



## DEPARTMENT OF AGRICULTURE AND MEASUREMENT STANDARDS

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# Memorandum

**To:** ALL ACO'S & Exporters  
**From:** Nancy Holland & Jennifer Stilwill  
**Date:** 10/1/2009  
**Re:** *New USDA Administration FEE*

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As you may know, as of October 1, 2009 USDA begins/began imposing an Admin fee for all phytos, including voids. There has been some confusion in what will be charged, so we spoke with USDA. These are the latest guidelines regarding charges as per USDA:

**Phyto charges will be incurred for the following:**

1. PCIT phytos that have been submitted, signed, and cleared from the system by the county or USDA.
2. 4-part paper phytos (traditional) that have been signed by an ACO (note: remember to record these on the log sheet).
3. All voided phytos, PCIT or traditional, that have been signed (remember to record only 4-part certificates on the log sheet, not PCIT-issued phytos), for example:
  - a. A signed, original phyto that is being replaced for whatever reason
  - b. A phyto where the shipment was cancelled after phyto was signed, or
  - c. A phyto on which a mistake was found after it was signed by the ACO (shipper will need to note whose mistake, ACO or shipper.)

**Exempt from admin fee charge:** (i.e. does not need to be recorded on log of certs used)

1. PCIT paper misprints, or 4-part paper misprints (i.e. if the printer jams, or another document is accidentally printed on the paper – these are NOT charged)
2. Phytos is not yet signed by an ACO
  - a. if you make a mistake, or the customer changes information last minute *before the phyto is signed* – these are NOT charged
  - b. if the ACO notices a mistake, *and hasn't signed it yet* – these are NOT charged.

More information about PCIT and the administration fee can be found at our website, or feel free to call in to our office and we can explain the changes and answer any questions you may have. If you want training on issuing phytos through the PCIT system, please contact our office and we will arrange for a training session.

Thank you!