

To: All registered exporters of plants, plant products and second hand agricultural machinery.

Subject: Access to the Export Certification System (ECS), data entry on ECS and the issuing of Phytosanitary Certificates

As a result of the UK's departure from the European Union, the Horticulture and Plant Health Division (HPHD) of the Department of Agriculture, Food and the Marine (DAFM) are receiving a large number of applications for phytosanitary certificates for the export of plants, plant products and second hand machinery to Great Britain (GB). HPHD are also providing phytosanitary certification applications for the export of plants, plant products and second hand machinery to other Third Countries (non-EU) around the world.

To facilitate the processing of these applications, the procedures laid out within this notice will become active from Wednesday, 10th of February and will apply to ALL exporters of plants, plant products and second hand machinery:

1. ECS Access and Ag Food

There are two methods of accessing the ECS system to apply for a phytosanitary certificate:

- (i) Agfood.ie: Some users of the ECS will have received two letters from the IT Security Unit of DAFM which contained log on details for the Ag Food portal on the DAFM website. These users should complete the steps indicated in the letters to activate this service. The forms within the letters should be completed and returned to IT Security Unit of DAFM (address on forms). This system will allow users to apply for phytosanitary certificates and view a history of their past applications. This version of the system can be accessed via the following link:
<https://agfood.agriculture.gov.ie/sso-auth-ui-applicant/#/login>
- (ii) DAFM Website: If you are yet to receive a letter from this Department in relation to the Ag Food portal you should continue to use the ECS system via the link available on the Department's website. All registered exporters will receive a notification letter for the Ag Food Portal in due course and the steps in point (i) above should be followed. Until such a time these users should continue to use the generic version of ECS available on the DAFM website:
<https://publicapps.agriculture.gov.ie/ecs-ui/#/captcha>

2. Data Entry on applications

When submitting an application for a phytosanitary certificate all fields within the application form should be completed in line with the following:

- (i) Correct capitalisation, spelling: all fields are required to be completed with correct spelling, capitalisation etc. The Exporter and Consignee fields should be completed in full capital letters, for example JOE BLOGGS NURSERY. All other fields should be completed with the first letter in capitals and the rest in lower case, for example in consignment details: Description of Packages: Trolleys
Applications which are entered in all capitals or with spelling errors will be rejected.

- (ii) Entering of PHR number: applicants should enter the last 4 digits of their PHR number in the required field, for example: PHR Number: 1234
- (iii) Completion of all fields: all fields within the application form are required to be completed and applicants should enter N/A in any field not applicable to their application.
- (iv) Commercial value of consignment: applicants are required to input the commercial value of the consignment. Any applications which do not have a commercial value entered or which have a nominal value entered will be rejected. The commercial value of the consignment is required by DAFM and is used for statistical purposes only.
- (v) 14 days notice: ALL applications on the ECS system must be received at least 14 days in advance of the export of the consignment. This pre-notification is required to arrange the necessary inspection, sampling of consignment, laboratory analysis and issuing of the phytosanitary certificate as required.
- (vi) Updates to applications: Applications can be updated/amended up to and including the day of departure as required including all relevant information such as container numbers, seal numbers and additional quantities.
- (vii) Check applications: All operators are required to check their applications prior to submission to ensure all fields have been completed and all information is correct.

3. Additional Declarations

Some phytosanitary certificates for export may require additional declarations to be listed on the certificate to affirm that the consignment has met additional requirements as required by the National Plant Protection Organisation (NPPO) of the importing country. Applicants can ascertain the additional declaration requirements in the following method:

- (i) Exports to GB: the additional declaration requirements for plants, plant products and second hand machinery being exported to GB will be provided by your Plant Health Inspector. The Plant Health Inspector will add the required additional declarations to your application in ECS as required.
- (ii) Exports to other Third Countries (non-EU): for exports of plants, plant products and second hand machinery to all other non-EU countries, the exporter will need to contact the NPPO of the importing country to ascertain these requirements. The email received from the NPPO should be uploaded to your ECS application. A full list of the relevant NPPO's and their contact information is available on the International Plant Protection Convention (IPPC) website here:
<https://www.ippc.int/en/countries/all/list-countries/>

4. Amendments to applications and issuing of certificates

Additional information which is required to be added to an application or any other amendments required can be completed by contacting HPHD in the following method:

- (i) Email: email plantexports@agriculture.gov.ie and copy your Plant Health Inspector (who inspected the consignment) as appropriate. The email must have the relevant ECS application number (received via email on submission) in the subject bar.
- (ii) Issuing of certificates: Once the application has been approved, signed and stamped by a Plant Health Inspector an electronic colour scan (PDF format) of the phytosanitary certificate will be emailed to the relevant email address indicated in the application. The hard copy of the phytosanitary certificate, including a duplicate copy will be sent to the exporter via registered post. The exporter should send the hard copy of the phytosanitary certificate to their customer in the relevant country and retain a duplicate copy for records.
- (iii) Retrospective certificates: Please note that retrospective phytosanitary certificates **will not be issued** and it is imperative that all exports are pre-notified to this Department.



Any questions in relation to this notice may be directed by email to plantexports@agriculture.gov.ie or by telephone at (01)5058885.

Yours sincerely

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