonstrated they were **not** responsible for the irregularities, any person who has been issued a CITES document in the past will **not** be eligible to receive a retrospective document.

Step 7: Ensure the Protected Plant Permit Has Not Expired

A USDA-APHIS eFile-issued Protected Plant Permit, is valid for two years from the date issued. The expiration date is specified on the permit.

All previously issued PPQ Form 622, Protected Plant Permits have expired and are not valid.

Check the expiration date located in the upper right-hand corner of the Protected Plant Permit, and the permittee's name.

Confirm PPP Valid or Apply for a PPP

Confirm the validity of the Protected Plant Permit as follows:

1. Check eFile to see if the importer has a valid Protected Plant Permit (PPP)

NOTICE

If the importer is a repeat violator who has disregarded your instructions to secure a Protected Plant Permit, then refer to [Violations of USDA Regulations](#) before continuing in this section.

2. If the importer does not have an eFile-issued Protected Plant Permit and is not a repeat violator who has disregarded your instructions to secure a Protected Plant Permit, then do the following:
 - A. Have the importer refer to eFile, and complete the application for a [PPQ 621: Application for protected plant permit to engage in the business of importing, exporting or reexporting terrestrial plants or plant products that are protected](#); or
 - B. Give the importer PPQ Form 621, Application for a Protected Plant Permit to Engage in Business of Importing, Exporting to apply for a Protected Plant Permit.

Once you are satisfied that the importer has submitted the required application to the PPQ Permit Unit, then continue to process the importation.

Step 8: Verify the Quantities Are Authorized

Review the entry paperwork accompanying the shipment to verify the quantity being imported corresponds with the quantity authorized on the CITES document (refer to Block 11 on the standard CITES form).

The unit of quantity listed on a CITES document will vary according to the type of article. A list of commodities and the corresponding unit of measure or quantity (as recommended by the Convention or commonly used on CITES documents) follows in [Table 2-9](#) below.

Table 2-9 List of Commodities and Corresponding Units of Measure

Commodity	Preferred Unit
Dowels	Cubic meters (m ³)
Logs	Cubic meters (m ³) or board feet (bf)
Lumber	Cubic meters (m ³) or board feet (bf)
Miscellaneous (furniture, pool cues, tool handles, and other similar manufactured items)	Cubic meters (m ³), number (no.), or kilograms (kg)
Molding	Cubic meters (m ³)
Musical instruments	Number (no.)
Plywood	Square meters (m ²) or cubic meters (m ³)
Veneer	Square meters (m ²) or cubic meters (m ³)

For articles that are being imported in quantities recorded in units of cubic meters, square meters, or board feet, review the dimensional specification sheets or dimensional inventory tally sheets to more accurately determine the quantity shipped. To verify that the dimensional calculations on the entry papers equal the total quantity recorded on the CITES document, you may need to convert from one unit of quantity to another. Refer to [Conversion Formulas](#).

Continue to [Step 9: Inspect the Shipment](#), to confirm the actual quantity shipped.

Step 9: Inspect the Shipment

In addition to inspecting for plant pests, physically inspect the shipment to assess the actual quantity being imported.

You may have to overcome the following difficulties in assessing the volume of material in the shipment:

- Accessibility of containerized cargo
- Bundles containing CITES-regulated material or timber are commingled with non-CITES material or timber
- Bundles of lumber or veneer consisting of boards or sheets of various sizes
- Enormity of the shipment
- Identity of the pallets comprising the shipment

To inspect a representative sample of the shipment, assess the quantity of the shipment, and review the invoice, packing list, or dimensional specification sheets accompanying the consignment. Then determine the quantity of the representative unit (such as box, bundle, carton, etc.) of the shipment to sample. Continue to [Table 2-10](#) below.

Table 2-10 Determine the Quantity of a Representative Unit for Inspection

If:	Then:
Quantity recorded on the CITES document is by weight	VERIFY that the weight of the unit you chose to inspect matches the unit's weight as listed on the invoice or packing list
Quantity recorded on the CITES document is by number of pieces	VERIFY that the number of pieces in the unit you chose to inspect matches the unit's number of pieces as listed on the invoice or packing list
Quantity recorded on the CITES document is in cubic meters, square meters, or board feet	CONDUCT a dimensional piece count ³⁶ to verify that the quantity of the unit you chose to inspect matches the quantity listed for that unit on the invoice, packing list, or dimensional specification sheet
Quantity found by your physical inspection of a representative sample does not match the quantity listed on the invoice, packing list, or dimensional specification sheet	1. SELECT another representative unit for inspection 2. REPEAT the procedures listed above to determine the extent of the discrepancy

Continue to [Table 2-11](#) to determine the action to take based on your inspection.

³⁶ To perform a dimensional piece count, you must measure each piece in the inspectional unit either by length and width; or by length, width, and height (thickness) and then multiply the subtotal by the number of pieces in the unit to calculate the total quantity of the unit. Refer to [Conversion Formulas](#) for assistance.

Table 2-11 Determine Action Based on Inspection Results

If your inspection confirms:	Then:
Quantity is equal to or less than the quantity listed on the CITES documents	CONTINUE to Step 10: Cancel CITES Documents By Stamp and Endorsement
Quantity is in excess of the quantity listed on the CITES document	Shipment is in violation of CITES regulations and is subject to seizure and forfeiture 1. REFER TO Violations, Seizures, and Forfeitures for forfeiture procedures. If you have questions regarding the violations, seizures, and forfeitures procedures, then CONTACT the PPQ Botanist that services your port³² (through proper channels) 2. In addition to seizure and forfeiture of the shipment, the importer may be subject to civil or criminal penalties. COMPLETE PPQ Form 518, Report of Violation, to document the violation. 3. SCAN and E-MAIL a copy of the 518 to the National CITES Coordinator: E-mail: john.veremis@usda.gov Subject: PPQ Form 518, Report of Violation Attn: National CITES Coordinator
Unauthorized articles (CITES regulated articles that are not recorded on the CITES document)	
Enterable articles are commingled with unauthorized (CITES regulated articles that are not recorded on the CITES document)	1. SEPARATE or SUPERVISE the separation of the enterable and unauthorized articles 2. PROCESS the authorized articles accordingly. REFER to Step 10: Cancel CITES Documents By Stamp and Endorsement 3. CONTINUE to the next row for Unauthorized articles (CITES regulated articles that are not recorded on the CITES document)

Step 10: Cancel CITES Documents By Stamp and Endorsement

In addition to the **original** CITES document, the importer or the importer's agent **must** give you two copies of the original. Never accept a poor-quality copy or facsimile. Legible copies of the **original** CITES document are crucial. If the importer should choose to reexport all or part of the shipment in the future, then the exporter will need this document to prove that the timber or articles entered legally.

If the shipment and permits comply with CITES and U.S. import regulations, then cancel by stamp (to show the document has been used) and endorse as follows:

1. Stamp the **front** of the **original** CITES document with your DHS-CBP Agriculture Specialist's "Action Authorized" stamp. This stamp **must** bear your port location.
2. Sign your name in ink and write your badge number and the date you stamped the original CITES document.

3. Stamp and endorse (signature, badge number, date) the two legible copies of the **original** CITES document. Endorse the front of the copies the same as you endorse the original. **Do not** endorse the back of the copies.

NOTICE

Being able to read the quantity on the endorsed copies is imperative. **Never** cover critical fields of the CITES document with the DHS-CBP-Agriculture Specialist's stamp.

Step 11: Distribute the CITES Documents

Distribute the CITES documents as follows:

1. Give one legible, canceled (stamped), endorsed **copy** of the original CITES document to the importer or the importer's agent.
2. Send the **original**, endorsed CITES document to the following U.S. FWS Management Authority office:

William Kanapaux
U.S. Fish and Wildlife Service
Division of Management Authority
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041

3. Keep a **copy** of the canceled (stamped) and endorsed original CITES document(s) and place in your port files.

NOTICE

CITES files must be retained for five years. Refer to [Filing System](#) for directions to maintain a CITES file.

Reexportation of CITES Timber Species

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Introduction

The Reexportation of CITES Timber Species chapter provides the guidelines for handling the reexportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species. These guidelines are to be used for the following:

- Confirming that the commodity being reexported is in a form which is regulated;
- Determining which permits and/or certificates are required for reexport;
- Verifying that the documents are valid;
- Inspecting the commodity to verify that the quantity in the reexport shipment matches the quantity listed on the CITES document;
- Instructing the user on how to validate a CITES document; and
- Distributing and filing the paperwork.

PPQ Plant Health Safeguarding Specialists (PHSS) and Export Certification Specialists should use the guidelines in this chapter in conjunction with the phytosanitary requirements of the country of final destination. (Refer to the [Export Program Manual](#) and the Phytosanitary Export Database in [PCIT](#) for these requirements.)

NOTICE

A Federal Phytosanitary Certificate for Reexport for CITES Appendix I, Appendix II, or Appendix III Regulated Timber Species can **only** be issued at a designated port that is authorized to reexport CITES-regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III regulated timber is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Reexport **only** if all CITES requirements have been satisfied.

Preparation

As with other port documents, copies of CITES documents must also be filed in an organized, consistent manner. The CITES files and copies maintained at your port are important in case the originals become lost or destroyed. An accessible filing system will also enable you to comply with requests for information made by other government and non-government agencies, and the general public through the Freedom of Information Act (FOIA).

Filing System

If you already have a filing system for retaining CITES records in place at your port, please review these instructions to be sure your system is functional. If you **do not** have a filing system in place, then follow the instructions on the next page.

To set up a filing system, do as follows:

1. Decide on the filing system that is most practical for your location. Select one of the following methods to keep the records complete and accessible:
 - A. File alphabetically by permittee's name
 - B. File chronologically by month and year
2. Select the documents to be filed. At a minimum, you must file the following in the order listed below:

Reexportation of CITES Timber Species
Preparation

- A. CITES document (must be a validated copy)
- B. Dimensional specification sheets (if applicable)
- C. Invoice/packing list
- D. Lading bill or air waybill
- E. Phytosanitary Certificate (if required)

After you set up your filing system, you **must** maintain each file for a minimum of five years, counting from the date the reexportation occurred.

EXAMPLE

A file must be maintained until January 24, 2027, for a reexportation that occurred on January 24, 2022.

Summary of Procedures for Handling the Reexportation of CITES Appendix I, Appendix II, and Appendix III Regulated Timber Species

The procedures for handling the reexportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species are summarized below:

1. Confirm that the commodity is a CITES Appendix I, Appendix II, or Appendix III protected timber species.
2. Determine if the form of the commodity being reexported is regulated by CITES.
3. Determine if you have the authority to validate the shipment for reexport.
4. Determine which CITES documents must accompany the shipment.
5. Collect all relevant documents associated with the reexportation.
6. Verify that the CITES document accompanying the reexportation is authentic and acceptable.
7. Verify that the USDA-APHIS Protected Plant Permit, has not expired.
8. Compare shipping documents with CITES documents to confirm quantities are authorized.
9. Inspect the shipment to make sure quantities are authorized.
10. If the shipment is in order, then validate the CITES documents by stamp and endorsement.
11. Distribute and file the endorsed documents.

FWS-USDA-CITES Clearance of Musical Instruments

The agreement between the U.S. Fish and Wildlife Service (FWS) and USDA, for the clearance of musical instruments made of non-living CITES plant material and CITES or non-CITES wildlife for import is as follows:

FWS Wildlife Inspectors can inspect and clear shipments of products containing **both** CITES listed non-living plant species **and** any CITES or non-CITES wildlife species (fauna/animal).

This guidance applies **only** to shipments of products that contain **both** CITES listed non-living plants **and** CITES or non-CITES wildlife.

Refer to [U.S. Fish and Wildlife Service online guidance](#) and the published letter shown in [FWS Notice FWS-USDA Validation of CITES Documents for Products Containing Both CITES-listed Plants and Wildlife Species](#), as well as at [CITES.org](#) for more information on products containing **both** CITES-listed plants **and** CITES listed or non-CITES listed wildlife.

CITES Contacts

Some circumstances are identified in this chapter as requiring contacting the PPQ Botanist that services your port, and others require contacting the National CITES Specialist or the National CITES Coordinator.

If after reading the procedures in this chapter, PPQ Officers still have a CITES-related question regarding a shipment, then first contact the PPQ Botanist that services your port.

If the PPQ Botanist is not available or is unable to answer your question, then contact the National CITES Specialist, Timothy Torbett, timothy.j.torbett@usda.gov or the National CITES Coordinator, John Veremis, john.veremis@usda.gov. Include your name, phone number, and e-mail address when contacting the National CITES Specialist or the National CITES Coordinator.

Continue to the steps below when handling the reexportation of CITES Appendix I, Appendix II, and Appendix III regulated timber species used for lumber or other wood products.

Step 1: Confirm the Identity of the Timber or Articles

Currently, there are 6 CITES Appendix I species, 26 Appendix II taxa (21 species and 5 genera), and 7 CITES Appendix III species used for lumber or other wood products. The most frequently used common names are shown beside the scientific names listed below. For a list of other common names, refer to [Table 7-1](#).

CITES Appendix I Species

The CITES Appendix I protected species are as follows:

- *Abies guatemalensis* (Guatemalan fir)
- *Araucaria araucana* (monkey puzzle tree)
- *Dalbergia nigra* (Brazilian rosewood)
- *Fitzroya cupressoides* (alerce)
- *Jubaea chilensis* (Chilean wine palm)
- *Pilgerodendron uviferum* (pilgerodendron)

CITES Appendix II Species

The CITES Appendix II protected species are as follows:

- *Adansonia grandidieri* (giant baobab)
- *Azelia* spp. (pod mahogany)
- *Aniba rosaeodora* (Brazilian rosewood)
- *Bulnesia sarmientoi* (galacwood)
- *Caryocar costaricense* (ajillo)
- *Cedrela* spp.
- *Dipteryx* spp.
- *Dalbergia* spp. (rosewoods) **except** *Dalbergia nigra* (Brazilian rosewood)

NOTICE

Effective January 2, 2017, the entire genus *Dalbergia* spp. (rosewoods) are CITES Appendix II **except** *Dalbergia nigra* (Brazilian rosewood) remains CITES Appendix I.

- *Diospyros* spp. (ebonies)
- *Gonystylus* spp. (ramin)
- *Guaiacum* spp. (lignum vitae)
- *Guibourtia demeusei* (red bubinga)
- *Guibourtia pellegriniana* (rose bubinga)
- *Guibourtia tessmannii* (rose bubinga)
- *Handroanthus* spp.
- *Khaya* spp. (African mahogany)
- *Oreomunnea pterocarpa* (gavilan)
- *Osyris lanceolata* (African sandalwood)
- *Paubrasilia echinata* (Brazilwood)
- *Pericopsis elata* (afroformosa)
- *Platymiscium pleiostachyum* (cristobal garadillo)
- *Podocarpus parlatorei* (Parlatore's podocarp)
- *Prunus africana* (African cherry, pygeum)
- *Pterocarpus* spp. (African rosewood, red sandalwood)
- *Roseodendron* spp.
- *Senna meridionalis* (taraby)
- *Swietenia humilis* (Pacific Coast mahogany)
- *Swietenia macrophylla* (bigleaf mahogany)
- *Swietenia mahogani* (Caribbean mahogany)
- *Tabebuia* spp.
- *Widdringtonia whytei* (Mulanje-cedar)

NOTICE

FWS Wildlife Inspectors can inspect and clear shipments of products containing both CITES listed non-living plant species and any wildlife species that may be either CITES or non-CITES listed species. This guidance **only** applies to shipments that contain **both** CITES listed plants **and** wildlife. Refer to the FWS notice on page [A-18](#).

CITES Appendix III Species

The CITES Appendix III protected species are as follows:

- *Fraxinus mandshurica* (manchurian ash)
- *Magnolia liliifera* var. *obovata* (magnolia)
- *Pinus koraiensis* (Korean pine)
- *Podocarpus neriifolius* (podocarp)
- *Quercus mongolica* (mongolian oak)
- *Tetracentron sinense* (tetracentron)

Shipping Documents Review

To determine that the importation is of a CITES Appendix I, Appendix II, or Appendix III timber species, review the shipping documents. Regulations require CITES plants be identified to their genus and species by any **one** of the following:

- Label
- Invoice
- Packing list
- Tag
- Other document accompanying the shipment

The exporter or the exporter's agent is responsible for providing you with the scientific name of the timber species traded. CITES regulated timber may be manifested or invoiced by a trade name or a local name. If you are given a common name that is **not** listed in the [List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species](#) and you want to confirm the scientific name of the material being imported to determine if the wood is listed as regulated, then search the [Checklist of CITES species](#) database on the CITES web site.

Checklist of CITES Species Database

Use the [Checklist of CITES species](#) database to do the following:

- Generate an Index of CITES Species (an alphabetical list of all plant taxa (and animal taxa) currently included in the CITES Appendixes)
- Search and view by CITES Appendix listing
- Search and view by common name (refer to the main record)
- Search and view by country
- Search and view by scientific name (main records and contain all information)
- Search and view by scientific synonym (refer to the main record)
- Provide a history of CITES Listings (an historical record of all CITES listings since 1975, including all reservations and annotations)

NOTICE

The Checklist of CITES species database **does not** include all common names and synonyms for CITES-regulated species.

CITES Timber Species Recognition and Wood Identification

For timber species commodity recognition and a synopsis of wood identification, refer to [Wood Identification](#).

Urgent Interception Identification

If after inspecting the wood or articles and reviewing the entry paperwork, you are still unable to determine the identity of the wood or articles or suspect or question that the article is **not** as identified on the manifest or invoice, then do as follows:

1. Contact the PPQ Area Identifier Botanist¹ that services your port to determine if taking a sample of the wood is necessary.
2. You may be directed (by the PPQ Botanist), to sample the commodity and send the sample to either a PPQ Area Identifier specializing in CITES wood identification, or to the Forest Products Laboratory.
3. Complete PPQ Form 309A, Interception Record, for URGENT interceptions, and assign a Port Reference Number for each specimen.
4. Enclose the specimen(s) and interception form(s) in an escape-proof package. Affix black and yellow tape to the outside of the package, and ship using an overnight delivery service with tracking capacity.
5. If you are instructed to send the interception(s) to a PPQ Area Identifier specializing in CITES wood identification, then refer to [Table 3-1](#).

Table 3-1 List of PPQ Area Identifiers Specializing in CITES Wood Identification

Hub	PPQ Area Identifier Specializing in CITES WOOD Identification	Phone	Fax
Eastern	USDA-APHIS-PPQ Plant Inspection Station Attn: Leo Castaneda, Botanist PO Box 660520 Miami, FL 33266	305/492-1854	305/492-1742
Western	USDA-APHIS-PPQ Plant Inspection Station 222 Kansas Street El Segundo, CA 90245	310/955-3277 or 310/955-3279	310/955-3346

6. If you are instructed by the PPQ Area Identifier (specializing in CITES wood identification), to send the interception directly to the Forest Products Laboratory, then follow the packaging directions above and send the package to the following address:

USDA-Forest Products Laboratory

Attn: Alex C. Wiedenhoeft or Michael Wiemann

One Gifford Pinchot Drive

Madison, WI 53726-2398

Phone: 608/231-9384 (Alex) or 608/231-9258 (Michael)

¹ PPQ to locate the name and phone number of your PPQ Botanist, refer to the [List of Identifiers, Co-lateral, and National Specialists](#).

Step 2: Confirm the Article Being Reexported Is Protected

CITES annotates some of the listed timber species to include or exclude certain parts and derivatives.

To confirm that the listed article being reexported is regulated by CITES Appendix I, Appendix II, or Appendix III, inspect the consignment and verify the description of the commodity on the accompanying shipping documents. Then continue to [Table 3-2](#).

NOTICE

Other woody species and species that simulate the growth characteristics of wood species (such as cycads and palms) used solely for medicinal purposes or herbal medicines or as horticultural specimens are **not** covered in this manual. Refer to the [Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database](#).

Table 3-2 Determine if a Timber Species Is Regulated by CITES Appendix I, Appendix II, or Appendix III

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Abies guatemalensis</i> (Guatemalan fir)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Adansonia grandidieri</i> (giant baobab)	Any country	All parts and derivatives except seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i>	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i>	→	1. VERIFY by physical inspection that the articles are seeds, spores, pollen (including pollinia); seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; cut flowers of artificially propagated plants; fruits, and parts and derivatives of artificially propagated plants of the genus <i>Vanilla</i> 2. The articles are not regulated by CITES

² Includes building material, cabinetmaking material, charcoal, firewood, flooring, food containers, fuel wood, furniture, joinery, light construction material, matches, particleboard, plywood, pulp/paper products, roof shingles, and veneer, etc.

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If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Afzelia</i> spp. (pod mahogany)	African countries	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶ • Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, plywood, transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, transformed wood 2. The articles are not CITES regulated; EXIT this manual
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. 2. The articles are not regulated by CITES; EXIT this manual
<i>Aniba rosaeodora</i> (Brazilian rosewood)	Any country	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Extracts ⁸	Are finished products containing extracts as ingredients, including fragrances	1. VERIFY by physical inspection that the articles are finished products containing extracts as ingredients, including fragrances 2. The articles are not regulated by CITES; EXIT this manual
			Are other than finished products containing extracts as ingredients	The articles are CITES Appendix II regulated REFER to the Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database to regulate

3 Includes railroad ties.

4 Wood sawn or chipped lengthwise, sliced or peeled, whether or **not** planed, sanded, or finger-jointed, of a thickness exceeding 6mm.

5 Thin layers of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc.

6 Plywood: Consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle (HS Code 44.12.13, HS Code 44.12.14, and HS Code 44.12.22). Refer to [Harmonized System of World Customs Organization \(HS\) Codes](#).

7 Transformed wood: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed (as defined by Harmonized system code 44).

8 Extract: Any substance obtained directly from plant material by physical or chemical means regardless of the manufacturing.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Aniba rosaeodora</i> (Brazilian rosewood) (cont.)	Any country (cont.)	Other than logs, lumber, veneer, plywood, or extracts	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, and extracts 2. The articles are not CITES regulated; EXIT this manual
<i>Araucaria araucana</i> (Monkey puzzle tree)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Bulnesia sarmientoi</i> (gaiacwood)	Any country	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		• Extracts⁸ • Powder	→	The articles are CITES Appendix II regulated REFER to the Wood and Wood Byproducts section of the Agricultural Commodity and Import Requirements database to regulate
		Other than logs, lumber, veneer, plywood, extracts or powder	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, plywood, extracts, or powder 2. The articles are not CITES regulated
<i>Caryocar costaricense</i> (ajillo)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Cedrela</i> spp.	Neotropics ⁹ (includes articles originating in the Neotropics that were reexported from another country)	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, or plywood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood 2. The articles are not regulated by CITES

⁹ Populations of the Neotropics include the Caribbean, Central America, Mexico, and South America.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Cedrela</i> spp. (cont.)	Other than the Neotropics	→	→	1. REVIEW the shipping documents to verify the country of origin is other than the Neotropics ⁹ 2. The articles are not regulated by CITES
<i>Dalbergia</i> spp. except Dalbergia nigra	Mexico	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶	Exported from Mexico	The articles are CITES Appendix II regulated (except Dalbergia nigra) REFER to Step 3: Determine Your Authority
			Exported from other than Mexico	
		Other than logs, lumber, veneer, or plywood	Exported from Mexico	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood 2. The articles are not CITES regulated
			Exported from other than Mexico	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
	Other than Mexico	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ¹⁰ (wood weight per product)	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight 10 kg or less per shipment ¹⁰ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES

¹⁰ The term "10 kg per shipment" the 10 kg limit should be interpreted as referring to the weight of the individual portions of each item in the shipment made of the species concerned. In other words, the 10 kg limit is to be assessed against the weight of the individual portions of wood of *Dalbergia/Guibourtia* species contained in each item of the shipment, rather than against the total weight of the shipment.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Dalbergia</i> spp. (cont.) except Dalbergia nigra	Other than Mexico	• Finished musical instruments • Finished musical instrument accessories • Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Dalbergia nigra</i> (Brazilian rosewood)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Diospyros</i> spp. (ebonies)	Madagascar (includes articles originating in Madagascar that were reexported from another country)	• Logs³ • Lumber⁴ • Veneer⁵	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not CITES regulated
	Other than Madagascar	→	→	1. REVIEW the shipping documents to verify the country of origin is other than Madagascar 2. The articles are not regulated by CITES
<i>Dipteryx</i> spp.	Any country	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Fitzroya cupressoides</i> (alerce)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Fraxinus mandshurica</i> (Manchurian ash)	Any country	• Logs³ • Lumber⁴ • Veneer⁵	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Fraxinus mandshurica</i> (cont.) (Manchurian ash)	Any country	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not CITES regulated
<i>Gonystylus</i> spp. (ramin)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Guaiacum</i> spp. (lignum vitae)	Any country	All parts and derivatives, except finished products packaged and ready for retail trade ¹¹	→	The articles are CITES Appendix II regulated 1. REFER to Step 3: Determine Your Authority
		Finished products packaged and ready for retail trade	Packaged and ready for retail trade	2. VERIFY by physical inspection that the articles are packaged and ready for retail trade 3. The articles are not regulated by CITES
			Not packaged and ready for retail trade	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Guibourtia demeusei</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ¹⁰ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
			Finished products weight 10 kg or less per shipment ¹⁰ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES

¹¹ Manufactured products include: bearings and bushings, boat building materials (general), brush backs and handles, bush blocks, farm vehicles, furniture, golf club heads, machinery parts, marine construction material, mathematical instruments, naval architecture, pulley sheaves, railroad ties, shade rollers, sporting goods, tables, textile equipment, turnery, and wheels. Regulating depends on whether or **not** the products are finished, packaged, and ready for retail trade, etc.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Guibourtia demeusei</i> (cont.)	Any country (cont.)	• Finished musical instruments • Finished musical instrument accessories • Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Guibourtia pellegriniana</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
			Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		• Finished musical instruments • Finished musical instrument accessories • Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	3. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds The articles are not regulated by CITES

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Guibourtia tessmannii</i>	Any country	All parts and derivatives except leaves, flowers, pollen, fruits, seeds, Finished musical instruments , Finished musical instrument accessories , or Finished musical instrument parts	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
			Finished products weight is more than 10 kg per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the shipment is 10 kg or less 2. The articles are not regulated by CITES
			Finished products weight 10 kg or less per shipment ⁹ (wood weight per product)	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Finished musical instruments Finished musical instrument accessories Finished musical instrument parts	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
		Leaves, flowers, pollen, fruits, seeds	→	1. VERIFY by physical inspection that the articles are flowers, fruits, leaves, pollen, seeds 2. The articles are not regulated by CITES
<i>Handroanthus</i> spp.	Any country	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Jubaea chilensis</i> (Chilean wine palm)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Khaya</i> spp. (African mahogany)	African countries	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Khaya</i> spp. (African mahogany) (cont.)	African countries (cont.)	Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood 2. The articles are not regulated by CITES
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. 2. The articles are not regulated by CITES
<i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority
<i>Oreomunnea pterocarpum</i> (gavilan)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Osyris lanceolata</i> (African sandalwood)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania	All parts and derivatives, except finished products packaged and ready for retail trade ¹¹	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Finished products packaged and ready for retail trade	Packaged and ready for retail trade	1. VERIFY by physical inspection that the articles are packaged and ready for retail trade 2. The articles are not regulated by CITES
			Not packaged and ready for retail trade	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Paubrasilia echinata</i> (Brazilwood)	Any country	All parts and derivatives except Finished musical instruments , Finished musical instrument accessories , and Finished musical instrument parts for non-commercial trade only for the purpose of paid and unpaid performance, personal use, display, loan, competition, teaching, appraisal, or repair, provided that this does not change the ownership and that such transport is not for sale, transfer or disposal of the specimen outside of the owner's usual State of residence. Zero quota for wild-harvested specimens (source code W) traded for commercial purposes.	Other than finished products	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Finished musical instruments , Finished musical instrument accessories , and Finished musical instrument parts for non-commercial trade only	→	1. VERIFY by physical inspection that the articles are finished musical instruments, finished musical instrument accessories, and finished musical instrument parts 2. The articles are not regulated by CITES
<i>Pericopsis elata</i> (afromosia)	Any country	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated 1. REFER to Step 3: Determine Your Authority
		• Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood 2. The articles are not regulated by CITES
<i>Pilgerodendron uviferum</i> (pilgerodendron)	Any country	• All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix I regulated REFER to Step 3: Determine Your Authority
<i>Pinus koraiensis</i> (Korean pine)		- Logs³ - Lumber⁴ - Veneer⁵	→	The articles are CITES Appendix III regulated 3. REFER to Step 3: Determine Your Authority
	Any country (cont.)	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer The articles are not regulated by CITES

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Platymiscium pleiostachym</i> (crisobal graradillo)	Any country	All parts and derivatives, including manufactured and finished products²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Podocarpus neriifolius</i>		All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix III regulated 2. REFER to Step 3: Determine Your Authority
<i>Podocarpus parlatorei</i> (Parlatore's podocarp)	Any country	All parts and derivatives, including manufactured and finished products ² (zero-export quota for wild-taken specimens)	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Prunus africana</i> (African cherry, pygeum)	Any country	All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Pterocarpus</i> spp. (African rosewood, kosso) except Pterocarpus santalinus	African countries	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
		Other than logs, lumber, veneer, plywood, or transformed wood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, plywood, veneer, or transformed wood The articles are not regulated by CITES
	Other than African countries	→	→	1. REVIEW the shipping documents to verify the country of origin is other than African countries. The articles are not regulated by CITES
<i>Pterocarpus santalinus</i>	Any country	- Logs³ - Wood chips¹² - Extracts⁸ - Powder	→	The articles are CITES Appendix II regulated 2. REFER to Step 3: Determine Your Authority
		Other than logs, wood chips, extracts, powder	→	1. VERIFY by physical inspection that the articles are not logs, wood chips, extracts, or powder 2. The articles are not regulated by CITES
<i>Quercus mongolica</i> (Mongolian oak)	Any country	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix III regulated REFER to Step 3: Determine Your Authority

¹² Wood chips: Wood that has been reduced to small pieces.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Quercus mongolica</i> (Mongolian oak) (cont.)	Any country	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not regulated by CITES
<i>Roseodendron</i> spp.	Any country	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶ • Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Senna meridionalis</i>		All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix II regulated 3. REFER to Step 3: Determine Your Authority
<i>Swietenia humilis</i> (Pacific Coast mahogany)	Any country	• All parts and derivatives, including manufactured and finished products²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Swietenia macrophylla</i> (bigleaf mahogany)	Neotropics ⁹ (includes articles originating in the Neotropics that were reexported from another country), except Brazil or Nicaragua ¹³	• Logs³ • Lumber⁴ • Veneer⁵ • Plywood⁶	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
	Neotropics ⁹ (includes articles originating in the Neotropics that were reexported from another country), except Brazil or Nicaragua ¹³ (cont.)	Other than logs, lumber, veneer, or plywood	→	1. VERIFY by physical inspection that the articles are not logs, lumber, veneer, or plywood The articles are not regulated by CITES

¹³ There is a moratorium on the export of *Swietenia macrophylla* (bigleaf mahogany) from Brazil and Nicaragua.

If the timber species is:	And the country of origin is:	And the parts or derivatives being reexported are:	And:	Then:
<i>Swietenia macrophylla</i> (bigleaf mahogany) (cont.)	Brazil or Nicaragua ¹³	→	→	1. PLACE the shipment on HOLD 2. CONTACT the National CITES Specialist ¹⁴ for verification of the CITES documentation If the National CITES Specialist is not available, then contact the National CITES Coordinator
	Other than Brazil, the Neotropics, or Nicaragua ¹³	→	→	1. REVIEW the shipping documents to verify the country of origin is other than Brazil, the Neotropics ⁹ , or Nicaragua ¹³ 2. The articles are not regulated by CITES
<i>Swietenia mahogani</i> (Caribbean mahogany)	Any country	- Logs³ - Lumber⁴ - Veneer⁵	→	The articles are CITES Appendix II regulated 3. REFER to Step 3: Determine Your Authority
	Any country	Other than logs, lumber, or veneer	→	1. VERIFY by physical inspection that the articles are not logs, lumber, or veneer 2. The articles are not regulated by CITES
<i>Tabebuia</i> spp.	Any country	- Logs³ - Lumber⁴ - Veneer⁵ - Plywood⁶ - Transformed wood⁷	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority
<i>Tetracentron sinense</i>		All parts and derivatives, including manufactured and finished products ²	→	The articles are CITES Appendix III regulated 3. REFER to Step 3: Determine Your Authority
<i>Widdringtonia whytei</i> (Mulanje cedar)	Any country	All parts and derivatives, including manufactured and finished products²	→	The articles are CITES Appendix II regulated REFER to Step 3: Determine Your Authority

Step 3: Determine Your Authority

If you are not certain that your port is designated for the reexportation of CITES regulated timber, then check the appropriate designated CITES ports list. Refer to [Designated CITES Ports and Plant Inspection Stations CITES Staff](#) to confirm.

If you are located at a CITES-designated port, then continue to [Step 4: Determine Which Documents Are Needed](#).

¹⁴ National CITES Specialist is Timothy Torbett, timothy.j.torbett@usda.gov. The National CITES Coordinator is John Veremis, john.veremis@usda.gov.

If you are **not** located at a CITES-designated port, then you are **not** authorized to certify the CITES reexport shipment. Provide the reexporter with the option of having the owner or owner's agent arrange to move the shipment to a designated port (at the owner's expense) and give the name and location of the port. Notify the designated port of the pending arrival.

NOTICE

50 CFR 24 lists the log and lumber ports as designated **only** for the **importation** of CITES regulated timber species. The CFR will eventually be amended to include exportation and reexportation. In the interim, all ports approved for the importation of logs and lumber are also approved for the exportation and reexportation of CITES regulated timber species.

Step 4: Determine Which Documents Are Needed

To determine which documents are needed for the legal reexportation of CITES regulated timber, use the appropriate table as follows:

- CITES Appendix I, refer to
- [Table 3-3](#)
- CITES Appendix II, refer to [Table 3-4](#)
- CITES Appendix III, refer to [Table 3-5](#)

NOTICE

In addition to any CITES reexport documents listed as required in this manual, a Federal Phytosanitary Certificate may also be required. Refer to the [Export Program Manual](#) and [PCIT](#).

Required Documents for Reexportation of Appendix I Timber Species

The reexportation of CITES Appendix I timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild for non-commercial use (when presented with a USFWS-issued CITES Reexport Certificate and a CITES Import Permit)
- Articles derived from plantation-grown trees (when presented with a USFWS-issued CITES Reexport Certificate designating either source code A for artificially propagated material being traded for non-commercial purposes; or source code D for artificially-propagated material being traded for commercial purposes)
- Articles acquired prior to the date the Convention listed the species (when presented with a USFWS-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices)

NOTICE

Commercial trade in CITES Appendix I species originating from the wild is **prohibited**.

Refer to [Table 3-3](#) to determine which documents are required for the reexport of CITES Appendix I regulated timber species.

NOTICE

A Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III regulated timber species can only be issued at a designated port that is authorized to reexport CITES regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III timber species is contingent upon compliance with all CITES requirements. Issue the Federal Phytosanitary Certificate for Reexport only if all CITES requirements have been satisfied. Refer to the [Export Program Manual \(XPM\)](#) and [PCIT](#).

Table 3-3 Determine Which Documents Are Needed for the Reexportation of CITES Appendix I Timber Species

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
<i>Abies guatemalensis</i> (Guatemalan fir) <i>Araucaria araucana</i> (monkey puzzle tree) <i>Dalbergia nigra</i> (Brazilian rosewood) <i>Fitzroya cupressoides</i> (alerce) <i>Jubaea chilensis</i> (Chilean wine palm) <i>Pilgerodendron uviferum</i> (pilgerodendron)	Any country	Is engaged in commercial business ^{15, 16}	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix I reexport documents^{17, 18} - Reexport Certificate designating source code D for artificially propagated (plantation grown) material being traded for commercial purposes - Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

¹⁵ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

¹⁶ Commercial trade in CITES Appendix I species originating from the wild is **prohibited**.

¹⁷ If Block 5, Special Conditions, of the USFWS-issued CITES Reexport Certificate so states, then a CBP/PPQ validated copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin is required to be attached (to the USFWS-issued CITES Reexport Certificate).

¹⁸ USFWS-DMA is phasing in the issuance of CITES permits and certificates on security paper. The original must accompany the shipment. If the permittee intends to export once, then the permittee will be issued a single original certificate. If the permittee intends to export more than one shipment, then the permittee will be issued multiple originals.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
• <i>Abies guatemalensis</i> (Guatemalan fir) • <i>Araucaria araucana</i> (monkey puzzle tree) • <i>Dalbergia nigra</i> (Brazilian rosewood) • <i>Fitzroya cupressoides</i> (alerce) • <i>Jubaea chilensis</i> (Chilean wine palm) • <i>Pilgerodendron uviferum</i> (pilgerodendron) (cont.)	Any country (cont.)	Is engaged in commercial business ^{15,16}	Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
		Is not engaged in commercial business	Presents both of the following CITES Appendix I documents: USFWS-issued CITES • Reexport Certificate^{17,18} designating source code W for specimens collected from the wild • Import Permit issued by the Management Authority in the country of destination OR Presents one of the following USFWS-issued CITES Appendix I reexport documents^{17,18} • <i>Reexport Certificate designating source code A for artificially propagated (plantation grown) material being traded for noncommercial purposes</i> • <i>Other Certificate</i> designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices Other permits may be required under 7 CFR 319.40; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
• <i>Abies guatemalensis</i> (Guatemalan fir) • <i>Araucaria araucana</i> (monkey puzzle tree) • <i>Dalbergia nigra</i> (Brazilian rosewood) • <i>Fitzroya cupressoides</i> (alerce) • <i>Jubaea chilensis</i> (Chilean wine palm) • <i>Pilgerodendron uviferum</i> (pilgerodendron) (cont.)	Any country (cont.)	Is not engaged in commercial business (cont.)	Lacks the required CITES document	1. PLACE the shipment on HOLD 2. REFER to Violations, Seizures, and Forfeitures

Required Documents for Reexportation of Appendix II Timber Species

The reexportation of CITES Appendix II timber species is permitted when presented with the appropriate CITES documentation for the following categories of trade:

- Articles derived from trees cut in the wild (when presented with a USFWS-issued CITES Reexport Certificate)
- Articles derived from plantation-grown trees (when presented with a USFWS-issued CITES Reexport Certificate designating source code A for artificial propagation)
- Articles acquired prior to the date the CITES Convention listed the species (when presented with a USFWS-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification that the specimens were acquired before the date first included in the CITES appendices)

Refer to [Table 3-4](#) to determine which documents are required for the reexportation of CITES Appendix II regulated timber species.

NOTICE

A Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III regulated timber species can only be issued at a designated port that is authorized to reexport CITES regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III timber species is contingent upon compliance with all CITES requirements. Issue the Federal Phytosanitary Certificate for Reexport only if all CITES requirements have been satisfied. Refer to the [Export Program Manual \(XPM\)](#) and [PCIT](#).

Table 3-4 Determine Which Documents Are Needed for the Reexportation of CITES Appendix II Regulated Timber Species

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Afzelia</i> spp. (pod mahogany)	African countries	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	- PLACE the shipment on HOLD - CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

¹⁹ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

²⁰ If Block 5, Special Conditions, of the USFWS-issued CITES Reexport Certificate so states, then a CBP/PPQ validated copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin is required to be attached (to the USFWS-issued CITES Reexport Certificate).

²¹ USFWS-DMA is phasing in the issuance of CITES permits and certificates on security paper. The original must accompany the shipment. If the permittee intends to export once, then the permittee will be issued a single original certificate. If the permittee intends to export more than one shipment, then the permittee will be issued multiple originals.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Afzelia</i> spp. (pod mahogany) (cont.)	African countries	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre- Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than African countries	→	Presents either one: - Generic Certificate of Origin OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify that the shipment is not from an African country 2. If the article is not from an African country, then is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

²² PPQ to locate the name, phone, and address of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Adansonia grandidieri</i> (giant baobab) • <i>Aniba rosaeodora</i> (Brazilian rosewood) • <i>Bulnesia sarmientoi</i> (gaiacwood) • <i>Caryocar costaricense</i> (ajillo)	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Adansonia grandidieri</i> (giant baobab) • <i>Aniba rosaeodora</i> (Brazilian rosewood) • <i>Bulnesia sarmientoi</i> (gaiacwood) • <i>Caryocar costaricense</i> (ajillo) (cont.)	Any country	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Cedrela</i> spp.	Neotropics ²³	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	- PLACE the shipment on HOLD - CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

²³ The Neotropics include the Caribbean, Central America, Mexico, and South America. Populations of the Neotropics include articles that originated in the Neotropics but were reexported from another country.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Cedrela</i> spp. (cont.)	Neotropics ²³ (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre- Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than the Neotropics ²³	→	Presents either one: - Generic Certificate of Origin OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify that the shipment is not from the Neotropics 2. If the article is not from the Neotropics, then is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Dalbergia</i> spp. (rosewoods) except CITES Appendix I Dalbergia nigra	Mexico	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Dalbergia</i> spp. (rosewoods) (cont.) except CITES Appendix I <i>Dalbergia nigra</i>	Mexico (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Dalbergia</i> spp. (rosewoods) (cont.) except CITES Appendix I Dalbergia nigra	Other than Mexico	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Dalbergia</i> spp. (rosewoods) (cont.) except CITES Appendix I <i>Dalbergia nigra</i>	Other than Mexico (cont.)	Is not engaged in commercial business and the articles weigh more than 10 kg per shipment	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES document	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Diospyros</i> spp. (ebonies)	Madagascar (including articles originating from Madagascar that were reexported to another country)	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Diospyros</i> spp. (ebonies) (cont.)	Madagascar (including articles originating from Madagascar that were reexported to another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	- PLACE the shipment on HOLD - CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Dipteryx</i> spp. • <i>Gonystylus</i> spp. (ramin) • <i>Guaiacum</i> spp. (lignum vitae) • <i>Guibourtia demeusei</i> (red bubinga) • <i>Guibourtia pellegriniana</i> (rose bubinga) • <i>Guibourtia tessmannii</i> (rose bubinga) • <i>Handroanthus</i> spp.	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
		Is engaged in commercial business ¹⁹ (cont.)	Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Dipteryx</i> spp. • <i>Gonystylus</i> spp. (ramin) • <i>Guaiacum</i> spp. (lignum vitae) • <i>Guibourtia demeusei</i> (red bubinga) • <i>Guibourtia pellegriniana</i> (rose bubinga) • <i>Guibourtia tessmannii</i> (rose bubinga) • <i>Handroanthus</i> spp. (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
		Is not engaged in commercial business (cont.)	Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Khaya</i> spp. (African mahogany)	African countries	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Khaya</i> spp. (African mahogany) (cont.)	African countries (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre- Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than African countries	→	Presents either one: - Generic Certificate of Origin OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify that the shipment is not from an African country 2. If the article is not from an African country, then is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Oreomunnea pterocarpa</i> (gavilan)	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Oreomunnea pterocarpa</i> (gavilan) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Osyris lanceolata</i> (African sandalwood)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania (includes articles originating in Burundi, Ethiopia, Kenya, Rwanda, Uganda, or United Republic of Tanzania that were reexported from another country)	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Osyris lanceolata</i> (African sandalwood) (cont.)	- Burundi - Ethiopia - Kenya - Rwanda - Uganda - United Republic of Tanzania (includes articles originating in Burundi, Ethiopia, Kenya, Rwanda, Uganda, or United Republic of Tanzania that were reexported from another country) (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than listed above	→	→	1. REVIEW the shipping documents to VERIFY the country of origin is other than Burundi, Ethiopia, Kenya, Rwanda, Uganda, United Republic of Tanzania 2. The article is not regulated by CITES

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Paubrasilia echinata</i> (Brazilwood) • <i>Pericopsis elata</i> (afromosia) • <i>Platymiscium pleiostachyum</i> (crisobal, granadillo) • <i>Podocarpus parlatores</i> (Parlatore's podocarp) • <i>Prunus africana</i> (African rosewood)	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Paubrasilia echinata</i> (Brazilwood) • <i>Pericopsis elata</i> (afromosia) • <i>Platymiscium pleiostachyum</i> (crisobal, granadillo) • <i>Podocarpus parlatores</i> (Parlatore's podocarp) • <i>Prunus africana</i> (African rosewood) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Pterocarpus</i> spp. (African rosewood, kosso) except <i>Pterocarpus santalinus</i>	African countries	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Pterocarpus</i> spp. (African rosewood, kosso) except <i>Pterocarpus santalinus</i> (cont.)	African countries (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than African countries	→	Presents either one: - Generic Certificate of Origin - OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify that the shipment is not from an African country 2. If the article is not from an African country, then is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Pterocarpus santalinus</i> (red sandalwood, redsanders) • <i>Roseodendron</i> spp. • <i>Senna meridionalis</i> (taraby) • <i>Swietenia humilis</i> (Pacific Coast mahogany)	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Pterocarpus santalinus</i> (red sandalwood, redsanders) • <i>Roseodendron</i> spp. • <i>Senna meridionalis</i> (taraby) • <i>Swietenia humilis</i> (Pacific Coast mahogany) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Swietenia macrophylla</i> ²⁴ (bigleaf mahogany)	Neotropics ²³	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	- PLACE the shipment on HOLD - CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

²⁴ Listed by the Convention to include *Swietenia macrophylla* populations of the Neotropics only. *Swietenia macrophylla* trees cut in any country other than populations of the Neotropics are not regulated by CITES.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
<i>Swietenia macrophylla</i> ²⁴ (bigleaf mahogany) (cont.)	Neotropics ²³ (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents ^{20,21} - Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) - Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance
	Other than the Neotropics ²³	→	Presents either one: - Generic Certificate of Origin - OR - Other conclusive proof of origin	1. REVIEW the shipping documents to verify that the shipment is not from the Neotropics ²³ 2. If the article is not from the Neotropics ²³ , then is not regulated by CITES
			Lacks the required document listed in the cell above (does not have conclusive proof of origin)	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²² for assistance

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Swietenia mahogani</i> (Caribbean mahogany) • <i>Tabebuia</i> spp. • <i>Widdringtonia whytei</i> (Mulanje cedar)	Any country	Is engaged in commercial business ¹⁹	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 1. CONTACT a PPQ Botanist²² for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the reexporter:	Then:
• <i>Swietenia mahogani</i> (Caribbean mahogany) • <i>Tabebuia</i> spp. • <i>Widdringtonia whytei</i> (Mulanje cedar) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix II reexport documents^{20,21} • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist²² for assistance

Required Documents for Reexportation of Appendix III Timber Species

The reexportation of CITES Appendix III timber species is permitted when presented with the appropriate documentation for the following categories of trade:

- Articles derived from trees cut in the wild (when presented with a USFWS-issued CITES Reexport Certificate)
- Articles derived from plantation-grown trees (when presented with a USFWS-issued CITES Reexport Certificate designating source code A for Artificial Propagation)
- Articles acquired prior to the date the CITES Convention listed the species (when presented with a USFWS-issued CITES Other Certificate designating Pre-Convention specimens; and designating the date of acquisition or certification the specimens were acquired before being the date first included in the CITES appendices)

Refer to [Table 3-5](#) to determine which documents are required for the reexportation of CITES Appendix III timber species.

NOTICE

A Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III regulated timber species can only be issued at a designated port that is authorized to reexport CITES regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III timber species is contingent upon compliance with all CITES requirements. Issue the Federal Phytosanitary Certificate for Reexport only if all CITES requirements have been satisfied. Refer to the [Export Program Manual \(XPM\)](#) and [PCIT](#).

Table 3-5 Determine Documents Needed for the Reexportation of CITES Appendix III Regulated Timber Species

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
• <i>Fraxinus mandshurica</i> (manchurian ash) • <i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) • <i>Pinus koraiensis</i> (Korean pine) • <i>Podocarpus neriifolius</i> (podocarp) • <i>Quercus mongolica</i> (mongolian oak) • <i>Tetracentron sinense</i> (tetracentron)	Any country	Is engaged in commercial business ²⁵	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III reexport documents²⁶ • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment

²⁵ Engaged in commercial business is defined as trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood for gain or profit.

²⁶ The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but **not** limited to transport and presentation for import **must** be completed before that time.

Reexportation of CITES Timber Species
Preparation

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
• <i>Fraxinus mandshurica</i> (manchurian ash) • <i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) • <i>Pinus koraiensis</i> (Korean pine) • <i>Podocarpus neriifolius</i> (podocarp) • <i>Quercus mongolica</i> (mongolian oak) • <i>Tetracentron sinense</i> (tetracentron) (cont.)	Any country (cont.)	Is engaged in commercial business ²⁵ (cont.)	Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²⁷ for assistance
			Lacks a Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)
			Has an expired Protected Plant Permit	ALLOW the exporter to apply for a Protected Plant Permit (refer to Confirm PPP Valid or Apply for a PPP)

²⁷ PPQ: to locate the name of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

If the timber species is:	And the country of origin is:	And the permittee:	And the exporter:	Then:
• <i>Fraxinus mandshurica</i> (manchurian ash) • <i>Magnolia liliifera</i> var. <i>obovata</i> (magnolia) • <i>Pinus koraiensis</i> (Korean pine) • <i>Podocarpus neriifolius</i> (podocarp) • <i>Quercus mongolica</i> (mongolian oak) • <i>Tetracentron sinense</i> (tetracentron) (cont.)	Any country (cont.)	Is not engaged in commercial business	Presents a USDA-APHIS eFile-issued Protected Plant Permit, and one of the following USFWS-issued CITES Appendix III reexport documents ²⁶ • Reexport Certificate designating source code W for specimens collected from the Wild, or source code A for Artificial Propagation (plantation grown) • Other Certificate designating Pre-Convention specimens and designating the date of acquisition or certification the specimens were acquired before the date first included in the CITES appendices A phytosanitary certificate may be required to accompany the shipment; refer to the Notice box above this table	REFER to Step 5: Collect the Documents Associated with the Shipment
			Lacks the required CITES documents	1. PLACE the shipment on HOLD 2. CONTACT a PPQ Botanist ²⁷ for assistance

Step 5: Collect the Documents Associated with the Shipment

Check to see if Block 5, Special Conditions, of the USFWS-issued CITES Reexport Certificate or Other Certificate requires that the permittee attach a copy of the CITES Export Permit or Certificate issued by the Management Authority in the country of origin. If so, then as part of the reexport validation process, you must verify that the CITES Appendix I, Appendix II, or Appendix III regulated timber or articles were originally legally imported into the U.S.

The permittee **must** provide you with a legible copy of a valid foreign CITES Export Permit or Certificate that was previously endorsed (stamped, released, signed, and dated by a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist) at the CITES-designated port where the shipment was originally imported.

NOTICE

A Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III regulated timber species can only be issued at a designated port that is authorized to reexport CITES regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of CITES Appendix I, Appendix II, or Appendix III timber species is contingent upon compliance with all CITES requirements. Issue the Federal Phytosanitary Certificate for Reexport only if all CITES requirements have been satisfied. Refer to the [Export Program Manual \(XPM\)](#) and [PCIT](#).

Collect the following valid documents associated with the shipment:

- CITES Reexport Certificate or CITES Other Certificate (FWS Form 3-201A) issued by U.S. Fish & Wildlife Service-Division of Management Authority (USFWS-DMA);
- If the condition in Block 5, Special Conditions of the USFWS-issued CITES Certificate so states, then the permittee must provide you with a legible copy of a valid foreign CITES Export Permit or Certificate that was previously endorsed (stamped, released, signed, and dated by a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist) at the CITES-designated port where the shipment was originally imported;
- If the reexporter is engaged in a commercial business, a copy of the USDA-APHIS eFile-issued Protected Plant Permit, for the reexporter to engage in the commercial trade of CITES listed plants (refer to [Protected Plant Permit](#)). If the reexporter does not have a permit, you may allow the reexporter to apply for one (refer to [Step 6: Ensure the Documents Have Not Expired](#)) and follow the directions for allowing the reexporter to apply for a new Protected Plant Permit); and
- Cargo paperwork associated with the shipment (such as bill of lading, air waybill, invoice and dimensional specification sheets²⁸).

Step 6: Ensure the Documents Have Not Expired

The USDA-APHIS eFile Protected Plant Permit is valid for two years from the date issued. The expiration date is specified on the permit.

To verify that the documents have not expired, check the upper right-hand corner of the USDA-issued Protected Plant Permit, and Block 2 of the CITES Reexport Certificate or CITES Other Certificate.

The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but **not** limited to transport and presentation for import **must** be completed before that time.

Confirm PPP Valid or Apply for a PPP

A new application is required for both first-time applicants and upon expiration of the currently held Protected Plant Permit.

²⁸ Dimensional specification sheets (or dimensional tally inventory sheets) are used for articles that are imported in quantities expressed in cubic meters, square meters, or board feet, and inventory the size of each piece of lumber or veneer in each bundle shipped. Usually there will be more than one dimensional inventory sheet with each shipment.

1. Check eFile to see if the exporter or reexporter has a valid Protected Plant Permit.
2. If the exporter or reexporter does **not** have a Protected Plant Permit and is not a repeat violator or if the permit is missing or expired, then do the following:
 - A. Give the importer [PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Reexporting...](#) to apply for a Protected Plant Permit or refer to [eFile](#).
 - B. Have the exporter complete the application.
3. Collect a check from the importer for \$70, made payable to “Plant Protection and Quarantine”.
4. Mail the completed PPQ Form 621 application along with the \$70 check to the following address:

USDA-APHIS-PPQ
PPQ Permit Unit
4700 River Road, Unit 136
Riverdale, MD 20737-1236
5. Once you are satisfied that the exporter or reexporter has submitted the required application and fee, then continue to [Renewal of an Expired CITES Reexport Certificate](#).

Renewal of an Expired CITES Reexport Certificate

If the CITES Reexport Certificate has expired, then stop processing the reexport. Have the permittee contact the following to have the permittee’s CITES Reexport Certificate or Other Certificate reissued:

William Kanapaux
U.S. Fish and Wildlife Service
Division of Management Authority
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041

Step 7: Confirm the Legal Importation

Confirm the articles have been legally imported. If the CITES Reexport Certificate, Block 5, Special Conditions, requires the permittee to attach a validated and endorsed (CBP-AS stamped) copy of the CITES Export Permit or Certificate from the country of origin²⁹ or the country of last reexport, then confirm a legible, validated, endorsed copy is attached.

If the copy of the CITES Export Permit or Reexport Certificate presented to you is illegible or **does not** bear the stamp and signature of CBP-AS, then request the permittee or broker provide you with a legible, validated, endorsed copy.

If a legible, validated and endorsed copy of the export permit or reexport certificate is **not** provided or if you learn the importation is illegal, then the shipment may be subject to forfeiture. Contact a PPQ Botanist³⁰ for assistance.

²⁹ The country where the article originated.

³⁰ PPQ: to locate the name of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

Step 8: Verify the CITES Reexport Certificate Is Authentic and Acceptable

Compare the CITES document accompanying the shipment to the official examples of USFWS-issued documents (refer to [FWS CITES Special Permit Condition](#), [FWS Cover Letter to CITES Reexport Certificate Permittee](#), [FWS Form 3-201A CITES Other Certificate \(Pre-Convention\)](#), and [FWS Form 3-201A, CITES Reexport Certificate](#)).

NOTICE

Do not accept a CITES Reexport Certificate that is altered, modified, or crossed-out unless the modification or crossing out has been authenticated by the stamp and signature of the authority issuing the document.

If you are presented with an altered or questionable CITES Reexport Certificate, then place the shipment on HOLD and contact your PPQ Botanist for assistance.

Refer to the instructions in Table 3-6 to determine if the CITES document for reexport is valid. [Table 3-6](#) is a summary of the information required on a CITES Permit or Certificate and does not cover extra information required on the specific types of documents. Complete coverage of this information can be found in [50 CFR 23.23\(e\)](#).

NOTICE

Accept a CITES document **only** if all the following information is complete and accurate.

Table 3-6 Instructions for Export or Reexport Verification of CITES Permits or Certificates Issued by USFWS

Block ³¹	Text	Information entered by	Instructions
	- EXPORT PERMIT - REEXPORT CERTIFICATE - OTHER CERTIFICATE	Division of Management Authority (DMA)	1. VERIFY the type of CITES document presented (Export Permit, Reexport Certificate, or Other Certificate) corresponds with the category of trade 2. If the CITES document is marked "Other Certificate", then the document must indicate the type of certificate (refer to Block 9), such as "Certificate of Artificial Propagation" (for plantation-grown trees); "Certificate of Origin"; or "Pre-Convention Certificate)
	Page ____ of ____	DMA	VERIFY the total number of document pages are presented to you for export validation
1	Original Permit/ Certificate No.	DMA	VERIFY the certificate or permit number listed on the first page matches the certificate or permit number listed all subsequent pages of the document (such as continuation sheets and/or inventory sheets)
2	Valid until	DMA	VERIFY the certificate has not expired. A CITES Reexport Certificate is valid for 6 months from the date of issuance. The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but not limited to transport and presentation for import must be completed before that time.

³¹ The heading Block refers to the block location on a USFWS-issued CITES document.

Reexportation of CITES Timber Species
Preparation

Block ³¹	Text	Information entered by	Instructions
3	Permittee (name and address, country)	DMA	VERIFY the permittee's name and address matches the exporter's name and address declared on the accompanying shipping documents (bill of lading air waybill, booking confirmation document, etc.) CITES permits/certificates are not transferable; therefore the name and address of the exporter or reexporter declared on the shipping documents must match the permittee's name and address
4	Consignee (name and address, country)	Permittee (for partially completed documents; refer to Block 5) or DMA (for DMA-completed documents)	VERIFY the consignee's name and address matches the information listed on the accompanying shipping documents (bill of lading, air waybill, booking confirmation, etc.)
5	Special Conditions	DMA	1. REVIEW the special conditions with which the permittee must comply to use this document 2. If this block directs the permittee to complete specific portions of the certificate, then you must VERIFY the blocks are complete and correct 3. If this block instructs the permittee to attach a copy of the CITES document used to import the article into the U.S., then FOLLOW the guidelines in Step 7: Confirm the Legal Importation
5a	Purpose of Transaction	DMA	1. VERIFY the purpose of transaction identified by a written description or by one of the codes in 50 CFR 23.23(d) reflects the nature of the transaction. Most transactions will be commercial with a transaction code T 2. VERIFY the transaction code is compatible with the source code recorded in Block 10
6	U.S. Management Authority	DMA	1. CONFIRM the U.S. Management Authority address is: Division of Management Authority U.S. Fish and Wildlife Service 5275 Leesburg Pike MS: IA Falls Church, VA 22041-3803 2. VERIFY the document bears an ink stamp and original signature from the U.S. Management Authority 3. COMPARE the issuance date in this block (6) to the expiration date in Block 2 (a USFWS CITES certificate is valid for 6 months)
7/8	Common Name and Scientific name (genus and species) of Animal or Plant	DMA	VERIFY by review of the shipping documents (and later by inspection of the commodity), the common name and scientific name recorded matches what is being reexported
9	Description of the part or derivative, including identifying marks or numbers	DMA	VERIFY by review of the shipping documents (and later by inspection of the commodity), the description and identifying marks match what is being recorded in this block
10	Appendix No. and Source	DMA	VERIFY the CITES Appendix number (of the species being reexported) listed and found in Table 3-2 agrees with the CITES Appendix number listed on the CITES document

Block ³¹	Text	Information entered by	Instructions
11	Quantity (including units)	Permittee (for partially completed documents; refer to Block 5) or DMA (for DMA-completed documents)	1. VERIFY the quantity listed agrees with the quantity declared on the invoice and cargo papers accompanying the shipping documents 2. If Block 5, Special Conditions, directs the permittee to use a specific unit of quantity, or if Block 9, Description of Specimens, denotes the unit of quantity in the description of the commodity, then VERIFY that the specified unit of quantity is also in this block (11) 3. If the accompanying paperwork declares quantities other than directed, then refer to Conversion Formulas 4. If the instructions in Block 5 direct the permittee to attach a copy of the CITES document used to import the commodity, then COMPARE the quantity listed in this block with the quantity listed on the attached foreign CITES document. 5. If the quantity listed in this block exceeds the quantity listed on the attached foreign CITES document, then STOP processing the shipment and give the permittee the opportunity to remove excess material and present you with a new CITES Reexport Certificate
12	- Country of Origin - Permit/Certificate No. - Date of Issue	Permittee (for partially completed documents; refer to Block 5) or DMA (for DMA-completed documents)	If Block 5, Special Conditions, requires a copy of the foreign CITES import document be attached, then VERIFY the country of origin, the permit or certificate number, and the date of issuance on the attached document coincides with the information recorded in this block
13	Export/Reexport Endorsement:	PPQ	ENTER the total quantities of specimens being exported/reexported in this block (Refer to Block 7 to obtain the quantity)
14	- Bill of Lading/Air Waybill Number - Port of Exportation/Reexportation - Total No. of Shipping Containers	PPQ	ENTER the bill of lading/air waybill number (if available); port of exportation or reexportation and total number of shipping containers
15	This document valid only with inspection official's ORIGINAL stamp, signature and date in this block	PPQ	STAMP with your original stamp, sign, and date

CITES Reexport Certificate with Incomplete or Inaccurate Information

If a CITES Reexport Certificate is presented to you with incomplete or inaccurate information or the document has expired³², then STOP processing the reexportation. Place the shipment on HOLD and contact your PPQ Botanist³⁰ for assistance.

If the CITES document is acceptable, then continue to [Step 9: Inspect the Shipment](#).

³² The validity of a CITES document expires at midnight (local time at the place of presentation) on the date indicated on the document. All activities, including but **not** limited to transport and presentation for import **must** be completed before that time.

Step 9: Inspect the Shipment

Inspect the shipment to assess the actual quantity of material being reexported. You may have to overcome the following difficulties in assessing the volume of material being shipped:

- Accessibility of containerized cargo;
- Bundles of lumber consisting of boards or sheets of various sizes;
- Enormity of the shipment; and
- Identity of the pallets comprising the shipment.

When the size of commercial shipments makes impossible the inspection of the entire consignment to assess its quantity, then review the invoice, packing list, or dimensional specification sheets accompanying the consignment and determine the quantity of a representative unit (such as box, bundle, carton, etc.), for the shipment. Continue to [Table 3-7](#) below.

Table 3-7 Determine the Quantity of a Representative Unit for Inspection

If:	Then:
Quantity recorded on the USFWS-issued CITES document is by weight	VERIFY that the weight of the unit you chose to inspect matches the unit's weight as listed on the invoice or packing list
Quantity recorded on the USFWS-issued CITES document is by number of pieces	VERIFY that the number of pieces in the unit you chose to inspect matches the unit's number of pieces as listed on the invoice or packing list
Quantity recorded on the USFWS-issued CITES document is in cubic meters, square meters, or board feet	CONDUCT a dimensional piece count ³³ to VERIFY the quantity of the unit you chose to inspect matches the quantity listed for that unit on the invoice, packing list, or dimensional specification sheet
Quantity as found by your physical inspection of a representative sample does not match the quantity listed on the invoice, packing list, or dimensional specification sheet	1. SELECT another representative sample to inspect 2. REPEAT the procedures listed above to determine the extent of the overage

Continue to [Table 3-8](#) to determine the action to take based on your inspection.

Table 3-8 Determine the Action Based on the Inspection Results

If:	Then:
Exporter or reexporter deliberately attempted to mislead you or concealed unauthorized articles	1. In addition to seizure and forfeiture of the shipment, the importer may be subject to civil or criminal penalties. COMPLETE Standard CITES Form to document the violation 2. CONTACT a PPQ Botanist to report the violation
Quantity is equal to or less than the quantity listed on the USFWS-issued CITES Certificate	CONTINUE to Step 10: Validate the CITES Documents By Stamp and Endorsement
Quantity in excess of the quantity listed on the USFWS-issued CITES Certificate	Shipment is in violation of CITES Regulations and is subject to seizure and forfeiture. Refer to Violations, Seizures, and Forfeitures for forfeiture procedures CONTACT a PPQ Botanist ³⁴ for assistance with forfeiture procedures

³³ To perform a dimensional piece count, you **must** measure each piece in the inspectional unit either by length and width; or by length, width, and height (thickness); and then multiply the subtotal by the number of pieces in the unit to calculate the total quantity of the unit. Refer to [Conversion Formulas](#) for assistance.

³⁴ PPQ: to locate the name of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

If:	Then:
Unauthorized articles (CITES regulated articles that are not recorded on the CITES document)	1. Shipment is in violation of CITES Regulations and is subject to seizure and forfeiture. Refer to Violations, Seizures, and Forfeitures forfeiture procedures 2. CONTACT a PPQ Botanist for assistance with forfeiture procedures

Step 10: Validate the CITES Documents By Stamp and Endorsement

The CITES Reexport Certificate is **not** valid until a PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist completes Blocks 13, 14, and 15 of this form.

If the shipment complies with the USFWS-issued CITES Reexport Certificate and the procedures listed in Steps 1 through 9 of this chapter, then validate the **original** CITES document as follows.

1. Use your official “USDA-APHIS-PPQ Inspected and Released” or “USDA-APHIS-PPQ Released” stamp that bears your port location.
2. Sign your name in ink and write your badge number and the date. Refer to [Table 3-9](#) for detailed instructions.

Table 3-9 Instructions for Validation and Endorsement of CITES Reexport Certificate

Block ³⁵	Text	Completed by	Instructions
14	Export Endorsement	PPQ Plant Health Safeguarding Specialist (PHSS), PPQ Export Certification Specialist (ECS), Identifier, or Supervisor	1. ENTER in the Block/Quantity table row A, B, C, or D the quantity of material being reexported; this must be equal to or less than the quantity entered in Block 11, Quantity (including unit) of the Standard CITES Form 2. LINE OUT the remaining (unused) rows (must be completed for endorsement)
15	Bill of Lading/Air Waybill Number		If available, then LIST the bill of lading or air waybill number
	Port of Export		LIST the port of export or reexport’s city and State (must be completed for endorsement and validation)
	Date		LIST the date the CITES certificate is endorsed (must be completed for endorsement and validation)
	Signature		SIGN (use ink) (must be completed for endorsement and validation)
	Official Stamp and Title		STAMP with an official “USDA-APHIS-PPQ Inspected and Released” stamp bearing your port location (must be completed for endorsement and validation)

Step 11: Distribute the CITES Documents

When Block 5, Special Conditions, states the permittee **must** attach a copy of the foreign CITES Export Permit or Certificate, then distribute as follows:

1. Send the validated **original** USFWS-issued CITES Certificate, with a copy of the foreign CITES Export Permit or Certificate attached, to the permittee with the following instructions:

³⁵ (from Standard CITES Form; may vary)

2. Permittee is to forward the documents with the shipment (documents **must** accompany shipment). Permittee may make and keep a photocopy of the documents.
3. Send a **copy** of the validated **original** USFWS-issued CITES Certificate with a copy of the foreign CITES Export Permit or Certificate attached to the following office:

William Kanapaux
U.S. Fish and Wildlife Service
Division of Management Authority
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041

4. Keep a copy of the validated original USFWS-issued CITES Certificate with a copy of the foreign CITES Export Permit or Certificate attached, in the port file.

NOTICE

CITES files must be retained for five years. Refer to [Filing System](#) for directions on how to set up and maintain files.

Transportation and Exportation (T&E) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

Canada or Mexico

Follow the steps listed below when releasing the shipment for transportation and exportation (T&E) of CITES Appendix I, Appendix II, or Appendix III regulated timber species to Canada or Mexico:

1. Verify that the shipment is accompanied by CBP Form 7512 or other accepted in-bond document.
2. Stamp the CBP paperwork, “Released for Exportation.” **Do not** stamp the CITES document; this will be done by the Canadian or Mexican authorities.
3. Apply any necessary safeguards.
4. Allow the shipment to proceed.

NOTICE

If the CBP paperwork designates both a U.S. Company (middle man) and a Canadian or Mexican consignee, then review the CITES document to verify that the consignee is actually Canadian or Mexican and **not** U.S. If the CITES document declares a U.S. company as the consignee, then the T&E **must** be handled as a CITES reexport.

Immediate Exportation (IE) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

Follow these steps for the immediate exportation (IE) of CITES Appendix I, Appendix II, and Appendix III regulated timber species:

1. Verify the shipment is accompanied by CBP Form 7512 or other accepted export document.

Reexportation of CITES Timber Species

Immediate Exportation (IE) of CITES Appendix I, Appendix II, Appendix III Regulated Timber Species

2. Stamp the CBP paperwork, “Released for Exportation.” **Do not** stamp the CITES document; this will be done by the authorities at the country of destination.
3. Apply any necessary safeguards.
4. Allow the shipment to proceed.

Chapter

4

Violations, Seizures, and Forfeitures

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Introduction

This chapter provides the procedures for processing violations of CITES Appendix I, Appendix II, and Appendix III protected timber species, and for seizure and forfeiture of CITES regulated timber species (including articles made from protected timber).

Procedures

The procedures which follow have been established to report violations and initiate seizure and forfeiture for regulated plants, including their parts and derivatives when offered for or traded in contravention CITES.

CITES Contacts

Some circumstances are identified in this chapter as requiring contacting the PPQ Botanist that services your port, and others require contacting the National CITES Specialist or the National CITES Coordinator.

If after reading the procedures in this chapter, CBP Officers still have a CITES-related question regarding a shipment, then contact the CBP field office liaison through the chain of command. Include your name, phone number, and e-mail address. If after reading the procedures in this chapter, PPQ Officers still have a CITES-related question regarding a shipment, then first contact the PPQ Botanist that services your port¹.

If the PPQ Botanist is **not** available or is unable to answer your question, then contact the National CITES Specialist, Timothy Torbett, timothy.j.torbett@usda.gov or the National CITES Coordinator, John Veremis, john.veremis@usda.gov. Include your name, phone number, and e-mail address when contacting the National CITES Specialist or the National CITES Coordinator.

NOTICE

The person making a CITES-related inquiry should include his or her name, phone number, and e-mail address so that the National CITES Specialist or the National CITES Coordinator is able to reply or obtain additional details.

Violations of USDA Regulations

Violations of USDA species regulations concerning CITES plants ([7 CFR 355](#)) will generally result in the issuance of PPQ Form 518, Report of Violation.

Repeat violations of [7 CFR 355](#) or deliberate attempts to circumvent regulations will result in seizure and forfeiture of CITES regulated material.

To determine if seizure and forfeiture is warranted, verify that the violator is a repeat offender or deliberately attempted to circumvent regulations. Contact the PPQ National CITES Specialist or National CITES Coordinator for advice. CBP Agriculture Specialists (CBP-AS) **must** go through proper channels.

EXAMPLE

If a violator's Protected Plant Permit is revoked and the violator attempts to import, export, or reexport CITES regulated material, then seizure and forfeiture is warranted.

¹CBP and PPQ: To determine the name and contact information for the PPQ Botanist that services your port, Refer to the [List of PPQ Identifiers and National Specialists](#).

Step 1: Determine if a Violation of USDA Regulations Concerning CITES Regulated Plants Exists

A violation of the USDA regulations concerning CITES regulated plants exists when a party (importer, exporter, or reexporter) commits one or more of the following:

- Engages in commercial business as an importer, exporter, or reexporter **without** a USDA-APHIS eFile-issued Protected Plant Permit;
- Fails to notify CBP or PPQ promptly upon the arrival or prior to the export or reexport of regulated material, by such means as a manifest, Customs' (CBP) entry, invoice, or waybill, with the genus and species of the regulated material listed;
- Fails to provide the genus and species of regulated material by such means as a tag, invoice, or packing list, or identification on the shipping container;
- Fails (for any person engaged in business as an importer, exporter, or reexporter) to maintain records for the trade of regulated material for a period of five years;
- Fails or denies (for any person engaged in business as an importer, exporter, or reexporter) to provide CBP or PPQ access to examine such records or inventory of regulated material; or
- Moves regulated material from the Customs' (CBP) area (pertaining to imports) or from the designated port (pertaining to exports or reexports) **without** submitting the original CITES document to CBP or PPQ for validation (for reexported material when the CITES certificate is not endorsed, then the foreign CITES management authority may seize the property).

If there are other violations in addition to those listed above, then continue to [Violations of CITES Regulations](#).

Step 2: Complete PPQ Form 518, Notice of Violation

Refer to [Standard CITES Form](#) for an example and for directions on completing the form. If [PPQ Form 518, Report of Violation](#) is available online, then complete the form electronically as appropriate.

Violations of CITES Regulations

Violations of CITES regulations (50 CFR 23, 24 and 16 USC 1538) for plants (including their parts or derivatives) listed by the Convention will generally result in both a report of violation (PPQ Form 518, Report of Violation), and seizure and forfeiture of the illegally-traded material.

Step 1: Confirm a Violation of CITES Exists and Warrants Seizure and Forfeiture

A violation of CITES regulations exists when a party (importer, exporter, or reexporter) does one or more of the following:

Violations, Seizures, and Forfeitures
Violations of CITES Regulations

- Imports², exports³, reexports⁴, or possesses plants listed in CITES Appendix I Appendix II, or Appendix III, with invalid CITES documentation or without a CITES document
- Imports, exports, or reexports regulated plants in quantities that exceed the quantity recorded on the CITES permit or certificate
- Imports, exports, or reexports regulated plants into or out of a port that has *not* been designated for the movement of such plants

To confirm that a violation exists and warrants forfeiture and seizure of the timber or articles, refer to [Table 4-1](#).

Table 4-1 Confirm the Violation Warrants Seizure and Forfeiture

If you have:	And the:	And you determine:	Then:
Attempt to import into the United States with an invalid CITES document or without a CITES document	→	→	1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted 2. REFER to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
Attempt to import into the United States and the importer claims the CITES document was lost or destroyed during shipping	→	→	1. PLACE the shipment on HOLD; do not proceed with seizure and forfeiture 2. CONTACT a PPQ Botanist for assistance ⁵
Attempt to export or reexport from the United States with an invalid CITES document or without a valid CITES document	→	Person is knowledgeable ⁶	1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted 2. REFER to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
	Reexporter presents regulated articles to you for the purpose of inquiring about CITES ⁷	There is no deliberate attempt to defraud or violate the regulations	PROVIDE the person with the required information to obtain the necessary CITES documents; seizure and forfeiture is not warranted

²(Importer, importing, importation) to land on, bring into, introduce into, or attempt to land on, bring into, or introduce into any place subject to the jurisdiction of the United States.

³(Exporter, exporting, exportation) to carry, send, take, transport, or otherwise remove, or attempt to carry, send, take, transport or otherwise remove from any place subject to the jurisdiction of the United States.

⁴(Reexporter, reexporting, reexportation) to export following importation.

⁵CBP and PPQ: To identify the name of the PPQ Botanist that services your port, refer to the [Lists of Identifiers and National Specialists](#).

⁶Consider a person knowledgeable if any of the following apply: the person was given prior information regarding CITES regulations; is a Protected Plant Permit (PPP) holder; deliberately attempted to conceal CITES-regulated material; or is a repeat violator.

⁷The lack of a CITES document by a reexporter may be due, in part to a lack of knowledge about the regulations.

If you have:	And the:	And you determine:	Then:
Evidence that a permit, certificate, or other official document was altered or forged to gain advantage	→	→	1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted 2. REFER to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
Quantities in excess of the quantity recorded on the CITES document	→	→	1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted 2. REFER to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
Unauthorized regulated material (CITES regulated articles that are not recorded on the CITES document)	→	→	1. CONTINUE processing the violation and complete PPQ Form 518, Notice of Violation; seizure and forfeiture is warranted 2. REFER to Step 2: Hold the Regulated Timber or Articles Only and Notify Parties
Violation other than listed in the cells above	→	→	1. STOP processing the violation 2. CONTACT a PPQ Botanist ⁵ through proper channels

Step 2: Hold the Regulated Timber or Articles Only and Notify Parties

If you have not already done so, then place the material moving in violation of CITES regulations on HOLD. Notify all parties involved that the material is not to be moved without CBP's or PPQ's permission.

Be sure **non**-CITES material or timber in the same shipment as CITES-regulated material and timber has been separated. **Do not** keep non-CITES material with on-hold CITES material.

Continue to [Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation](#).

Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation

If the same wood or article as the property on hold is sold in the United States, then use the price asked by the nearest retailer to estimate the value. If the same wood or article as the property on hold is not sold in the United States or if impractical to contact a retailer, then use the material's invoiced value. Continue to [Step 4: Start the Forfeiture Procedures](#).

Step 4: Start the Forfeiture Procedures

The forfeiture procedures will allow you to seize (gain legal custody) and take possession of the material, and to facilitate prosecution by CBP, PPQ, or USFWS-Division of Management Authority (DMA).

After you have obtained the value of the material, then refer to [Table 4-2](#) to determine the forfeiture procedures to use.

Table 4-2 Determine Forfeiture Procedures to Use for Seized Timber or Articles

If:	And you estimate the value of the seized material to be:	Then:
Seized timber or articles	\$10,000 or less	REFER to Forfeiture Procedures for Seizures Valued at \$10,000 or Less
	More than \$10,000	REFER to Forfeiture Procedures for Seizures Valued Greater than \$10,000

Once [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#) or [PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \\$10,000 \(Parts 1-4\)](#) is completed and issued to the owner of the material, then the status of the material moves from held to seized and is now officially in the custody of CBP or PPQ.

Forfeiture Procedures for Seizures Valued at \$10,000 or Less

When the seizure is valued at \$10,000 or less, follow these steps and continue processing the violation:

1. Allow the owner to either waive title (by completing [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less](#)) to the material moving in violation of the legislation or to challenge the forfeiture of that material.
2. Advise the owner that the material becomes forfeited after 21 days.
3. Complete [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#) for material seized under CITES legislation.

Then do as follows:

- A. Verify that the file number is listed on all applicable forms (refer to [Filing System for Violations, Seizures, and Forfeitures](#)).
 - B. Make certain to record the date and time of posting PPQ Form 624: in Block 7 of Part 1-PPQ Headquarters, and in Block 7a of Part 5-PPQ/CBP Port Worksheet.
 - C. **Immediately** post PPQ Form 624, Part 3-Port Copy (for posting) at the CBP or PPQ office (where the material was seized) in a conspicuous place that is accessible to the public; and keep Part 3-Port Copy posted for 21 days.
 - D. Make certain you enter the appropriate dates and times in Blocks 6 and 7 on Part 5-PPQ/CBP Port Worksheet of PPQ Form 624.
4. Distribute PPQ Form 623 and PPQ Form 624 as follows:
 - A. If the owner or owner's agent is present and signs [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less](#), then distribute the forms as follows:
 - i. Hand Part 2 of PPQ Form 623 to the owner or agent
 - ii. File Part 1 of PPQ Form 623 in the CBP or PPQ port file

- iii. Keep Part 4 of PPQ Form 624 in the port file
(**not** necessary to provide the owner or agent with this copy)
- iv. Continue to 5. below
- B. If the owner or owner's agent is present and **did not** sign PPQ Form 623 or is **not** present, then send PPQ form 624, Part 4-Owner, by **Certified** or **Registered Mail** with **Return Receipt Requested** together with the following, to all persons believed to be owners or to have an interest in the seized material⁸:
 - v. [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less, Part 2](#)
 - vi. [PPQ Form 625 Claim and Bond](#)
 - vii. [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#)

If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

- 5. Make certain you enter the appropriate dates and times in Blocks 6 and 7 on Part 5-PPQ/CBP Port Worksheet of PPQ Form 624

NOTICE

If the owner or owner's agent is present and requests a copy of [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), then make a photocopy of Part 4 and give the photocopy to the owner or owner's agent. You **must** also send the original Part 4-Owner, PPQ Form 624 to the owner or owner's agent by **Certified** or **Registered Mail** with **Return Receipt Requested** to comply with the regulations.

- 6. Scan and email Part 1-PPQ Headquarters PPQ Form 624, and if applicable, the signed PPQ Form 623, to the National CITES Coordinator:
Email: john.veremis@usda.gov
Subject: PPQ Form 624, Notice for Seizure and Proposed Forfeiture for Violation \$10,000 or Less
Attn: National CITES Coordinator
- 7. File and retain the following completed forms:
 - A. After 21 days, remove, file, and retain the posted Part 3-Port Copy of PPQ Form 624.
 - B. File and retain Part 5-PPQ/CBP Port Worksheet copy of PPQ Form 624, to know what has happened, who was notified, and when the next step is to be taken. Update Part 5 as necessary.
 - C. Make certain that all relevant documents have been collected and filed; and update the documents in the file as necessary.

For detailed instructions on completing forms for seizures valued at \$10,000 or less, refer to the following in Appendix A, [Forms and Permits](#):

⁸Those that may have an interest include interested parties such as the owner's agent, shipping line, or supplier. These people are identified on PPQ Form 624, Part 4 (worksheet), Block 6.

- [PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Reexporting...](#)
- [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less](#)
- [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#)
- [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#)
- [PPQ Form 625 Claim and Bond](#)
- [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#)

If you need additional guidance, contact the PPQ Botanist at your port or the PPQ Botanist⁵ whose area of coverage services your port.

Continue to [Step 5: Safeguard the Seized Timber or Articles](#).

Forfeiture Procedures for Seizures Valued Greater than \$10,000

When the seizure is valued greater than \$10,000, follow these forfeiture procedures, then continue processing the violation:

1. Complete [PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \\$10,000 \(Parts 1-4\)](#).
2. Enter the appropriate dates in Block 7 PPQ Form 624A, Parts 1 through 4.
3. Enter the appropriate dates in Blocks 6 and 7 of [PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet](#).
4. Proofread the completed PPQ Form 624A to ensure that there are no inaccuracies or omissions.
5. Collect and file all relevant documents. Update the file as necessary.
6. Write a narrative report of all relevant facts and circumstances of the violation, as follows:
 - A. Prepare the narrative report on CBP or PPQ letterhead
 - i. CBP or PPQ letterhead **must** be dated and bear your name, signature, and title
 - ii. CBP or PPQ Letterhead **must** be used since the seizure will be brought before a U.S. District Court by the U.S. Attorney's Office
 - B. Include the names of any witnesses
 - C. Cite the laws believed to have been violated
 - D. If you need additional guidance, then contact your PPQ Botanist through proper channels.
7. The Officer signs the PPQ Form 624A.
8. Assemble the following documents:
 - A. Narrative report **original** (written by CBP Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist)
 - B. PPQ Form 624A, Part 1-PPQ Headquarters **original**
 - C. Correspondence and documents that accompanied the shipment
9. Scan the assembled documents and email to:

Email: john.veremis@usda.gov
Subject: PPQ Form 624A, Part 1, Narrative Report, Correspondence, & Shipping

Documents

Attn: National CITES Coordinator

10. Use Certified or Registered Mail with Return Receipt Requested to send the following forms to all persons believed to be owners or to have an interest in the seized material⁹:
 - A. PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000, Part 4-Owner only
 - B. PPQ Form 626, Petition for Remission or Mitigation of Forfeiture
11. Retain the PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000, Part 2-PPQ/CBP Port File and Part 5-PPQ/CBP Port Worksheet in your Port file for five years.

NOTICE

If multiple owners or agents are identified, then you may send photocopies of the forms.

For detailed instructions on completing forms for seizures valued greater than \$10,000, refer to the following in *Appendix A, Forms and Permits*:

- [PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \\$10,000 \(Parts 1-4\)](#)
- [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#)

Refer to [Step 5: Safeguard the Seized Timber or Articles](#).

⁹Those that may have an interest include interested parties such as owner's agent, shipping line, or supplier. These people are identified on *PPQ Form 624A, Part 5, Block 6*.

Step 5: Safeguard the Seized Timber or Articles

NOTICE

Notify **all** parties involved that the seized material is **not** to be moved without CBP's or PPQ's permission.

Safeguard the seized protected timber or articles until the material leaves your (CBP Agriculture Specialist (CBP-AS), PPQ Plant Health Safeguarding Specialist (PHSS), or PPQ Export Certification Specialist (PPQ ECS)) care. Make sure that **no** part of the shipment is lost

Request for Services to Transport, Store, and/or Dispose of Shipments

Forfeiture procedures can take a lengthy amount of time and considerable storage costs may accumulate. When material is seized after being placed on hold pending final U.S. Government forfeiture, the CBP-AS, PPQ-PHSS, or PPQ-ECS must immediately contact the proprietor of the facility and inquire if there is room to continue to store the shipment at the facility and if storage fees apply to CBP or PPQ.

If either or of the following conditions apply, then **immediately** complete a [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#):

- Room is **not** available to store the shipment at the port facility; or
 - Storage fees apply to USDA-PPQ at the port facility where the seized items are being stored.
1. Refer to [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) to obtain a copy of the fillable form.
 2. Scan and send via email, the completed [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) to:

Email: john.veremis@usda.gov

Subject: Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

Attn: National CITES Coordinator

The contractor will contact the CBP or PPQ Point-of-Contact Officer to schedule an appointment to have the loading of the seized material supervised.

If room is available to store the shipment at the port facility and storage fees **do not** apply, then contact the National CITES Specialist, Timothy Torbett, timothy.j.torbett@usda.gov, or the National CITES Coordinator, John Veremis, john.veremis@usda.gov, to determine if other temporary storage is necessary.

For seizures valued at \$10,000 or less, do as follows:

- If you did not receive a signed PPQ Form 623, then continue to [Step 6: Forfeit Seized or Abandoned Material Valued at \\$10,000 or Less](#)
- If you did receive a signed PPQ Form 623, then continue to [Step 8: Start the Process for Disposal of Forfeited Material Valued at \\$10,000 or Less](#)

For seizures valued greater than \$10,000, continue to [Step 7: Await Court Decision for Seized or Forfeited Material Valued Greater Than \\$10,000](#).

Step 6: Forfeit Seized or Abandoned Material Valued at \$10,000 or Less

If [PPQ Form 625 Claim and Bond](#) is not received by your office within 20 days¹⁰ after posting the Notice of Proposed Forfeiture or if the importer or reexporter **does not** present an acceptable CITES document, then you may forfeit seized or abandoned property valued at \$10,000 or less.

If [PPQ Form 625 Claim and Bond](#), is received directly by your office within 20 days after posting the Notice of Proposed Forfeiture, then refer to [Procedures to Follow Upon Receipt of PPQ Form 625, Claim and Bond](#).

NOTICE

If PPQ Form 625, Claim and Bond, was received by the PPQ Deputy Administrator's Office, then you will be notified by PPQ. If storage is available at the port facility at no charge, then continue to safeguard the seizure. You will be notified by PPQ of when the seized property can be forfeited; and you may be asked to serve papers issued by the U.S. Marshals Service.

If a CITES document is presented by an importer or exporter during the forfeiture process, then the document can **only** be accepted if the document was issued in accordance with Conference Resolution 12.3, Section I, paragraphs p), and q), (for replacement documents); and Section XIII, paragraphs a), b), and c), (for retrospective issue of permits and certificates). Refer to [Conference Resolution 12.3 \(Rev. CoP 15\), Permits and Certificates](#). Contact the National CITES Specialist or the National CITES Coordinator to assist you with determining if the CITES document is acceptable.

Procedures for Forfeiting Seized Property

If 20 days after posting [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#) you did **not** receive [PPQ Form 625 Claim and Bond](#); or you did not receive notification from the PPQ-HQ/Deputy Administrator's office that PPQ Form 625 was received; or you did not receive an acceptable CITES document, then the seized property shall be forfeited as follows:

1. If [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#), was not received, then complete [PPQ Form 627, Declaration of Forfeiture](#). Refer to the dates recorded on PPQ Form 624 Part 3-Port Copy, and Part 5-PPQ/CBP Port Worksheet.

NOTICE

If PPQ Form 626 is received prior to the completion of PPQ Form 627, then continue on to [Procedures to Follow Upon Receipt of PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#).

2. If [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less](#), was signed by the owner or agent, then completing PPQ Form 627 is not necessary.
 - A. Send Part 2-Owner, PPQ Form 627, Declaration of Forfeiture, by **Certified or Registered Mail with Return Receipt Requested**, to the owner(s) of the forfeited material. (If more than one owner, then send Part 3-Owner to the additional owner.)

¹⁰The Deputy Administrator may extend the 20-day period with an appropriate statement on the posted notice of proposed forfeiture, if necessary, to allow a person deemed to have an interest in the property at least 10 days to file such a claim and bond after receipt of a notice of proposed forfeiture.

- B. Retain Part 1-PPQ Port File copy of PPQ Form 627 in the port file.
- C. Record in Block 6 of [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#), the date and time you mail PPQ Form 627.

Continue to [Step 8: Start the Process for Disposal of Forfeited Material Valued at \\$10,000 or Less](#).

Procedures to Follow Upon Receipt of PPQ Form 625, Claim and Bond

If [PPQ Form 625 Claim and Bond](#), is received by your office within 20 days after the date of posting, then do as follows:

1. Record in Block 6 of [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#), the date PPQ Form 625 is received.
2. Make a photocopy of PPQ Form 625 and retain the copy in your files.
3. Scan and email the **original** PPQ Form 625 to the National CITES Coordinator:

Email: john.veremis@usda.gov

Subject: PPQ Form 625, Claim and Bond

Attn: National CITES Coordinator

The National CITES Coordinator will handle referral of PPQ Form 625 to the Deputy Administrator's Office.

Continue to HOLD and safeguard the shipment.

4. The forfeiture process is now transferred from an APHIS administrative procedure to the Office of the U.S. District Court in the State where the seizure was made.
5. You will be notified by PPQ Headquarters of when to take custody of the seized or abandoned material. You may be asked to serve papers issued by the U.S. Marshals Service.

NOTICE

If PPQ Form 625, Claim and Bond, was received by the PPQ Deputy Administrator's Office, then you will be notified by PPQ Headquarters.

If the shipment is being stored at the port facility, then ask the proprietor if room is available to continue to store the shipment at no charge to DHS-CBP or USDA-PPQ (refer to **Error! Reference source not found.**).

6. Since PPQ Form 625 has been received, the administrative forfeiture procedure ceases; **do not** mail PPQ Form 627, Declaration of Forfeiture, to the owner.
7. If **either** PPQ Form 625 or PPQ Form 626 has been received, then **do not** continue to [Step 8: Start the Process for Disposal of Forfeited Material Valued at \\$10,000 or Less](#) until you have been notified by PPQ Headquarters to do so.
8. If **both** PPQ Form 625 and PPQ Form 626 were **not** received or you have been notified by PPQ Headquarters to start the process for disposal, then continue to [Step 8: Start the Process for Disposal of Forfeited Material Valued at \\$10,000 or Less](#).

Procedures to Follow Upon Receipt of PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

If [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#), is received by your office, then do as follows:

1. Record in Block 6 of your PPQ Form 624, Part 5-PPQ/CBP Port Worksheet, the date PPQ Form 626, Petition for Remission or Mitigation of Forfeiture is received.
2. MAKE a photocopy of PPQ Form 626 and retain the copy in your files.
3. Scan and email to the National CITES Coordinator:

Email: john.veremis@usda.gov

Subject: PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

Attn: National CITES Coordinator

The National CITES Coordinator will handle referral of PPQ Form 626 to the Deputy Administrator's Office.

4. Continue to safeguard the seized or forfeited property.

NOTICE

If the shipment is being held at the port facility, then the CBP-AS or PPQ-PHSS, or PPQ-ECS **must** immediately contact the proprietor of the port facility and re-inquire if space is still available to continue to store the shipment at **no** charge to DHS-CBP and USDA-PPQ.

If storage fees apply or space is **not** available at the port facility, then to continue to safeguard and store the shipment at the port. Then complete a [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#).

5. A decision will be made by the Deputy Administrator to grant or deny the Petition for Remission or Mitigation of Forfeiture.

If PPQ Form 626 is received by the PPQ Deputy Administrator, then you will be notified by PPQ Headquarters.

Table 4-3 PPQ Form 626, Petition for Remission or Mitigation of Forfeiture for Seizures Under \$10,000 Value

If:	And:	And you:	Then:
PPQ Form 626, Petition for Remission or Mitigation of Forfeiture	Has been received by your office	→	1. RECORD in <i>Block 6</i> of your PPQ Form 624, Part 5-PPQ/CBP Port Worksheet, the date PPQ Form 626 is received 2. MAKE a photocopy of PPQ Form 626 and retain the copy in your files 3. SCAN and SEND PPQ Form 626 via email to: Email: john.veremis@usda.gov Subject: PPQ Form 626, Petition for Remission or Mitigation of Forfeiture for Seizures Under \$10,000 Value Attn: National CITES Coordinator 4. The National CITES Coordinator will handle referral of PPQ Form 626 to the Deputy Administrator's Office 5. CONTINUE to SAFEGUARD the seized or forfeited property. A decision will be made by the Deputy Administrator to grant or deny the Petition for Remission or Mitigation of Forfeiture
	Has not been received by your office	→	CBP or PPQ must CONTINUE to SAFEGUARD the seized or forfeited property and CONTINUE with completing PPQ forms for seizures
PPQ Form 625 Claim and Bond is not received by your office	PPQ Form 626, Petition for Remission or Mitigation of Forfeiture is received in your office	PPQ Form 627, Declaration of Forfeiture has not been issued by your office	1. MODIFY Block 6 of PPQ Form 627, Declaration of Forfeiture by adding, "A decision will be made pursuant to review of the received Petition for Remission or Mitigation by the Deputy Administrator." 2. ISSUE the PPQ Form 627, Declaration of Forfeiture 3. CBP or PPQ must continue to SAFEGUARD the material until a final decision is made by the Deputy Administrator to grant or deny the petition
		Your office has already issued PPQ Form 627	CBP or PPQ must CONTINUE to SAFEGUARD the seized or forfeited property and CONTINUE with completing PPQ forms for seizures

Step 7: Await Court Decision for Seized or Forfeited Material Valued Greater Than \$10,000

1. Proceedings for seizures valued greater than \$10,000 are forwarded to the U.S. Attorney's office in the State where the seizure occurred. Disposition of the seized material is decided upon by the U.S. District Court. Depending on case load, the judicial forfeiture process can take several months or longer.

NOTICE

If the shipment is being held at the port facility, then the CBP-AS or PPQ-PHSS, or PPQ-ECS must immediately contact the proprietor of the port facility and re-inquire if space is still available to continue to store the shipment at no charge to DHS-CBP and USDA-PPQ.

If storage fees apply or space is **not** available at the port facility, then to continue to safeguard and store the shipment at the port. Then complete a [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#). Refer to instructions for [Distribution of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#).

2. If the District Court rules in favor of the Agency that made the seizure, then the seized material becomes the property of the U.S. Government and can be disposed of. In most cases after the U.S. District Court makes their ruling, the forfeiture process is transferred to the U.S. Marshal's Service. The U.S. Marshals Service (not CBP or PPQ) finalizes custody and disposal of the forfeited material. You may be asked to serve papers issued by the U.S. Marshals Service.

Step 8: Start the Process for Disposal of Forfeited Material Valued at \$10,000 or Less

Seized material becomes the property of the U.S. Government 21 days after [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), is posted.

Sixty days after the forfeited material becomes U.S. Government property, CITES Appendix II and Appendix III material is routinely sold at auction. Forfeited CITES Appendix I material cannot be sold.

Since forfeited Appendix I material **must** be disposed of by other means, contact the PPQ National CITES Specialist, Timothy Torbett, timothy.j.torbett@usda.gov, or the National CITES Coordinator, John Veremis, john.veremis@usda.gov, to discuss disposal options.

Request Transport, Storage, and Disposal of Forfeited Material

Complete and send a [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) for forfeited CITES Appendix I, Appendix II, and Appendix III, as follows:

1. Fill out a [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#).
2. Note whether there is space available to continue to store the forfeited material for approximately 60 more days and the daily storage charge. (If you have **not** already done so, then contact the port facility where the shipment is being stored to obtain this information.)

3. If the shipment is already being held in contract storage, then **do not** complete another [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) as the National CITES Coordinator will use the initial form.
4. Send via e-mail, the completed [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) to the National CITES Coordinator:

Email: john.veremis@usda.gov

Subject: Request for Services to Store, Transport, and/or Dispose of Seized or Forfeited Shipments

Attn: National CITES Coordinator

5. The contractor will contact the CBP or PPQ Point-of-Contact Officer to schedule an appointment to have the loading of the forfeited material supervised.

Maintenance of CITES Documents

The CBP Agriculture Specialists, PPQ Plant Health Safeguarding Specialists, or PPQ Export Certification Specialists at the port should file and maintain associated CITES documents for the following reasons:

- Facilitate a civil or criminal proceeding
- Give immediate access to prior actions taken on seized material (in case you are asked questions about a particular action)
- Identify repeat offenders

Filing System for Violations, Seizures, and Forfeitures

To set up a filing system for violations, seizures, and forfeitures paperwork, use the following process:

1. Give each shipment found in violation of the legislation a separate file.
2. Label each file by first listing your port name, then the last two digits of the year followed by a hyphen, then the seizure number. The seizure number starts with 01 for the first seizure of the year. Each subsequent seizure will be numbered consecutively.

EXAMPLE

The Port of Miami's first file for 2024 would be 24-01.

The second file for 2024 would be numbered 24-02.

3. Place Part 5-PPQ/CBP Port Worksheet, of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less, in the front of each file and update as necessary.
4. Add all applicable forms, such as the following:
 - A. PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property (if used)
 - B. PPQ Form 625, Claim and Bond (if used)
 - C. PPQ Form 626, Petition for Remission or Mitigation of Forfeiture (if used)
 - D. PPQ Form 627, Declaration of Forfeiture (if used)
 - E. Other relevant documents (i.e., Officer's Statement)
5. Retain each file for five years after the last documented action is taken.

Chapter

5

Designated CITES Ports

Plant Inspection Stations CITES Staff

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Introduction

The Designated CITES Ports chapter contains the list of CITES ports through which CITES commodities may be imported, exported, or reexported.

Designated CITES Ports and Plant Inspection Stations CITES Staff

Some ports and plant inspection stations can only certify specific CITES commodities, which are listed under the CITES Commodity column in [Table 5-1](#).

Table 5-1 Designated CITES Ports and Plant Inspection Stations CITES Staff

State	CITES Commodity	Address	Phone and Fax	Designated Staff
Alabama	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ-SPHD ATTN: CITES Mobile, AL Work Unit 505 Russell Street Starkville, MS 39759	Ph: 251/331-2497	Jeffrey Lasiter, PHSS
			Ph: 251/331-3757	Chalin Street, PHSS
			Ph: 251/331-9307	Gary Youngblood, PHSS
Arizona	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 200 N. Mariposa Road, B-500 Nogales, AZ 85621	Ph: 520/285-5400 Fax: 520/287-2117	Dustin Sandberg, Plant Pathologist/ Botanist
California	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Los Angeles Plant Inspection Station 222 Kansas Street El Segundo, CA 90245	Ph: 424/220-9777 Fax: 310/321-0035	Cody Dehler, Botanist/ Area Identifier specializing in CITES wood identification

Designated CITES Ports

Designated CITES Ports and Plant Inspection Stations CITES Staff

State	CITES Commodity	Address	Phone and Fax	Designated Staff
California (cont.)	All CITES regulated plants, plant parts, and derivatives (cont.)	USDA-APHIS-PPQ Los Angeles Plant Inspection Station 222 Kansas Street El Segundo, CA 90245 (cont.)	Ph: 562/628-8900 Long Beach	Kristen Fox, Botanist (Long Beach)
		USDA-APHIS-PPQ Plant Inspection Station 9795 Via De La Amistad San Diego, CA 92154	Ph: 619/661-3029 Fax: 619/661-3047	Andrew Vandergrift, Plant Pathologist
		USDA-APHIS-PPQ Plant Inspection Station 560 Eccles Ave. South San Francisco, CA 94080	Ph: 650/876-9093 Fax: 650/876-9008	Tim Torbett, Botanist/ National CITES Specialist
Florida	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 2431 St. John's Bluff Road South Suite 119 Jacksonville, FL 32246	Ph: 954/356-7080 Fax: 954/356-7113	George Robinson, PHSS Sonia Hernandez, PHSS
		USDA-APHIS-PPQ 1800 Eller Drive, Suite 414 Fort Lauderdale, FL 33316	Ph: 904/620-9501 Fax: 904/620-9496	Edgardo Ramos, PHSS
	All CITES-regulated plants, plant parts, and derivatives	Deliveries: USDA-APHIS-PPQ Plant Inspection Station 6302 NW 36 Street Miami, FL 33122 Regular USPS Mail: USDA-APHIS-PPQ Plant Inspection Station PO Box 660520 Miami, FL 33266	Ph: 305/492-1854 Fax: 305/492-1742	Leo Castaneda Botanist/ Area Identifier specializing in CITES wood identification
		USDA-APHIS-PPQ Plant Inspection Station 3951 Centerport Street Orlando, FL 32827	Ph: 407/541-6715 Fax: 407/541-6729	VACANT Plant Pathologist
Georgia	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 1220 Toffie Terrace Atlanta, GA 30354	Ph: 404/260-7844 Fax: 404/260-7832	Leann Monaghan, Botanist
	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 5514 Export Blvd. Garden City, GA 31408-9759	Ph: 912/964-4212 Fax: 912/964-9142	Tim Brackney, OIC Phil Boyd-Robertson, PHSS Addison Thompson, PHSS Rachel Baxter, PHSS
Guam	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 17-3306 Neptune Avenue Barrigada, GU 96913	Ph: 671/475-1427 Fax: 671/477-9487	Russell Campbell Entomologist
Hawaii	Orchid export and reexport only	USDA-APHIS-PPQ Hilo International Airport Hilo, HI 96720	Ph: 808/933-9040 Fax: 808/933-9050	Julie Ann Yogi-Chun, Port Director Vincent Chun, SPPQO

Designated CITES Ports

Designated CITES Ports and Plant Inspection Stations CITES Staff

State	CITES Commodity	Address	Phone and Fax	Designated Staff
Hawaii (cont.)	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Honolulu Plant Inspection Station Daniel K. Inouye International Airport (HNL) 300 Rodgers Blvd., #58 Honolulu, HI 96819	Ph: 847/699-2418 Fax: 847/699-2429	Mark Towata, Botanist
Illinois	Ginseng roots and goldenseal; Orchid export and reexport; and all other regulated CITES timber products	USDA-APHIS-PPQ 2300 E. Devon, Suite 222 Des Plaines, IL 60018	Ph: 847/699-2418 Fax: 847/699-2429	Jeffrey Coath, PHSS Scot Saiki, PHSS
Maryland	Ginseng roots, goldenseal, logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 2200 Broening Highway, Suite 102 Baltimore, MD 21224	Ph: 410/288-5541 Fax: 410/288-5542	Matthew Travis, SPHD
Michigan	Imports of all Canadian origin CITES regulated plants, plant parts, and derivatives Export of all CITES regulated plants destined to Canada	USDA-APHIS-PPQ 11200 Metro Airport Center Drive Suite 140 Romulus, MI 48174 <i>Exports via Detroit and Port Huron</i>	Ph: 734/942-9005 Fax: 734/942-7691	David Clark, PHSS
Mississippi	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ-SPHD ATTN: CITES Gulfport Work Unit 505 Russell Street Starkville, MS 39759	Ph: 228/669-6503	Beth Ann (Lutz) MacDonald, PHSS Beth.A.Lotz@usda.gov
			Ph: 228/223-1207	Don Haynes, PHSS Donald.W.Haynes@usda.gov
Missouri	Ginseng roots, goldenseal, and all other regulated CITES timber products	USDA-APHIS-PPQ 4349 Woodson Rd Suite 101 St. Louis, MO 63134	Ph: 314/389-8420 Fax: 314/389-7640	Brenda Hutchins, PHSS Paul Cooper, PHSS
New Jersey	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 1500 Lower Road Linden, NJ 07036 <i>Covers the Port of New York; Elizabeth, NJ; and Newark, NJ</i>	Ph: 908/986-9211 Fax 908/523-0148	Ana Margina, Botanist

Designated CITES Ports

Designated CITES Ports and Plant Inspection Stations CITES Staff

State	CITES Commodity	Address	Phone and Fax	Designated Staff
New York	Imports of all Canadian origin CITES regulated plants, plant parts, and derivatives Export of all CITES regulated plants destined to Canada	USDA-APHIS-PPQ 1 Peace Bridge Plaza, Suite 204 Buffalo, NY 14213	Ph: 716/249-3366 FAX: 716/886-1762	Barry Wilkins, PHSS barry.wilkins@usda.gov
	Exports of logs and lumber and all other CITES regulated timber products destined to Canada	USDA-APHIS-PPQ 6006 Sentinel Road Lake Placid, NY 12946 <i>Exports for Champlain</i>	Ph: 518/420-9779 Fax: 518/523-8088	Thomas Colarusso, ECS
	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ JFK Plant Inspection Station 230-59 International Airport Centers Blvd., Bldg. C, Suite 100, Room 109 Jamaica, NY 11413	Ph: 718/553-3511 Fax: 718/553-3510	Keith Clancy, Botanist
North Carolina	Ginseng roots, goldenseal, and all other regulated CITES timber products	USDA-APHIS-PPQ 1809-C Associates Lane Charlotte, NC 28217	Ph: 704/424-1014 Fax: 704/357-1667	Alyson Bendzinski, PHSS
	Logs, lumber and all other regulated CITES timber products Venus flytrap export only	USDA-APHIS-PPQ 1815 Gardner Drive Wilmington, NC 28405	Ph: 910/815-4678 Fax: 910/815-4964	Catherine Wills, PHSS Timothy Stevens, PHSS Sheena Goundie, PHSS
Oregon	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 6035 NE 78th Court Suite 100 Portland, OR 97218 Also handles Vancouver, WA	Ph: 503/820-2742	VACANT, Plant Pathologist
Pennsylvania	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ The United States Custom House 200 Chestnut Street Suite 242A Philadelphia, PA 19106	Ph: 215/218-4971 Fax: 215/218-4974	John Baker, (OIC) Stacey Marmura, Entomologist
Puerto Rico	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 150 Central Sector Bldg. C2, Warehouse #3 Carolina, PR 00979	Ph: 787/253-7850 Fax: 787/253-4514	Rockny Perez, Entomologist Stephanie Fuentes, Plant Pathologist

Designated CITES Ports

Designated CITES Ports and Plant Inspection Stations CITES Staff

State	CITES Commodity	Address	Phone and Fax	Designated Staff
South Carolina	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 4600 Goer Drive Suite 104 North Charleston, SC 29406	Ph: 843/480-4334	Jonathan Gagnon, PHSS
Texas	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Houston Plant Inspection Station 19581 Lee Road Humble, TX 77338	Ph: 281/982-9543 Fax: 281/982-9550	Norma Diaz, Botanist
	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 120 San Francisco Bridge II Complex, Bldg. 5, Room 505 Laredo, TX 78040	Ph: 956/726-2225 ext 29 Fax: 956/726-2322	Willis Gentry, Botanist/ Plant Pathologist
	All CITES-regulated plants, plant parts, and derivatives	Deliveries: USDA-APHIS-PPQ Plant Inspection Station 100 Los Indios Blvd. Los Indios, TX 78567 Regular Mail: USDA-APHIS-PPQ Plant Inspection Station P.O. Drawer Box 399 Los Indios, TX 78567	Ph: 956/399-2085 Fax: 956/399-4001	Elias Gonzalez, OIC Oscar Mireles, Botanist/ Plant Pathologist
Virginia	Logs, lumber and all other regulated CITES timber products	USDA-APHIS-PPQ 200 Granby Street Room 331 Norfolk, VA 23510-1811	Ph: 757/441-3211 Fax: 757/441-3646	Karen Williams, OIC
Washington	Imports of all Canadian origin CITES regulated plants, plant parts, and derivatives Export of all CITES regulated plants destined to Canada	USDA-APHIS-PPQ Pacific Highway Border Crossing 9901 Pacific Highway Room E202 Blaine, WA 98230	Ph: 360/332-1766 Fax: 360/332-1395	Stacy Herron, PHSS
	All CITES-regulated plants, plant parts, and derivatives	USDA-APHIS-PPQ Plant Inspection Station 835 South 192nd St. Bldg. C, Suite 1600 SeaTac, WA 98148	Ph: 206/878-6604 Fax: 206-870-8043	Matthew Sewell, Botanist
Wisconsin	Ginseng roots, goldenseal, and all other regulated CITES timber products	USDA-APHIS-PPQ 1 Gifford Pinchot Drive Suite 229 Madison, WI 53726	Ph: 608/286/3604 Fax: 608/231-9581	Ellen Natzke, PHSS

Chapter

6

CBP AI CITES Port Contacts

CITES Related Matters

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Introduction

The CBP AI CITES Port Contacts chapter contains the list of Customs and Border Protection (CBP) Agricultural Inspection (AI) port contacts for CITES-related matters and CBP CITES designated ports. CBP Northern border ports staffed by CBP Agriculture Specialists are approved to clear CITES related importations of non-living plant material and certain approved live plants as outlined in the [Agricultural Commodity Import Requirements \(ACIR\)](#) database.

CBP CITES Designated Ports and AI Port Contacts for CITES Related Matters

Table 6-1 CBP CITES Designated Points of Contact

CBP Field Office	Port	Address	CBP CITES POC	Phone/Fax/Email
Atlanta	Atlanta, GA	57 Trade Port Drive Atlanta, GA 30354	Neftali Rivera	Ph: 943-253-0831 Fax: 404-672-1282 Neftali.rivera@cbp.dhs.gov
	Charleston, SC	200 East Bay Street Charleston, SC 29401	Dean Duval	Ph: 843-764-9420 dean.duval@cpb.dhs.gov
	Charlotte, NC	1901 Cross Bean Drive Charlotte, NC 28217	Francis Harrington	Ph:980-235-1600 Fax: 980-235-1608 francis.a.harrington@cbo.dhs.gov
	Raleigh, NC	2400 John Brantely Blvd. Morrisville, NC 27560	Brenda Britt	Ph: 919-674-3400 Fax: 919-674-3401 brenda.s.britt@cbp.dhs.gov
	Savannah, GA	1 East Bay Street Savannah, GA 31402	Corey Lash	Ph: 912-577-0045 Fax: 912-964-7492 corey.a.lash@cbp.dhs.gov

CBP AI CITES Port Contacts

CBP CITES Designated Ports and AI Port Contacts for CITES Related Matters

CBP Field Office	Port	Address	CBP CITES POC	Phone/Fax/Email
Atlanta (cont.)	Wilmington, NC	721 Medical Center Drive Wilmington, NC 28401	Jim Kelley	Ph: 910-772-5900 Fax: 910-772-5907 jim.b.kelley@cbp.dhs.gov
Baltimore	Baltimore, MD	40 South Gay Street, Room 110 Baltimore, MD 21202	Rena Cruz	Ph: 410-865-2100 ext. 2123 rena.m.cruz@cbp.dhs.gov
	Norfolk, VA	101 East Main Street Norfolk, VA 23510	Tollie Gilliam	Ph: 757-523-7063 ext. 231 Fax: 757-523-7069 tollie.b.gilliam@cbp.dhs.gov
	Philadelphia, PA	200 Chestnut Street Room 102 Philadelphia, PA 19106	Joanne Coughlin	Ph: 856-742-3235 joanne.r.coughlin@cbp.dhs.gov
	Washington Dulles	22685 Holiday Park Drive, Suite 15 Sterling, VA 20598	Christopher Brewer	Ph: 703-661-2872 christopher.s.brewer@cbp.dhs.gov
Buffalo	Buffalo Field Office	300 Airborne Parkway, Suite 300 Buffalo, NY 14225	Douglas Zahno	Ph: 716-626-6470 Fax: 716-626-7626 douglas.f.zahno@cbp.dhs.gov
	Buffalo, NY	1 Peace Bridge Plaza Buffalo, NY 14213 Buffalo, NY 14213	Brent Speicher	Ph: 716-888-4945 Fax: 716-888-5679 brent.i.speicher@cbp.dhs.gov
			Paula Schaub	Ph: 716-888-4947 Fax: 716-888-5679 paula.m.schaub@cbp.dhs.gov
	Champlain, NY	237 West Service Rd I-87	Shane Needle	Ph: 518-298-7216 Ph: 518-298-7255 Fax: 518-298-8315 shane.m.needle@cbp.dhs.gov
Chicago	Chicago, IL	5600 Pearl Street Rosemont, IL 60018	Katy Houlmont	Ph: 847-928-5711 katy.l.houlmont@cbp.dhs.gov
	St. Louis, MO	4349 Woodson Road Suite 201 St. Louis, MO 63134	Keisha Morris	Ph: 314-429-8103 Fax: 314-428-2889 keisha.s.morris@cbp.dhs.gov
	Milwaukee, WI	4915 S. Howell Ave. Suite 200 Milwaukee, WI 53207	Karen Sperry	Ph: 414-486-7790 ext. 2015 Fax: 414-486-7819 karen.k.sperry@cbp.dhs.gov
Detroit	Detroit Field Office	985 Michigan Ave. Ste 510 Detroit, MI 48226	Melanie Lobaido	Ph: 313-442-4755 melanie.j.lobaido@cbp.dhs.gov dfotradeoperations@cbp.dhs.gov
	Port of Detroit, Detroit, MI	2810 West Fort Street Detroit, MI 48216	CBP Agriculture Supervisors	Ph: 313-964-7244 Fax: 313-964-7653 ag.sup.port.3801@cbp.dhs.gov
	Area Port of Port Huron, MI	2321 Pine Grove Ave. Port Huron, MI 48060	CBP Agriculture Supervisors	Ph: 810-989-8816 Fax: 810-985-5542 porthuronai@cbp.dhs.gov
			Theresa Helfrich	Ph: 810-989-8816 Cell: 313-421-6152 theresa.helfrich@cbp.dhs.gov
	Sault St. Marie, MI	900 International Bridge Sault St. Marie, MI 49783	Todd White	Ph: 906-632-8822 ext. 2047 Fax: 906-632-6171 todd.c.white@cbp.dhs.gov

CBP AI CITES Port Contacts

CBP CITES Designated Ports and AI Port Contacts for CITES Related Matters

CBP Field Office	Port	Address	CBP CITES POC	Phone/Fax/Email
Detroit (cont.)	Port of Detroit, Detroit Metro Airport	2596 World Gateway Place, Bldg. 830 Detroit, MI 48242	Justin Wilson	Ph: 734-941-8695 dtwagcargo@cbp.dhs.gov
El Paso	El Paso Field Office	9400 Viscount Blvd El Paso, TX 79925	Katherine Vasquez	Ph: 915-730-7208 Fax: 915-633-7392 katherine.l.vasquez@cbp.dhs.gov
	El Paso Port	3600 E. Paisano Drive El Paso, TX 79905	Chad Gerber	Ph: 915-730-7037 chad.gerber@cbp.dhs.gov
Houston	Houston Seaport	7141 Office City Drive Houston, TX 77087	Kenneth Western	Ph: 281-842-0302 Fax: 281-474-1331 kenneth.w.western@cbp.dhs.gov
	Houston Airport	2350 N. Sam Houston Parkway E. #1000 Houston, TX 77032	Dawn Blake	Ph: 281-230-4616 Fax: 832-549-6946 dawn.blake@cbp.dhs.gov
	Dallas/Ft. Worth	7501 Esters Blvd. Suite 160 Irving, TX 75063	Shannon Herrell	Ph: 214-587-2019 shannon.herrell@cbp.dhs.gov dfwagriculturemanagers@cbp.dhs.gov
Laredo	Laredo, TX	World Trade Bridge 715 Bob Bullock Loop, Room 25 Laredo, TX 78045	David R. Gonzalez	Ph: 956-794-9463 Fax: 956-723-0923 david.r.gonzalez@cbp.dhs.gov
	Brownsville, TX	Los Tomates (Veterans) Bridge 3300 South Expressway 77/83 Brownsville, TX 78520	Donald Cadriel	Ph: 956-983-5808 Fax: 956-983-5837 donald.h.cadriel@cbp.dhs.gov
Los Angeles	Los Angeles Int'l Airport	11099 S. La Cienega Blvd. Los Angeles, CA 90045	Kasey Phillips	Ph: 310-348-4694 Fax: 310-215-2166 kasey.c.phillips@cbp.dhs.gov
	Long Beach	FCL Warehouse 23011 S. Wilmington Ave. Carson, CA 90745	Tiffany Liu	Ph: 310-233-2743 ext. 511 Fax: 310-637-9303 tiffany.l.liu@cbp.dhs.gov
Miami	Miami/Tampa Field Office	Miami 909 SE 1 Ave., Suite 968 Miami, FL 33133	Agriculture Operation Managers	mtfo-agprograms@cbp.dhs.gov
	Miami/Tampa Field Office	1 E 11 th Street Suite 323 Riviera Beach, FL 33406	Jan Gonzalez	Cell: 305-849-3643 jan.gonzalez@cbp.dhs.gov
	Miami/Tamp Field Office	9043 Tradeport Drive Orlando, FL 32827	Juan C. Esteves	Ph: 407-240-4462 ext. 2777 Cell: 305-849-4612 juan.c.esteves@cbp.dhs.gov
New Orleans	New Orleans, LA	6101 Terminal Drive Bldg. 14 New Orleans, LA 70115	Mack Hall	Ph: 504-896-7700 Fax: 504-896-7713 mack.r.hall@cbp.dhs.gov
	Gulfport, MS	14108 Customs Blvd. Gulfport, MS 39503	Germond Jupiter	Ph: 228-863-6350 ext. 232 Fax: 228-863-6563 germond.jupiter@cbp.dhs.gov
	Mobile, AL	150 North Royal St Mobile, AL 36602	Stephanie Horn Fatheree	Ph: 251-378-7610 Fax: 251-378-7679 stephanie.horn-fatheree@cbp.dhs.gov

CBP AI CITES Port Contacts

CBP CITES Designated Ports and AI Port Contacts for CITES Related Matters

CBP Field Office	Port	Address	CBP CITES POC	Phone/Fax/Email
New Orleans (cont.)	Memphis, TN	2813 Business Park Bldg. 1 Memphis, TN 38118	Christopher Weight	Ph: 901-480-4003 Fax: 901-480-4093 christopher.weight@cbp.dhs.gov
New York	New York/Newark	1210 Corbin Street Port Elizabeth, NJ 07201	Ruth Wild	Ph: 201-443-0502 Cell: 973-368-5190 ruth.a.wild@cbp.dhs.gov
	JFK Int'l Airport	JFK Airport Bldg. 77 Room M46 Jamaica, NY 11430	Fred Skolnick	Ph: 718-487-5281 fred.skolnick@cbp.dhs.gov
			Paul Gunther	Ph: 718-487-5281 Ph: 718-487-2500 paul.g.gunther@cbp.dhs.gov
San Diego	San Diego Field Office	9777 Via de la Amistad San Diego, CA	Daniel Jehl	Ph: 619-671-8076 daniel.r.jehl@cbp.dhs.gov
	Otay Mesa	9777 Via de la Amistad San Diego, CA 92154	Agriculture Supervisor	OTM-AQI-MGRS@cbp.dhs.gov
San Francisco	Oakland/San Francisco	700 Maritime Street Oakland, CA 94607	John Machado	Ph: 510-318-7040 john.e.machado@cbp.dhs.gov
	Honolulu, HI	300 Ala Moana Blvd. Room 2500 Honolulu, HI 96850	Rebecca Chong	Ph: 808-356-4178 Fax: 808-356-4185 rebecca.c.chong@cbp.dhs.gov
	Portland, OR	8337 NE Alderwood Road Portland, OR 97220	Alberto Segovia	Ph: 503-936-8212 Fax: N/A alberto.segovia@cbp.dhs.gov
San Juan	San Juan Field Office	#1 La Puntilla Street San Juan, PR 00901	Lynette Negron	Ph: 787-607-7069 lynette.negron@cbp.dhs.gov SJFO-Agriculture@cbp.dhs.gov
	San Juan, PR (All PR Ports of Entry)	#1 La Puntilla Street San Juan, PR 00901	Agriculture Supervisor	areaportofsanjuanagisups@cbp.dhs.gov
	St. Thomas, VI	#2 Crown and Hawk. St. Thomas, VI 00802	Agriculture Supervisor	cbpsttagriculturedesk@cbp.dhs.gov
	St. Croix, VI	RR #2-9922 HERAP Kingshill, VI 00850	Agriculture Supervisor	cbpstxagriculturedesk@cbp.dhs.gov
Seattle	Seattle, WA	7 S. Nevada Street Seattle, WA 98134	Seattle Agriculture Specialists	SEATTLEAGRICULTURE@cbp.dhs.gov
	Blaine, WA	9901 Pacific Hwy Blaine, WA 98230	Scott Robinson	Ph: 360-332-2674 Fax: 360-332-1452 scott.t.robinson@cbp.dhs.gov
	Sumas, WA	103 Cherry Street Sumas, WA 98295	Charles Zins	Ph: 360-988-2971 ext. 2211 Fax: 360-988-6300 charles.j.zins@cbp.dhs.gov
Tucson	Tucson, AZ	4740 N. Oracle Road Suite 116 Tucson, AZ 85705	Tracy Vivanco	Ph: 520-407-2305 Fax: 520-407-2374 tracy.l.vivanco@cbp.dhs.gov

Chapter

7

CITES Timber Species Common Names

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Introduction

The CITES Timber Species Common Names chapter includes a list of common names for CITES timber species. For additional common names, please refer to [Species+](#).

List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

Table 7-1 List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

Scientific Name	Common Name	Other Common Name
<i>Dalbergia</i> spp.	rosewoods	Madagasy rosewoods
<i>Dalbergia nigra</i>	Brazilian rosewood	
<i>Diospyros</i> spp.	ebonies	
<i>Dipteryx</i> spp.	Cumaru	Shihuahuaco, Tonka
<i>Fitzroya cupressoides</i>	alerce	alerzholz, fitzroy cypress, lahuan, patagonian cypress
<i>Fraxinus mandshurica</i>	manchurian ash	
<i>Gonystylus</i> spp.	ramin	ampudji, gaharu, gaheu, gara buaja, kaya garu, lanutanbagio, medang keran, melawis, ramin telur, sang su, seriangun
<i>Guaiacum</i> spp.	lignum vitae	auayacan, palo santo
<i>Guibourtia demeusei</i>	African rosewood, red bubinga	Cameroons gum copal, Congo copal, ebana
<i>Guibourtia pellegriniana</i>	rose bubinga	
<i>Guibourtia tessmannii</i>	rose bubinga	jattebubinga
<i>Handroanthus</i> spp.	Trumpet trees	ipê
<i>Jubaea chilensis</i>	Chilean wine palm	

CITES Timber Species Common Names

List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

Scientific Name	Common Name	Other Common Name
<i>Khaya</i> spp.	African mahogany	
<i>Magnolia liliifera</i> var. <i>obovata</i>	magnolia	balukhat, baranthuri, boramthuri, champak, giogi, harré, safan, siffo, taungme
<i>Oreomunnea pterocarpa</i>	gavilan	campana, engelhardia pterocarpa, gavián blanco
<i>Osyris lanceolata</i>	African sandalwood	
<i>Paubrasilia echinata</i>	Brazilwood	brasileto, ibirapitanga, orabutã, pau-Brasil, pau-de-pernambuco, pau-pernambuco, pau-rosado, peachwood, pernambuco-wood
<i>Pericopsis elata</i>	afrormosia	anyeran, asamela, assamela, assemela, awawai, ayin, baracara, benin satinwood, bohala, bohalala, bonsamdua, devils tree, egbi, ejen, golden afrormosia, iatobahy do igapo, kokriki, kokrodua, liguminosae, mekoe, mohole. obang, ole, olél pardo, peonio, redbark, satinwood, tento, wahala, yellow satinwood
<i>Pilgerodendron uviferum</i>	Pilgerodendron	Chilean cedar, ciprés, ciprés de Chile, ciprés de Cordillera, ciprés de las Islas Len, cipresso del Cile, cyprès du Chili, lahuan, lanutanbaggio, libocedri dell'america meridion, patagonian cypress, patagonian pilgerodendron, ten, thuja tetragona,
<i>Pinus koraiensis</i>	Korean pine	borovica kórejská, borovice korejská, channamu, hong song, Korea-Kiefer, Koreai fenyő, pin de Corée
<i>Platymiscium pleiostachyum</i>	cristobal graradillo	cachimbo, cristóbal, ñambar, roble colorado
<i>Podocarpus neriifolius</i>	podocarp	amanu, black pine, brown pine, bukiti, jati bukit
<i>Podocarpus parlatorei</i>	Parlatore's podocarp	pino blanco, pino del cerro, pino montano
<i>Prunus africana</i>	African cherry, pygeum	
<i>Pterocarpus</i> spp.	African rosewood	African kino, African teak, barwood, black camwood, Gambian kino, madobia, pallisandre du Senegal, santal, Senegal rosewood, West African rosewood, ven
<i>Quercus mongolica</i>	mongolian oak	
<i>Roseodendron</i> spp.	Trumpet trees	ipê
<i>Senna meridionalis</i>	taraby	
<i>Swietenia humilis</i>	Pacific Coast mahogany	caoba, mabu, Pacific mahogany
<i>Swietenia macrophylla</i>	bigleaf mahogany	acajou, acajou Amerique, acajou d'Amerique, acajou du Honduras, Adoa, aguano, American mahogany, Americkaans mahonie, Amerikanns mahonie, ara putange, araputanga, bastard lime, bay-mahogany, baywood, belize mahogany, caòba, Honduras mahogany, mara, mogno

CITES Timber Species Common Names

List of Common Names for CITES Appendix I, Appendix II, and Appendix III Timber Species

Scientific Name	Common Name	Other Common Name
<i>Swietenia mahogani</i>	Caribbean mahogany	acajou, acajou de Cuba, acajou de Saint Domingue, acajou de St. Domingue, acajou des Antilles, aguano, antillen mahogani, bay mahogany, caoba, caoba de santo domingo, caoba dominicana, caobilla, chiculte, cobano, Cuban mahogany, curlet mahogany, Dominican mahogany, echites mahagoni, gateado, Jamaica mahogany, Kuba mahogany, maderia, mahagoni, mahog, mahogany, mahogany du pays, mahogany petites feuilles, mahok, mahoni, mongo, orura, small-leaf mahogany, West Indian mahogany, West Indies mahogany
<i>Tabebuia</i> spp.	Trumpet trees	ipê
<i>Tetracentron sinense</i>	tetracentron	shui quing shu
<i>Widdringtonia whytei</i>	Mulanje-cedar	

Forms and Permits

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Introduction

This appendix provides the reference list of violations to cite on PPQ forms, and examples and instructions for completing, distributing, and retaining PPQ forms.

Instructions for CBP to Order USDA Forms

CBP Field Offices may order USDA APHIS and PPQ forms by following the procedures below:

1. Check to see if your office has a Director Field Operations (DFO) Customer Identification Number. The number starts with 34HL and has four other numbers.

EXAMPLE DFO Customer ID number 34HL1111.

2. Obtain a DFO Customer ID by providing the following information to the USDA forms point-of-contact, and sending via email to cathy.a.mcduffie@usda.gov:
 - A. Full name of the person responsible for ordering USDA forms in the DFO Office.
 - B. Full mailing address of the DFO office (**no** P.O. box).
 - C. Telephone number of the point-of-contact in the CBP Field Office.
 - D. Facsimile number of the point-of-contact in the CBP Field Office.
 - E. Email address of the point-of-contact in the CBP Field Office.
3. A DFO Customer Identification Number will be assigned to the CBP Field Office; and the designated point-of-contact in the CBP Field Office will be notified of the DFO Customer Identification Number.
4. Once the DFO Customer Identification Number has been assigned, the CBP Field Office person responsible for ordering USDA forms is strongly encouraged to order USDA forms via the Internet at www.bsc.usda.gov.
5. As a last resort, the CBP Field Office person responsible for ordering USDA forms may fax the order to the USDA point-of-contact (Joseph Moxey; phone 301/851-2533); however, ordering USDA forms by fax could lead to delays.
6. The CBP Field Office person ordering USDA forms **must** use the same DFO Customer Identification Number for all forms orders. Order **only** the forms and quantity needed and reorder when necessary. **Do not** order large quantities of USDA forms. Forms take approximately 5-10 days to arrive after receipt of order.

Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

[Print Form](#)

Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

1. Seizure Number
(see Forfeiture Number/Port File Number)

2. Description of Commodity
(example: rough-sawn lumber)

3. Quantity and Unit
list lumber in cubic meters; list veneer in square meters
(examples: 340 cubic meters; 100 square meters; 250 cartons, 40 boxes; 1,500 dowels;
10,000 pieces in 250 boxes; 45 pieces on 15 pallets)

4. Common Name of Wood

5. Scientific Name of Wood

6. Country of Origin **7. Weight in Kilograms**

8. Dimensions of the Shipment
measure as one unit, then enter the length, width, and height in feet to determine the truck size needed to transport the shipment

Length	Width	Height
36'	8'	5'

9. Value of Shipment \$ **10 a. Is the shipment on pallets?** ☒ YES ☐ NO

10b. If YES, are pallets part of the shipment? ☒ YES ☐ NO

11. Location of Seized Material
name of the facility and complete address

12. CBP or PPQ Point-of-Contact ☒ CBP ☐ PPQ

13. Storage Charges Accrued-to-date \$ **14. Amount the dock, pier, or warehouse will continue to charge on a daily basis** \$

15. Date the Forfeited Property Valued at \$10,000 or Less can Be Disposed
must be the date PPQ Form 627 was sent plus 60 days and **not** before

If forfeited property is greater than \$10,000 value, then PPQ Headquarters will notify the contractor of the disposal date

Figure A-1 Example of Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

Purpose

The Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments worksheet is part of the process to obtain the transportation, storage, and if applicable, disposal cost of seized or forfeited material. Refer to [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#) for additional information,

Instructions

Obtain a fillable copy of [Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments](#), and complete the request as instructed in [Table A-1](#) below.

Table A-1 Instructions for Completing Request for Services to Transport, Store, and/or Dispose of Seized or Forfeited Shipments

Block Number and Name	Instructions
1 Seizure Number	ENTER the forfeiture number or port file number
2. Description of Commodity	ENTER a description of the material seized or forfeited
3 Quantity and Unit	LIST the quantity and unit of the material seized
4 Common Name of Wood	LIST the common name of the wood the material or articles are derived
5 Scientific Name	LIST the scientific name of the seized wood
6 Country of Origin	LIST the country where the wood originated
7 Weight in Kilograms	LIST, in kilograms, the weight of the shipment or wood seized or forfeited
8 Dimensions of the Shipment	MEASURE the material seized as one entire unit, and ENTER the dimensions in feet
9 Value of Shipment	LIST the value of the items seized or forfeited
10a Is the shipment on pallets?	CLICK the appropriate YES or NO button
10b If YES, are pallets part of the shipment?	If the pallets were removed and seized as part of the shipment then click YES; if not, click NO
11 Location of Seized Material	LIST the name of the facility where the seized material is currently located, and the complete address of the facility
12 CBP or PPQ Point-of-contact	If CBP is the point-of-contact, then CLICK the CBP button and ENTER the CBP point-of-contact's name and phone number If PPQ is the point-of-contact, then CLICK the PPQ button and ENTER the PPQ point-of-contact's name and phone number
13 Storage Charges Accrued-to-date	If there are any storage costs as of today, then LIST the storage costs If there are no storage costs as of today, then ENTER a 0
14 Amount the dock, pier, or warehouse will continue to charge on a daily basis	ASK the dock, pier, or warehouse how much they will continue to charge each day for storing the shipment
15 Date the Forfeited Property Valued at \$10,000 or Less can Be Disposed	If the shipment is valued at \$10,000 or under, COUNT from the date PPQ Form 627 was sent plus 60 days and ENTER the disposal date If the forfeited property is valued greater than \$10,000, then PPQ Headquarters will notify the contractor of the disposal date

Distribution of Request for Services to Transport, Store, and/ or Dispose of Seized or Forfeited Shipments

Email the completed worksheet to the National CITES Coordinator:

Email: john.veremis@usda.gov

Subject: Request for Services to Transport, Store, and/or Dispose of
Seized or Forfeited Shipments

Attn: National CITES Coordinator

The contractor will contact the CBP or PPQ Point-of-contact Officer to schedule an appointment to have the loading of the forfeited material supervised.

List of Violations

Use the violations listed in [Figure A-2](#) as a reference for the citation of regulations for CITES violations when completing PPQ Form 518, and the seizure and forfeiture forms PPQ Form 623, PPQ Form 624, PPQ Form 624A, and PPQ Form 627.

Table A-2 Reference for CITES Violations Citation of Regulations on Applicable PPQ Forms 518, 623, 624, 624A, and 627

Regulation	Violation	Acceptable forms to cite regulation as appropriate
16 USC 1538(c)(1)	Any violation of CITES	• PPQ Form 518 • PPQ Form 623 • PPQ Form 624 • PPQ Form 624A • PPQ Form 627
50 CFR 23.13	Any violation of CITES	
50 CFR 23.20	Violation involving the CITES document requirement for Appendix I, II, or III specimens in international trade	
50 CFR 23.23	Violation involving the required information on a CITES document	
50 CFR 23.26	Violation involving the validity and acceptance of CITES documents	
50 CFR 23.35	Violation involving the import permit requirement for a CITES Appendix I specimen	
50 CFR 23.36	Violation involving the export permit requirement for a CITES Appendix I, II, or III specimen	
50 CFR 23.37	Violation involving the reexport certificate requirement for a CITES Appendix I, II, or III specimen	
50 CFR 23.38	Violation involving the CITES certificate of origin requirement for a CITES Appendix III specimen	
50 CFR 23.40	Violation involving the certificate requirement for an artificially propagated (plantation grown) CITES Appendix I, II, or III specimen grown for noncommercial purposes, or an Appendix II or III specimen grown for commercial or noncommercial purposes	• PPQ Form 518 • PPQ Form 623 • PPQ Form 624 PPQ Form 518 • PPQ Form 623 • PPQ Form 624 • PPQ Form 624A
50 CFR 23.45	Violations involving the preconvention certificate requirement for a CITES Appendix I, II, or III specimen	

Forms and Permits
List of Violations

Regulation	Violation	Acceptable forms to cite regulation as appropriate
50 CFR 23.47	Violation involving the permit requirement for an artificially propagated (plantation grown) CITES Appendix I specimen for commercial purposes	• PPQ Form 518 • PPQ Form 623 • PPQ Form 624 • PPQ Form 624A • PPQ Form 627
50 CFR 24.11 & 24.12	Violations involving the import, export, or reexport of any CITES species through a non-designated port	
16 USC 1538(f)(1)	Violations involving the import, export, or reexport of any CITES species through a non-designated port	
7 CFR 355.11	Violations of the Protected Plant Permit (PPP) requirement for commercial importation, exportation, or reexportation of CITES species	PPQ Form 518 ¹
7 CFR 355.20	Violations of the marking and notification requirements for CITES species imported, exported, or reexported by means other than the mail	
7 CFR 355.21	Violations of the marking and notification requirements for CITES species imported, exported, or reexported by mail	
7 CFR 355.22(a)	Violations of the requirement to have CITES documentation validated prior to the movement of an import of a CITES species from the Customs inspection area	
7 CFR 355.22(b)	Violations of the requirement to have CITES documentation validated prior to the exportation or reexportation of a CITES species	
7 CFR 355.23	Violations of the requirements involving record keeping, access, and reports for the commercial importation, exportation, or reexportation of CITES species	

¹ If the violation warrants seizure and forfeiture, then citation of 7CFR 355 may be used on PPQ Forms 623, 624, 624A, and 627. Refer to [Step 1: Determine if a Violation of USDA Regulations Concerning CITES Regulated Plants Exists](#).

Standard CITES Form

Annex 2		Standard CITES form			
CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		PERMIT/CERTIFICATE No. ☐ EXPORT ☐ RE-EXPORT ☐ IMPORT ☐ OTHER:		Original 2. Valid until	
3. Importer (name and address)		4. Exporter/re-exporter (name, address and country)			
3a. Country of import		Signature of the applicant			
5. Special conditions If for live animals, this permit or certificate is valid only if the transport conditions comply with the IATA Live Animals Regulations; if for live plants, with the IATA Perishable Cargo Regulations; or, in the case of non-air transport, with the CITES Guidelines for the Non-Air Transport of Live Wild Animals and Plants		6. Name, address, national seal/stamp and country of Management Authority			
5a. Purpose of the transaction (see reverse)		5b. Security stamp no.		7. Scientific name (genus and species) and common name of animal or plant	
7.8.		9. Description of specimens, including identifying marks or numbers (age/sex if live)		10. Appendix no. and source (see reverse)	
11. Quantity (including unit)		11a. Total exported/Quota		12. Country of origin * Permit no. Date	
A		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***	
B		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***	
C		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***	
D		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***	
* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export) ** Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes *** For pre-Convention specimens					
13. This permit/certificate is issued by:					
Place		Date		Security stamp, signature and official seal	
14. Export endorsement:		15. Bill of Lading/Air waybill number:			
Block	Quantity	Port of export Date Signature Official stamp and title			
A	B	C			
D	E				

CITES PERMIT/CERTIFICATE No.

Resolution Conf. 12.3 (Rev. CoP16) – 16

Figure A-2 Example of Standard CITES Form (front) (Annex 2, Conference Resolution 12.3 (Rev. CoP15))

Instructions and explanations
(These correspond to block numbers on the form)

1. Tick the square which corresponds to the type of document issued (export permit, re-export certificate, import permit or other). If the box "other" has been ticked, the type of document must be indicated. The original number is a unique number allocated to each document by the Management Authority.
2. For export permits and re-export certificates, the date of expiry of the document may not be more than six months after the date of issuance (one year for import permits).
3. Complete name and address of the importer.
- 3a. The name of the country must be written in full.
4. Complete name and address of the exporter/re-exporter. The name of the country must be stated. The absence of the signature of the applicant renders the permit or certificate invalid.
5. Special conditions may refer to national legislation or special conditions placed on the shipment by the issuing Management Authority. This block can also be used to justify the omission of certain information.
- 5a. The following codes should be used: **T** for commercial, **Z** for zoo, **G** for botanical garden, **Q** for circus or travelling exhibition, **S** for scientific, **H** for hunting trophy, **P** for personal, **M** for medical, **E** for education, **N** for reintroduction or introduction into the wild, **B** for breeding in captivity or artificial propagation and **L** for law enforcement / judicial / forensic.
- 5b. Indicate the number of the security stamp affixed in block 13.
6. The name, address and country of the issuing Management Authority should already be printed on the form.
- 7-8. Indicate the scientific name (genus and species, where appropriate subspecies) of the animal or plant as it appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name of the animal or plant as known in the country issuing the permit.
9. Describe, as precisely as possible, the specimens entering trade (live animals, skins, flanks, wallets, shoes, etc.). If a specimen is marked (tags, identifying marks, rings, etc.), whether or not this is required by a Resolution of the Conference of the Parties (specimens originating in a ranching operation, specimens subject to quotas approved by the Conference of the Parties, specimens of Appendix-I species bred in captivity for commercial purposes, etc.), indicate the number and type of mark. The sex and age of the live animals should be recorded, if possible.
10. Enter the number of the Appendix of the Convention (I, II or III) in which the species is listed.
Use the following codes to indicate the source:
W Specimens taken from the wild
X Specimens taken in "the marine environment not under the jurisdiction of any State"
R Ranchered specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood.
D Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
A Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
C Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5
F Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
U Source unknown (must be justified)
I Confiscated or seized specimens
O Pre-Convention specimens (may be used with other source codes).
11. The quantity and units indicated should conform to the most recent version of the *Guidelines for the preparation and submission of CITES annual reports*.
- 11a. Indicate the total number of specimens exported in the current calendar year (1 January to 31 December) (including those covered by the present permit) and the current annual quota for the species concerned (for example 500/1000). This should be done for the national quotas as well as for those determined by the Conference of the Parties.
12. The country of origin is the country in which the specimens were taken from the wild, bred in captivity or artificially propagated, except in the case of plant specimens that cease to qualify for an exemption from the provisions of CITES. In such instances, the country of origin is deemed to be the country in which the specimens ceased to qualify for the exemption. Indicate the number of the permit or certificate of the exporting country and the date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-exports.
- 12a. The country of last re-export is the country from which the specimens were re-exported before entering the country in which the present document is issued. Enter the number of the re-export certificate of the country of last re-export and its date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-export of specimens previously re-exported.
- 12b. The "No. of the operation" is the number of the registered captive-breeding or artificial propagation operation. The "date of acquisition" is defined in Resolution Conf. 13.6 (Rev. CoP16) and is required only for pre-Convention specimens.
13. To be completed by the official who issues the permit. The name of the official must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security-stamp number should be clearly legible.
14. To be completed by the official who inspects the shipment at the time of export or re-export. Enter the quantities of specimens actually exported or re-exported. Strike out the unused blocks.
15. Enter the number of the bill of lading or air way-bill if the method of transport used requires the use of such a document.
The document must be written in one of the three working languages of the Convention (English, Spanish or French) or must include a full translation into one of these three languages. Exported and re-exported specimens should not appear on the same document unless it is clearly indicated which specimens are being exported and which re-exported.

AFTER USE THIS DOCUMENT MUST BE RETURNED TO A MANAGEMENT AUTHORITY OF THE IMPORTING COUNTRY.

Resolution Conf. 12.3 (Rev. CoP16) – 17

Figure A-3 Example of Standard CITES Form (back) (Annex 2, Conference Resolution 12.3 (Rev. CoP15))

Annex 1

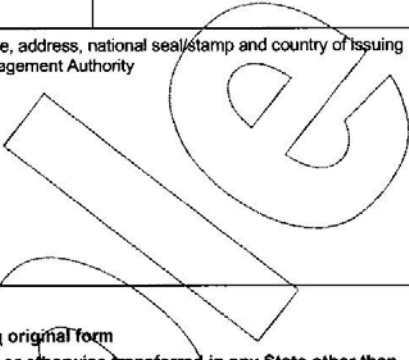
Annex 1

Information that should be included in CITES permits and certificates

- a) The full name and the logo of the Convention
 - b) The complete name and address of the Management Authority issuing the permit
 - c) A unique control number
 - d) The complete names and addresses of the exporter and importer
 - e) The scientific name of the species to which the specimens belong (or the subspecies when it is relevant in order to determine in which Appendix the taxon concerned is included) in accordance with the adopted standard nomenclature
 - f) The description of the specimens, in one of the Convention's three working languages, using the nomenclature of specimens distributed by the Secretariat
 - g) The numbers of the marks appearing on the specimens if they are marked or if a Resolution of the Conference of the Parties prescribes marking (specimens from ranches, subject to quotas approved by the Conference of the Parties, originating from operations which breed animals included in Appendix I in captivity for commercial purposes, etc.) or, in the case of marking with microchip transponders, the microchip codes, the name of the transponder manufacturer, and, where possible, the location of the microchip in the specimen
 - h) The Appendix in which the species or subspecies or population is listed. NB: This does not change even if the specimen concerned is deemed to be included in a different Appendix. For example, although specimens of Appendix-I species bred in captivity for commercial purposes are deemed to be specimens of species included in Appendix II, the species remains listed in Appendix I, and this should be specified on the permit or certificate.
 - i) The source of the specimens
 - j) The quantity of specimens and, if appropriate, the unit of measure used
 - k) The date of issue and the date of expiry
 - l) The name of the signatory and his/her handwritten signature for paper permits and certificates or its electronic equivalent for electronic permits and certificates
 - m) The embossed seal or ink stamp of the Management Authority or its electronic equivalent
 - n) A statement that the permit, if it covers live animals, is only valid if the transport conditions comply with the *IATA Live Animals Regulations* or, if it covers plants, with the *IATA Perishable Cargo Regulations*
 - o) The registration number of the operation, attributed by the Secretariat, when the permit involves specimens of a species included in Appendix I that originate from an operation practising breeding in captivity or artificial propagation for commercial purposes (Article VII, paragraph 4), and the name of the operation when it is not the exporter
 - p) The actual quantity of specimens exported, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of the exportation
- To be included in certificates of origin only**
- q) A statement that the specimens originate in the country that issued the certificate.

Figure A-4 Information That Should be Included in CITES Permits and Certificates (Annex 1 to Conference Resolution 12.3 (Rev. CoP15))

CITES Traveling Exhibition Certificate

Annex 3		Model travelling-exhibition certificate	
 CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		TRAVELLING-EXHIBITION CERTIFICATE	
		Original	
3. Owner of specimen(s) (name, permanent address and country of registration) _____ Signature of owner		1. Certificate no.	2. Valid until
4. Name, address, national seal/stamp and country of Issuing Management Authority 			
5. Special conditions: a) Valid for multiple cross-border movements. Owner to retain original form b) The specimen/s covered by this certificate may not be sold or otherwise transferred in any State other than the State in which the exhibition is based and registered. This certificate is non-transferable. If the specimen/s dies/die, is/are stolen, destroyed, lost, sold or otherwise transferred, this certificate must be immediately returned by the owner to the issuing Management Authority c) This certificate is not valid unless accompanied by a continuation sheet If for live animals, this certificate is valid only if the transport conditions comply with the <i>IATA Live Animals Regulations</i> , if for live plants, with the <i>IATA Perishable Cargo Regulations</i>			
6. Country of import Various	7. Purpose of the transaction Q	8. Security stamp no.	
9. Scientific name (genus and species) and common name of species	10. Description of specimen/s, including identifying marks or numbers, age, sex	11. Quantity	
		12. Appendix no. and source	
13. Country of origin	14. Permit no. and date	15. Exhibition registration number	16. Date of acquisition, if pre-Convention
17. This certificate is issued by: _____ Place Date Security stamp, signature and official seal			
18. Additional conditions			
19. Customs endorsement (see Continuation sheet)			

TRAVELLING-EXHIBITION CERTIFICATE No.

Figure A-5 Example of a CITES Traveling-Exhibition Certificate (front) (CoP15)

Instructions and explanations

(These correspond to the block numbers on the form)

1. A unique number should be generated by the issuing Management Authority for the certificate.
2. The date of expiry of the document may not be more than three years after the date of issuance.
3. Complete the full name, permanent address and country of the owner of the specimen covered by the certificate. Absence of the signature of the owner renders the certificate invalid.
4. The name, address and country of the issuing Management Authority should already be pre-printed on the form.
5. This block has been pre-printed to indicate the validity of the certificate for multiple cross-border movements of the specimen/s with its/their exhibition for exhibition purposes only and to clarify that the certificate is not to be collected but is to remain with the specimen/owner. This block also can be used to justify the omission of certain information.
6. This block has been pre-printed to indicate that cross-border movement is permitted to any country accepting this certificate as a matter of national law.
7. This block has been pre-printed with the code Q for circuses and travelling exhibitions.
8. Indicate the number of the security stamp affixed in block 17.
9. Indicate the scientific name (genus and species, where appropriate subspecies) of the species as it appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name as known in the country issuing the certificate.
10. Describe, as precisely as possible, the specimen/s covered by the certificate, including identifying marks (tags, rings, unique markings, etc.) sufficient to permit the authorities of the Party into which the exhibition enters to verify that the certificate corresponds to the specimen/s covered. The sex and age, at the time of the issuance of the certificate, should be recorded, where possible.
11. Indicate the total number of specimens. In the case of live animals it should normally be one. If more than one specimen, state "see attached inventory".
12. Enter the number of the Appendix of the Convention (I, II, or III) in which the species is listed. Use the codes below to indicate the source. This certificate may not be used for specimens with source code **W**, **R**, **F** or **U** unless they are pre-Convention specimens and the code **O** is also used.
 - W** Specimens taken from the wild
 - R** Ranches specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood.
 - A** Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5, of the Convention (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
 - C** Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.) and exported under the provisions of Article VII, paragraph 5
 - F** Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of "bred in captivity" in Resolution Conf. 10.16 (Rev.)
 - U** Source unknown (must be justified)
 - O** Pre-Convention specimens (may be used in conjunction with any other code).
13. The country of origin is the country in which the specimens were taken from the wild or bred in captivity.
14. Indicate the number of the export permit of the country of origin and the date of issuance. If all or part of that information is not known, this should be justified in block 18.
15. This block must contain the exhibition registration number.
16. Enter the date of acquisition only for pre-Convention specimens.
17. To be completed by the official who issues the certificate. A certificate may only be issued by the Management Authority of the country where an exhibition is based and only when the owner of the exhibition has registered full details of the specimen with that Management Authority. The name of the issuing official must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security stamp number should be clearly legible.
18. This block may be used to refer to national legislation or additional special conditions placed on the cross-border movement by the issuing Management Authority.
19. This block has been pre-printed to refer to the attached Continuation Sheet, which should indicate all cross-border movements.

SUBJECT TO 5 ABOVE, UPON EXPIRATION, THIS DOCUMENT MUST BE RETURNED TO THE ISSUING MANAGEMENT AUTHORITY.

Figure A-6 Example of a CITES Traveling-Exhibition Certificate (back) (CoP15)

Forms and Permits
CITES Traveling Exhibition Certificate

 CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA				TRAVELLING-EXHIBITION CERTIFICATE CONTINUATION SHEET					
				Page _____ of _____					
1. Original certificate no.				4. Name, address, national seal/stamp and country of Management Authority					
8. Security stamp no.									
17. This certificate is issued by:									
Place		Date		Security stamp, signature and official seal					
Port of export or re-export		Date	Signature	Official stamp	Port of export or re-export		Date	Signature	Official stamp
Port of export or re-export		Date	Signature	Official stamp	Port of export or re-export		Date	Signature	Official stamp
Port of export or re-export		Date	Signature	Official stamp	Port of export or re-export		Date	Signature	Official stamp
Port of export or re-export		Date	Signature	Official stamp	Port of export or re-export		Date	Signature	Official stamp
Port of export or re-export		Date	Signature	Official stamp	Port of export or re-export		Date	Signature	Official stamp

Figure A-7 Example of a CITES Traveling-Exhibition Certificate Continuation Sheet (CoP15)

FWS CITES Special Permit Condition



ADDRESS ONLY THE DIRECTOR
FISH AND WILDLIFE SERVICE

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

PRT-032756

SPECIAL PERMIT CONDITION

BRAVO International Hardwoods

1. Permittee must attach copies of the Country of origin CITES permit or certificate, under which the lumber was imported, to the copy of U.S. CITES re-export certificate. The copies of the Country of origin CITES document should have the USDA-APHIS-PPQ Inspected & Released stamp. To protect proprietary business information, the permittee may redact the supplier's name and address on the Country of origin document copy which is attached to the U.S. re-export certificate accompanying the shipment.
2. A copy of the Country of origin CITES document, with the USDA-APHIS-PPQ Inspected & Released stamp, must also be attached to the copy of the U.S. re-export certificate that is mailed to the Division of Management Authority by the inspecting official.
3. List only one Country of origin CITES document on each copy of the U. S. re-export certificate and attach the corresponding copy of the Country of origin CITES document.
4. On the U.S. re-export certificate copy, complete:
Block 4: Write in the name and address of the Consignee on the copy.
Block 5: **Write the shipment number. Each shipment must have a unique number in this blank.**
Block 11: Write in the quantity (must be in cubic meters) being re-exported.
Blocks 12: Write in the name of the Country from whom you imported the lumber (ex. Bolivia, Brazil, etc.); write in the Country of origin CITES permit or certificate number and the date the country of origin permit or certificate was issued. This must be the CITES permit or certificate that the lumber was imported under.

DATE

BRANCH OF PERMITS
U.S. MANAGEMENT AUTHORITY

Figure A-8 Example of FWS CITES Special Permit Condition Letter

FWS Cover Letter to CITES Reexport Certificate Permittee



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

Dear Bigleaf Mahogany re-export permittee:

Enclosed is your U.S. CITES re-export certificate. **Please be sure to read the permit conditions and use the re-export certificate correctly, as follows:**

- Make a copy of the U.S. re-export certificate.
 - On the U.S. re-export certificate copy, complete:
 - Block 4: Write in the name and address of the Consignee on the copy.
 - Block 5: Write the shipment number. Each shipment must have a unique number in this blank.**
 - Block 11: Write in the quantity (must be in cubic meters) being re-exported.
 - Block 12: Write in the name of the Country from whom you imported the lumber (ex. Bolivia, Peru, etc.); write in the Country of origin CITES permit or certificate number and the date the country of origin permit or certificate was issued. This must be the CITES permit or certificate that the lumber was imported under.
- Note:** List only one Country of origin CITES document on each copy of the U.S. re-export certificate. You can have multiple re-export certificates validated for a shipment. You must list the exact Country of Origin CITES document under which material was imported on the re-export certificate.
- Attach a copy of the Country of origin CITES permit or certificate of origin to the U.S. CITES re-export certificate. Please note the country of origin CITES document should have been stamped USDA/APHIS/PPQ "Inspected and Released". If you are concerned about the Consignee seeing the name of your supplier on the attached Country of origin CITES document you may redact (black out) their name and address on the copy.
 - Make an additional copy of the completed U.S. re-export certificate, with the attached country of origin CITES document, that will be mailed to our office by the USDA/APHIS/PPQ Inspecting official. You may also want to make a copy for your records.
 - Have the U.S. re-export certificate copies validated by a USDA/APHIS/PPQ Inspecting official: one to accompany the shipment and one to be mailed to our office.
 - Your U.S. re-export is only valid for a 6 month period (see block 2 for the expiration date of your certificate). Your re-export certificate must be valid for you to re-export bigleaf mahogany lumber. A renewal application may be obtained from <http://forms.fws.gov>, form 3-200-52. Please allow 30 days for the processing of the renewal.

If you have questions, contact Amy Brisendine, at the Division of Management Authority, 4401 North Fairfax Drive, Room 700, Arlington, Virginia 22203, (703-358-2441).

Figure A-9 Example of FWS Reexport Certificate Cover Letter to Permittee

FWS Form 3-201A CITES Other Certificate (Pre-Convention)

FORM 3-201A (1/87)		CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		Page 1 of 1	
3. Permittee (name and address, country)		4. Consignee (name and address, country)		☐ EXPORT PERMIT ☐ RE-EXPORT CERTIFICATE ☒ OTHER CERTIFICATE (see block 9)	
5. Special Conditions MUST COMPLY WITH ATTACHED GENERAL CONDITIONS FOR PLANTS. MUST EXPORT THROUGH A USDA OR CUSTOMS AND BORDER PROTECTION DESIGNATED PORT. PERMIT MUST BE VALIDATED BY THE USDA OR CUSTOMS AND BORDER PROTECTION PRIOR TO EXPORT. MUST MEET JAPANESE IMPORT REQUIREMENTS. For live animals, only valid if the transport conditions comply with the CITES Guidelines for Transport of Live Animals or, in the case of air transport, with the Live Animals Regulations.		5a. Purpose of Transaction T		5b. Security No. 027972	
6. U.S. Management Authority DIVISION OF MANAGEMENT AUTHORITY U.S. FISH AND WILDLIFE SERVICE DEPARTMENT OF THE INTERIOR WASHINGTON, D.C. 20240 UNITED STATES OF AMERICA 02/23/2004 Issuing Date United States Management Authority AUTHORITY: Endangered Species Act of 1973 (16 USC 1531 et. seq.)		7. U.S. CITES Management Authority <i>[Signature]</i>			
8. Common Name and Scientific name (genus and species) of Animal or Plant		9. Description of Part or Derivative, including identifying marks or numbers (age/sex if live)		10. Appendix No. and Source	
A. Common Name BRAZILIAN ROSEWOOD Scientific Name DALBERGIA NIGRA		9. PRE-CONVENTION: GUITARS WITH BRAZILIAN ROSEWOOD FINGERBOARDS; 1965 FENDER ELECTRIC, STRATOCASTER, SERIAL # 137897; 1964 FENDER ELECTRIC, STRATOCASTER, SERIAL # L35936.		10. 1 W 11. Quantity (including units) 2 NO 11a. Total Exported/Quota	
12. Country of Origin UNKNOWN		Permit/Certificate No.		Date of Issue	
12a. Country of Last Re-export		Re-export Certificate No.		Date of Issue	
B. Common Name		9.		10.	
Scientific Name				11. Quantity (including units)	
				11a. Total Exported/Quota	
12. Country of Origin		Permit/Certificate No.		Date of Issue	
12a. Country of Last Re-export		Re-export Certificate No.		Date of Issue	
12b. Breeding Operation No.		12c. Pre-Convention: Date of Acquisition 1964, 1965			
13. Export / Re-export Endorsement: The official who inspects shipment upon exportation / re-exportation must enter the total quantities of specimens being exported / re-exported in this block. See Block 7 Quantity A 2 (two) B		14. Bill of Lading/Air Way-Bill Number MoLV-1675436-03 Port of Exportation / Re-exportation Jamaica, New York Total No. of Shipping Containers 2 Ctns.		15. This document valid only with inspecting official's ORIGINAL stamp, signature and date in this block. RELEASED JFKIA--JAMAICA, NY USDA, APHIS, PPO <i>[Signature]</i> Inspecting Official's Stamp, Signature and Date MARCH 6, 2004	

027972

Figure A-10 Example of FWS CITES Other Certificate (Pre-Convention) (printed on security paper)

FWS Form 3-201A, CITES Reexport Certificate

FORM 3-201A (1/87)  CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		☐ EXPORT PERMIT ☒ RE-EXPORT CERTIFICATE ☐ OTHER CERTIFICATE (see block 9)		Page 1 of 1 1. Original Permit/Certificate No. 04US812188/9 2. Valid until 08/22/2004							
3. Permittee (name and address, country)			4. Consignee (name and address, country)								
5. Special Conditions • MUST COMPLY WITH ATTACHED GENERAL PERMIT CONDITIONS FOR PLANTS. • MUST EXPORT THROUGH A USDA DESIGNATED PORT. • CERTIFICATE MAY BE COPIED FOR MULTIPLE SHIPMENTS; PERMITTEE TO RETAIN ORIGINAL. • PERMITTEE MUST: A. ON CERTIFICATE COPY, COMPLETE BLOCKS 4, 11 (QUANTITY), AND 12 (COUNTRY OF ORIGIN, PERMIT#, DATE OF ISSUE) B. ATTACH A COPY OF THE CITES DOCUMENT USED TO IMPORT WOOD INTO THE U.S.; C. LIST SHIPMENT # _____; AND D. HAVE COMPLETED COPY OF U.S. RE-EXPORT CERTIFICATE VALIDATED BY THE USDA PRIOR TO EACH SHIPMENT. • QUANTITY IN BLOCK 11 MUST BE REPORTED IN CUBIC METERS (M3). THIS AMENDS AND REPLACES 03US812188/9 ISSUED 9/26/03. <i>For live animals, only valid if the transport conditions comply with the CITES Guidelines for Transport of Live Animals or, in the case of air transport, with IATA Live Animals Regulations.</i>			5a. Purpose of Transaction T 5b. Security No. US9267M								
6. U.S. Management Authority DIVISION OF MANAGEMENT AUTHORITY U.S. FISH AND WILDLIFE SERVICE DEPARTMENT OF THE INTERIOR WASHINGTON, D.C. 20240 UNITED STATES OF AMERICA 02/23/2004 <i>J. Sample</i> Issuing Date United States Management Authority AUTHORITY: Endangered Species Act of 1973 (16 USC 1531 et. seq.)											
Common Name and Scientific name (genus and species) of Animal or Plant A. Common Name HOLYWOOD LIGNUM VITAE Scientific Name GUAIAACUM SANCTUM		9. Description of Part or Derivative, including identifying marks or numbers (age/sex if live) 9. RE-EXPORT: DIMENSION LUMBER.		10. Appendix No. and Source 10. 2 W 11. Quantity (including units) 57 M3 11a. Total Exported/Quota							
12. Country of Origin MEXICO	Permit/Certificate No. A04675	Date of Issue 01/15/2004	12b. Breeding Operation No.								
12a. Country of Last Re-export	Re-export Certificate No.	Date of Issue	12c. Pre-Convention: Date of Acquisition								
B. Common Name BIGLEAF MAHOGANY Scientific Name SWIETENIA MACROPHYLLA		9. RE-EXPORT: DIMENSION LUMBER.		10. 2 W 11. Quantity (including units) 1.6 M3 11a. Total Exported/Quota							
12. Country of Origin PERU	Permit/Certificate No. 06432	Date of Issue 01/27/2004	12b. Breeding Operation No.								
12a. Country of Last Re-export	Re-export Certificate No.	Date of Issue	12c. Pre-Convention: Date of Acquisition								
13. Export / Re-export Endorsement: The official who inspects shipment upon exportation / re-exportation must enter the total quantities of specimens being exported / re-exported in this block.		14. Bill of Lading/Air Way-Bill Number 47632157-0 Port of Exportation / Re-exportation Jamaica, New York Total No. of Shipping Containers (1) ONE		15. This document valid only with inspecting official's ORIGINAL stamp, signature and date in this block. RELEASED JFKIA--JAMAICA, NY USDA APHIS, PRO <i>Paulo...</i> APR 14, 2004							
<table border="1"> <thead> <tr> <th>See Block 7</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>57 M3</td> </tr> <tr> <td>B</td> <td>1.6 M3</td> </tr> </tbody> </table>		See Block 7	Quantity	A	57 M3	B	1.6 M3				
See Block 7	Quantity										
A	57 M3										
B	1.6 M3										

Figure A-11 Example of USFWS Form 3-201A, CITES Reexport Certificate (with Special Conditions)

FWS Notice FWS-USDA Validation of CITES Documents for Products Containing Both CITES-listed Plants and Wildlife Species

	NOTICE TO THE WILDLIFE IMPORT/EXPORT COMMUNITY	
Date: May 02, 2016		
<u>Subject:</u> Validation of CITES documents for products containing both CITES listed plants species and wildlife species		
<u>Background:</u> There has been a reoccurring issue with respect to which government agency, the U.S. Fish and Wildlife Service (FWS) or the U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS) provides inspection, Convention on International Trade in Endangered Species (CITES) permit validation, and clearance for shipments of products imported and exported that contain both CITES listed plant species and wildlife species, both CITES and non-CITES.		
To address these issues, the FWS and APHIS have collaborated to streamline the import and export requirements for both agencies. This agreement is effective immediately and until further notice.		
<u>Action:</u> FWS Wildlife Inspectors will validate CITES documents and inspect and clear imports and exports of products that meet the following criteria:		
For Import - inspect and clear shipments of products containing both CITES listed non-living plant species and any wildlife species that may be either CITES or non-CITES listed species		
For Export - inspect and clear, including validation of CITES documents, shipments of products containing both CITES listed non-living plant species and any wildlife species, both CITES and non-CITES listed species		
This guidance only applies to shipments that contain both CITES listed plants and wildlife.		
<u>Contact:</u> U.S. Fish and Wildlife Service Office of Law Enforcement 703-358-1949; 703-358-2271 (fax) lawenforcement@fws.gov (e-mail)		

Figure A-12 FWS Notice of FWS-USDA Validation of CITES Documents for Products Containing Both CITES-listed Non-living Plants and Wildlife Species CITES or Non-CITES

PPQ Form 518, Report of Violation

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0088. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		OMB Approved 0579-0088 EXP: 02/2020	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE REPORT OF VIOLATION		VIOLATION NO. 1. DATE VIOLATION DISCOVERED 06/28/2019 2. VIOLATED REGULATION OR COMPLIANCE AGREEMENT 16 USC 1638(c)(i), 7 CFR 355.2	
3. WHERE INTERCEPTED (city or port, and state; also county if domestic) Miami, FL		4. ORIGIN OF ARTICLE (include county, if domestic) Mexico	
5. ARTICLE MOVED IN VIOLATION OF REGULATIONS Pima pineapple cactus (<i>Coryphantha robustispina</i>)		6. IDENTITY OF ARTICLE (Serial No., Waybill No., Description, etc.) Bill of Lading AB-09115Z	
7. NAME AND BUSINESS ADDRESS OF VIOLATOR (shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. Identify which.) Servicing Agent Ima Samples Fantastic Flowers, Inc. 1 Flower Avenue Miami, FL 33132		8. VIOLATOR HAD COMPLIANCE AGREEMENT? ☐ YES ☒ NO PERMIT? ☒ YES ☐ NO 9. IF NO, WAS VIOLATOR AWARE OF REGULATION? ☐ YES ☒ NO ☐ UNKNOWN IF "YES," HOW INFORMED AND WHEN?	
10. NAME AND BUSINESS ADDRESS OF CARRIER ABC Transport Co. 1535 Truckers Lane Miami, FL 33132		11. WAS CARRIER AWARE OF REGULATION? ☐ YES ☒ NO ☐ UNKNOWN IF "YES," HOW INFORMED AND WHEN?	
12. IDENTITY OF CARRIER PLANE AIRCRAFT NUMBER ABC FLIGHT NUMBER A171 SHIP FLAG NAME		13. NAME AND BUSINESS ADDRESS OF CONSIGNEE Ima Samples Fantastic Flowers, Inc. 1 Flower Avenue Miami, FL 33132	
ROAD VEHICLE LICENSE NUMBER A12121			
14. DISPOSITION OF PEST RISK (i.e., articles named in Item 5 were fumigated, destroyed, etc.)			
15. REMARKS (attach additional sheet, if needed) The violator attempted to import 50 <i>Coryphantha robustispina</i> (Pima pineapple cactus) without CITES documents. The plants were not listed as Pima pineapple cactus (<i>Coryphantha robustispina</i>) on the Q37 import permit or invoice. The importer did not notify CBP. Therefore, the importer failed to provide the genus and species of the regulated material.			
16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION (attach additional sheet, if needed. Identify who gave statement.) Violator stated she was unaware of the regulations.			
17. OFFICER'S STATEMENT: The officer must attach a detailed, signed, and dated statement stating how the action violated the regulations or compliance agreement cited in Item 2. It must fully describe the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.			
18. SIGNATURE OF INITIATING OFFICER		19. PRINTED NAME OF OFFICER AND WORK UNIT Lois Lane, Miami	
20. DATE REPORT COMPLETED 06/28/2019			
21. OFFICER IN CHARGE COMMENTS (attach additional sheet, if needed)			
LIST PREVIOUS VIOLATIONS			
RECOMMENDATIONS			
22. SIGNATURE OF OFFICER IN CHARGE		23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT Phillippe Sanchez, Miami	
24. DATE SIGNED 07/01/2019			
PPQ FORM 518 MAR 2019			

Figure A-13 Example of PPQ Form 518, Report of Violation

Purpose

PPQ Form 518, Report of Violation, as relates to CITES is used to report violations of 7 CFR 355, 50 CFR 23, and 50 CFR 24, and becomes part of the total case file together with the Officer's Statement.

Instructions

Follow the instructions in [Table A-3](#) to complete PPQ Form 518 for CITES violations.

Table A-3 Instructions for Completing PPQ Form 518, Report of Violation

Block Number and Name	Instructions
1 DATE VIOLATION DISCOVERED	1. LIST the date the violation was discovered 2. If discovered after the violation occurred, then EXPLAIN in Block 15, REMARKS
2 VIOLATED-REG/COMPL AGREEMENT	CITE the regulations violated; refer to Table A-2
3 WHERE INTERCEPTED	LIST the name of the port where the violation occurred
4 ORIGIN OF ARTICLE (include country if domestic)	LIST the name of the country where the article originated or the timber was grown
5 ARTICLE MOVED IN VIOLATION OF REGULATIONS	LIST the name of the CITES regulated articles
6 IDENTITY OF ARTICLE	LIST the waybill number, serial number, etc.
7 NAME AND ADDRESS OF VIOLATOR	LIST the violator's name and business address
8 VIOLATOR HAD	CHECK the applicable box
8 Compliance agreement	LEAVE blank; not applicable
8 Permit	If the violator had a permit, then CHECK YES If the violator did not have a permit, then CHECK NO
9 IF NO, VIOLATOR WAS AWARE OF REGULATION	COMPLETE as applicable
9 If YES, how informed and when	COMPLETE as applicable
10 NAME AND BUSINESS ADDRESS OF CARRIER	LIST the carrier's name and business address
11 CARRIER WAS AWARE OF REGULATION	CHECK the applicable box
12 IDENTITY OF CARRIER	COMPLETE as appropriate
13 NAME AND BUSINESS ADDRESS OF CONSIGNEE	LIST the name and address of the violator (same as Block 7)
14 DISPOSITION OF PEST RISK	LEAVE blank; not applicable
15 REMARKS	ENTER any pertinent remarks
16 VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION	If applicable, do the following: 1. ASK the violator to provide an explanation of the incident and get a written statement as soon as possible 2. GET statements from the carrier, agent, importer, or any other party involved 3. TITLE the statement "Violator's Statement" or "Agent's Statement", etc., and GIVE the statement an exhibit number and ENTER the words "Refer to attached [Violator/Carrier/Agent/Importer's] Statement" in this block 4. If the person refuses to write a statement, then DO as follows: ASK the person to tell you what happened relative to the violation A. WRITE down exactly what the person says B. INDICATE the statement was transcribed by you, the officer and use your transcription as the statement 5. If the person gives you only a few brief remarks, then LIST these directly in Block 16

Block Number and Name	Instructions
17 OFFICER'S STATEMENT	An Officer's Statement must be written and accompany each completed PPQ 518 submitted. 1. WRITE your explanation of the violation on a separate sheet of paper and title "Officer's Statement" 2. GIVE this statement an exhibit number 3. DESCRIBE all the facts that resulted in the article listed in Block 5 being in violation of the regulation listed in Block 2 4. STATE all the facts including who, what, when, where, how 5. INCLUDE the following information where appropriate: A. When and where the violation occurred B. How the violation occurred C. Identify the owner of the regulated articles D. Refer to your exhibits and explain their relevance to the case E. If you witnessed the violation, state so 6. Officer SIGNS and DATES the statement 7. If more than one officer was involved with the violation, then each officer must WRITE a separate statement
18 SIGNATURE OF INITIATING OFFICER	Initiating officer SIGNS this block
19 PRINTED NAME AND WORK UNIT	PRINT the initiating officer's name and work unit
20 DATE REPORT COMPLETED	LIST the date this form is completed
21 OFFICER IN CHARGE COMMENTS	1. LIST any additional information that may help to substantiate the case, such as previous warning letters and dates sent, any known previous civil penalties, case numbers, and dates and amounts of penalties assessed 2. LIST your recommendation for one of the following: A. Warning letter B. Civil penalty C. Criminal penalty
22 SIGNATURE OF OFFICER IN CHARGE	Officer-in-charge (Port Director) signs
23 PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT	PRINT the name and work unit of officer-in-charge (Port Director)
24 DATE SIGNED	LIST the date the officer-in-charge signed Block 22

Distribution of PPQ Form 518

Include with PPQ Form 518, the Officer's Statement and any other attached statements in the case file in the distribution shown in [Table A-4](#).

Table A-4 Distribution of PPQ Form 518 Case File

If you are:	Then:
CBP	SEND through channels
PPQ Plant Health Safeguarding Specialist or PPQ Export Certification Specialist	1. MAKE a copy for your file 2. GIVE or SEND the originals of the entire case file to the Port Director 3. SCAN and E-mail a copy of the 518 to the National CITES Coordinator: Email: john.veremis@usda.gov Subject: PPQ Form 518, Report of Violation Attn: National CITES Coordinator
Port Director	1. If you made a separate statement concerning the violation, then ATTACH the statement to the top of the file 2. GIVE or SEND the entire case file to the Plant Health Director of the State where the violation originated

Forms and Permits
PPQ Form 518, Report of Violation

If you are:	Then:
State Plant Health Director	1. ARRANGE the contents of the case file in the following order: A. Port Director's Statement B. PPQ Form 518 C. List of Exhibits D. Officer's Statement E. Clear readable copies of all other documents in the file F. Photographs and other physical evidence G. Warning letter or other information about previous violations 2. SEND the entire case file (originals) to Investigative and Enforcement Services at the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737

PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Reexporting...

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0049. The time required to complete this information collection is estimated to average .166 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		FORM APPROVED OMB NO. 0579-0076
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE APPLICATION FOR GENERAL PERMIT TO ENGAGE IN THE BUSINESS OF IMPORTING, EXPORTING, OR REEXPORTING TERRESTRIAL PLANTS	INSTRUCTIONS: ONE COPY OF THIS APPLICATION MUST BE ACCOMPANIED BY A CHECK OR MONEY ORDER FOR \$70 MADE PAYABLE TO PLANT PROTECTION AND QUARANTINE. IN ADDITION TO THIS APPLICATION, PLEASE COMPLETE APPLICATION, PPQ FORM 587. IF YOU ARE IMPORTING TERRESTRIAL WOOD PRODUCTS, PLEASE COMPLETE APPLICATION, PPQ FORM 585.	FORWARD COMPLETED APPLICATION W/ CHECK TO: USDA-APHIS-PPQ Permit Unit 4700 River Road, Unit 136 Riverdale, MD 20737-1236 1-877-770-5990;
1. NAME AND UNITED STATES ADDRESS OF APPLICANT: TELEPHONE: () FAX: ()		2. APPLICATION IS IN THE NAME OF ("X" one) INDIVIDUAL: * * A BUSINESS: * *
3. Describe the Nature of Your Activities Relating to Importing, Exporting, or Reexporting Plants Regulated by 50 CFR 17.12 & 23.23 		
4a. Name of Business Affiliation (if any) Having to do With Importing, Exporting, or Reexporting Plants Regulated by 50 CFR 17.12 & 23.23 		
b. Form of Business ("X" one if applying as a business) ☐ Corporation ☐ Firm ☐ Partnership ☐ Other (specify)		
c. List the Name and Address of Each Partner, Officer, Director, Holder, and Owner of 10% or More of Voting Stock, and Employee in Managerial or Executive Capacity (if more space is needed continue on reverse side) 		
5. Address(es) Where Plants Regulated by 50 CFR 17.12 and 23.23 Would be Grown or Stored and Any Other Location Where Activities Related to Such Plants Would be Conducted 		
6. Street Addresses Where Books or Records Concerning the Importation, Exportation or Reexporting of Plants Regulated by 50 CFR 17.12 and 23.23 Will be Kept 		
7. Name and Address of the Person Authorized to Make Records or Plant Inventories Available for Examination by Inspectors 		
Telephone Number: AC ()		
I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief. False Statement: Falsification of any item on this application may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years; or both (18 U.S.C. 1001)		
8. SIGNATURE (partner or officer if a business) 	9. DATE 	
PPQ FORM 621 (MARCH 01) Previous edition obsolete.		
WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C.s 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.s 1001)		

Figure A-14 Example of PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Reexporting Terrestrial Plants

Purpose

PPQ Form 621, Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Reexporting Terrestrial Plants, is used to apply for a USDA-APHIS eFile-issued Protected Plant Permit.

Instructions

The application for a PPQ Protected Plant Permit may be completed online via USDA-APHIS eFile or by going to eFile (printing a copy of PPQ Form 621, completing the application, and mailing along with the fee to the following address:

USDA-APHIS-PPQ Permit Unit
4700 River Road, Unit 136
Riverdale, Maryland 20737-1236.

CBP refer to [Confirm PPP Valid or Apply for a PPP](#) for instructions.

PPQ refer to [Confirm PPP Valid or Apply for a PPP](#) for instructions.

Distribution of PPQ Form 621

Application is submitted on-line via eFile or by completing a paper application and mailing the completed PPQ Form 621 along with the \$70 check to the following address:

USDA-APHIS-PPQ Permit Unit
4700 River Road, Unit 136
Riverdale, MD 20737-1236

Protected Plant Permit

 Animal and Plant Health Inspection Service	 Plant Protection & Quarantine		
United States Department of Agriculture Animal and Plant Health Inspection Service 4700 River Road Riverdale, MD 20737 Protected Plant Permit To engage in the business of importing, exporting, or reexporting terrestrial plants regulated by 50 CFR 17.12 or 23.23 (Threatened or Endangered Species)			
This permit was generated electronically via the ePermits system			
PERMITTEE NAME: Herme L. Perme CONTACT: Herme L. Perme ADDRESS: 12345 Main Street Adel, IA 50003-4491 MAILING ADDRESS: 12345 Main Street Adel, IA 50003-4491 PHONE: 515-555-5555 FAX: 515-555-5566	PERMIT NUMBER: P355-08-00554 APPLICATION NUMBER: P621-081024-001 DATE ISSUED: 10/31/2008 EXPIRES: 10/31/2010		
<table border="1" style="width: 100%;"><tr><td style="text-align: center;">SPECIAL INSTRUCTIONS TO INSPECTORS NONE</td></tr></table>		SPECIAL INSTRUCTIONS TO INSPECTORS NONE	
SPECIAL INSTRUCTIONS TO INSPECTORS NONE			
PERMIT CONDITIONS A copy of this permit (including all conditions) must accompany all shipments authorized under this permit. Upon arrival in the United States, the articles and shipping container(s) are subject to inspection by officials of Customs and Border Protection, Agriculture Inspection (CBP-AI) or Plant Protection and Quarantine (PPQ). Convention on International Trade of Endangered Species (CITES) documentation must be obtained prior to importing, exporting or reexporting Threatened or Endangered Species. 1. If you are importing live plant material for planting, you may also need a permit to import plants or plant products. Please see the following site for a list of plants and plant parts intended for planting that require a permit: http://www.aphis.usda.gov/plant_health/permits/permit_plantmaterials.shtml END OF PERMIT CONDITIONS			
Permit Number P355-08-00554			
<table border="1" style="width: 100%;"><tr><td style="text-align: center;"> THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERMITS. <i>Ian X. Samples</i> Ian X. Samples </td></tr></table>	THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERMITS. <i>Ian X. Samples</i> Ian X. Samples	<table border="1" style="width: 100%;"><tr><td style="text-align: center;"> DATE 11/03/2008 </td></tr></table>	DATE 11/03/2008
THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERMITS. <i>Ian X. Samples</i> Ian X. Samples			
DATE 11/03/2008			
WARNING: Any alteration, forgery or unauthorized use of this Federal Form is subject to civil penalties of up to \$250,000 (7 U.S.C. § 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. § 1001)			
Page 1 of 1			

Figure A-15 Example of a Protected Plant Permit

Purpose

The Protected Plant Permit (PPP) is one document required for importers, exporters, and reexporters to engage in the commercial trade of CITES-listed or ESA-listed plants.

All USDA-APHIS eFile issued Protected Plant Permits are valid for two years from the date issued. The expiration date is in the upper right corner of the permit.

All previously issued PPQ Form 622, Protected Plant Permits have expired and are no longer valid.

Instructions

The applicant must first complete and submit PPQ Form 621, Application for Protected Plant Permit to Engage in Business of Importing, Exporting, or Reexporting... to apply for a Protected Plant Permit.

The application for a PPQ Protected Plant Permit may be completed online via USDA-APHIS eFile or by going to eFile (printing a copy of PPQ Form 621, completing the application, and mailing along with the fee to:

USDA-APHIS-PPQ Permit Unit
4700 River Road, Unit 136
Riverdale, Maryland 20737-1236

Refer to [Instructions](#).

CBP refer to [Confirm PPP Valid or Apply for a PPP](#) for instructions.

PPQ refer to [Confirm PPP Valid or Apply for a PPP](#) for instructions.

Distribution of eFile Protected Plant Permit

The Protected Plant Permit (PPP) is generated electronically via eFile and is issued to the permittee by the PPQ Permit Unit. The PPP is part of the paperwork presented to CBP or PPQ at the time of import, export, or reexport of CITES or ESA material.

Retain a copy of the PPP in your port file for five years.

PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \$10,000 or Less

Clear Form

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0076. The time required to complete this information collection is estimated to average .25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB APPROVED
0579-0076
EXP. 08/2026

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE
WAIVER OF FORFEITURE PROCEDURES BY OWNER OF SEIZED PROPERTY

FILE No.

Filing of this waiver is voluntary and waives the requirements for formal notice at each step of the legal proceedings (7CFR 356). See reverse side for additional information.

1. The property described below was seized by the U.S. Department of Agriculture on (date) _____ at (time) _____ at (place) _____ and is now in the custody of the Officer in Charge of Plant Protection and Quarantine, at _____. This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.

2. DESCRIPTION OF PROPERTY

Common Name	Scientific Name	Number of Plants or Parts

3. DESCRIPTION OF PROPERTY OTHER THAN PLANTS *(include any identifying numbers)*

4. THIS PROPERTY WAS SEIZED BECAUSE

THIS WAS IN VIOLATION OF

5. PLANTS NOW LOCATED AT

6. ARRIVED ON *(carrier)* _____
7. WAYBILL NO. _____

I hereby voluntarily abandon the plants listed above to the U.S. Government.

I understand that the following are my rights concerning the above listed property:

1. The right to challenge a forfeiture action brought by the United States Government. This is done by filing a claim to the property. I understand that in case of condemnation of the articles so claimed, I, as obligor, shall pay all the costs and expenses of the proceedings to obtain such condemnation. Any claim challenging the forfeiture action must be received in the above mentioned Plant Protection and Quarantine Office within 20 days after the posting of a copy of a notice of seizure and proposed forfeiture and shall state claimant's interest in the property.
2. The right to file a petition for remission or mitigation of forfeiture with the Deputy Administrator, Plant Protection and Quarantine, Animal and Plant Health Inspection Service, U.S. Department of Agriculture, Room 302-E, Jamie L. Whitten Federal Building, Washington, DC, 20250, in accordance with the procedures in 7 CFR 356.7 (a copy of this section of the regulation is reproduced on the reverse of this form). This does not allow the remission or mitigation of plants that are without documentation required under 50 CFR Chapter 1.

I have read and understand the rights stated above and knowingly waive all my claims to, interests in, and further rights or proceedings relative to such plants, including the right to challenge forfeiture actions and the right to petition for remission or mitigation of forfeiture.

8. NAME AND ADDRESS OF OWNER(S)

9. SIGNATURE OF OWNER(S)

11. SIGNATURE OF WITNESS

13. DISPOSITION OF PLANTS

10. DATE

12. DATE

PPQ FORM 623
JUL 2018

PART 1 - PPQ PORT FILE

Figure A-16 Example of PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property Valued at \$10,000 or Less

Purpose

PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property, is used to allow the owner to waive title to the material moving in violation of the legislation. This form is used for seizures valued at \$10,000 or less.

Instructions

Complete PPQ Form 623 as shown in [Figure A-5](#) below.

Table A-5 Instructions for Completing PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property (for seizures valued at \$10,000 or less)

Block number and Name	Instructions
FILE NUMBER	List the port file number (refer to Filing System for Violations, Seizures, and Forfeitures)
1 The property described below was seized by the U.S. DA on [date] at [time] at [place]	1. LIST the date and time CBP or PPQ determines a shipment warrants forfeiture procedure and verifies the physical location of the shipment as either in a CBP- or PPQ-owned, leased, or approved facility, or within a Customs bonded operation (seizure date) 2. LIST the name of the port, city and State where the seizure occurred 3. LIST the city and state where the property is being held
2 DESCRIPTION OF PROPERTY	1. LIST the common name of the wood the article or lumber is derived from 2. LIST the scientific name of the wood the article is derived from 3. LIST the quantity seized (number of pieces, cubic meters, squares meters, etc. according to commodity)
3 DESCRIPTION OF PROPERTY...	1. MODIFY this block by crossing out or lining out the words "OTHER THAN PLANTS" 2. WRITE a description of the article (include identifying marks, serial number, etc.)
4 THIS PROPERTY WAS SEIZED BECAUSE	WRITE a description of the violation
4 THIS WAS IN VIOLATION OF	WRITE the CFR number and USC number of the regulation violated (refer to List of Violations)
5 PLANTS NOW LOCATED AT	LIST the location of the plants, plant parts, or derivatives (such as wood, lumber, or articles made from wood)
6 ARRIVED ON	LIST the carrier's name
7 WAYBILL NO	LIST the waybill number
8 NAME AND ADDRESS OF OWNER(S)	Owner COMPLETES this block and LISTS name and address
9 SIGNATURE OF OWNER(S)	Owner SIGNS this block
10 DATE	Owner LISTS the date signed
11 SIGNATURE OF WITNESS	CBP Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist SIGNS as a WITNESS to the owner signing Block 9; otherwise, another person should sign as witnessing the signing of Block 9
12 DATE	Witness (to the signing of Block 9) ENTERS the date Block 11 is signed
13 DISPOSITION OF PLANTS	CBP Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist RECORDS the status of the seizure

Distribution and Retention of PPQ Form 623

Distribute and retain PPQ Form 623 as follows:

- If the owner or owner's agent is present and signs [PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property \\$10,000 or Less](#), then distribute the form as follows:
 - FILE Part 1 in the Port file and retain for 5 years
 - GIVE Part 2 to the owner or agent
- If the owner or owner's agent is present but will **not** sign the form or is **not** present, then send PPQ Form 623, Waiver of Forfeiture by **Certified** or **Registered Mail** with **Return Receipt Requested**, together with the following forms to all persons believed to be the owner or owners or to have an interest in the seized material²:
 - PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less, Part 4-Owner
 - PPQ Form 625, Claim and Bond
 - PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

² Those that may have an interest include interested parties such as the owner's agent, shipping line, or supplier. These people are identified in [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#), Block 6.

PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less (Parts 1-4)

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE NOTICE FOR SEIZURE AND PROPOSED FORFEITURE OF PROPERTY VALUED AT \$10,000 OR LESS					FILE NO.
---	--	--	--	--	----------

1. The property described below was seized by USDA or DHS (select one) on (date) _____ at (time) _____
 at (place) _____ and is now in the custody of an Officer of PPO or CBP (select one) at _____
 This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.

2. DESCRIPTION OF PROPERTY

Common Name	Origin	Scientific Name	Appendix Number	Source (Artificially Propagated or Wild)	Number of Plants, Parts, or Weight

3. DESCRIPTION OF PROPERTY (include any identifying numbers)

4. THIS PROPERTY WAS SEIZED BECAUSE

THIS WAS IN VIOLATION OF

5. NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY

6. THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7 CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY \$

Any person claiming the seized property may file, with the office specified in Item 1 above, a claim to the property, conditioned that in case of condemnation of the articles so claimed the obligor shall pay all the costs and expenses of the proceedings to obtain such condemnation. Any claim must be received in such office within 20 days after posting of the notice of proposed forfeiture and shall state claimant's interest in the property. The Deputy Administrator may extend the 20-day period with an appropriate statement on the posted notice of proposed forfeiture, if necessary, to allow a person deemed to have an interest in the property at least 10 days to file such a claim after receipt of a notice of proposed forfeiture.

Any person having an interest in the property specified in Item 1 above may file a petition for remission or mitigation of forfeiture in accordance with procedures in 7 CFR 356.7. This does not allow remission or mitigation of plants that are without documentation required under 50 CFR Chapter 1.

The Animal and Plant Health Inspection Service shall take appropriate action in accordance with 7 CFR 356 and the Civil Asset Forfeiture Reform Act of 2000.

7. NOTICE POSTED		8. PRINTED NAME OF OFFICER		9. SIGNATURE OF OFFICER
DATE	TIME			

PPQ FORM 624
JUL 2018

PART 1 - PPQ HEADQUARTERS

Figure A-17 Example of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less (Part 1; Parts 2 through 4 are duplicates)

Purpose

[PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#) is now issued for seizures whose value is \$10,000 or less only, and is used to notify the violator of the intended forfeiture of the violator's seized property. PPQ Form 624 is a multi-part (5-page) carbon form. Parts 2 through 4 are duplicates of Part 1; Part 5 is a port worksheet. (Refer to [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#))

NOTICE

Do not use or modify PPQ Form 624 for seizures greater than \$10,000 value.

Previous editions of PPQ Form 624 are obsolete.

Instructions for Completing PPQ Form 624, Parts 1 through 4

Complete PPQ Form 624, Part 1 (Parts 2, 3, and 4 are duplicates) as shown in [Table A-6](#) for seizure and proposed forfeitures valued at \$10,000 or less.

Table A-6 Instructions for Completing PPQ Form 624, Notice for Seizure and Proposed Forfeiture Valued at \$10,000 or Less

Block Number and Name	Instructions
FILE NO.	ENTER the port file number (refer to Filing System for Violations, Seizures, and Forfeitures)
1 The property described below was seized by USDA or DHS...	- If PPQ seized the article or lumber, then circle USDA - If CBP seized the article or lumber, then circle DHS
1 on (date)...	After you verify this shipment warrants forfeiture and is placed in a CBP- or PPQ-owned, leased, or approved facility or is within a Customs-bonded operation, then ENTER the date you are completing this form (completion of this form constitutes seizure)
at (time)...	
1 at...	LIST the name of the place (pier, port, etc.) where the seizure occurred
1 and is now in the custody of an Officer of PPQ or CBP	- If the property is in the custody of a PPQ Officer, then circle PPQ - If the property is in the custody of a CBP Officer, then circle CBP
1 at...	ENTER the name of the city and State where the seized property is being held
2 DESCRIPTION OF PROPERTY	
2 Common Name	LIST the common name of the wood that the article or lumber is derived
2 Origin	LIST the wood's country of origin
2 Scientific Name	LIST the scientific name of the wood that the article is derived
2 Appendix Number	LIST the wood's CITES Appendix number (I, II, III)
2 Source	- If the wood is from plantation-grown trees, then LIST "Artificially Propagated" - If the wood is from trees in the wild, then LIST "Wild"
3 DESCRIPTION OF PROPERTY (include any identifying numbers)	WRITE a description of the article and any identifying marks (such as stencil marks, order number, box markings, serial number, etc.)
4 THIS PROPERTY WAS SEIZED BECAUSE	WRITE a description of the violation
4 THIS WAS IN VIOLATION OF	WRITE the CFR number and USC number of the regulation violated (refer to List of Violations)
5 NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY	LIST the owner's name (person or company) and address

Block Number and Name	Instructions
6 THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7 CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY \$	- If the same wood or articles as those seized are sold in the U.S., then LIST the estimated value (of those sold) at the nearest retail store (refer to Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation) - If the same wood or articles are not sold in the U.S., then LIST the invoiced amount
7 NOTICE POSTED: DATE/TIME	ENTER the date and time the notice is posted at the port
8 PRINT NAME OF OFFICER	PRINT the name of the officer who seized the article and completed this form
9 SIGNATURE OF OFFICER	Officer completing form SIGNS

Distribution and Retention of PPQ Form 624, Parts 1 through 4

Distribute and retain [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), as follows:

- Scan and email PPQ Form 624, Part 1 to PPQ Headquarters:
 Email: john.veremis@usda.gov
 Subject: PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less
 Attn: National CITES Coordinator
- Place Part 2-PPQ/CBP Port File in the PPQ or CBP port file.
- Post Part 3-Port Copy (for posting) at the port; after the posting period of 21 days has ended, then remove and place this copy in the PPQ or CBP port file.
- Mail Part 4-Owner together with following forms, to all persons believed to be owners or to have an interest in the seized material³ with a **Return Receipt Requested**:
 - PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property
 - PPQ Form 625, Claim and Bond
 - PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

NOTICE

If the owner or owner's agent is present and requests a copy of [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), then make a photocopy of Part 4 -Owner and give the photocopy to the owner or owner's agent. You **must** also send the **original** Part 4-Owner of PPQ Form 624, to the owner or owner's agent by **Certified** or **Registered Mail** with **Return Receipt Requested** to comply with the regulations.

If multiple owners or agents are identified you may send photocopies of the required forms in lieu of the original forms.

Use and maintain Part 5 as the port worksheet. Continue to [Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#) and [Distribution and Retention of PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#).

³ Those that may have an interest include interested parties such as the owner's agent, shipping line, or supplier. These people are identified in [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#), Block 6.

PPQ Form 624, Part 5-PPQ/CBP Port Worksheet

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE NOTICE FOR SEIZURE AND PROPOSED FORFEITURE OF PROPERTY VALUED AT \$10,000 OR LESS						FILE NO.		
1. The property described below was seized by USDA or DHS (<i>select one</i>) on (<i>date</i>) _____ at (<i>time</i>) _____ at (<i>place</i>) _____ and is now in the custody of an Officer of PPQ or CBP (<i>select one</i>) at _____ This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.								
2. DESCRIPTION OF PROPERTY								
Common Name	Origin	Scientific Name	Appendix Number	Source (Artificially Propagated or Wild)	Number of Plants, Parts, or Weight			
3. DESCRIPTION OF PROPERTY (<i>include any identifying numbers</i>)								
4. THIS PROPERTY WAS SEIZED BECAUSE								
THIS WAS IN VIOLATION OF								
5. APPRAISED VALUE \$								
BASIS FOR APPRAISAL								
6. NAMES OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLES SEIZED				INSERT DATE IN BLOCKS THAT APPLY				
				PPQ 623 SIGNED	PPQ 624 SENT	PPQ 625 Sent Received		
7. RECORD OF STEPS COMPLETED								
						DATE	TIME	INITIALS
a. PPQ Form 624 posted								
b. PPQ Form 624 removed (a. + 21 days)								
c. Deadline for receiving PPQ Form 625 (a. + 20 days)								
d. PPQ Form 627, Declaration of Forfeiture, prepared and sent (not before c.)								
e. Property forfeited to the United States of America for disposition according to law (not before d.)								
Retain this form and copies of PPQ Forms 623, 624 (Part 2 and 5), 625, 626, 627, and any other documents applicable to this shipment for 5 years.								
PPQ FORM 624 JUL 2018				PART 5 - PPQ/CBP PORT WORKSHEET				

Figure A-18 Example of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property (Part 5- PPQ/CBP Port Worksheet)

Purpose

[PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#) of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less is used to document which forms have been sent and received, who was notified, and the date the next step is to be taken.

Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet

Complete Part 5-PPQ/CBP Port Worksheet of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less, as directed in [Table A-7](#). (Refer also to [Forfeiture Procedures for Seizures Valued at \\$10,000 or Less](#))

Table A-7 Instructions for Completing PPQ Form 624, Part 5-PPQ/CBP Port Worksheet

Block Number and Name	Instructions
FILE NO.	Blocks 1-4 have been filled out during the process of completing Part 1
1 The property described below was seized by USDA or DHS...on (date)...at (time)...at (place)... and is now in the custody of PPQ or CBP (please circle one) at...	
2 DESCRIPTION OF PROPERTY Common Name/Origin/Scientific Name/Appendix Number/Source (Artificially Propagated or Wild)/Number of Plants, Parts, or Weight	
3 DESCRIPTION OF PROPERTY OTHER THAN PLANTS	
4 THIS PROPERTY WAS SEIZED BECAUSE	
4 THIS WAS IN VIOLATION OF	LIST the appraised value of the seizure from Part 1 Headquarters, Block 6
5 APPRAISED VALUE \$	
5 BASIS OF APPRAISAL	LIST the source of the appraised value (refer to Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation)
6 NAME OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLE SEIZED	LIST the names of all persons believed to be owners or to have an interest in the seized material
6 INSERT DATE IN BLOCKS THAT APPLY	
6 PPQ 623 SIGNED	If PPQ Form 623 was returned signed by the violator, then LIST the date received If PPQ Form 623 not signed and returned from the violator, then draw a line through the block
6 PPQ 624 SENT	If PPQ Form 624 was sent to the violator, then LIST the date sent If not sent to the violator, then draw a line through the block
6 PPQ 625 SENT	If PPQ Form 625 was sent to the violator, then LIST the date sent If not sent to the violator, then draw a line through the block
6 PPQ 625 RECEIVED	If PPQ Form 625 was returned signed from the violator, then enter the date received If PPQ Form 625 was not signed and returned from the violator, then draw a line through the block
6 PPQ 626 SENT	If PPQ Form 626 was sent to the violator, then LIST the date sent If not sent to the violator, then draw a line through the block
6 PPQ 626 RECEIVED	If PPQ Form 626 was returned signed from the violator, then ENTER the date received If PPQ Form 626 was not signed and returned from the violator, then draw a line through the box
7 RECORD OF STEPS COMPLETED	

Block Number and Name	Instructions
7a. PPQ 624 mailed by registered or certified mail to person(s) identified in 6 above	LIST the date and time PPQ Form 624 was posted, and INITIAL the corresponding block
7b. PPQ 624 Removed (a + 21 days) Date/Time/Initials	LIST the date and time PPQ Form 624 was removed (date listed in Block 7a plus 21 days), and INITIAL the corresponding block
7c. Deadline for receiving PPQ 625 (a + 20 days)	LIST the date and time PPQ Form 625 must be received (date sent + 20 days), and INITIAL the corresponding block
7d. PPQ 627 Declaration of Forfeiture prepared and sent (not before c)	LIST the date and time PPQ Form 627 was sent, and INITIAL the corresponding block
7e. Property forfeited to the United States of America for disposition according to law (not before d)	LIST the date and time the property is forfeited, and INITIAL the corresponding block

Distribution and Retention of PPQ Form 624, Part 5-PPQ/CBP Port Worksheet

File and retain the completed yellow part of [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#) in the port file and retain for 5 years.

PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000 (Parts 1-4)

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE NOTICE FOR SEIZURE OF PROPERTY VALUED GREATER THAN \$10,000					FILE NO.
--	--	--	--	--	------------------

1. The property described below was seized by USDA DHS (select one) on (date) _____ at (time) _____
 at (place) _____ and is now in the custody of an Officer of PPQ CBP (select one) at _____
 This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.

2. DESCRIPTION OF PROPERTY

Common Name	Origin	Scientific Name	Appendix Number	Source (Artificially Propagated or Wild)	Number of Plants, Parts, or Weight

3. DESCRIPTION OF PROPERTY (include any identifying numbers)

4. THIS PROPERTY WAS SEIZED BECAUSE

 THIS WAS IN VIOLATION OF _____

5. NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY

6. THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7 CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY \$ _____

Any person having an interest in the property specified in Item 1 above may file a petition for remission or mitigation of forfeiture in accordance with procedures in 7 CFR 356.7. This does not allow remission or mitigation of plants that are without documentation required under 50 CFR Chapter 1.

The Animal and Plant Health Inspection Service shall take appropriate action in accordance with 7 CFR 356 and the Civil Asset Forfeiture Reform Act of 2000.

7. NOTICE SENT		8. PRINTED NAME OF OFFICER		9. SIGNATURE OF OFFICER
DATE	TIME			

PPQ FORM 624A
JUL 2018

PART 1 - PPQ HEADQUARTERS

Figure A-19 Example of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000 (Part 1; Parts 2 through 4 are duplicates)

Purpose

PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000 is used to notify the violator of the intended forfeiture of the violator's seized property when the value is over \$10,000. PPQ Form 624A is a multi-part (5- page) carbon form. Parts 2 through 4 are duplicates of Part 1; Part 5 is used as a port worksheet.

NOTICE

Do not modify or use [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), for seizures greater than \$10,000 value.

[PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \\$10,000 \(Parts 1-4\)](#) **must** be used for seizures over \$10,000 value.

Instructions for Completing PPQ Form 624A, Parts 1-4

Complete PPQ Form 624A, Part 1 (Parts 2 through 4 are duplicates) according to the instructions in [Table A-8](#). (Also refer to [Forfeiture Procedures for Seizures Valued Greater than \\$10,000](#) for detailed instructions.)

Table A-8 Instructions for Completing PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000, Part 1 (Parts 2-4 are duplicates)

Block Number and Name	Instructions
FILE NO.	ENTER the port file number (refer to Filing System for Violations, Seizures, and Forfeitures)
1 The property described below was seized by USDA or DHS...	- If PPQ seized the article or lumber, then circle USDA - If CBP seized the article or lumber, then circle DHS
1 on (date)...	After you verify this shipment warrants forfeiture and is placed in a CBP- or PPQ-owned, leased, or approved facility or is within a Customs-bonded operation, then ENTER the date you are completing this form (completion of this form constitutes seizure)
at (time)...	
1 at...	LIST the name of the place (pier, port, etc.) where the seizure occurred
1 and is now in the custody of an Officer of PPQ or CBP	- If the property is in the custody of a PPQ Officer, then circle PPQ - If the property is in the custody of a CBP Officer, then circle CBP
1 at...	ENTER the name of the city and State where the seized property is being held
2 DESCRIPTION OF PROPERTY	
2 Common Name	LIST the common name of the wood that the article or lumber is derived
2 Origin	LIST the wood's country of origin
2 Scientific Name	LIST the scientific name of the wood that the article is derived
2 Appendix Number	LIST the wood's CITES Appendix number (I, II, III)
2 Source	- If the wood is from plantation-grown trees, then LIST "Artificially Propagated" - If the wood is from trees in the wild, then LIST "Wild"
3 DESCRIPTION OF PROPERTY (include any identifying numbers)	WRITE a description of the article and any identifying marks (such as stencil marks, order number, box markings, serial number, etc.)

Block Number and Name	Instructions
4 THIS PROPERTY WAS SEIZED BECAUSE	WRITE a description of the violation
4 THIS WAS IN VIOLATION OF	WRITE the CFR number and USC number of the regulation violated (refer to List of Violations)
5 NAME AND ADDRESS OF APPARENT OWNER OF DESCRIBED PROPERTY	LIST the owner's name (person or company) and address
6 THE PROPERTY WAS APPRAISED IN ACCORDANCE WITH 7 CFR 356.2 AND THE VALUE HAS BEEN DETERMINED TO BE APPROXIMATELY \$	- If the same wood or articles as those seized are sold in the U.S., then LIST the estimated value (of those sold) at the nearest retail store (refer to Step 3: Estimate the Retail Value of the Timber or Articles Moving in Violation of the Legislation) - If the same wood or articles are not sold in the U.S., then LIST the invoiced amount
7 NOTICE POSTED: DATE/TIME	ENTER the date and time the notice is posted at the port
8 PRINT NAME OF OFFICER	PRINT the name of the officer who seized the article and completed this form
9 SIGNATURE OF OFFICER	Officer completing form SIGNS

Distribution and Retention of PPQ Form 624A, Parts 1 through 4

Distribute and retain [PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \\$10,000 \(Parts 1-4\)](#), as follows:

- Scan and email the following documents to PPQ Headquarters:

Email: john.veremis@usda.gov
 Subject: PPQ Form 624A, Notice for Seizure and Proposed Forfeiture of Property Valued at Greater Than \$10,000
 Attn: National CITES Coordinator

 - PPQ Form 624A, Part 1 (**original**)
 - Narrative report (**original**) (written by CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist)
 - Correspondence and documents that accompanied the shipment
- Place Part 2-PPQ/CBP Port File in the PPQ or CBP port file.
- Post Part 3-Port Copy (for posting) at the port; after the posting period of 21 days has ended, then remove and place this copy in the PPQ or CBP port file.
- Mail Part 4-Owner together with following forms, to all persons believed to be owners or to have an interest in the seized material⁴ with a **Return Receipt Requested**:
 - PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property
 - PPQ Form 625, Claim and Bond
 - PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

⁴ Those that may have an interest include interested parties such as the owner's agent, shipping line, or supplier. These people are identified in [PPQ Form 624, Part 5-PPQ/CBP Port Worksheet](#) Block 6.

NOTICE

If the owner or owner's agent is present and requests a copy of [PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \\$10,000 or Less \(Parts 1-4\)](#), then make a photocopy of Part 4 -Owner and give the photocopy to the owner or owner's agent. You **must** also send the **original** Part 4-Owner of PPQ Form 624, to the owner or owner's agent by **Certified** or **Registered Mail** with **Return Receipt Requested** to comply with the regulations.

If multiple owners or agents are identified you may send photocopies of the required forms in lieu of the original forms.

PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE					FILE NO.	
NOTICE FOR SEIZURE OF PROPERTY VALUED GREATER THAN \$10,000						
(1. Property is in custody at)						
1. The property described below was seized by USDA DHS (select one) on (date) _____ at (time) _____ at (place) _____ and is now in the custody of an Officer of PPQ CBP (select one) at _____ This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.						
2. DESCRIPTION OF PROPERTY						
Common Name	Origin	Scientific Name	Appendix Number	Source (Artificially Propagated or Wild)	Number of Plants, Parts, or Weight	
3. DESCRIPTION OF PROPERTY (include any identifying numbers)						
4. THIS PROPERTY WAS SEIZED BECAUSE						
THIS WAS IN VIOLATION OF						
5. APPRAISED VALUE \$						
BASIS FOR APPRAISAL						
6. NAMES OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLES SEIZED				PPQ 624A SENT	PPQ 626 SENT	PPQ 626 RECEIVED
7. RECORD OF STEPS COMPLETED						
				DATE	TIME	INITIALS
a. PPQ Form 624 mailed by registered or certified mail to person(s) identified in Item 6 above						
b. Date of final disposition of forfeited property according to the law, or transfer of custody of property to other U.S. Government Agency. Name of agency:						
Retain this form and copies of PPQ Forms 624A (Part 2 and 5), 626, and any other documents applicable to this shipment for 5 years.						
PPQ FORM 624A JUL 2018				PART 5 - PPQ/CBP PORT WORKSHEET		

Figure A-20 Example of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000 (Part 5-PPQ/CBP Port Worksheet)

Purpose

[PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet](#) of PPQ Form 624A, Notice for Seizure and Proposed Forfeiture of Property Valued Greater Than \$10,000 is used to document which forms have been sent and received, who was notified, and the date the next step is to be taken.

Instructions for Completing PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

Complete Part 5-PPQ/CBP Port Worksheet of PPQ Form 624A, Notice for Seizure and Proposed Forfeiture of Property Valued at Greater Than \$10,000, as directed in [Table A-9](#). (Refer also to [Forfeiture Procedures for Seizures Valued at \\$10,000 or Less](#))

Table A-9 Instructions for Completing PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

Block Number and Name	Instructions
FILE NO.	Blocks 1-4 have been filled out during the process of completing Part 1
1 The property described below was seized by USDA or DHS...on (date)...at (time)...at (place)... and is now in the custody of PPQ or CBP (please circle one) at...	
2 DESCRIPTION OF PROPERTY Common Name/Origin/Scientific Name/Appendix Number/Source (Artificially Propagated or Wild)/Number of Plants, Parts, or Weight	
3 DESCRIPTION OF PROPERTY OTHER THAN PLANTS	
4 THIS PROPERTY WAS SEIZED BECAUSE	
4 THIS WAS IN VIOLATION OF	LIST the appraised value of the seizure from Part 1 Headquarters, Block 6
5 APPRAISED VALUE \$	
5 BASIS OF APPRAISAL	
6 NAME OF PERSONS KNOWN TO HAVE AN INTEREST IN THE ARTICLE SEIZED	
6 PPQ 624A SENT	
6 PPQ 626 SENT	LIST the date PPQ Form 626, Petition for Remission or Mitigation of Forfeiture was mailed to the violator
6 PPQ 626 RECEIVED	If PPQ Form 626, Petition for Remission or Mitigation of Forfeiture is signed and returned from the violator, then LIST the date PPQ Form 626 is received
7 RECORD OF STEPS COMPLETED	
7a. PPQ 624A mailed by registered or certified mail to person(s) identified in 6 above	List the date and time Part 4-Owner is mailed to the person(s) listed in Block 6 of PPQ Form 624A, and INITIAL in the corresponding block
7b. Date of final disposition of forfeited property according to law, or transfer of custody of property to other U.S. Government Agency (fill in name of agency)	When you receive notification of final disposition of the property, or notification the custody is transferred to another government agency, then LIST and the name of the government agency on the dotted line, and LIST the date and time, and INITIAL in the corresponding block
7	RETAIN this form and copies of PPQ Form 624A (Parts 2, 3, and 5), PPQ Form 626, and any other documents applicable to this shipment for 5 years.

Distribution and Retention of PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet

File and retain the completed yellow part of [PPQ Form 624A, Part 5-PPQ/CBP Port Worksheet](#) in the port file and retain for 5 years.

Figure A-21 Example of PPQ Form 625, Claim and Bond

Purpose

PPQ Form 625, Claim and Bond, is used for seizures valued at \$10,000 or less as part of a legal process in which the owner of the seized property attempts to regain custody of the property.

NOTICE

A bonded release will **not** be made if such an action would frustrate the purpose of the Act or Convention. As an example, 7 CFR 356 **does not** allow the release of CITES regulated plants that are without the documentation required under 50 CFR Chapter I

Instructions

The CBP Agriculture Specialist (CBP-AS), PPQ Plant Health Safeguarding Specialist (PPQ-PHSS) or PPQ Export Certification Specialist (PPQ-ECS) lists the Port file number in the FILE NO. block. Do not complete any other blocks on this form.

If the owner decides to file a Claim and Bond, then the owner will complete the form.

Distribution of PPQ Form 625

Distribute PPQ Form 625 as follows:

Seizures Valued at \$10,000 or Less

If the owner or owner's agent signs PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property, then PPQ Form 625, Claim and Bond, is not sent.

If the owner or owner's agent is present and will **not** sign PPQ Form 623 or is **not** present, then send PPQ Form 625, Claim and Bond, together with the following documents, by **Certified** or **Registered Mail** with **Return Receipt Requested** to the owner or owner's agent at the last known address:

- PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property
- Part 4-Owner of PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less
- PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

NOTICE

If multiple owners or agents are identified, then you may send photocopies of the required forms in lieu of the actual forms.

Keep or make a copy of PPQ Form 625 and PPQ Form 626 for the port file prior to sending.

PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0076. The time required to complete this information collection is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		Clear Form
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		OMB APPROVED 0579-0076 EXP. 08/2026
PETITION FOR REMISSION OR MITIGATION OF FORFEITURE		FILE No.
Filing of this petition is required for remission of seized property. Information will be used in determining whether the petition is granted or denied (7CFR 356).		
TO USDA-APHIS Plant Protection and Quarantine City State and ZIP Code	1. DATE AND TIME OF SEIZURE 2. PLACE OF SEIZURE	
3. DESCRIPTION OF PROPERTY		
4. NAME AND ADDRESS OF PETITIONER		
5. EVIDENCE OF YOUR INTEREST IN THE PROPERTY SUCH AS CONTRACTS, BILLS OF SALE, INVOICES, CERTIFICATES OF TITLE, ETC. (attach copies of any documents)		
6. STATEMENT OF ALL FACTS AND CIRCUMSTANCES RELIED UPON BY THE PETITIONER TO JUSTIFY REMISSION OR MITIGATION OF THE FORFEITURE		
7. SIGNATURE OF PETITIONER OR PETITIONER'S ATTORNEY AT LAW (if a business, the signature must be that of a partner, officer, or attorney at law)		8. DATE SIGNED
PPQ FORM 626 JUL 2018		

Figure A-22 Example of PPQ Form 626, Petition for Remission or Mitigation of Forfeiture

Purpose

PPQ Form 626, Petition for Remission or Mitigation of Forfeiture, can be used by the owner or owner's agent in the process of attempting to have the Deputy Administrator grant relief of the forfeited property. This form is used for seizures valued at \$10,000 or less, and for seizures valued greater than \$10,000.

NOTICE

Remission and mitigation will **not** be made if such an action would frustrate the purpose of the Act or Convention. As an example, 7 CFR 356 **does not** allow for remission or mitigation with respect to CITES regulated plants that are without the documentation required under 50 CFR Chapter I.

Instructions

The CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist lists the Port file number in the block labeled FILE NO. Do not complete any remaining blocks on this form. (If the owner decides to file the petition, then the owner completes the form.)

Distribution of PPQ Form 626

Distribute PPQ Form 626 based on if a seizure valued at \$10,000 or less or a seizure valued at greater than \$10,000.

Seizures Valued at \$10,000 or Less

For seizures valued at \$10,000 or less if the owner signs PPQ Form 623, then PPQ Form 626, Petition for Remission or Mitigation of Forfeiture, is not sent.

NOTICE

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of the actual forms or blocks.

If the owner or owner's agent is present and **did not** sign PPQ Form 623, or is **not** present, then the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist will do as follows:

- Send [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#) together with the following documents, by **Certified** or **Registered Mail** with **Return Receipt Requested** to all persons believed to be owners or agents:
 - PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property
 - PPQ Form 624, Notice for Seizure and Proposed Forfeiture of Property Valued at \$10,000 or Less, Part 4-Owner
 - PPQ Form 625, Claim and Bond
- Keep or make a copy of PPQ Form 625 and PPQ Form 626 for the port file prior to sending.

Seizures Valued Greater than \$10,000

For seizures valued greater than \$10,000, the CPB Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Export Certification Specialist will do as follows:

- Send [PPQ Form 626, Petition for Remission or Mitigation of Forfeiture](#), together with the Part 4-Owner, of PPQ Form 624A, Notice for Seizure of Property Valued Greater Than \$10,000, by **Certified** or **Registered Mail** with **Return Receipt Requested** to all persons believed to be owners or agents at the last known address.

Keep or make a copy for the port file prior to sending.

NOTICE

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of the actual forms or blocks.

PPQ Form 627, Declaration of Forfeiture

Clear Form

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE DECLARATION OF FORFEITURE		FILE No.
--	--	-------------------------

1. The property described below was seized by the U.S. Department of Agriculture on *(date)* _____ at *(time)* _____
 at *(place)* _____ and is now in the custody of the Officer in Charge of Plant Protection and Quarantine.
 at _____. This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.

2. DESCRIPTION OF PROPERTY

Common Name	Scientific Name	Number of Plants or Parts

3. DESCRIPTION OF PROPERTY OTHER THAN PLANTS *(include any identifying numbers)*

4. THIS PROPERTY WAS SEIZED BECAUSE

THIS WAS IN VIOLATION OF

5. A NOTICE OF SEIZURE AND PROPOSED FORFEITURE WAS POSTED AT THE PLANT PROTECTION AND QUARANTINE OFFICE

AT *(location)* _____ FROM *(date and time)* _____

TO *(date and time)* _____

6. COPIES OF THIS NOTICE WERE MAILED OR HANDED TO THE FOLLOWING PERSONS *(show alleged interest in seized property)*

7. In response to the above stated notice, no proper claim was received within the 20 days specified in 7 CFR 356.4(c)(2). Therefore, all potential claimants are deemed to admit the truth of the allegations of the notice.

8. The above described property is hereby ordered condemned and is forfeited to the United States of America for disposition according to the law.

9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	10. DATE
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PPQ FORM 627
JUL 2018

PART 1 - PPQ PORT FILE

Figure A-23 Example of PPQ Form 627, Declaration of Forfeiture (for forfeitures valued at \$10,000 or less)

Purpose

[PPQ Form 627, Declaration of Forfeiture](#), is used to take custody of seized material that is valued at \$10,000 or less.

Instructions

Forfeitures Valued at \$10,000 or Less

For forfeitures valued at \$10,000 or less, complete PPQ Form 627 as instructed in [Table A-10](#).

Table A-10 Instructions for Completing PPQ Form 627, Declaration of Forfeiture

Block Number and Name	Instructions
FILE NO.	ENTER the port file number (refer to Filing System for Violations, Seizures, and Forfeitures)
1 The property...	LIST in the appropriate blanks the date, time, place, city, and State where the property was seized
2 DESCRIPTION OF PROPERTY	
2 Common Name	LIST the common name of the article/wood seized
2 Scientific Name	LIST the scientific name of the article/wood seized
2 Number of Plants or Parts	LIST the number of plants or parts seized (refer to Conversion Formulas)
3 DESCRIPTION OF PROPERTY...	ENTER a description of the article seized
4 THIS PROPERTY WAS SEIZED BECAUSE	LIST the reasons the articles were seized
4 THIS WAS IN VIOLATION OF	LIST the CFR section and USC section of the regulation violated (refer to List of Violations)
5 A NOTICE OF SEIZURE AND PROPOSED FORFEITURE WAS POSTED AT THE PLANT PROTECTION AND QUARANTINE OFFICE	
5 AT	LIST the location the notice was posted (city, State)
5 FROM	LIST the date and time the notice was posted
5 TO	LIST the date and time the notice was removed
6 COPIES OF THE NOTICE WERE MAILED OR HANDED TO THE FOLLOWING PERSONS	LIST each person's name, interest in property, and business name that copies of the notice were mailed or given
7 In response....	LEAVE blank; do not write in this block
8 The above...	LEAVE blank; do not write in this block
9 SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	CBP Agriculture Specialist, PPQ Plant Health Safeguarding Specialist, or PPQ Agriculture Specialist SIGNS this block
10 Date	LIST the date Block 9 is signed

Distribution and Retention of PPQ Form 627

After 21 days, distribute and retain PPQ Form 627 as follows:

- File Part 1 in the port file and retain for five years
- Send Part 2 and Part 3 by **Certified** or **Registered Mail** with **Return Receipt Requested** to the owner or owners of the seized material at their last known address

NOTICE

If the owner or owner's agent requests a copy of PPQ Form 627, then make a photocopy and give the owner or owner's agent the photocopy. You **must** also send the original Parts 2 and 3 to the owner or owner's agent by **Certified** or **Registered Mail** with **Return Receipt Requested** to comply with regulations.

If multiple owners or agents are identified, then you may send photocopies of the identified forms in lieu of actual forms.

Conference Resolutions

CITES Conference of the Parties

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Introduction

This appendix contains the text of two current CITES Conference Resolutions which apply to CITES Appendix I, Appendix II, and Appendix III protected timber species. The CITES Conference is a biennial gathering of CITES member countries where the members review how a treaty is working, resolve policy issues, and determine which lists of species need amending.

Conference Resolution 10.13 (Rev. CoP 15) Implementation of the Convention for Timber Species

An excerpt from Conference Resolution 10.13 (Rev. CoP15), Implementation of the Convention for Timber Species, is shown in [Figure B-1](#). To view the resolutions in their entirety, refer to [CITES Conference Resolutions](#).

Regarding parts and derivatives

c) the following definitions be applied with respect to annotations in the CITES Appendices:

i) Logs

All wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing, notably into sawn wood, pulpwood or veneer sheets (HS code 44.03¹);

ii) Sawn wood

Wood simply sawn lengthwise or produced by a profile-chipping process. Sawn wood normally exceeds 6 mm in thickness (HS code 44.06¹, HS code 44.07¹);

iii) Veneer sheets

Thin layers or sheets of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced, for use in making plywood, for veneering furniture, veneer containers, etc. (HS code 44.08¹); and

iv) Plywood

Consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle (HS code 44.12.13¹, HS code 44.12.14¹, and HS code 44.12.22¹); and

d) for the purpose of annotations in the Appendices for parts and derivatives of species traded as timber, definitions to be used should, to the extent possible, be based on the tariff classifications of the Harmonized System of the World Customs Organization;

Regarding amendment proposals for timber species

e) proposals for the inclusion of timber species in Appendix II or III indicate clearly which parts and derivatives should be regulated; and

f) where these parts and derivatives are not logs, sawn wood and veneer sheets, the proponent also propose the relevant amendment to Resolution Conf. 12.3 (Rev. CoP14) if the procedures for extending the period of validity of, and/or changing the destination on, the export permit or re-export certificate should apply;

Regarding the definition of 'artificially propagated'

g) timber or other parts or derivatives of trees grown in monospecific plantations be considered as being artificially propagated in accordance with the definition contained in Resolution Conf. 11.11 (Rev. CoP15);

**Figure B-1 Excerpt from CITES Conference Resolution 10.13 (Rev. CoP15),
Implementation of the Convention for Timber Species (page 1 of 2)**

Regarding improvement of public understanding of the role of the Convention in the conservation of timber species

- h) Parties consider any possible deleterious conservation and trade impacts before they impose stricter domestic measures on trade in timber specimens of species included in Appendix II or III; and
- i) Management Authorities work with governmental agencies (including local governments), non-governmental organizations, industry and the general public to develop and provide information on the objectives, provisions and implementation of the Convention to counter the misconception that the inclusion of species in the Appendices represents a ban on the trade in specimens of these species, and to disseminate the message that international trade and utilization of timber species included in Appendices II and III are generally permitted and can be beneficial;

Regarding timber species of concern

- j) the range States pay particular attention to internationally traded timber species within their territories for which the knowledge of the biological status and silvicultural requirements gives cause for concern; and

Regarding the establishment of export quotas for timber species

- k) whilst fully respecting the requirements of paragraphs 2 (a) and 3 of Article IV of the Convention, Parties exporting timber specimens from species listed in Appendix II consider establishing voluntary annual national export quotas for such exports.

* Amended at the 13th, 14th and 15th meetings of the Conference of the Parties.

- 1 HS refers to the Harmonized System of the World Customs Organization describing and coding goods in trade. The codes referred to in this document for timber include the following:

44.03 Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared

44.06 Railway or tramway sleepers of wood

44.07 Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness exceeding 6 mm

44.08 Veneer sheets and sheets for plywood (whether or not spliced) and other wood sawn lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness not exceeding 6 mm

44.12.13 Plywood consisting solely of sheets of wood, each ply not exceeding 6 mm in thickness, and with at least one outer ply of tropical wood specified in Subheading Note 1 below[†]

44.12.14 Plywood consisting solely of sheets of wood, each ply not exceeding 6 mm in thickness, and with at least one outer ply of non-coniferous wood

44.12.22 Other (meaning one ply, or more, that is greater than 6 mm in thickness), with at least one outer ply of non-coniferous wood, and with at least one ply of tropical wood specified in Subheading Note 1 below^{††}

[†] Subheading Note 1: For the purposes of subheadings 44.03.41 to 44.03.49, 44.07.24 to 44.07.29, 44.08.31 to 44.08.39, and 44.12.13 to 44.12.99, the expression 'tropical wood' means one of the following types of wood:

Abura, Acajou d'Afrique, Afrormosia, Ako, Alan, Andiroba, Aningré, Avodiré, Azobé, Balau, Balsa, Bossé clair, Bossé foncé, Cativo, Cedro, Dabema, Dark Red Meranti, Dibétou, Doussié, Framiré, Freijo, Fromager, Fuma, Geronggang, Ilomba, Imbuia, Ipé, Iroko, Jaboty, Jelutong, Jequitiba, Jongkong, Kapur, Kempas, Keruing, Kosipo, Kotibé, Koto, Light Red Meranti, Limba, Louro, Maçaranduba, Mahogany, Makoré, Mandioqueira, Mansonia, Mengkulang, Meranti Bakau, Merawan, Merbau, Merpauh, Mersawa, Moabi, Niangon, Nyatoh, Obeche, Okoumé, Onzabilli, Orey, Ovengkol, Ozigo, Padauk, Paldao, Palissandre de Guatemala, Palissandre de Para, Palissandre de Rio, Palissandre de Rose, Pau Amarelo, Pau Marfim, Pulai, Punah, Quaruba, Ramin, Sapelli, Saqui-Saqui, Sepetir, Sipo, Sucupira, Suren, Teak, Tauari, Tiamia, Tola, Virola, White Lauan, White Meranti, White Seraya, Yellow Meranti.

Figure B-2 Excerpt from CITES Conference Resolution 10.13 (Rev. CoP15), Implementation of the Convention for Timber Species (page 2 of 2)

Conference Resolution 12.3 (Rev. CoP 15), Permits and Certificates

An excerpt from Conference Resolution 12.3 (Rev. CoP 15), Permits and Certificates, is shown in the figures below. To view [Resolution 12.3](#) in its entirety, refer to [CITES Conference Resolutions](#).

I. Regarding standardization of CITES permits and certificates

AGREES that:

- a) to fulfil the requirements of Article VI and relevant Resolutions, export and import permits, re-export and pre-Convention certificates, certificates of origin and certificates of captive breeding and artificial propagation (except where phytosanitary certificates are used for this purpose) should include all the information specified in Annex 1 of the present Resolution;
- b) Permits and certificates may be issued in paper format or electronic format provided all Parties involved have agreed with the electronic format;
- c) every form, whether issued in an electronic or paper format, should be issued in one or more of the working languages of the Convention (English, Spanish or French) and in the national language if it is not one of the working languages;
- d) every form should indicate which type of document it is (e.g. import or export permit, re-export or pre-Convention certificate, etc.);
- e) if a permit or certificate form, whether issued in an electronic or paper format includes a place for the signature of the applicant, the absence of the handwritten signature or in case of electronic forms any electronic equivalent should render the permit or certificate invalid; and
- f) if an annex is attached to a permit or certificate as an integral part of it, this and the number of pages should be clearly indicated on the permit or certificate, and each page of the annex should include the following:
 - i) the number of the permit or certificate and its date of issue; and
 - ii) the signature, handwritten, and the stamp or seal, preferably embossed, or their electronic equivalent, of the authority issuing the document; and

RECOMMENDS that:

- a) Parties wishing to modify their permit and certificate forms, to reprint existing documents or to introduce new documents, first ask the Secretariat for advice;
- b) Parties adapt the contents and, to the extent practicable, the format of their permits and certificates to the standard form attached to the present Resolution as Annex 2;
- c) Parties using or developing electronic permits and certificates, adopt the standards recommended in the *CITES electronic permitting toolkit*;
- d) the Secretariat, subject to availability of external funding, organize the printing of permit and certificate forms on security paper for Parties that request it;
- e) to avoid abusive or fraudulent use, the Parties not use forms for their internal-trade certificates that are identical to CITES forms;
- f) for tracking and annual reporting purposes, permit and certificate numbers be limited, if possible, to 14 characters in the format:

WWxxYYYYYY/zz

where WW represents the last two digits of the year of issuance; xx represents the two-letter ISO code of the country; YYYYYY represents a six-digit serial number; and zz represents two digits or letters, or a combination of a digit and a letter, that a Party may use for national informational purposes;

- g) Parties state, on each of their permits and certificates, the purpose of the transaction using the following codes:

- T** Commercial
- Z** Zoo
- G** Botanical garden
- Q** Circus or travelling exhibition

Figure B-3 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 1 of 12)

- S** Scientific
- H** Hunting trophy
- P** Personal
- M** Medical (including biomedical research)
- E** Educational
- N** Reintroduction or introduction into the wild
- B** Breeding in captivity or artificial propagation
- L** Law enforcement / judicial / forensic;

- h) The term 'hunting trophy', as used in this Resolution, means a whole animal, or a readily recognizable part or derivative of an animal, specified on any accompanying CITES permit or certificate, that:
 - i) is raw, processed or manufactured;
 - ii) was legally obtained by the hunter through hunting for the hunter's personal use; and
 - iii) is being imported, exported or re-exported by or on behalf of the hunter, as part of the transfer from its country of origin, ultimately to the hunter's State of usual residence.
- i) the following codes be used to indicate the source of the specimens:
 - W** Specimens taken from the wild.
 - R** Ranches specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood.
 - D** Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention.
 - A** Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III).
 - C** Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5.
 - F** Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof.
 - U** Source unknown (**must be justified**)
 - I** Confiscated or seized specimens
 - O** Pre-Convention specimens;
- j) the terms and codes used on permits and certificates to indicate the type of specimen being traded conform to those provided in the Secretariat's most recent *Guidelines for the preparation and submission of CITES annual reports* and that the units of measurement used also conform to these Guidelines;
- k) all Parties consider the development and use of electronic permits and certificates;
- l) all Parties, when using paper permits and certificates, consider the use of security paper;
- m) Parties that do not already do so affix a security stamp to each permit and certificate;
- n) when a security stamp is affixed to a permit or certificate, it be cancelled by a signature and a stamp or seal, preferably embossed and the number of the stamp also be recorded on the document;

Figure B-4 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 2 of 12)

- o) when issuing permits and certificates, the Parties follow the standard nomenclatures adopted by the Conference of the Parties to indicate the names of species [see Resolution Conf. 12.11 (Rev. CoP15)];
- p) Parties that have not yet done so communicate to the Secretariat the names of the persons empowered to sign permits and certificates, as well as three specimens of their signatures, and that all the Parties communicate, within one month of any change thereto, the names of persons who have been added to the list of those already empowered to sign, the names of persons whose signatures are no longer valid and the dates the changes took effect;
- q) when the means of transport used requires a bill of lading or an air way-bill, the number of such document be stated on the permit or certificate;
- r) each Party inform the other Parties, direct or through the Secretariat, of any stricter internal measures it has taken under Article XIV, paragraph 1 (a), of the Convention, and that, when a Party is informed of this, it refrain from issuing permits and certificates that run counter to these measures;
- s) when a permit or certificate has been cancelled, lost, stolen or destroyed, the issuing Management Authority immediately inform the Management Authority of the country of destination, as well as the Secretariat regarding commercial shipments; and
- t) when a permit or certificate is issued to replace a document that has been cancelled, lost, stolen or destroyed, or that has expired, it indicate the number of the replaced document and the reason for the replacement;

II. Regarding export permits and re-export certificates

AGREES that a re-export certificate should also specify:

- a) the country of origin, the number of the export permit of the country of origin and its date of issue; and
- b) the country of last re-export, the number of the re-export certificate of that country and its date of issue;

or if the case arises:

- c) justification for the omission of any of the aforementioned information;

RECOMMENDS that:

- a) exporters be encouraged to apply for permits shortly before the time of intended export;
- b) Management Authorities require accurate information about the number or quantity of specimens to be exported under each permit and, as far as possible, avoid the issuance of permits where the numbers or quantities do not accurately reflect what will actually be exported;
- c) in cases where a replacement is requested for a permit that has not been used, the replacement be issued only if the original has been returned to the issuing authority, unless the original is reported as lost. In the latter case, the issuing Management Authority should notify the Management Authority of the country of destination that the original permit has been cancelled and replaced;
- d) if an exporter claims to have used a permit to export a smaller number or quantity of specimens than the amount authorized on the export permit, and requests another permit to export the remainder, the Management Authority obtain proof of the number or quantity already exported before issuing any new permit (such as a copy of the validated export permit or confirmation from the Management Authority of the country of destination of the number or quantity of specimens that were imported using the original permit);
- e) exported specimens and re-exported specimens not appear on the same document, unless it is clearly indicated which specimens are being exported and which re-exported;
- f) when re-export certificates are issued for specimens whose form has not changed since being imported, the unit of measure used be the same as that used on the permit or certificate accepted when they were imported;

Figure B-5 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 3 of 12)

- g) the provisions of Article III, paragraph 3, Article IV, paragraph 4, Article V, paragraph 3, and Article VI, paragraph 2, be understood to mean that an export permit or re-export certificate shall be valid for a period of no more than six months from the date on which it was granted and that it may not be accepted to authorize export, re-export or import except during the period of validity;
- h) after the expiry of the said six-month period of validity, an export permit or re-export certificate be considered as void and of no legal value whatsoever, except in the case referred to in section XI relating to timber species;
- i) no export permit or re-export certificate be issued for a specimen known to have been acquired illegally, even if it has been imported in accordance with the national legislation, unless the specimen has previously been confiscated;
- j) Parties not authorize the import of any specimen if they have reason to believe that it was not legally acquired in the country of origin;
- k) Parties verify the origin of Appendix-I specimens to avoid issuing export permits when the use is for primarily commercial purposes and the specimens did not originate in a CITES-registered breeding operation; and
- l) as far as possible, inspections of documents and shipments be conducted at the time of export. This should be regarded as essential for shipments of live animals;

AGREES that, in the case of plant specimens that cease to qualify for an exemption from the provisions of CITES under which they were exported from their country of origin, the country of origin is deemed to be the first country in which the specimens cease to qualify for the exemption; and

AGREES further that Parties may in such instances, and if considered useful, add the following text in block 5 of re-export certificates: 'Legally imported under an exemption from the provisions of CITES' and additionally it may be stated to which exemption this refers;

III. Regarding import permits

AGREES that an import permit for specimens of species included in Appendix I may carry, among other things, certification that the specimens will not be used for primarily commercial purposes and, in the case of live specimens, that the recipient has suitable facilities to house and care for them; and

RECOMMENDS that:

- a) the provisions of Article III, paragraphs 2 and 4, be understood to mean that an import permit shall be valid for a period of not more than 12 months from the date on which it was granted and that it may not be accepted to authorize import except during the period of validity; and
- b) after the expiry of the said 12-month period of validity, an import permit be considered as void and of no legal value whatsoever;

IV. Regarding pre-Convention certificates

AGREES that a pre-Convention certificate should also specify:

- a) that the specimen covered by the certificate is pre-Convention; and
- b) the date of acquisition of the specimen as defined in Resolution Conf. 13.6 adopted at the 13th meeting of the Conference of the Parties (Bangkok, 2004);

V. Regarding certificates of origin

RECOMMENDS that:

- a) certificates of origin for export of specimens of species listed in Appendix III only be issued by a designated Management Authority or by the competent authority if trade is from a State not a Party to the Convention, and that Parties not accept certificates of origin unless they are issued by such authorities;
- b) the provisions of Article V, paragraph 3, be understood to mean that a certificate of origin shall be valid for a period of not more than 12 months from the date on which it was granted,

Figure B-6 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 4 of 12)

and that it may not be accepted to authorize export or import except during the period of validity; and

- c) after the expiry of the said 12-month period of validity, a certificate of origin be considered as void and of no legal value whatsoever;

VI. Regarding travelling-exhibition certificates

RECOMMENDS that:

- a) each Party issue a travelling-exhibition certificate for CITES specimens belonging to a travelling exhibition based in its State, registered with the Management Authority and wishing to transport specimens of CITES species to other States for exhibition purposes only, on the condition that they were legally acquired and will be returned to the State in which the exhibition is based and that they were:
 - i) acquired before 1 July 1975 or before the date of inclusion of the species in any of the Appendices of the Convention;
 - ii) bred in captivity as defined in Resolution Conf. 10.16 (Rev.); or
 - iii) artificially propagated as defined in Resolution Conf. 11.11 (Rev. CoP15);
- b) travelling-exhibition certificates should be based on the model included in Annex 3 of the present Resolution. They should be printed in one or more of the working languages of the Convention (English, Spanish or French) and in the national language if it is not one of these;
- c) travelling-exhibition certificates should contain the purpose code 'Q' and include in block 5, or in another block if the model form is not used, the following language: "The specimen/s covered by this certificate may not be sold or otherwise transferred in any State other than the State in which the exhibition is based and registered. This certificate is non-transferable. If the specimen/s dies/die, is/are stolen, destroyed, lost, sold or otherwise transferred, this certificate must be immediately returned by the owner to the issuing Management Authority";
- d) a separate travelling exhibition certificate must be issued for each live animal;
- e) for travelling exhibitions of specimens other than live animals, the Management Authority should attach an inventory sheet that contains all of the information in blocks 9 to 16 of the model form for each specimen;
- f) travelling-exhibition certificates should be valid for not more than three years from the date on which they were granted to allow multiple imports, exports and re-exports of the individual specimens that they cover;
- g) Parties consider such travelling-exhibition certificates as proof that the specimens concerned have been registered with the issuing Management Authority and allow the movement of such specimens across their borders;
- h) at each border crossing, Parties endorse travelling-exhibition certificates with an authorized stamp and signature by the inspecting official and allow the certificates to remain with the specimens;
- i) Parties check travelling exhibitions closely, at the time of export/re-export and import, and note especially whether live specimens are transported and cared for in a manner that minimizes the risk of injury, damage to health or cruel treatment;
- j) Parties require that specimens be marked or identified in such a way that the authorities of each State into which an exhibition enters can verify that the travelling-exhibition certificates correspond to the specimens being imported;
- k) when, during a stay in a State, an animal in possession of an exhibition gives birth, the Management Authority of that State be notified and issue a Convention permit or certificate as appropriate;
- l) when, during a stay in a State, a travelling-exhibition certificate for a specimen is lost, stolen or accidentally destroyed, only the Management Authority which has issued the document may issue a duplicate. This duplicate paper certificate will bear the same number, if

Figure B-7 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 5 of 12)

possible, and the same date of validity as the original document, and contain the following statement: "This certificate is a true copy of the original"; and

- m) Parties include in their annual reports a list of all travelling-exhibition certificates issued in the year concerned;

VII. Regarding phytosanitary certificates

RECOMMENDS that:

- a) any Party having considered the practices governing the issue of its phytosanitary certificates for export of artificially propagated Appendix-II specimens, and having determined that such practices provide adequate assurance that the specimens are artificially propagated [as defined in Resolution Conf. 11.11 (Rev. CoP15)], may consider these documents as certificates of artificial propagation in accordance with Article VII, paragraph 5. Such certificates must include the scientific name of the species and the type and quantity of the specimens and bear a stamp, seal or their electronic equivalent, or other specific indication stating that the specimens are artificially propagated as defined by CITES;
- b) any Party using phytosanitary certificates as certificates of artificial propagation inform the Secretariat and provide copies of the certificates, stamps, seals, etc. that are used; and
- c) phytosanitary certificates be used exclusively for the purpose of export from the country of artificial propagation of the specimens concerned; and

INSTRUCTS the Secretariat to notify the Parties when any Party confirms that it issues phytosanitary certificates for export of artificially propagated plants of Appendix-II species;

VIII. Regarding permits and certificates for species subject to quotas

RECOMMENDS that:

- a) when a Party has voluntarily fixed national export quotas for specimens of species included in Appendix I, for non-commercial purposes, and/or in Appendices II and III, it inform the Secretariat of the quotas before issuing export permits and of any changes thereto as soon as they are made;
- b) each export permit issued for specimens of a species subject to an annual export quota, whether established nationally or by the Conference of the Parties, indicate the total quota that has been established for the year and include a certification that the quota is being complied with. For this purpose Parties should specify the total number or quantity of specimens already exported in the current year (including those covered by the permit in question) and the export quota for the species and specimens that are subject to the quota; and
- c) Parties send to the Secretariat copies of permits, electronic and paper, issued for species subject to quotas if so requested by the Conference of the Parties, the Standing Committee or the Secretariat;

IX. Regarding permits and certificates for crocodilian specimens

RECOMMENDS that:

- a) when trade in tagged crocodilian skins is authorized, the same information as is on the tags be given on the permit or certificate;
- b) in the case of crocodilian species subject to quotas approved by the Conference of the Parties, no permit or certificate for skins be issued before the skins are tagged in accordance with the requirements of the issuing Management Authority and their sizes are recorded;
- c) in the event of mismatches of information within a permit or certificate for crocodilian skins, the Management Authority of the importing Party immediately contact its counterpart in the exporting/re-exporting Party to establish whether this was a genuine error arising from the volume of information required by the present Resolution and Resolution Conf. 11.12 (Rev. CoP15), and that, if this is the case, every effort be made to avoid penalizing those involved in the transaction;

Figure B-8 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 6 of 12)

- d) for small crocodilian leather products, Parties consider measures to alleviate the administrative burdens associated with this trade through simplified procedures to issue permits and certificates as provided in Part XII of this Resolution; and
- e) for small crocodilian leather products, Parties that require import permits as a stricter domestic measure should review these requirements in order to determine whether they are effective in achieving the objectives of the Convention to ensure that trade in wild fauna and flora species is not detrimental to their survival;

X. Regarding permits and certificates for coral specimens

RECOMMENDS that:

- a) on permits and certificates issued to authorize trade in specimens of hard corals of the genera included in the most recent CITES list of *Coral taxa where identification to genus level is acceptable*¹, where the species cannot be readily determined, the specimens may be recorded at the genus level. This list is maintained by the Secretariat and may be amended with the concurrence of the Animals Committee;
- b) on permits and certificates for trade in specimens that are readily recognizable as coral rock [as defined in Resolution Conf. 11.10 (Rev. CoP15) Annex], where the genus cannot be readily determined, the scientific name for the specimens should be 'Scleractinia';
- c) any Party wishing to authorize export of coral rock identified to ordinate level only should, in view of the inability to make a non-detriment finding for coral rock pursuant to Article IV, paragraph 2 (a), apply the provisions of Article IV, paragraph 3;
- d) Parties that authorize export of coral rock should:
 - i) establish an annual quota for exports and communicate this quota to the Secretariat for distribution to the Parties; and
 - ii) through their Scientific Authorities, make an assessment (which would be available to the Secretariat on request), based on a monitoring programme, that such export will not affect the role that coral rock has in ecosystems affected by the extraction of such specimens;
- e) on permits and certificates for trade in worked specimens of black coral, where the species cannot be readily determined, the specimens may be recorded at the genus level and, where the genus cannot be readily determined, the scientific name for the given specimens should be 'Antipatharia'; and
- f) raw black coral and live black coral should continue to be identified in trade to species level;

XI. Regarding permits and certificates for timber species included in Appendices II and III with the annotation 'Logs, sawn wood and veneer sheets'

RECOMMENDS that the validity of the export permit or re-export certificate may be extended beyond the normal maximum of six months after the date of issue, on the condition that:

- a) the shipment has arrived in the port of final destination before the date of expiration indicated on the permit or certificate and is being held in Customs bond (i.e. is not considered as imported);
- b) the time extension does not exceed six months from the date of expiration of the permit or certificate and no previous extension has been granted;
- c) the appropriate enforcement personnel has included the date of arrival and the new date of expiration in the box relating to special conditions, or an equivalent place, on the export permit or re-export certificate, certifying the modification with an official stamp or seal and signature or their electronic equivalent;
- d) the shipment is imported for consumption from the port where it was located when the extension was approved and before the new date of expiration; and

Figure B-9 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 7 of 12)

- e) a copy of the export permit or re-export certificate as amended in accordance with subparagraph c) above is sent to the country of export or re-export, allowing it to amend its annual report, and to the CITES Secretariat; and

RECOMMENDS further that any permit or certificate that indicates the complete names and addresses of the (re-)exporter and importer, in conformity with Annex 1, paragraph d), to the present Resolution, not be accepted for import into a country other than the one for which it was issued, except under the following conditions:

- a) the actual quantity of specimens exported or re-exported is included in the designated box on the permit or certificate, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of export or re-export;
- b) the exact quantity referred to under paragraph a) above is imported;
- c) the number of the bill of lading of the shipment is included on the permit or certificate;
- d) the bill of lading of the shipment is presented to the Management Authority together with the original of the permit or certificate at the time of import;
- e) the import takes place within six months after the issue of the export permit or re-export certificate or within 12 months after the issue of a certificate of origin;
- f) the period of validity of the permit or certificate has not already been extended;
- g) the Management Authority of the importing country includes on the permit or certificate, in the box relating to special conditions, or an equivalent place, the following text, certified by its stamp or seal and signature:

"import into [name of country] permitted in accordance with Resolution Conf. 12.3 (Rev. CoP15) (section XI) on [date]"; and

- h) a copy of the permit or certificate as amended in accordance with paragraph g) above is sent to the country of export or re-export, allowing it to amend its annual report, and to the CITES Secretariat;

XII. Regarding the use of simplified procedures to issue permits and certificates

RECOMMENDS that:

- a) Parties use simplified procedures to issue permits and certificates to facilitate and expedite trade that will have a negligible impact, or none, on the conservation of the species concerned, e.g.:
 - i) where biological samples of the type and size specified in Annex 4 of the present Resolution are urgently required:
 - A. in the interest of an individual animal;
 - B. in the interest of the conservation of the species concerned or other species listed in the Appendices;
 - C. for judicial or law enforcement purposes;
 - D. for the control of diseases transferable between species listed in the Appendices; or
 - E. for diagnostic or identification purposes;
 - ii) for the issuance of pre-Convention certificates in accordance with Article VII, paragraph 2;
 - iii) for the issuance of certificates of captive breeding or artificial propagation in accordance with Article VII, paragraph 5, or for the issuance of export permits or re-export certificates in accordance with Article IV for specimens referred to in Article VII, paragraph 4; and
 - iv) in other cases judged by a Management Authority to merit the use of simplified procedures:

Figure B-10 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 8 of 12)

- b) Parties, in order to simplify procedures concerning the issuance of permits and certificates under the circumstances outlined above:
 - i) maintain a register of persons and bodies that may benefit from simplified procedures, as well as the species that they may trade under the simplified procedures;
 - ii) provide to registered persons and bodies partially completed permits and certificates that remain valid for a period of up to six months for export permits, 12 months for import permits or re-export certificates, and three years for pre-Convention certificates and certificates of captive breeding or artificial propagation; and
 - iii) authorize the registered persons or bodies to enter specific information on the CITES document when the Management Authority has included in box 5, or an equivalent place, the following:
 - A. a list of the boxes that the registered persons or bodies are authorized to complete for each shipment; if the list includes scientific names, the Management Authority must have included an inventory of approved species on the face of the permit or certificate or in an attached annex;
 - B. any special conditions; and
 - C. a place for the signature, or its electronic equivalent, of the person who completed the document;
- c) concerning trade in biological samples of the type and size specified in Annex 4 of the present Resolution, where the purpose is among those specified in paragraph a) of this section, permits and certificates be accepted that were validated at the time the documents were granted, rather than at the time a shipment was exported or re-exported provided that the container bears a label, such as a Customs label, that specifies 'CITES Biological Samples' and the CITES document number; and
- d) when processing applications for the export of biological samples of the type and size and for the use specified in Annex 4 to the present Resolution, Scientific Authorities develop generic non-detriment advice that would cover multiple shipments of such biological samples, taking into account the impacts of the collection of the specimens of species included in Appendix I or II to determine whether the export or import of biological samples would be detrimental to the survival of the species;

XIII. Regarding retrospective issue of permits and certificates

RECOMMENDS that:

- a) a Management Authority of an exporting or re-exporting country:
 - i) not issue CITES permits and certificates retrospectively;
 - ii) not provide exporters, re-exporters and/or consignees in importing countries with declarations about the legality of exports or re-exports of specimens having left its country without the required CITES documents; and
 - iii) not provide exporters, re-exporters and/or consignees in importing countries with declarations about the legality of permits or certificates which at the time of export, re-export or import did not meet the requirements of the Convention;
- b) a Management Authority of an importing country, or of a country of transit or transshipment, not accept permits or certificates that were issued retrospectively;
- c) exceptions from the recommendations under a) and b) above not be made with regard to Appendix-I specimens, and be made with regard to Appendix-II and -III specimens only where the Management Authorities of both the exporting (or re-exporting) and the importing countries are, after a prompt and thorough investigation in both countries and in close consultation with each other, satisfied:
 - i) that the irregularities that have occurred are not attributable to the (re-)exporter or the importer or, in the case of specimens imported or (re-)exported as personal or household effects (for the purposes of the present Resolution this includes live pets travelling with their owner), the Management Authority, in consultation with the relevant

Figure B-11 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 9 of 12)

enforcement authority, is satisfied that there is evidence that a genuine error has been made, and that there was no attempt to deceive; and

- ii) that the export (or re-export) and import of the specimens concerned are otherwise in compliance with the Convention and with the relevant legislation of the countries of export (or re-export) and import;
- d) whenever exceptions are made:
 - i) the permit or certificate clearly indicate that it is issued retrospectively; and
 - ii) the reasons for the relaxation, which should come within the purview of paragraph c) above, are specified in the conditions on the permit or certificate and a copy sent to the Secretariat and also these be listed in the biennial report to the Secretariat;
- e) in cases where retrospective permits are issued for personal or household effects as referred to in subparagraph c) i) above, Parties make provision for penalties and restrictions on subsequent sales within the following six months to be imposed where appropriate to ensure that the power to grant exemptions from the general prohibition on the issue of retrospective permits is not abused; and
- f) the above discretion to issue permits and certificates retrospectively not be afforded to benefit repeat offenders;

XIV. Regarding acceptance and clearance of documents and security measures

RECOMMENDS that:

- a) the Parties refuse to accept permits and certificates if they have been altered (by rubbing out, deleting, scratching out, etc.), modified or crossed out, unless the alteration, modification or crossing-out has been authenticated by the stamp and signature, or its electronic equivalent, of the authority issuing the document;
- b) whenever irregularities are suspected, Parties exchange issued and/or accepted permits or certificates to verify their authenticity;
- c) when a security stamp is affixed to a paper permit or certificate, Parties refuse the document if the security stamp is not cancelled by a signature and a stamp or seal;
- d) Parties refuse to accept any permit or certificate that is invalid, including authentic documents that do not contain all the required information as specified in the present Resolution or that contain information that brings into question the validity of the permit or certificate;
- e) Parties refuse to accept permits and certificates that do not indicate the scientific name of the species concerned (including subspecies when appropriate), except in the case where:
 - i) the Conference of the Parties has agreed that the use of higher-taxon names is acceptable;
 - ii) the issuing Party can show it is well justified and has communicated the justification to the Secretariat;
 - iii) certain manufactured products contain pre-Convention specimens that can not be identified to the species level; or
 - iv) worked skins or pieces thereof of *Tupinambis* species that were imported before 1 August 2000 are being re-exported, in which case it is sufficient to use the indication *Tupinambis* spp.;
- f) Export permits and re-export certificates be endorsed, with quantity, signature and stamp, by an inspecting official, such as Customs, in the export endorsement block of the document. If the export document has not been endorsed at the time of export, the Management Authority of the importing country should liaise with the exporting country's Management Authority, considering any extenuating circumstances or documents, to determine the acceptability of the document;
- g) when a Party refuses to accept a permit or certificate, it will keep the original or electronic copy or, if this is not compliant with its national laws, it will cancel the paper document

Figure B-12 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 10 of 12)

indelibly, preferably by perforation, particularly the security stamp, or register the electronic document as cancelled;

- h) when a Party refuses to accept a permit or certificate issued for export or re-export, it immediately inform the exporting or re-exporting country;
- i) when a Party is informed that a permit or certificate it has issued for export or re-export has been refused, it take measures to ensure that the specimens in question do not enter into illegal trade;
- j) Parties ensure that, when the original of a paper permit or certificate is not used by the permittee for the trade authorized, it is returned by the permittee to the issuing Management Authority in order to prevent the illegal use of the document, and in the case of an electronic permit or certificate, notification is sent to the issuing Management Authority and the electronic permit is registered as unused; and
- k) Parties carefully check the e-mails and telefaxes they receive confirming the validity of permits, in order to ensure that the information that appears on them, including the numbers, corresponds to that in the CITES Directory;

RECOMMENDS further that Management Authorities authorize the import of vicuña cloth only if the reverse side of the cloth bears the logotype adopted by the range States of the species, which are signatories to the *Convenio para la Conservación y Manejo de la Vicuña*, and the selvages the words VICUÑA – COUNTRY OF ORIGIN² or if it is cloth containing pre-Convention wool of vicuña; and

URGES the Parties to check with the Secretariat:

- a) when they have serious doubts about the validity of permits accompanying suspect shipments; and
- b) before they accept imports of live specimens of Appendix-I species declared as bred in captivity or artificially propagated; and

XV. Regarding documents for sample collections covered by ATA carnets

RECOMMENDS that:

- a) for the purpose of the procedure described below, the term 'sample collection' refer to collections of legally acquired dead specimens, parts and derivatives of species included in Appendix II or III and of Appendix-I species bred in captivity or artificially propagated for commercial purposes, which are deemed to be Appendix-II specimens, which are not entitled to be sold or otherwise transferred, and that will cross borders for presentation purposes before returning to the country from which such movement was first authorized; and
- b) such sample collections be considered as 'in transit' and may be traded under the special provisions stipulated in Article VII, paragraph 1, as explained in Resolution Conf. 9.7 (Rev. CoP13), on the following conditions:
 - i) sample collections shall be covered by ATA carnets and be accompanied by a standard CITES permit, on which it shall be indicated that the document is a permit or certificate either for 'export', 're-export' or 'other', as appropriate, and, in addition, it shall be clearly specified that the document is issued for a 'sample collection';
 - ii) it shall be specified in block 5, or an equivalent place, that "This document covers a sample collection and is invalid unless accompanied by a valid ATA carnet. The specimen(s) covered by this certificate may not be sold or otherwise transferred whilst outside the territory of the State that issued this document." The number of the accompanying ATA carnet should be recorded and, if necessary, this may be entered by the Customs or other CITES enforcement official responsible for the endorsement of the CITES document;

² Corrected by the Secretariat after the 15th meeting of the Conference of the Parties to reflect exactly the text of the annotations in the Appendices.

Figure B-13 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 11 of 12

- iii) the name and address (including the country) of the importer and the exporter or re-exporter shall be identical, and in block 5, or an equivalent place, the names of the countries to be visited shall be indicated;
- iv) the date of expiry of such a document shall not be later than that of the ATA carnet accompanying it and the period of validity shall not be more than six months from the date on which it was granted;
- v) at each border crossing, Parties shall verify the presence of the CITES permit or certificate but allow it to remain with the collection, and ensure that the ATA carnet is properly endorsed with an authorized stamp and signature by a Customs official; and
- vi) Parties shall check the CITES permit or certificate and sample collection closely at the time of first export or re-export and on its return, to ensure that the collection was not subject to any change;

AGREES that:

- a) such a permit or certificate shall not be transferable and when, during a stay in a State, it is lost, stolen or accidentally destroyed, only the Management Authority that issued it may issue a duplicate or a new document to replace the original. In the case of a duplicate, it will bear the same number, if possible, and the same date of validity as the original document, and contain the statement "This document is a true copy of the original". In the case of a new document, it will state that it replaces the original bearing the number xx;
- b) if specimens in the collection are stolen, destroyed or lost, the issuing Management Authority of the document shall be immediately informed as well as the Management Authority of the country in which that occurred; and
- c) the usual CITES procedures for export, re-export and import of sample collections shall be followed by those Parties that do not recognize or allow the use of ATA carnets; and

REPEALS the Resolutions listed hereunder:

- a) Resolution Conf. 8.16 (Kyoto, 1992) – *Travelling live-animal exhibitions*;
 - b) Resolution Conf. 10.2 (Rev.) (Harare, 1997, as amended at Gigiri, 2000) – *Permits and certificates*; and
 - c) Resolution Conf. 11.6 (Rev. CoP13) (Gigiri, 2000, as amended at Bangkok, 2004) – *Trade in vicuña cloth*.
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Figure B-14 Excerpt from CITES Conference Resolution 12.3 (Rev. CoP15), Permits and Certificates (page 12 of 12)

Annex 1, Information that Should Be Included in CITES Permits and Certificates

Annex 1

Information that should be included in CITES permits and certificates

- a) The full name and the logo of the Convention
 - b) The complete name and address of the Management Authority issuing the permit
 - c) A unique control number
 - d) The complete names and addresses of the exporter and importer
 - e) The scientific name of the species to which the specimens belong (or the subspecies when it is relevant in order to determine in which Appendix the taxon concerned is included) in accordance with the adopted standard nomenclature
 - f) The description of the specimens, in one of the Convention's three working languages, using the nomenclature of specimens distributed by the Secretariat
 - g) The numbers of the marks appearing on the specimens if they are marked or if a Resolution of the Conference of the Parties prescribes marking (specimens from ranches, subject to quotas approved by the Conference of the Parties, originating from operations which breed animals included in Appendix I in captivity for commercial purposes, etc.) or, in the case of marking with microchip transponders, the microchip codes, the name of the transponder manufacturer, and, where possible, the location of the microchip in the specimen
 - h) The Appendix in which the species or subspecies or population is listed. NB: This does not change even if the specimen concerned is deemed to be included in a different Appendix. For example, although specimens of Appendix-I species bred in captivity for commercial purposes are deemed to be specimens of species included in Appendix II, the species remains listed in Appendix I, and this should be specified on the permit or certificate.
 - i) The source of the specimens
 - j) The quantity of specimens and, if appropriate, the unit of measure used
 - k) The date of issue and the date of expiry
 - l) The name of the signatory and his/her handwritten signature for paper permits and certificates or its electronic equivalent for electronic permits and certificates
 - m) The embossed seal or ink stamp of the Management Authority or its electronic equivalent
 - n) A statement that the permit, if it covers live animals, is only valid if the transport conditions comply with the *IATA Live Animals Regulations* or, if it covers plants, with the *IATA Perishable Cargo Regulations*
 - o) The registration number of the operation, attributed by the Secretariat, when the permit involves specimens of a species included in Appendix I that originate from an operation practising breeding in captivity or artificial propagation for commercial purposes (Article VII, paragraph 4), and the name of the operation when it is not the exporter
 - p) The actual quantity of specimens exported, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of the exportation
- To be included in certificates of origin only**
- q) A statement that the specimens originate in the country that issued the certificate.

Figure B-15 Annex 1, Information That Should Be Included in CITES Permits and Certifications

Annex 2, Standard CITES Form

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		PERMIT/CERTIFICATE No. ☐ EXPORT ☐ RE-EXPORT ☐ IMPORT ☐ OTHER:		Original 2. Valid until											
3. Importer (name and address)		4. Exporter/re-exporter (name, address and country)													
3a. Country of import		Signature of the applicant													
5. Special conditions If for live animals, this permit or certificate is valid only if the transport conditions comply with the IATA Live Animals Regulations; if for live plants, with the IATA Perishable Cargo Regulations		6. Name, address, national seal/stamp and country of Management Authority													
5a. Purpose of the transaction (see reverse)		5b. Security stamp no.													
7/8. Scientific name (genus and species) and common name of animal or plant		9. Description of specimens, including identifying marks or numbers (age/sex if live)		10. Appendix no. and source (see reverse)											
11. Quantity (including unit)		11a. Total exported/Quota													
12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export) ** Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes *** For pre-Convention specimens															
13. This permit/certificate is issued by:															
Place		Date		Security stamp, signature and official seal											
14. Export endorsement:		15. Bill of Lading/Air waybill number:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Block</th> <th style="width: 20%;">Quantity</th> </tr> <tr><td>A</td><td></td></tr> <tr><td>B</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>D</td><td></td></tr> </table>		Block	Quantity	A		B		C		D		Port of export Date Signature Official stamp and title			
Block	Quantity														
A															
B															
C															
D															

CITES PERMIT/CERTIFICATE No.

Figure B-16 Annex 2, Standard CITES Form (CoP15) (front)

Instructions and explanations**(These correspond to block numbers on the form)**

1. Tick the square which corresponds to the type of document issued (export permit, re-export certificate, import permit or other). If the box "other" has been ticked, the type of document must be indicated. The original number is a unique number allocated to each document by the Management Authority.
2. For export permits and re-export certificates, the date of expiry of the document may not be more than six months after the date of issuance (one year for import permits).
3. **Complete** name and address of the importer.
- 3a. The name of the country must be written in full.
4. **Complete** name and address of the exporter/re-exporter. The name of the country must be stated. The absence of the signature of the applicant renders the permit or certificate invalid.
5. Special conditions may refer to national legislation or special conditions placed on the shipment by the issuing Management Authority. This block can also be used to justify the omission of certain information.
- 5a. The following codes should be used: **T** for commercial, **Z** for zoo, **G** for botanical garden, **Q** for circus or travelling exhibition, **S** for scientific, **H** for hunting trophy, **P** for personal, **M** for medical, **E** for education, **N** for reintroduction or introduction into the wild, **B** for breeding in captivity or artificial propagation and **L** for law enforcement / judicial / forensic.
- 5b. Indicate the number of the security stamp affixed in block 13.
6. The name, address and country of the issuing Management Authority should already be printed on the form.
- 7-8. Indicate the scientific name (genus and species, where appropriate subspecies) of the animal or plant as it appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name of the animal or plant as known in the country issuing the permit.
9. Describe, as precisely as possible, the specimens entering trade (live animals, skins, flanks, wallets, shoes, etc.). If a specimen is marked (tags, identifying marks, rings, etc.), whether or not this is required by a Resolution of the Conference of the Parties (specimens originating in a ranching operation, specimens subject to quotas approved by the Conference of the Parties, specimens of Appendix-I species bred in captivity for commercial purposes, etc.), indicate the number and type of mark. The sex and age of the live animals should be recorded, if possible.
10. Enter the number of the Appendix of the Convention (I, II or III) in which the species is listed.
Use the following codes to indicate the source:
W Specimens taken from the wild
R Ranches specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood.
D Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
A Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
C Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5
F Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
U Source unknown (**must be justified**)
I Confiscated or seized specimens
O Pre-Convention specimens (may be used with other source codes).
11. The quantity and units indicated should conform to the most recent version of the *Guidelines for the preparation and submission of CITES annual reports*.
- 11a. Indicate the total number of specimens exported in the current calendar year (1 January to 31 December) (including those covered by the present permit) and the current annual quota for the species concerned (for example 500/1000). This should be done for the national quotas as well as for those determined by the Conference of the Parties.
12. The country of origin is the country in which the specimens were taken from the wild, bred in captivity or artificially propagated, except in the case of plant specimens that cease to qualify for an exemption from the provisions of CITES. In such instances, the country of origin is deemed to be the country in which the specimens ceased to qualify for the exemption. Indicate the number of the permit or certificate of the exporting country and the date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-exports;
- 12a. The country of last re-export is the country from which the specimens were re-exported before entering the country in which the present document is issued. Enter the number of the re-export certificate of the country of last re-export and its date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-export of specimens previously re-exported.
- 12b. The "No. of the operation" is the number of the registered captive-breeding or artificial propagation operation. The "date of acquisition" is defined in Resolution Conf. 13.6 and is required only for pre-Convention specimens.
13. To be completed by the official who issues the permit. The name of the official must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security-stamp number should be clearly legible.
14. To be completed by the official who inspects the shipment at the time of export or re-export. Enter the quantities of specimens actually exported or re-exported. Strike out the unused blocks.
15. Enter the number of the bill of lading or air way-bill if the method of transport used requires the use of such a document.

The document must be written in one of the three working languages of the Convention (English, Spanish or French) or must include a full translation into one of these three languages. Exported and re-exported specimens should not appear on the same document unless it is clearly indicated which specimens are being exported and which re-exported.

AFTER USE THIS DOCUMENT MUST BE RETURNED TO A MANAGEMENT AUTHORITY OF THE IMPORTING COUNTRY.

Figure B-17 Image of Annex 2, Standard CITES Form (CoP15) (back)

Conversion Formulas

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Volume of a Cylinder in Inches to Cubic Meters.....	C-2
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Conversion Formulas for Timber and Timber Products

Use the following formulas to assist you with verifying that the quantity recorded on the CITES Permit or Certificate matches the quantity invoiced on the accompanying shipping documents.

These conversions should also be made by the importer or exporter so that the total quantity of CITES regulated material recorded on the shipping documents is expressed in the same unit of measurement found on the CITES Permit or Certificate.

Board Feet of Lumber to Cubic Meters

There are 424 board feet per cubic meter. To convert board feet of lumber to cubic meters, divide the board feet of lumber by 424 board feet. Refer to the equation below:

$$(\text{Total board feet of lumber} / 424 \text{ board feet}) = \text{cubic meters of lumber}$$

Some countries may express board feet in pie tablares (PT.). Since 1 PT. is equal to one board foot, change the total PT to total board feet of lumber, then continue using the formula above to convert to cubic meters of lumber.

EXAMPLE A shipment of 1000 board feet of lumber arrives at your port. Use the following calculation to convert this shipment to cubic meters of lumber:

(1000 board feet of lumber/424 board feet) = 2.36 cubic meters of lumber

Cubic Feet of Lumber to Cubic Meters

Refer to the formula below to convert cubic feet to cubic meters:

(cubic feet) x (0.02832) = cubic meters

NOTICE

Where: cubic feet of lumber = (lumber length in feet) x (lumber width in feet) x (lumber thickness in feet)

Lumber dimensions in feet = lumber length x width x thickness in inches/12

The conversion of cubic feet of lumber to cubic meters may be difficult because the formula depends upon the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, the CPB AS, PPQ PHSS, or PPQ ECS should have the permittee perform the conversion and then have the permittee supply the CPB AS, PPQ

PHSS, or PPQ ECS with a copy of the calculations.

EXAMPLE A shipment of 10,000 square feet of lumber approximately 1 inch thick arrives at your port. Use the following calculation to convert this shipment to cubic meters:

(10,000 square feet of lumber) x (1/12) = 833.33 cubic feet

(833.33) x (0.02832) = 23.6 cubic meters

Conversion Formula for Dowel Rods

Volume of a Cylinder in Inches to Cubic Meters

To convert cubic inches of dowel to cubic meters, use the formula below:

(Cubic inches of dowel) x (.0000164) = cubic meters of dowel

volume of cylinder in cubic inches = $\pi(3.14)$ x (radius of dowel in inches)² x (length of dowel in inches) x (total number of dowels)

EXAMPLE A shipment of containing 100,000 ramin dowels (each measure 1/4 inch in diameter by 16 inches in length) arrives at your port. Use the following formula to convert this shipment to cubic meters:

Radius = 1/2 diameter

R = 1/4 = .25 x 1/2 = .125

(3.14) x (.125)² x 16 inches x 100,000 = 78,500 cubic inches of dowel

(78,500 cubic inches of dowel) x (.0000164) = 1.287 cubic meters of dowel

Conversion Formula for Logs

Volume of a Log

A tape measure and a calculator are needed to estimate the volume of a log.

The volume determination requires the officer to do as follows:

1. Take the average diameter of the log by measuring the largest end and smallest end (excluding bark if present) and divide by 2.
2. Divide the average diameter by 2 to calculate the average radius (r).
3. Use the formula for the volume of a cylinder and insert the average radius of the log (i.e., $3.14 \times r^2 \times \text{length}$).
4. Convert from cubic inches to cubic meters.

The same steps are repeated below written as formulas:

1. **$(\text{large diameter} + \text{small diameter})/2 = d$ (average diameter of a log)**
2. **$(d/2) = r$ (average radius of a log)**
3. **$3.14 \times r^2 \times (\text{length of log}) = \text{volume in cubic inches}$**
4. **$(\text{Volume in cubic inches}) \times .0000164 = \text{volume in cubic meters}$**

EXAMPLE

A log taken from the shipment is 84 inches long. Excluding bark, the large end measures 10 inches and the small end measures 8 inches.

1. **$(10+8)/2 = 9$ " average diameter**
2. **$9"/2 = 4.5$ " average radius**
3. **$3.14 \times 4.5^2 \times 84 = 5341.14$ cubic inches**
4. **$5341.14 \times .0000164 = .0876$ cubic meters**

Conversion Formulas for Veneer

Square Feet of Veneer to Square Meters

Use the formulas below to convert square feet of veneer to square meters:

$(\text{square feet of veneer}) = (\text{length of veneer in feet}) \times (\text{width of veneer in feet})$

$(\text{square feet of veneer}) \times .0929 = (\text{square meters of veneer})$

EXAMPLE

A shipment of 25,000 square feet of veneer arrives at your port. Use the following calculation to convert this shipment to square meters:

$(25,000 \text{ square feet of veneer}) \times 0.0929 = 2322.5 \text{ square meters}$

Square Meters of Veneer to Cubic Meters

Use the formulas below to convert square meters of veneer to cubic meters:

$(\text{square meters of veneer}) \times (\text{veneer thickness in meters}) = \text{cubic meters of veneer}$

$(\text{length of veneer in meters}) \times (\text{width of veneer in meters}) = (\text{square meters of veneer})$

$(\text{veneer thickness in millimeters})/1000 = (\text{veneer thickness in meters})$

This conversion formula depends on the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

EXAMPLE

A shipment of 25,000 square meters of veneer 0.6 millimeters thick arrives at your port. Use the following calculation would convert this shipment to cubic meters:

(25,000 square meters of veneer) x (0.6/1000) meters = 15 cubic meters of veneer

Cubic Feet of Veneer to Cubic Meters

To convert cubic feet of veneer to cubic meters, use the formulas below:

(cubic feet of veneer) x (0.02832) = cubic meters of veneer

(length of veneer in feet) x (width of veneer in feet) x veneer thickness in feet = (cubic feet of veneer)

(veneer length x width x thickness, in inches)/12 = Veneer dimensions in feet

This conversion formula depends on the multiplication of the number of square feet and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

EXAMPLE

A shipment of 25,000 square feet of veneer 1/16 of an inch thick arrives at your port. Use the following calculation to convert this shipment to cubic meters:

(25,000 square feet of veneer) x (1/16)/12 = 130.21 cubic feet x 0.02832 = 3.687 cubic meters

Harmonized System of the World Customs Organization

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Introduction

This appendix contains the Harmonized System of the World Customs Organization (HS) codes describing and coding goods in trade.

Harmonized System of World Customs Organization (HS) Codes

The following Harmonized System of World Customs Organization (HS) codes are referred to in the CITES I-II-III Timber Species Manual.

HS Code 44.03

Wood in the rough, whether or **not** stripped of bark or sapwood, or roughly squared.

HS Code 44.06

Railway or tramway sleepers of wood.

HS Code 44.07

Wood sawn or chipped lengthwise, sliced or peeled, whether or **not** planed, sanded or finger-jointed, of a thickness exceeding 6 mm.

HS Code 44.08

Veneer sheets and sheets for plywood (whether or **not** spliced) and other wood sawn lengthwise, sliced or peeled, whether or **not** planed, sanded or fingerjointed, of a thickness **not** exceeding 6 mm.

HS Code 44.09

Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or **not** planed, sanded or end-jointed.

HS Code 44.12.13

Plywood consisting solely of sheets of wood, each ply **not** exceeding 6mm in thickness, and with at least one outer ply of tropical wood specified in Subheading Note¹.

HS Code 44.12.14

Plywood consisting solely of sheets of wood, each ply **not** exceeding 6 mm in thickness, and with at least one outer ply of non-coniferous wood.

HS Code 44.12.22

Other (meaning one ply or more, that is greater than 6 mm in thickness), with at least one outer ply of non-coniferous wood, and with at least one ply of tropical wood specified in Subheading Note¹.

¹ Subheading Note 1: For the purposes of subheadings 4403.41 to 443.49, 4407.24 to 440729, 4408.31 to 4408.39, and 4412.13 to 4412.99, the expression "etropical wood" means one of the following types of wood: Abura, Acajou d'Afrique, Afrormosia, Ako, Alan, Andiroba, Aningre, Avodire, Azobe, Balau, Balsa, Bosse Clair, Bosse Fonce, Cativo, Cedro, Dabema, Dark Red Meranti, Dibetou, Doussie, Framire, Freijo, Fromager, Fuma, Geronggang, Ilomba, Imbuia, Ipe, Iroko, Jaboty, Jelutong, Jequitiba, Jongkong, Kapur, Kempas, Keruing, Kosipo, Kotibe, Koto, Light Red Meranti, Limba, Louro, Macaranduba, Mahogany, Makore, Mandioquiera, Mansonia, Mengkulang, Meranti Bakau, Merawan, Merbau, Merpauh, Mersawa, Moabi, Niangon, Nyatoh, Obeche, Okoume, Onzabili, Orey, Ovengkol, Ozigo, Padauk, Paldao, Palissandre de Guatemala, Palissandre de Para, Palissandre de Rio, Palissandre de Rose, Pau Amarelo, Pau Marfim, Pulai, Punah, Quaruba, Ramin, Sapelli, Saqui-Saqui, Sepetir, Sipo, Sucupira, Suren, Teak, Tauari, Tiama, Tola, Virola, White Lauan, White Meranti, White Seraya, Yellow Meranti.

Wood Identification

CITES Timber Species

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Introduction

The Wood Identification appendix is a synopsis for wood identification of articles and commodities derived from CITES Appendix I, II, and III timber species. Wood identification is a difficult task. Become more familiar with wood by using this synopsis.

Procedures

Materials Needed

You will need the following materials to identify the wood, since the process usually cannot be accurately performed with the naked eye:

- 14X power hand lens
- Sharp knife (pen knife or utility knife)
- Single-edge razor blade

If you suspect the commodity or article is something other than invoiced, then attempt to verify the article. If you are having difficulty with the identification, then contact a PPQ Botanist¹ (CBP contact a PPQ Botanist through proper channels) for assistance.

¹ CBP and PPQ: To identify the name of the PPQ Botanist that services your port, refer to the [List of PPQ Identifiers and National Specialists](#).

Wood Identification

Follow each step below to identify the wood:

1. Use a sharp knife or razor blade to slice the end or cross grain (transverse section) of a piece of lumber.
2. Examine the sliced wood with a hand lens.
3. Check to see if the wood sample has vessels (pores).
4. Compare what you view through the lens with the specific CITES Appendix I, Appendix II, or Appendix III protected timber species examples on the following pages.
5. Verify the features of your sample with the features listed in the accompanying description for each wood species.

CITES Protected Timber Species

Examples of CITES protected timber species follow. Use the following descriptions and examples of protected CITES timber for comparison with the timber or article presented for import or reexport.

***Abies guatemalensis* (Guatemalan fir)**

Abies guatemalensis (Guatemalan fir) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown
- Latewood is prominent (refer to [Figure E-1](#) below)
- Resin canals are absent
- Wood is light in color, soft, and lightweight

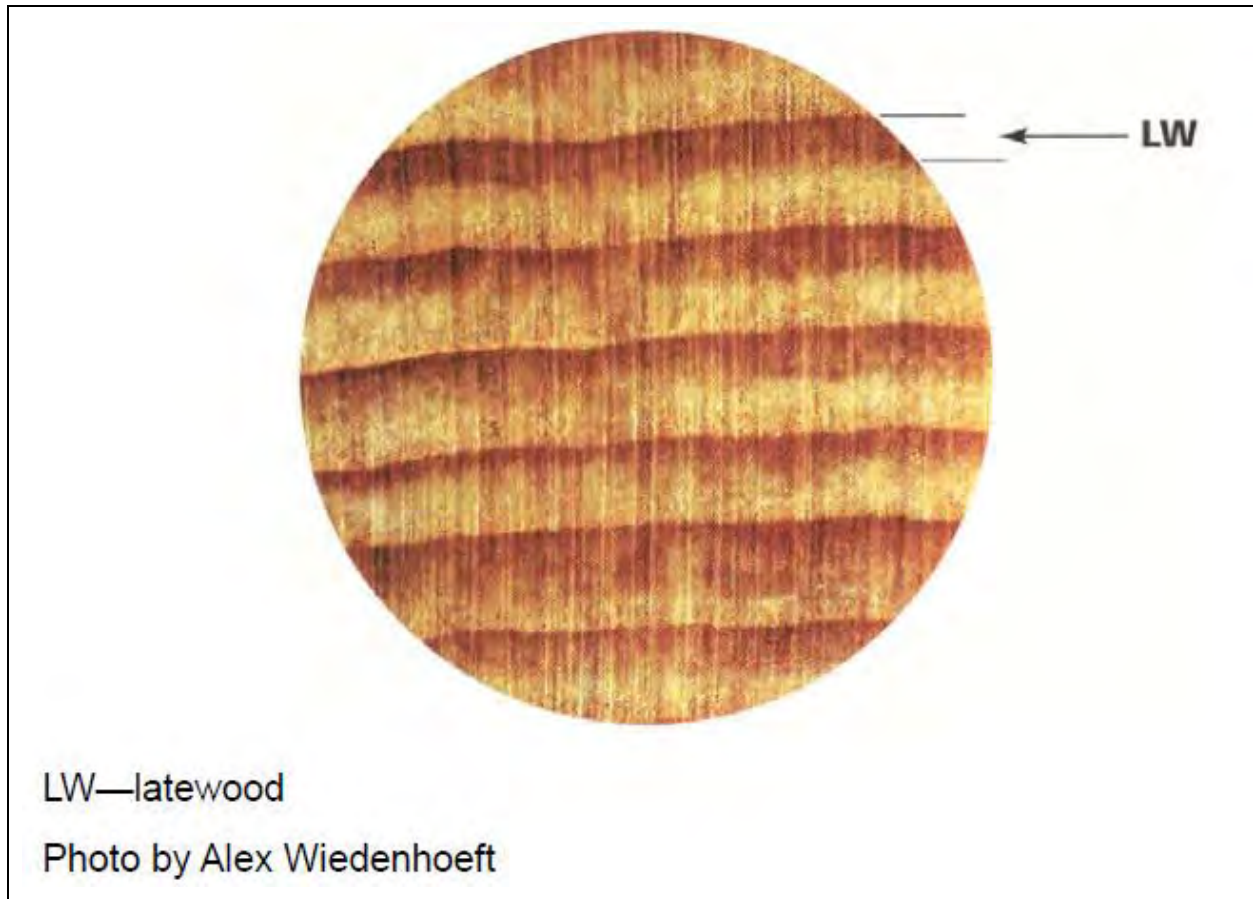


Figure E-1 Example of *Abies guatemalensis* (Guatemalan fir) Wood Cross Section

***Afzelia* spp. (pod mahogany)**

Afzelia spp. (pod mahogany) is a hardwood. The description and an example are **not** available.

***Aniba rosaeodora* (Brazilian rosewood)**

Aniba rosaeodora (Brazilian rosewood) is a hardwood. The description and an example are **not** available.

***Araucaria araucana* (monkey puzzle tree)**

Araucaria araucana (monkey puzzle tree) is a softwood.

To identify the wood, check the following:

- Heartwood pinkish- to light brownish-red
- Latewood is absent or barely visible
- Resin canals are absent
- Wood is soft and lightweight



Figure E-2 Example of *Araucaria araucana* (Monkey puzzle tree) Wood Cross Section

***Bulnesia sarmientoi* (gaiacwood)**

Bulnesia sarmientoi (gaiacwood) is a hardwood. The description and an example are **not** available.

***Caryocar costaricense* (ajillo)**

Caryocar costaricense (ajillo) is a hardwood.

To identify the wood, check the following:

- Heartwood is moderately hard and heavy
- Parenchyma: banded apotracheal parenchyma in short, patchy bands
- Rays are **not** storied
- Tyloses are present
- Vessels and vessel multiples are arranged diffusely and may be clogged with bubbles
- Wood is **not** ring porous
- Wood is light tan to light brown

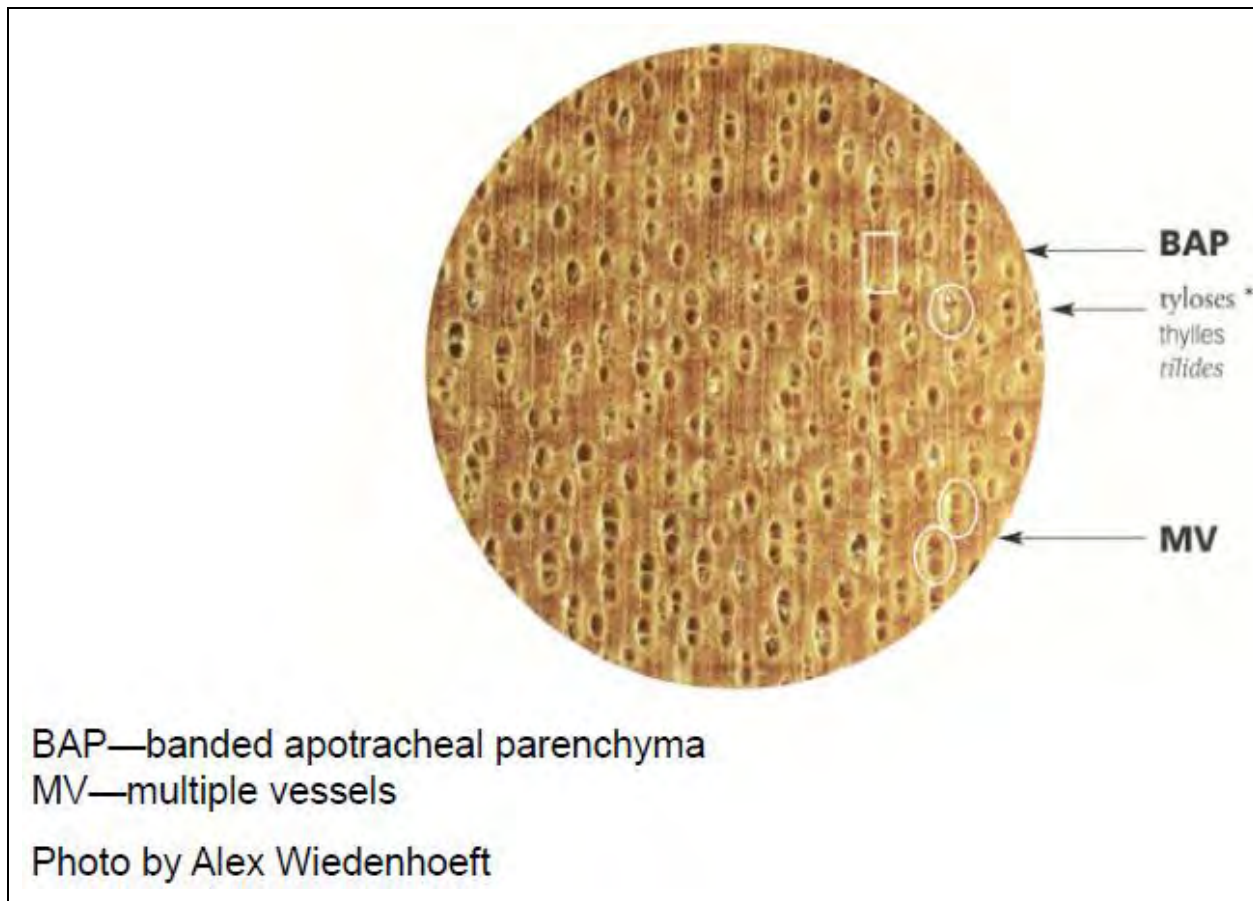


Figure E-3 Example of *Caryocar costaricense* (Ajillo) Wood Cross Section

***Cedrela odorata* (Spanish cedar)**

Cedrela odorata (Spanish cedar) is a hardwood.

To identify the wood, check the following:

- Heartwood is pale pinkish- to reddish-brown (sometimes with a purplish tinge)
- Odor is distinctive, spicy cedar
- Parenchyma: paratracheal parenchyma forms a thin ring around the vessels; marginal parenchyma forms thick bands
- Rays are **not** storied
- Wood is ring porous
- Wood is relatively soft and moderately heavy to light

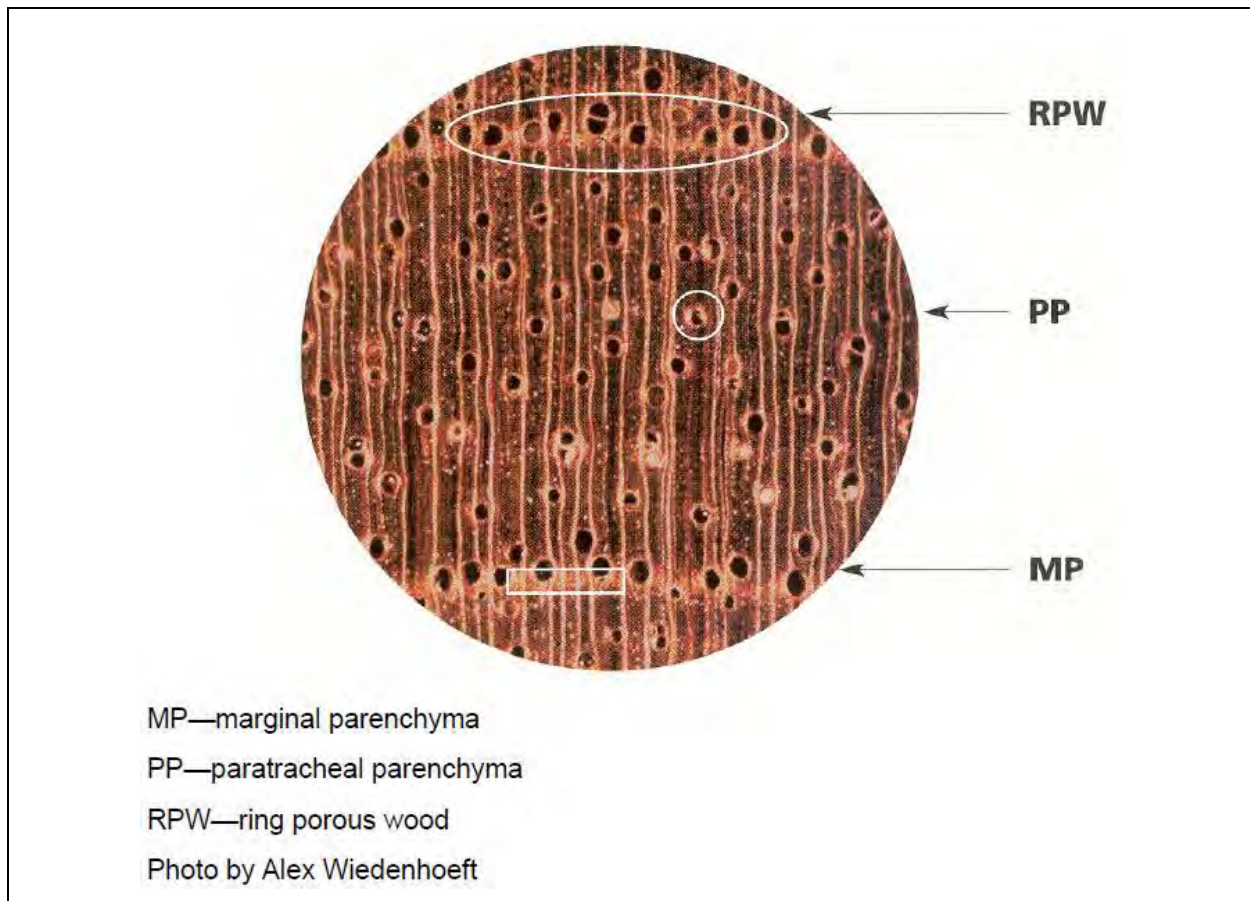


Figure E-4 Example of *Cedrela odorata* (Spanish cedar) Wood Cross Section

***Dalbergia* spp. (rosewoods)**

Dalbergia spp. (rosewoods) are hardwoods.

***Dalbergia nigra* (Brazilian rosewood)**

Dalbergia nigra (Brazilian rosewood) is a hardwood.

To identify the wood, check the following:

- Odor is pleasant, faintly sweet or spicy
- Parenchyma: aliform paratracheal parenchyma present; banded apotracheal parenchyma with prominent bands, irregularly spaced; parenchyma arrangements vary considerably
- Rays medium-storied
- Vessels large, relatively numerous
- Wood is **not** ring porous
- Wood is dark brown to black with darker streaks, hard, and heavy

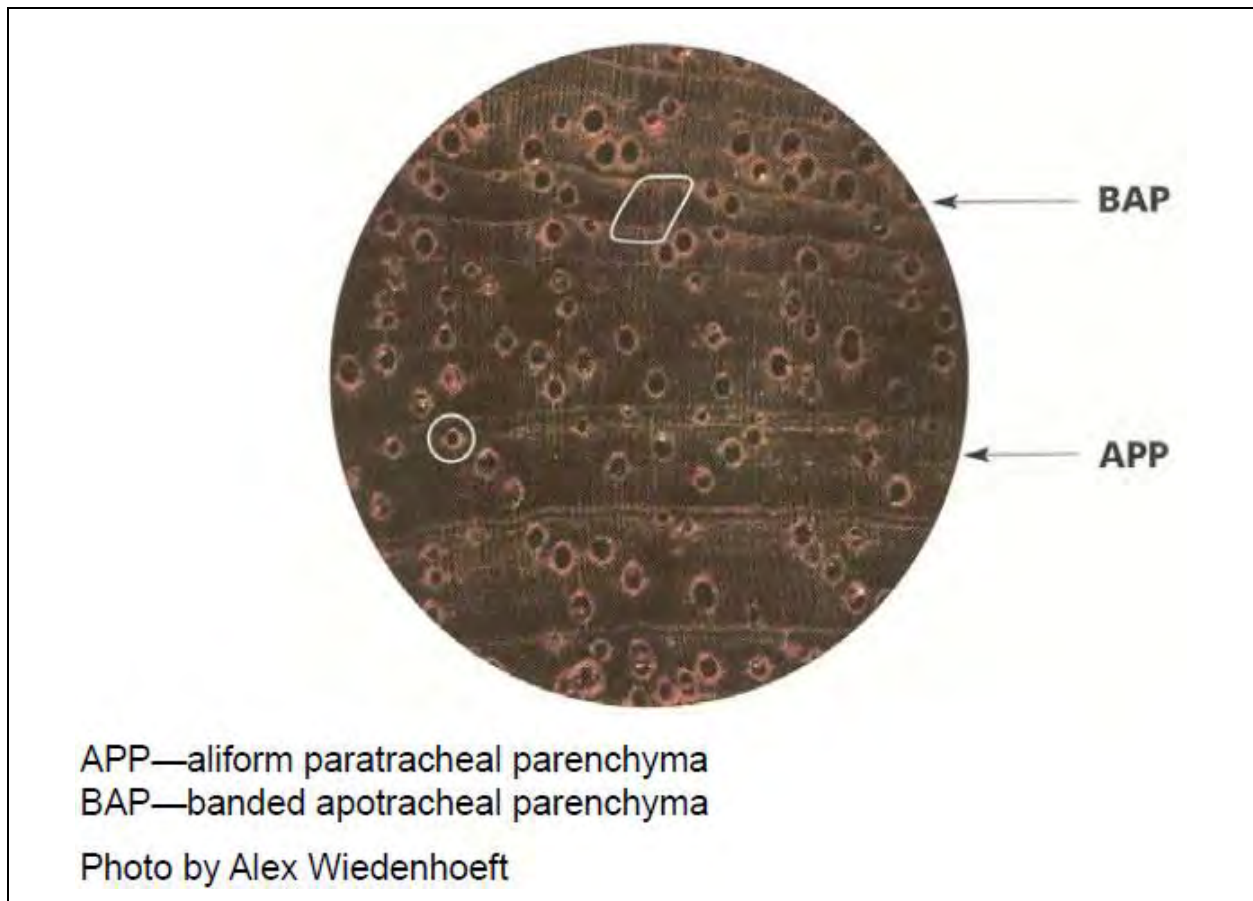


Figure E-5 Example of *Dalbergia nigra* (Brazilian rosewood) Wood Cross Section



Photo by Bud Petit de Manage

Figure E-6 *Dalbergia nigra* (Brazilian rosewood) Rough Sawn Lumber



Photo by Bud Petit de Manage

Figure E-7 *Dalbergia nigra* (Brazilian rosewood) Rough Sawn Lumber

***Diospyros* spp. (ebonies)**

Diospyros spp. (ebonies) description and examples are **not** available.

***Dipteryx* spp.**

Dipteryx spp. examples are **not** available.

***Fitzroya cupressoides* (alerce)**

Fitzroya cupressoides (alerce) is a softwood.

To identify the wood, check the following:

- Heartwood is dark red to reddish brown
- Latewood is in relatively narrow bands; transition is abrupt between earlywood and latewood (refer to [Figure E-8](#))
- Resin canals are absent
- Wood is moderately hard and heavy

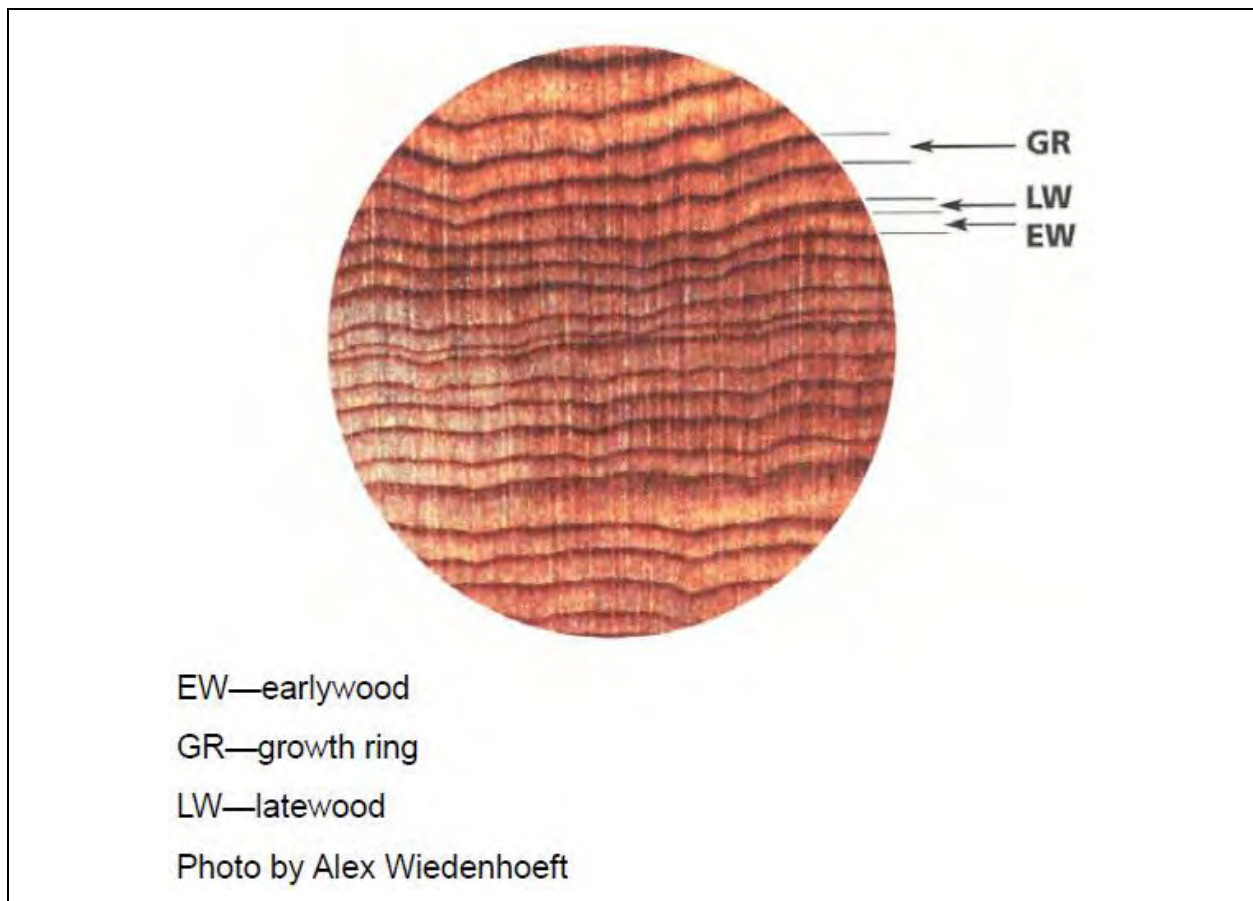


Figure E-8 Example of *Fitzroya cupressoides* (Alerce) Wood Cross Section

***Fraxinus mandshurica* (manchurian ash)**

Fraxinus mandshurica (manchurian ash) is a hardwood. The description and an example are **not** yet available.

***Gonystylus* spp. (ramin)**

Gonystylus spp. (ramin) is a hardwood.

To identify the wood, check the following:

- Heartwood is whitish to pale yellow
- Parenchyma: distinct aliform parenchyma; marginal parenchyma sometimes present
- Wood is **not** ring porous
- Vessels are mostly solitary; some in radial multiples of 2 or 3
- Wood is moderately hard and heavy

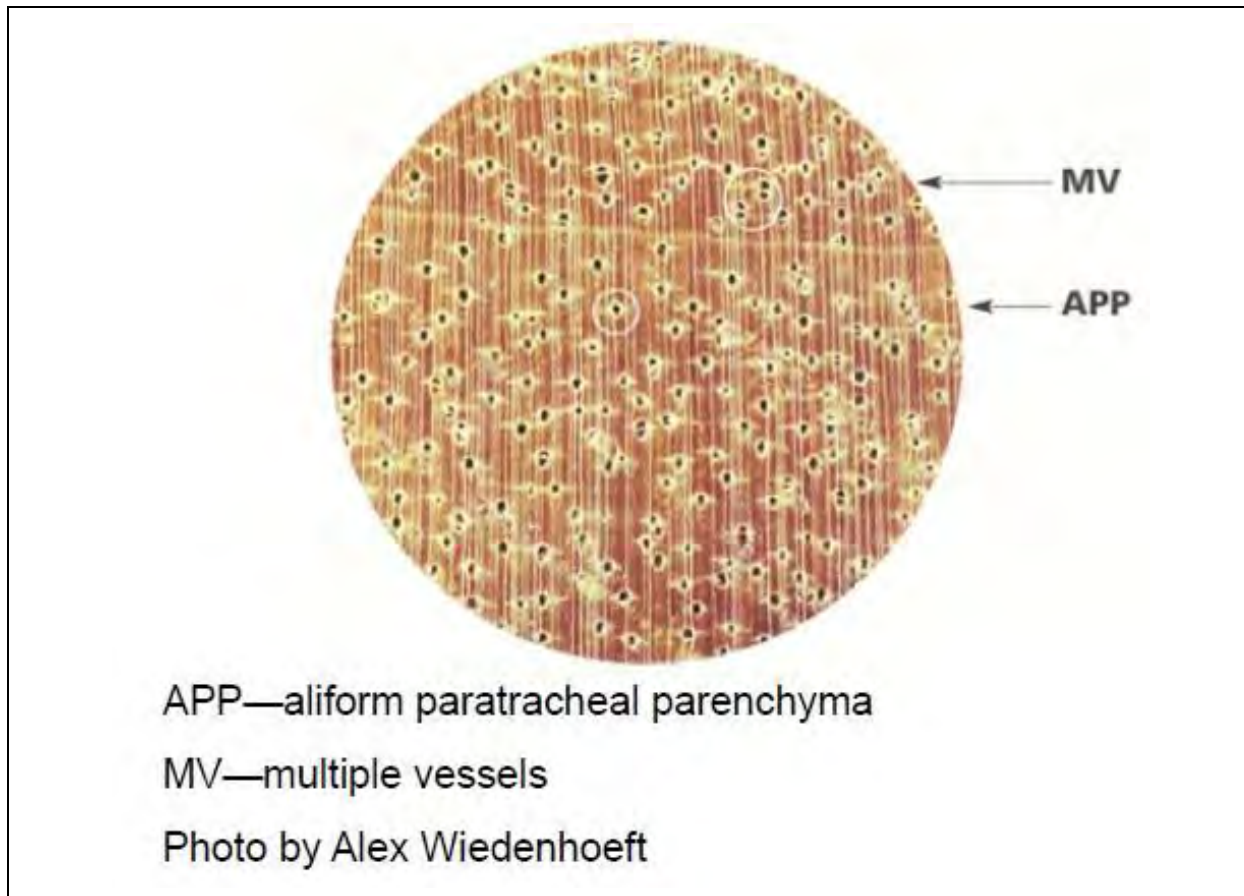


Figure E-9 Example of *Gonystylus* spp. (Ramin) Wood Cross Section

***Guaiaacum* spp. (lignum vitae)**

Guaiaacum spp. (lignum vitae) is a hardwood.

NOTICE

Although all species of *Guaiaacum* are protected under CITES Appendix II, only two examples are shown in this appendix.

To identify the wood, check the following:

- Heartwood ranges from dark greenish to black or dark brown
- Rays are fine-storied

Wood Identification
CITES Protected Timber Species

- Vessels are small, barely visible, and mostly solitary
- Wood is **not** ring porous
- Wood is extremely hard and heavy

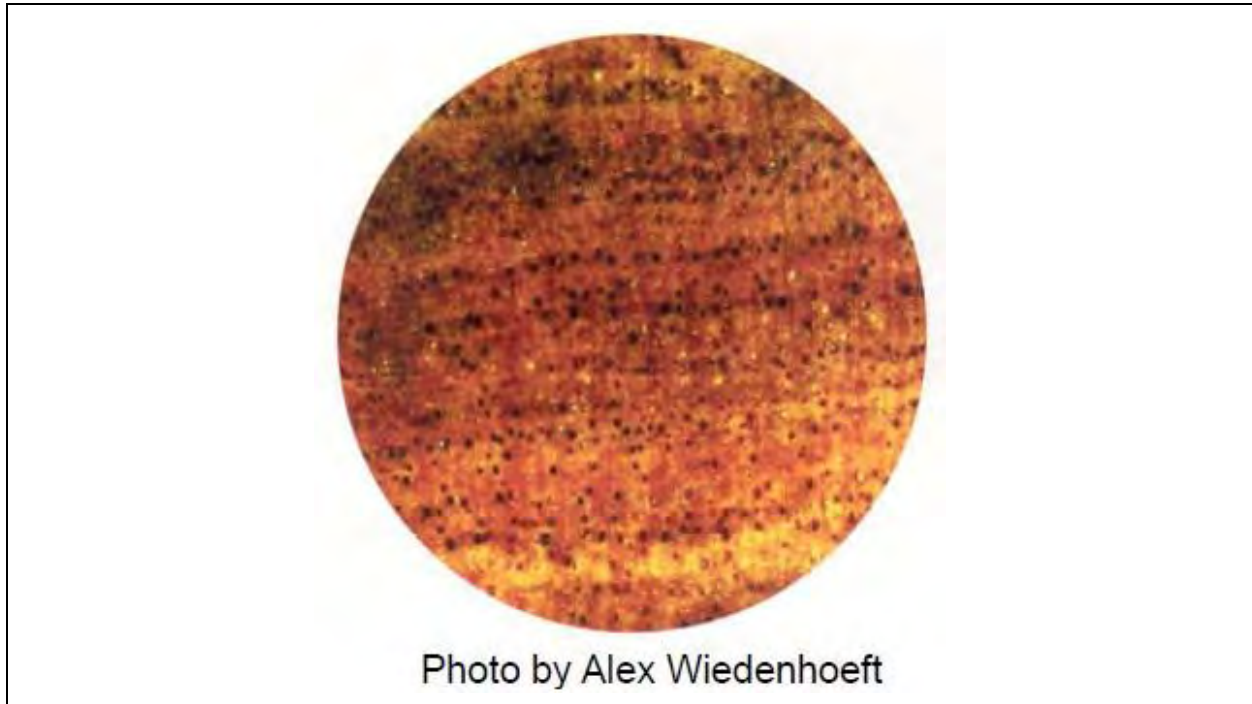


Figure E-10 Example of *Guaiacum officinale* (Commoner lignum vitae) Wood Cross Section

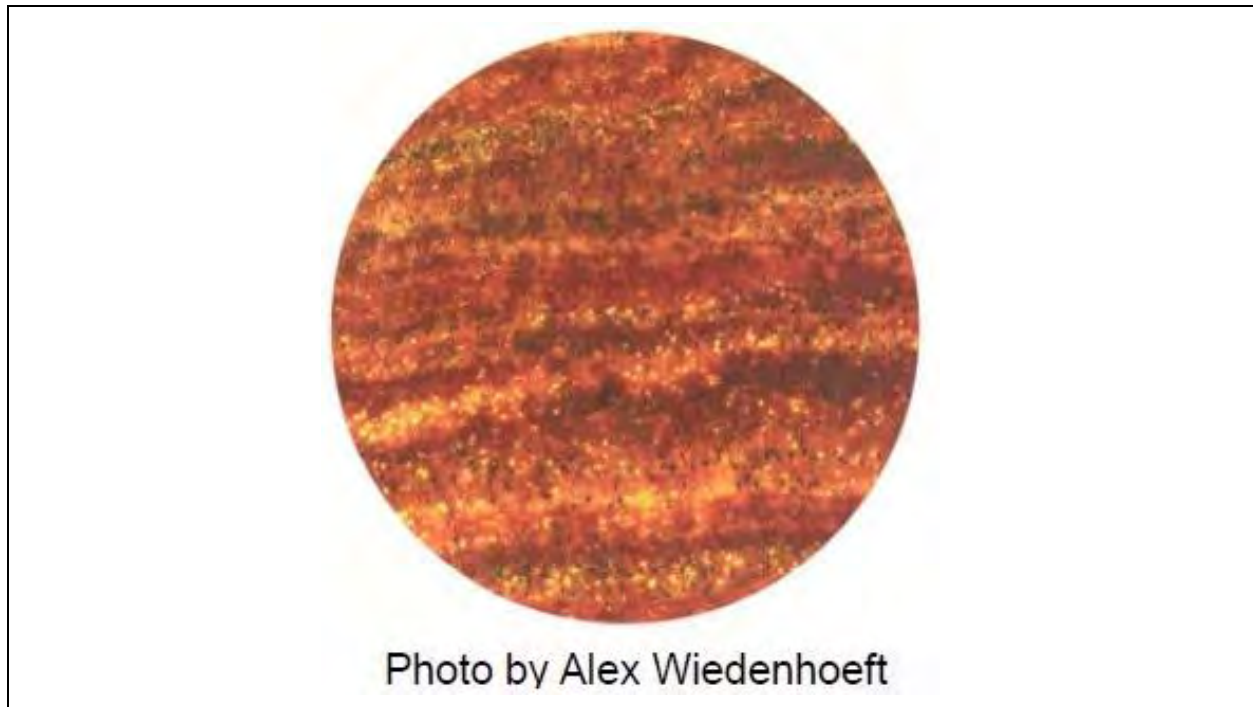


Figure E-11 Example of *Guaiacum sanctum* (Holy lignum vitae) Wood Cross Section

***Guibourtia demeusei* (red bubinga)**

Guibourtia demeusei (red bubinga) is a hardwood. A description and examples are **not** available.

***Guibourtia pellegriniana* (rose bubinga)**

Guibourtia pellegriniana (rose bubinga) is a hardwood. A description and examples are **not** available.

***Guibourtia tessmannii* (rose bubinga)**

Guibourtia tessmannii (rose bubinga) is a hardwood. A description and examples are **not** available.

***Jubaea chilensis* (Chilean wine palm)**

Jubaea chilensis (Chilean wine palm) description and examples are **not** available.

***Khaya* spp. (African mahogany)**

Khaya spp. (African mahogany) is a hardwood. The description and an example are **not** available.

***Magnolia liliifera* var. *obovata* (magnolia)**

Magnolia liliifera var. *obovata* is a hardwood.

To identify the wood, check the following:

- Heartwood is light brown, sometimes with a greenish tinge
- Parenchyma: marginal parenchyma is present and conspicuous
- Rays are **not** storied
- Vessels are often in multiples

- Wood is **not** ring porous
- Wood is moderately hard and heavy

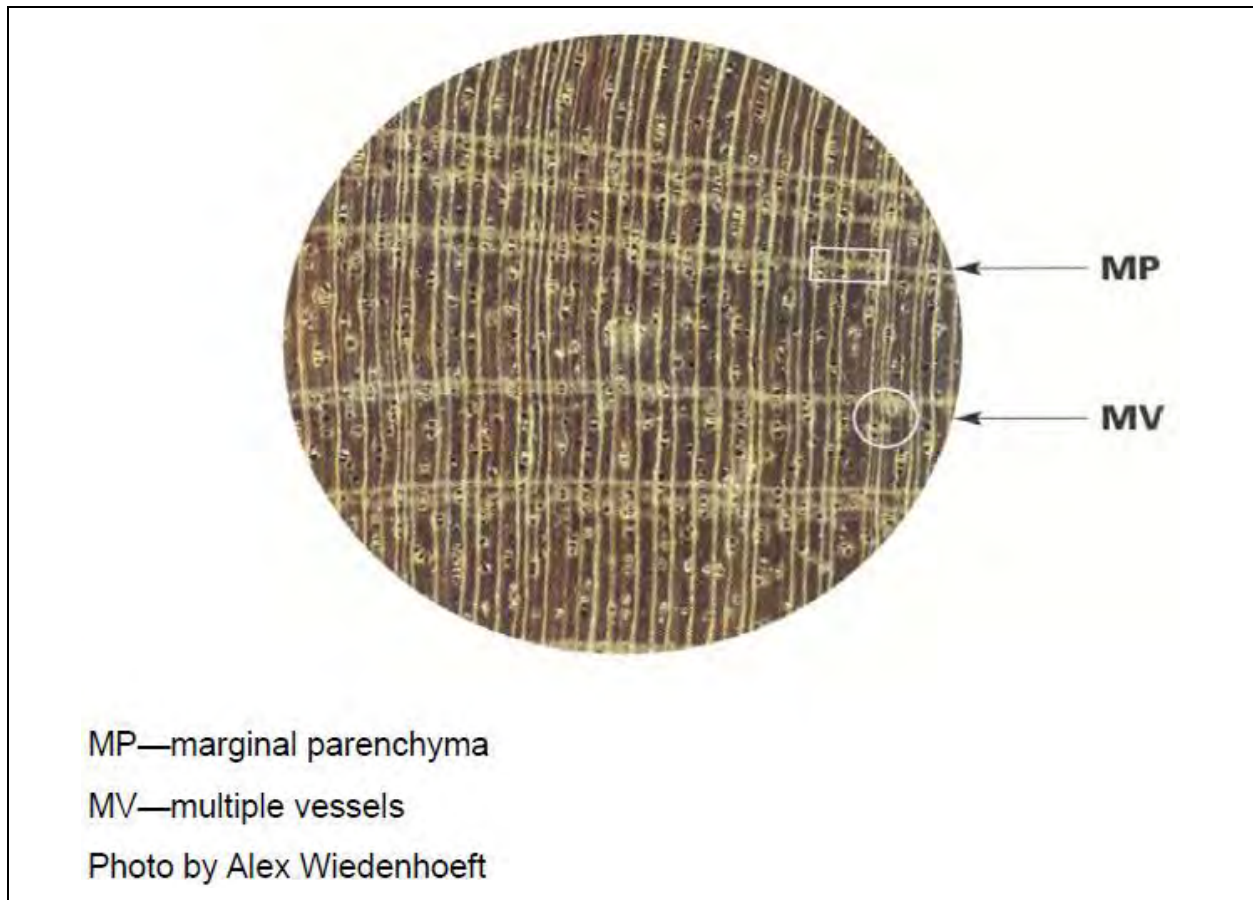


Figure E-12 Example of *Magnolia liliifera* var. *obovata* (Magnolia) Wood Cross Section

***Oreomunnea pterocarpa* (gavilan)**

Oreomunnea pterocarpa (gavilan) is a hardwood.

To identify the wood, check the following:

- Heartwood color is light brown
- Parenchyma: banded apotracheal parenchyma is present in long, wavy bands
- Rays are **not** storied
- Vessels mostly solitary, in radial or angled files
- Wood is **not** ring porous
- Wood is relatively soft and lightweight

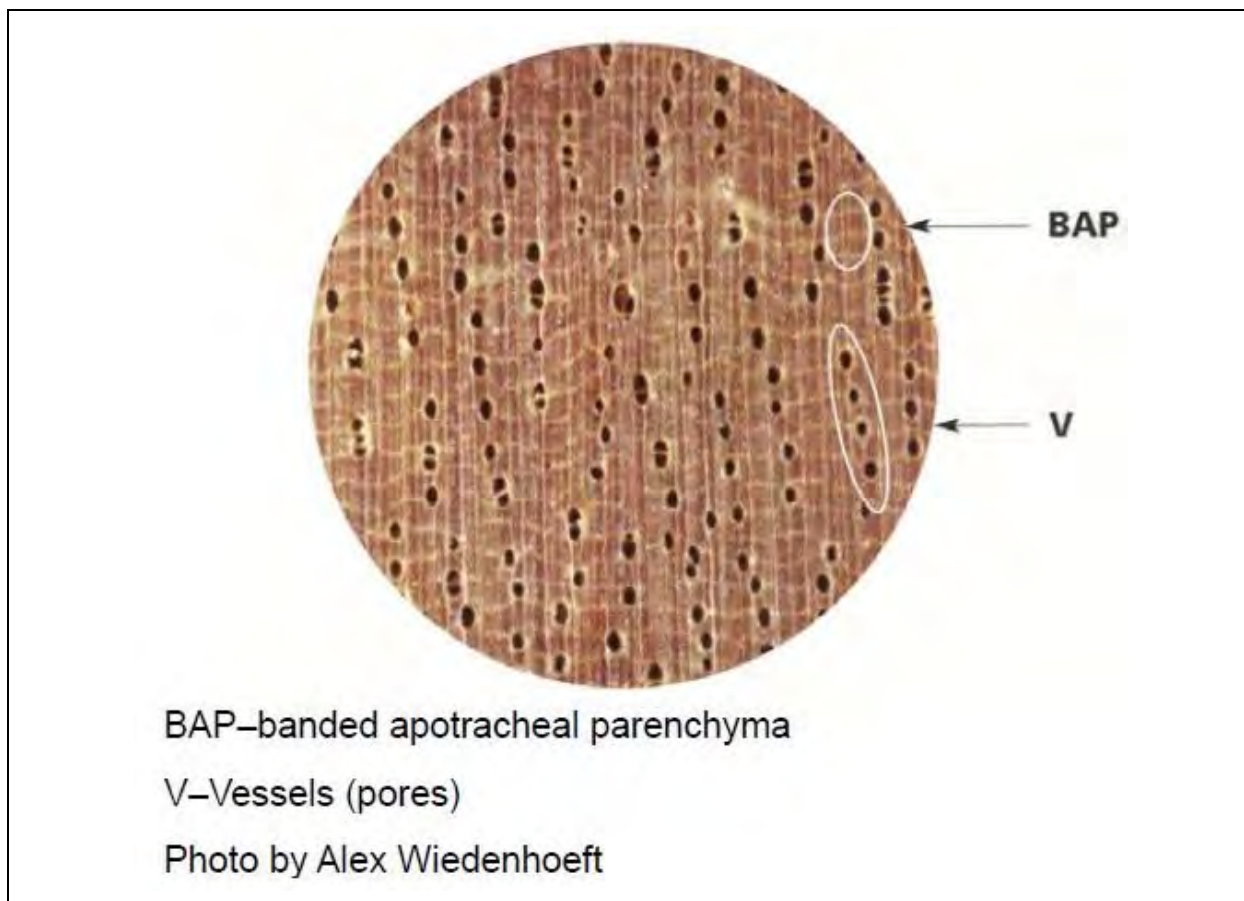


Figure E-13 Example of *Oreomunnea pterocarpa* (Gavilan) Wood Cross Section

***Osyris lanceolata* (African sandalwood)**

Osyris lanceolata (African sandalwood) description and an example are **not** available.

***Paubrasilia echinata* (Brazilwood)**

Paubrasilia echinata (Brazilwood) is a hardwood. The description and an example are **not** available.

***Pericopsis elata* (Afromosia)**

Pericopsis elata (Afromosia) is a hardwood.

To identify the wood, check the following:

- Heartwood is medium to dark brown
- Parenchyma: aliform paratracheal parenchyma and confluent paratracheal parenchyma are present
- Rays are medium-storied (often hard to detect)
- Vessels are numerous (barely visible to the naked eye)
- Wood is **not** ring porous
- Wood is moderately hard and heavy

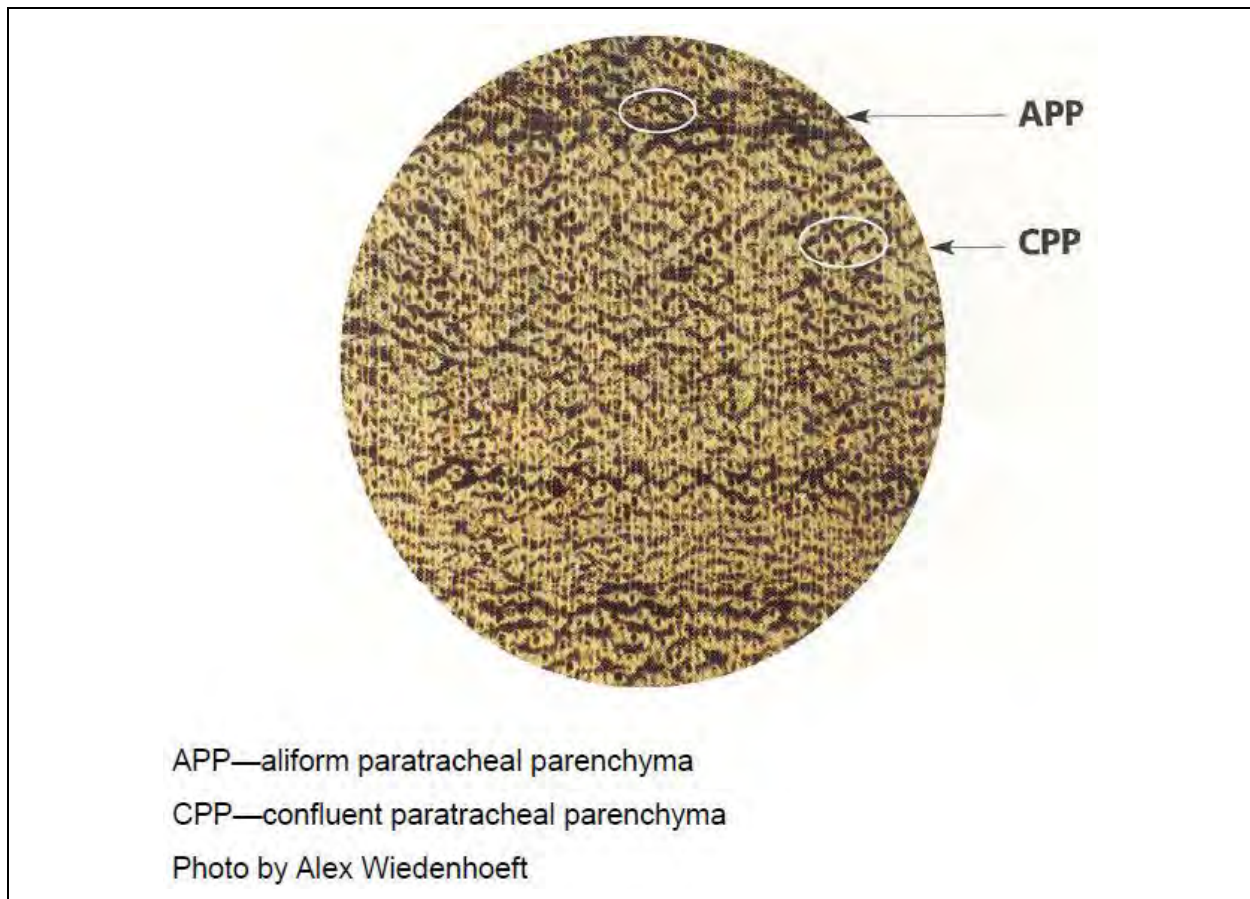


Figure E-14 Example of *Pericopsis elata* (Afromosia) Wood Cross Section

***Pilgerodendron uviferum* (pilgerodendron)**

Pilgerodendron uviferum (pilgerodendron) is a softwood. A description and an example are **not** available.

***Pinus koraiensis* (Korean pine)**

Pinus koraiensis (Korean pine) is a softwood. The description and an example are **not** available.

***Platymiscium pleiostachyum* (cristobal, granadillo)**

Platymiscium pleiostachyum (cristobal, granadillo) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown, usually with a purplish cast
- Parenchyma: lozenge aliform paratracheal parenchyma are present
- Rays are storied medium
- Vessels are large and numerous (visible to the naked eye)
- Wood is **not** ring porous
- Wood is hard and heavy

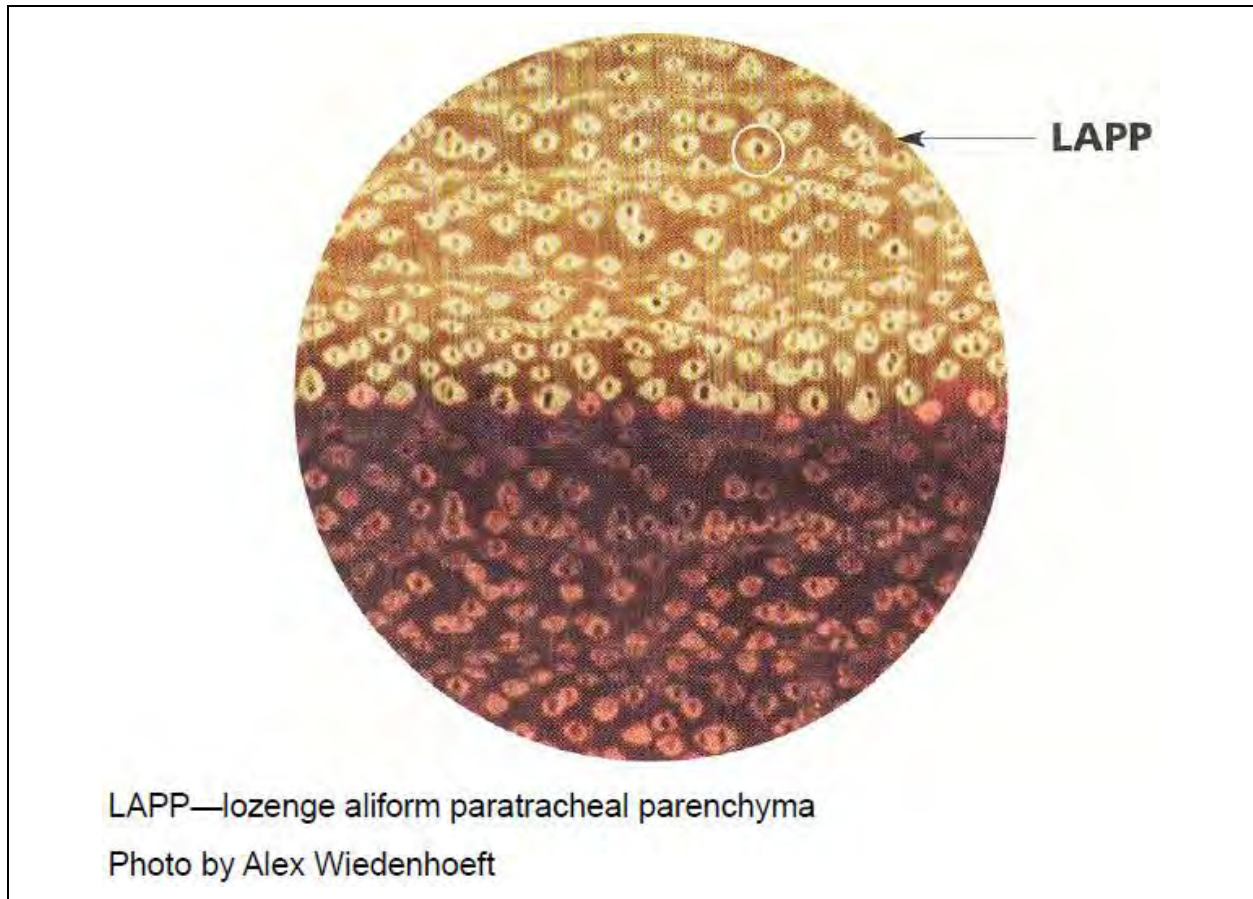


Figure E-15 Example of *Platymiscium pleiostachyum* (Cristobal, Granadillo) Wood Cross Section

***Podocarpus neriifolius* (podocarp)**

Podocarpus neriifolius (podocarp) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown or tan
- Resin canals are absent
- Wood is light in color; soft, and lightweight

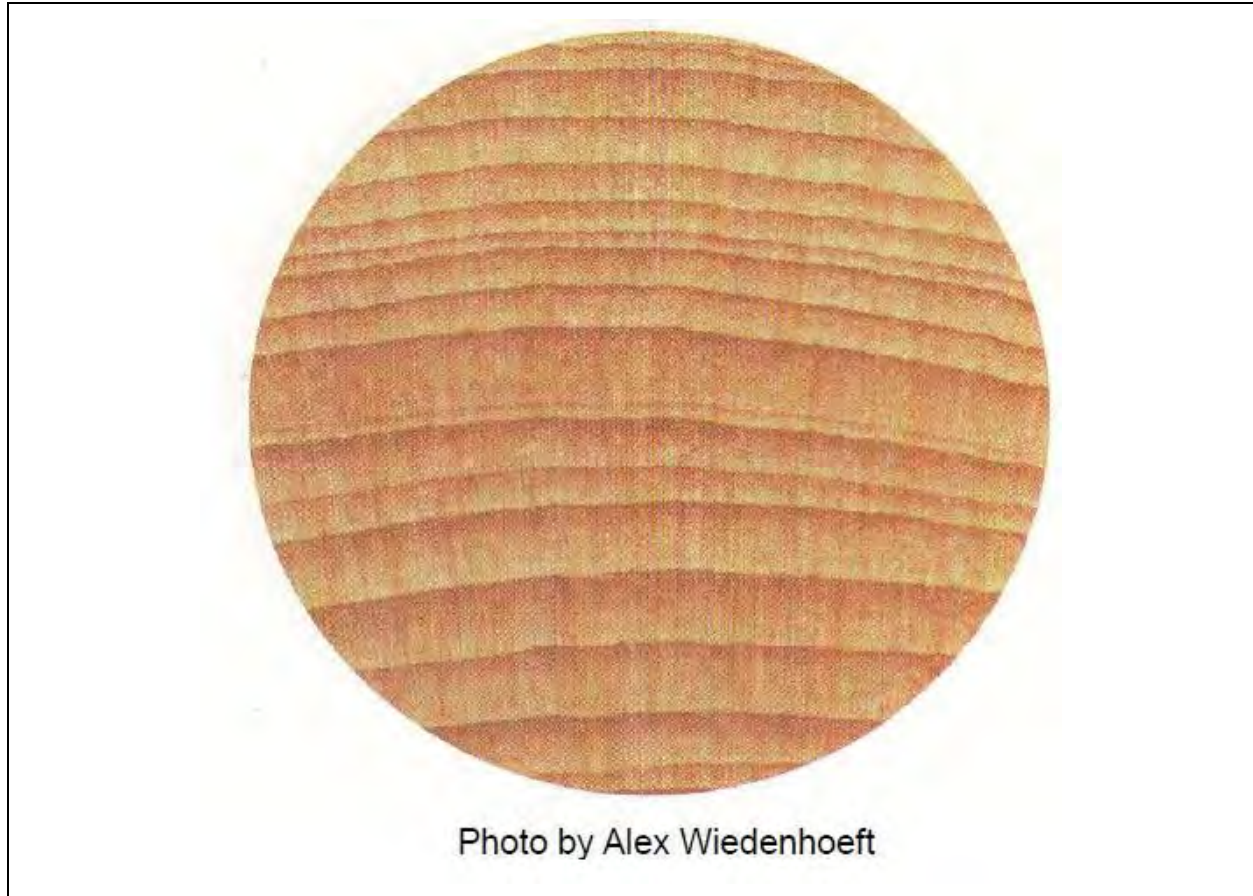


Figure E-16 Example of *Podocarpus neriifolius* (Podocarp) Wood Cross Section

***Podocarpus parlatorei* (Parlatore's podocarp)**

Podocarpus parlatorei (Parlatore's podocarp) is a softwood.

To identify the wood, check the following:

- Heartwood is light brown or tan
- Resin canals are absent
- Wood is light in color, relatively soft and lightweight



Figure E-17 Example of *Podocarpus parlatorei* (Parlatore's podocarp) Wood Cross Section

***Prunus africana* (African cherry, pygeum)**

Prunus africana (African cherry, pygeum) description and an example are **not** available.

***Pterocarpus* spp. (African rosewood, kosso)**

Pterocarpus spp. (African rosewood, kosso) description and an example are **not** available.

Pterocarpus santalinus (red sandalwood, redsanders)

Pterocarpus santalinus (red sandalwood, redsanders) is a hardwood.

To identify the wood, check the following:

- Heartwood is dark red to reddish brown
- Parenchyma: aliform paratracheal parenchyma and prominent banded apotracheal parenchyma are present
- Rays are medium-storied
- Vessels are large and numerous
- Wood is **not** ring porous
- Wood is very hard and heavy

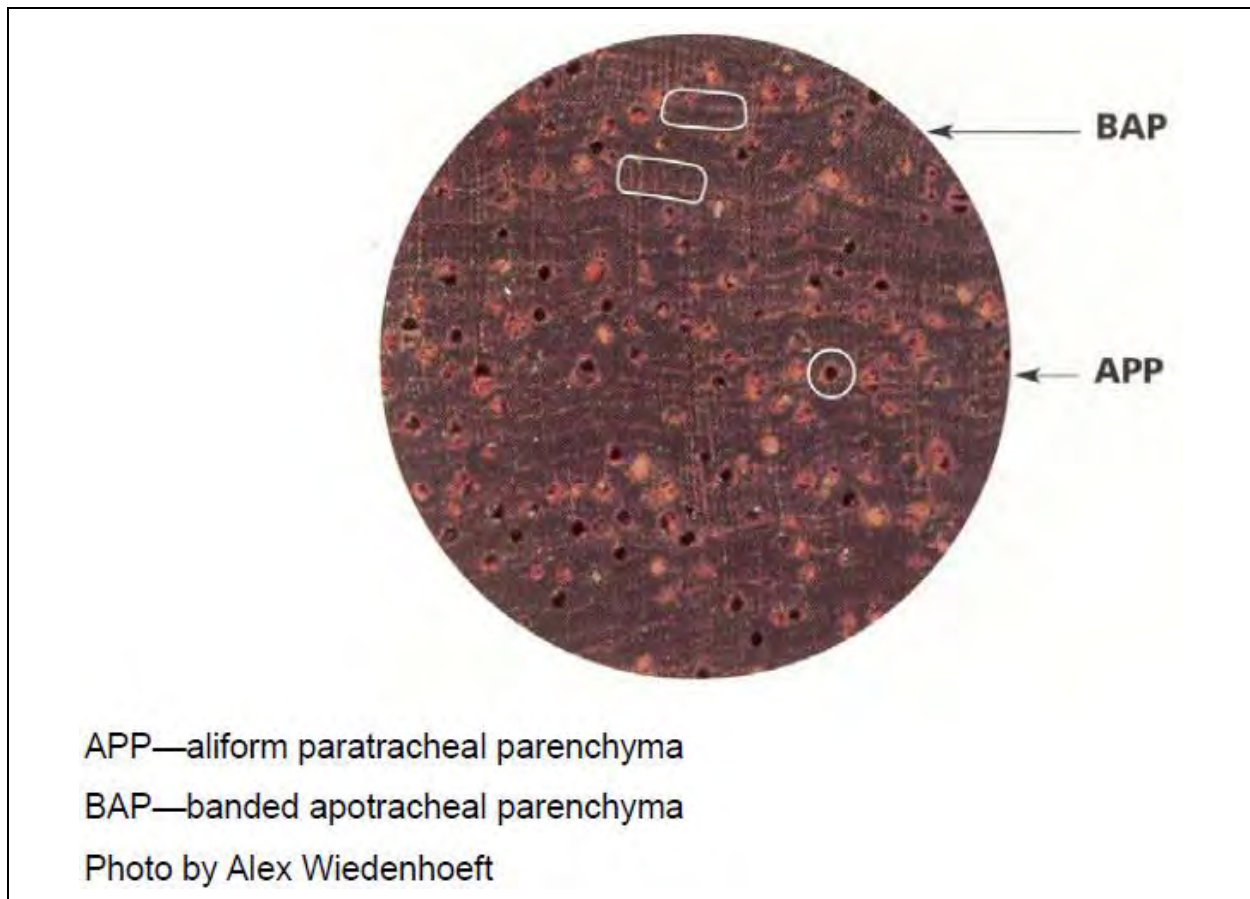


Figure E-18 Example of *Pterocarpus santalinus* (Red sandalwood, Redsanders) Wood Cross Section

***Quercus mongolica* (mongolian ash)**

Quercus mongolica (mongolian ash) is a hardwood. The description and an example are **not** available.

***Senna meridionalis* (taraby)**

Senna meridionalis (taraby) description and an example are **not** available.

***Swietenia humilis* (Pacific Coast mahogany)**

Swietenia humilis (Pacific Coast mahogany) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma are present
- Rays are coarse-storied
- Vessels are large (easily visible with the naked eye), often in two or three radial multiples; black or red deposits are common in vessels
- Wood is **not** ring porous
- Wood is moderately hard and heavy

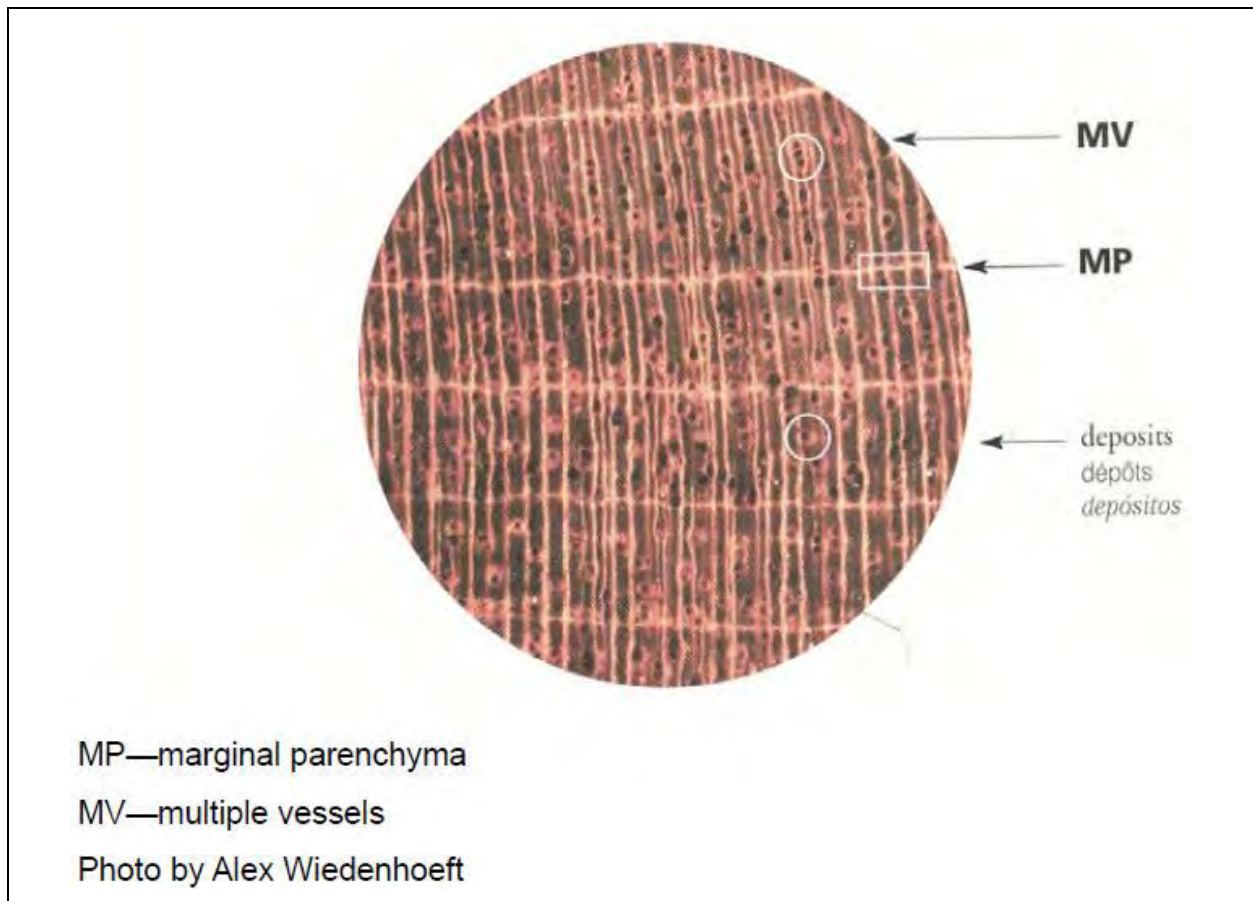


Figure E-19 Example of *Swietenia humilis* (Pacific Coast mahogany) Wood Cross Section

***Swietenia macrophylla* (bigleaf mahogany)**

Swietenia macrophylla (bigleaf mahogany) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma
- Rays are coarse-storied
- Vessels are large (easily visible with naked eye), often in multiples of 2 or 3
- Wood is moderately hard and heavy

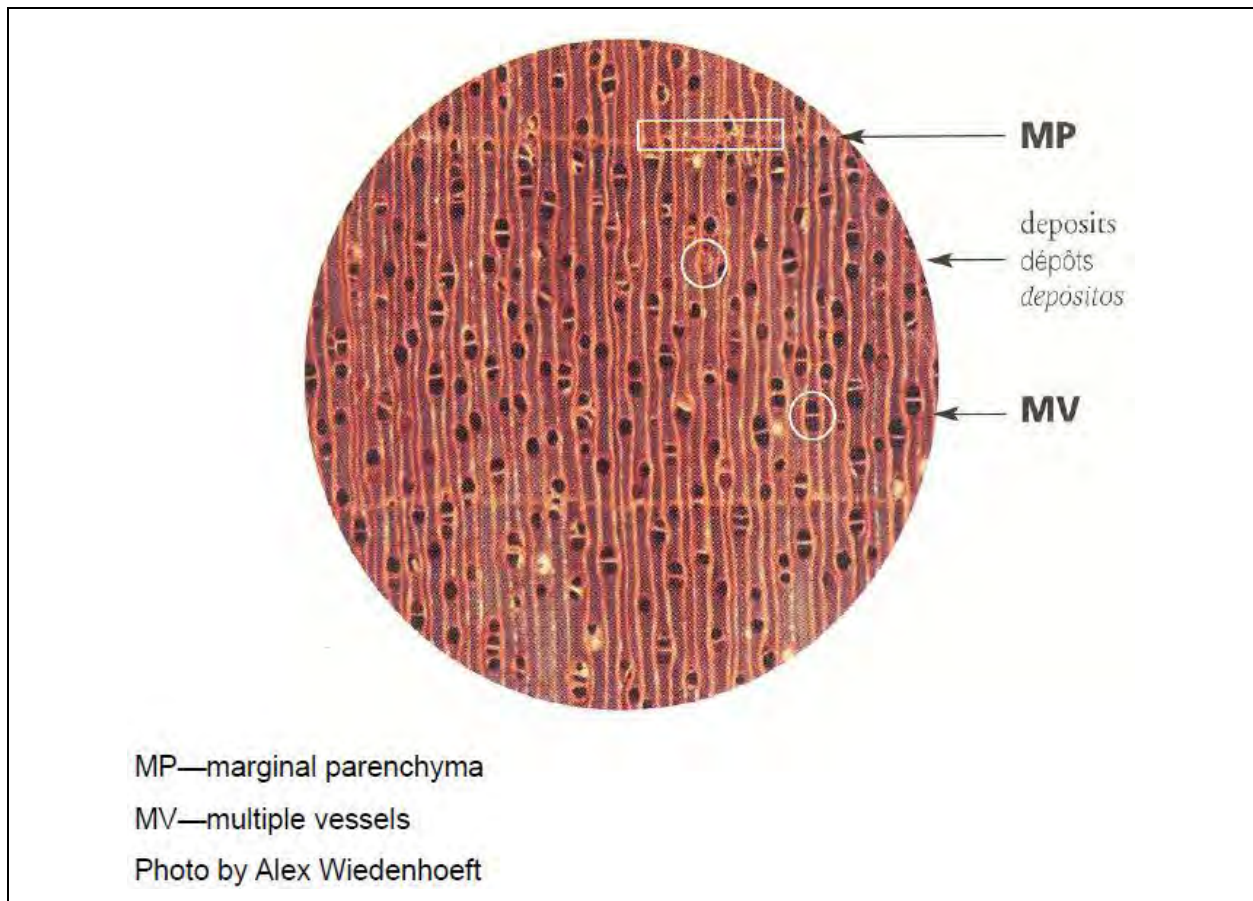


Figure E-20 Example of *Swietenia macrophylla* (Bigleaf mahogany) Wood Cross Section



Photo courtesy of Bud Petit de Manage

Figure E-21 *Swietenia macrophylla* (bigleaf mahogany) Lumber



Photo by Bud Petit de Mange

Figure E-22 *Swietenia macrophylla* (bigleaf mahogany) Lumber



Photo by Bud Petit de Mange

Figure E-23 *Swietenia macrophylla* (bigleaf mahogany) Lumber



Photo by Bud Petit de Mange

Figure E-24 *Swietenia macrophylla* (bigleaf mahogany) Lumber

***Swietenia mahogani* (Caribbean mahogany)**

Swietenia mahogani (Caribbean mahogany) is a hardwood.

To identify the wood, check the following:

- Heartwood is reddish brown
- Parenchyma: prominent marginal parenchyma
- Rays are usually coarse-storied, but sometimes **not** storied
- Vessels are large (visible with the naked eye), often with radial multiples of two or three; reddish black or white deposits common
- Wood is **not** ring porous
- Wood is moderately hard and heavy

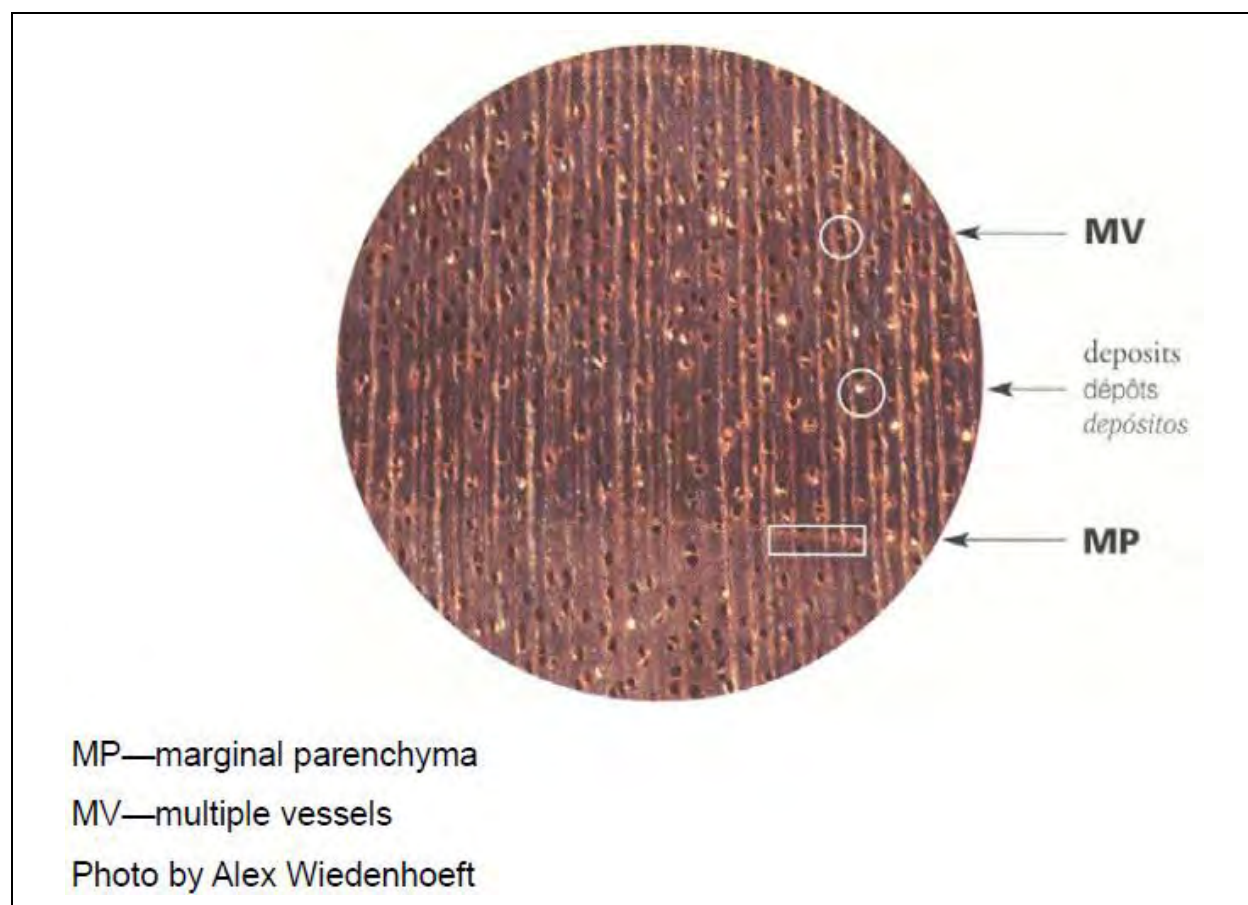


Figure E-25 Example of *Swietenia mahogani* (Caribbean mahogany) Wood Cross Section

***Tetracentron sinense* (tetracentron)**

Tetracentron sinense (tetracentron) is a hardwood. The description and an example are **not** available.

***Widdringtonia whytei* (Mulanje-cedar)**

Widdringtonia whytei (Mulanje-cedar) is a softwood. The description and an example are **not** available.

Introduction

Use this glossary to find the meaning of specialized words, abbreviations, acronyms, and terms. To locate where in the manual a given definition, term or abbreviation is mentioned, refer to the index.

Definitions, Terms, and Abbreviations

aliform paratracheal parenchyma (APP). An arrangement of parenchyma cells, as seen in cross section, that are grouped around pores and form winglike lateral extensions.

artificially propagated. Timber taken from trees grown in monospecific plantations.

apotracheal parenchyma (AP). Longitudinal (axial) parenchyma that is not associated with pores.

banded apotracheal parenchyma (AP). Layer or band of parenchyma cells not associated with the vessels within a growth ring.

banded parenchyma. Parenchyma cells that collectively appear as thin lines when viewed in cross section.

cancel. As relates to CITES documents used to import into the U.S., to stamp to show that the CITES document has been used.

CITES Appendix I. Includes species threatened with extinction. Trade in specimens of these species is permitted only in exceptional circumstances; commercial trade is prohibited.

CITES Appendix II. Includes species not necessarily threatened with extinction, but in which trade must be controlled in order to avoid utilization incompatible with their survival.

CITES Appendix III. Includes species that are protected in at least one country which has asked other CITES parties for assistance in controlling the trade of these species.

confluent paratracheal parenchyma (CPP). An arrangement of parenchyma cells that completely surrounds a vessel and extends to connect another vessel appearing as bands when viewed in cross section.

Convention (CITES). The Convention on the International Trade in Endangered Species of Wild Fauna and Flora.

country of origin. Country from which the tree was cut or removed. deposits. Metabolites that accumulate in cells of wood.

earlywood (EW). First formed position of single growth ring, located on the inside portion of a growth ring. Characterized by large cells and low density.

engaged in commercial business. Trade for the purpose of selling, bartering, collecting, or otherwise as a livelihood or enterprise for gain or profit.

extract. Any substance obtained directly from plant material by physical or chemical means regardless of the manufacturing process. An extract may be solid (e.g. crystals, resin, fine or coarse particles), semi-solid (e.g. gums, waxes) or liquid (e.g. solutions, tinctures, oil and essential oils).

Finished musical instruments. A musical instrument (as referenced by the Harmonized System of the World Customs Organization, Chapter 92; musical instruments, parts and accessories of such articles) that is ready to play or needs only the installation of parts to make it playable. This term includes antique instruments (as defined by the Harmonized System codes 97.05 and 97.06; Works of art, collectors' pieces and antiques).

Finished musical instrument accessories. A musical accessory (as referenced by the Harmonized System of the World Customs Organization, Chapter 92; musical instruments, parts and accessories of such articles) that is separate from the musical instrument, and is specifically designed or shaped to be used explicitly in association with an instrument, and that requires no further modification to be used.

Finished musical instrument parts. A part (as referenced by the Harmonized System of the World Customs Organization, Chapter 92; musical instruments, parts and accessories of such articles) of a musical instrument that is ready and is specifically designed and shaped to be used explicitly in association with the instrument to make it playable.

finished products packed and ready for retail trade. Products, shipped singly or in bulk, requiring no further processing, packaged labeled for final use or the retail trade in a state fit for being sold to or used by the general public.

growth ring (GR). The layer of wood added to the stem during one growth period.

hardwood. Woods from broad-leaved trees in the botanical group angiosperms, characterized by having vessels. Also referred to as porous woods.

Harmonized System of the World Customs Organization (HS). An international numerical system of tariff codes.

heartwood. Wood associated with the central portion of a mature tree, and no longer conducts sap. Infiltration of various organics impart a darker color to this wood.

latewood (LW). Later formed portion of a growth ring located on the outside portion of the growth ring. Characterized by smaller cells and higher density. logs. All wood in the rough whether or not stripped of bark or sapwood, or roughly squared for processing, notably into sawn wood, pulpwood, or veneer sheets.

lozenge aliform paratracheal parenchyma (LAPP). Aliform paratracheal parenchyma that forms a lozenge shape.

lumber (sawn wood). Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded, or finger-jointed, of a thickness exceeding 6mm.

Management Authority. A national authority designated in accordance with CITES Article IX as competent to grant permits and certificates.

marginal parenchyma. Cells of parenchyma forming a line at the beginning or end of the growth ring.

multiple vessel (MV). Several vessels adjacent and in-line to one another.

Neotropics. Includes the Caribbean, Central America, Mexico, and North America.

paratracheal parenchyma (PP). Parenchyma that is associated with and often surrounds the vessels.

parenchyma. Thin-walled wood cells noted for storage of food reserves appearing light-colored when grouped together, or in continuous bands when viewed in cross section.

Party. A State for which the present Convention has entered into force.

phloem. Tissue of the inner bark that conducts food upward through the tree.

plywood. Consisting of three or more sheets of wood that is glued and pressed one on the other and generally disposed so the grains of successive layers are at an angle.

pore. Cross-section of a hardwood vessel.

powder. A dry, solid substance in the form of fine or coarse particles.

Protected Plant Permit (PPP). USDA-issued permit required for the commercial trade of CITES or ESA regulated terrestrial plants.

radial. A direction in wood perpendicular to the longitudinal grain direction.

radial section. A section of wood cut in a plane parallel to the rays.

ray. Flattened bands of tissue extending horizontally in a radial plan seen in cross section radiating in a direction from the center toward the bark of a tree.

reexport. Export of any specimen that has previously been imported.

resin canal. Tubular passageways in the wood of some softwoods.

ring porous wood (RPW). Wood in which an arrangement of larger pores are concentrated in the earlywood and smaller pores are found in the latewood.

sawn wood. Refer to [lumber \(sawn wood\)](#).

scientific authority. A national authority designated in accordance with CITES Article IX as responsible for determining if trade will be detrimental to the survival of the species.

seizure date. Date CBP or PPQ determines a shipment warrants forfeiture procedures and verifies the physical location of the shipment as either in a CBP- or PPQ-owned, leased, or approved facility within a Customs-bonded operation.

shipment. Cargo transported under the terms of a single bill of lading or waybill, irrespective of the quantity or number of containers, packages, or pieces.

single vessel. A vessel that is not adjacent to or touching another vessel.

softwood. Wood without vessels produced by coniferous trees in the botanical group gymnosperms. Also referred to as nonporous woods.

species (spp). Any species, subspecies, or geographically separate population thereof.

storied ray (SR). Rays arranged side-by-side forming horizontal rows which appear as undulant bands seen in tangential section. There are three categories of storied rays: fine (more than 6 rows of rays per millimeter (mm)); medium (more 3 to 6 rows of rays per mm); coarse (2 rows or less per mm).

tangential section. Section of wood cut in a plane perpendicular to the rays.

trade. To export, reexport, or import.

transformed wood. Defined by Harmonized System code 44.09: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed.

transverse section (cross section). Section of wood cut in a plane across the grain.

tyloses. Bubble-like structures that form in the vessels of certain hardwood species.

veneer. Thin layers of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced for use in making plywood, for veneering furniture, veneer containers, etc.

vessel (V). A longitudinal conductive passageway formed by an aligned series of vessel elements.

woodchips. Wood that has been reduced to small pieces.