



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

APHIS eFile

Guidance for Submitting a PPQ 526 Application Permit to Move Live Pests, Noxious Weed, and Soil for Biological Uses

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WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 526 Applications for Pest Permits. This user guide will take you through the process of applying and how to request and amendment or cancel an issued permit if needed.

If you have not logged into APHIS eFile yet, please refer to the [APHIS eFile First Time User Guide](#).
If you've already gone through the first-time user process and are an organization admin, refer to the [APHIS eFile Organization Accounts User Guide](#).

For more APHIS eFile PPQ Form 526 support materials:

Check out our "How to" playlist on the [APHIS YouTube Channel](#)
Review this and other User Guides online on the [APHIS eFile Training Page](#)



I AM THE APPLICANT

Before you apply for your PPQ 526 permit application, there are several things to note when applying in eFile.

eFile PPQ 526 Application:

- Each application has a **unique application number**, labeled with **A - #####**

Post Application Submission:

- **You will receive email notifications** once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.
- In eFile there are two different permit numbers:
 1. **System Generated Permit Record Number Example: A-00123456**
 - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
 2. **APHIS Permit Number Example: 526-20-201-00015**
 - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
 - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
 - The Permit Prefix indicates the type of permit.

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I AM THE APPLICANT

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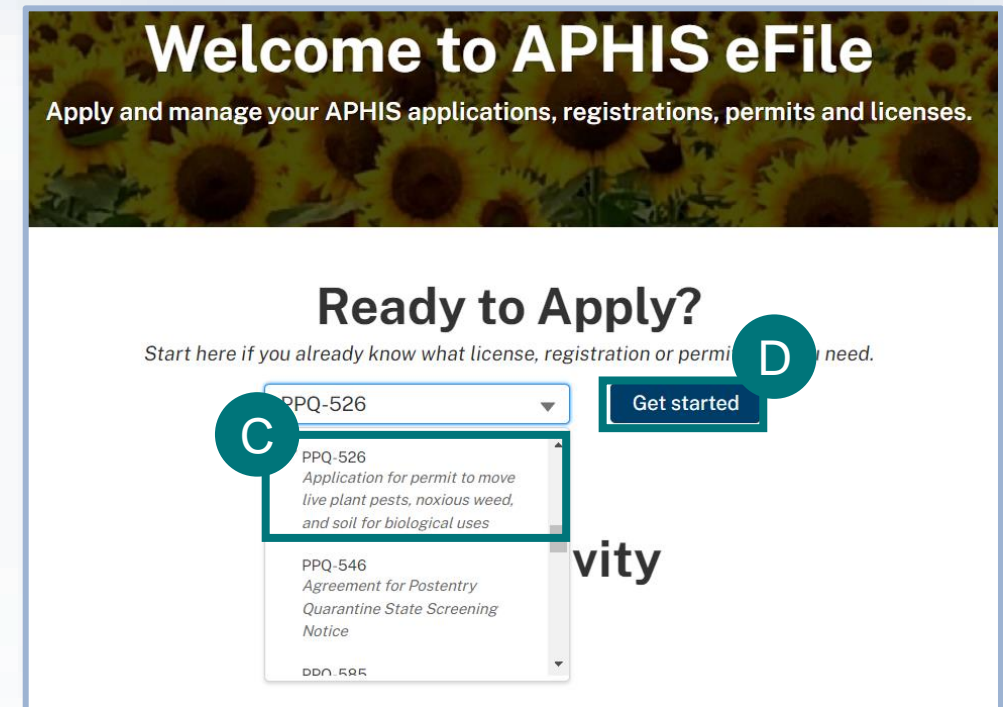
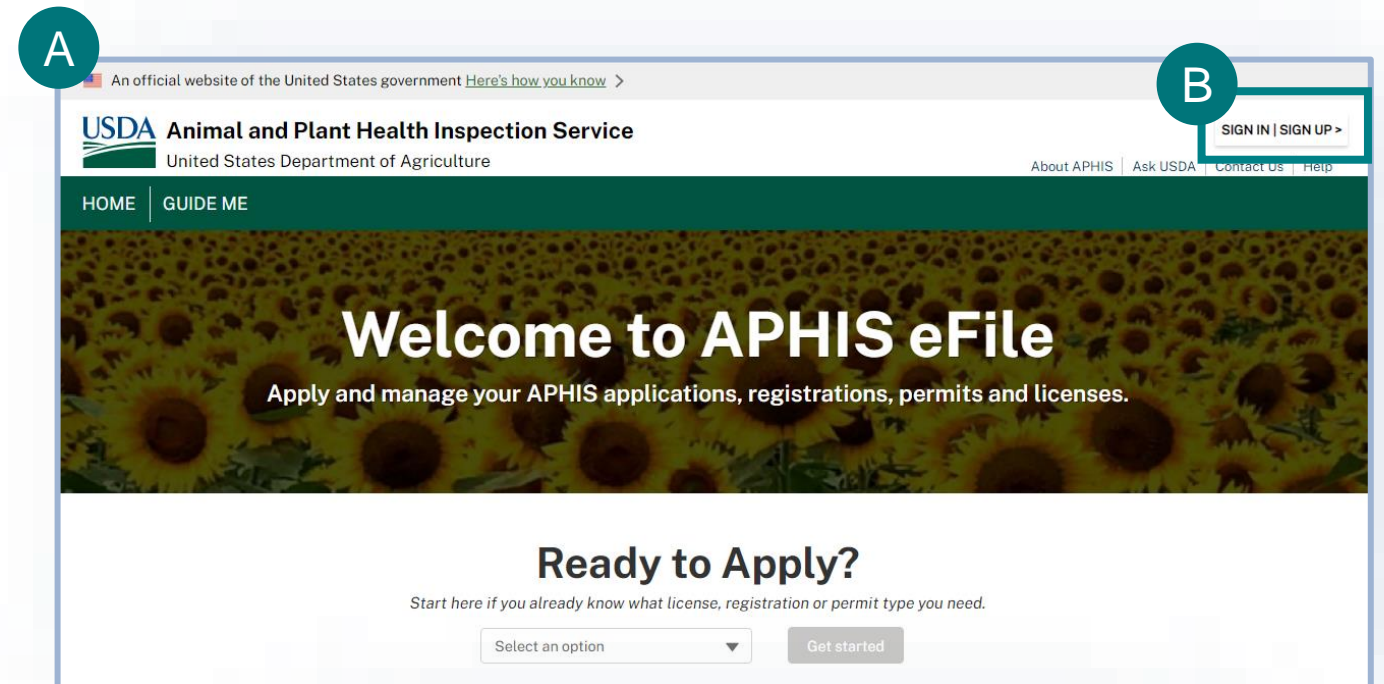
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Step 1: Sign into APHIS eFile & Create a New Application

- A** Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).
- B** Select **Login and sign in** using your **eAuthentication username and password**. If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
- C** Under the Ready to Apply section, select the **PPQ-526 Application**.
- D** Select **Get Started** to begin your application.

Note: If you have more than one account in APHIS eFile, use the drop-down to select your Sharing Organization.



Step 1: Sign into APHIS eFile & Create a New Application

- E Determine if this is the correct application for you. If it is, **select Proceed to the PPQ-526 Screening Questions.**

Start a PPQ 526

Welcome to the OMB#: 0579-0054, 0579-0088 and 0579-0207
PPQ 526 Application

Proceed if planning to engage in the business of **importation, interstate movement, possession, or release into the environment of plant pests, biological control organisms of plant pests and weeds, bees, parasitic plants, and Federally listed noxious weeds.** To amend, renew, or transfer a permit, start from the permit's card in [My Activity](#).

Application Process

1. Check [Agricultural Commodity Import Requirements \(ACIR\)](#) to verify the requirements for your articles.
2. If your articles require a permit, complete the PPQ 526 Setup Assistant. You will not be able to change answers from the PPQ 526 Setup Assistant once you start the application process.
You'll need to identify:
 - If you will claim Confidential Business Information (CBI) in your application
 - Intended Use
 - Movement Type
3. After completing the PPQ 526 Setup Assist, continue to fill out and submit a PPQ 526 application.
4. Once submitted, PPQ will begin processing your application. Processing typically takes 80 business days or longer.

> My articles are select agents or toxins

> Paperwork reduction act of 1995 statement

Cancel **Proceed to the PPQ-526 Screening Questions**



Step 2: Complete Setup Assistant Form

- A** Once you have created your new application, you will land on the PPQ 526 Setup Assistant part of the application. **Answer** the questions to proceed.
- B** **Select your Intended Use.**
- C** Select your **Movement Type** and **Claim as CBI** by selecting the checkbox (If Applicable).

PPQ 526 Setup Assistant

0 —————

You must review the [PPQ 526 CBI Guidance](#), which outlines policies regarding Confidential Business Information (CBI).

I have read the PPQ 526 CBI Guidance document and understand that CBI claims:

- Require justification
- Only apply to confidential information related to:
 - Trade secrets
 - Commercial or financial information
- Require a CBI redacted version for documents containing CBI, excluding justification

Will your application include trade secrets, or commercial or financial information which is confidential and needs to be claimed as CBI? ⓘ

Yes

No

⚠ These answers cannot be changed after you start the application.

Back Cancel Continue

PPQ 526 Setup Assistant

1 ————— 2

Intended Use

Select an Option

Movement Type

Claim as CBI ⓘ

Select an Option

⚠ These answers cannot be changed after you start the application.

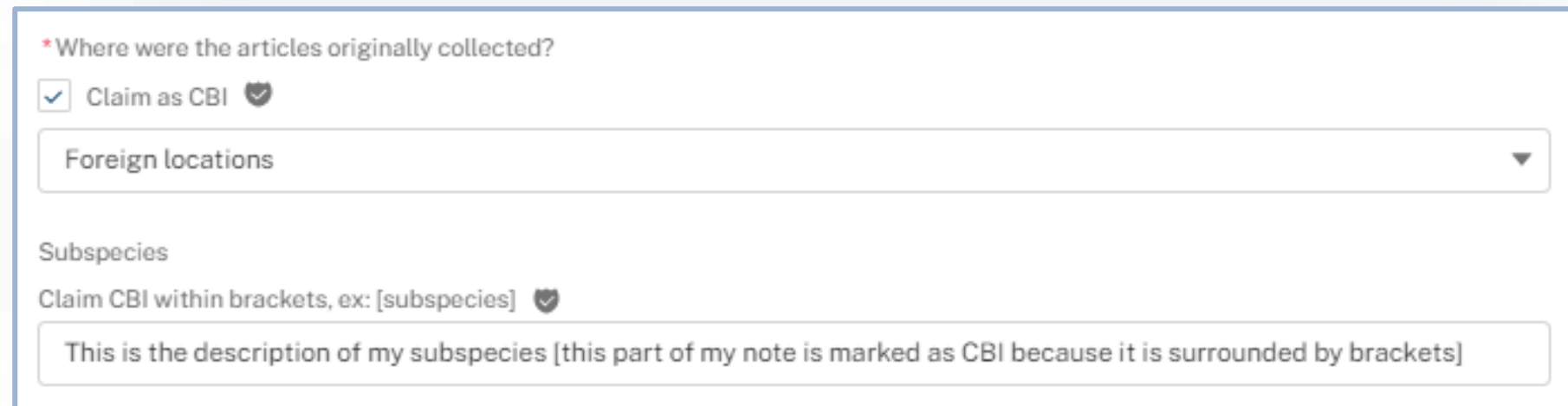
Back Cancel Continue

Note: These answers cannot be changed after you start the application.


Confidential Business Information (CBI) Information


How to Claim CBI: If you indicate your application will contain CBI, you will see **shield icons** next to all fields available that can be claimed as containing CBI on the application.

To claim information as CBI, you will either use square brackets [] or a Claim as CBI checkbox. On CBI applications, you will be able to denote CBI data in most text fields by typing square brackets [] around the confidential business information. Certain fields with restricted input types, such as numeric fields, email addresses, and drop-down list have a corresponding “Claim as CBI” checkbox under the field if it may be claimed as CBI.




*Where were the articles originally collected?

Claim as CBI 

Foreign locations 

Subspecies

Claim CBI within brackets, ex: [subspecies] 



This is the description of my subspecies [this part of my note is marked as CBI because it is surrounded by brackets]

Step 3: Identify Responsible Parties

Responsible Party

Once you have created your new application, you will land on the Applicant/Permittee Contacts section of the application. In this section you will identify the responsible parties for your import article(s).

Types of responsible parties include:

-  **Applicant** – The individual is who is applying for a PPQ permit.
-  **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.

Step 3: Identify Responsible Parties



My Details

A Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number.

B Answer the required question, “Will you be the Permittee?” to indicate whether you will be the permit holder.

- If you select No, you will need to provide the Permittee’s contact information in an additional section of the page.

Applicant

A

Thomas Crowne Edit

Business Address
13 Washington Dr
Waterville, Alabama 55697
United States
(312) 456-7878
thomas.crowne@usda.prod.uat

Mailing Address
13 Washington Dr
Waterville, Alabama 55697
United States

B

* Will you be the permittee? ⓘ

Yes

No, I'm applying on behalf of the permittee

Hand Carrier Details

Note: Depending on your Movement Type, you may not have this section.

A Answer the required question, “Do you want to request permission to hand carry articles in personal baggage?”.

- If you select Yes, answer the follow up question. Depending on your answer, use the **Hand Carrier IDs table** to add your hand carrier contact information.

Hand Carry Request

C

* Do you want to request permission to hand carry articles in personal baggage?

Yes

No

Step 4: Add Articles

Article Details

- A** Specify the **Pest Article Type** and **Equipment Access** by selecting an option from each drop-down. You can select multiple answers for both.
 - B** Select **Add Articles** to begin adding your articles and complete all the required fields in the pop-up window.
 - 1** **Search for and select your article.** If you can't find your article in the search, select the **"I can't find my article"** checkbox. You will be prompted to enter the article name in a free-text field.
 - 2** Enter all required information about your article and select **Add** to finish adding your article.
- Note:** Repeat these steps to add multiple articles.
- C** Each article you add will have its own tab and associated fields. Use the **Save and Next Article** button to save the current article's details and move to the next article.

The screenshot shows the 'PPQ 526 Setup Assistant' form. At the top, there are two rows of fields: 'Intended Use' (Commercial Biological Supply) and 'Movement Type' (Import), and 'Pest Article Type' (Bees and Their Pests, Parasites, and Pathogens) and 'Equipment Access' (Screenhouse, Insect Cages). A callout 'A' points to these fields. Below this is a section titled '* Articles' with a '+ Add Articles' button, callout 'B'. Underneath is a search box with 'Bombus' entered and an 'Add' button, callout '1'. A checkbox 'I can't find my article' is also present. Below the search is the 'Articles Details' section, callout '2', which includes: '* Where were the articles originally collected?' (Foreign locations), 'Subspecies' (empty), '* Life Stages' (Any), '* Are the articles established in the US?' (No selected), '* Major Host' ((Major Host)), '* Additional Accompanying Material' (Culture medium), and 'Material Explanation' ((Material Explanation)). At the bottom right of this section are 'Cancel' and 'Add' buttons. To the right of the 'Articles Details' section is a list of article options with radio buttons: Scarabaeidae, Abaeis nicippe, Abaeis, and Bombus, callout 'C'.

Step 4: Add Articles

Article Details

Complete all required fields and Shipping and Transport information for each article.

- A Enter shipment details by selecting **Add Shipment Details**.
 - 1 Add Shipment Details by answering all required questions and selecting **Add**. In the first question, you can apply shipment details to all articles on your application.
- B After adding shipment details, select **Save and Next Article** to navigate to the next article and enter information.
- C After adding all articles to your application, select **Save and Next** to move to the next section of the application.

Note: A checkmark next to the Article name indicates all required fields are complete.

<input checked="" type="checkbox"/> Abaeis
<input type="checkbox"/> Bombus

The screenshot shows the 'Shipping and Transport' section of the application. It includes a dropdown menu for 'Mode of Transport' set to 'Land freight'. Below it is the '*Shipment Information' section with a table for 'Shipment Details'. A modal window titled 'Add Shipment Details' is open, showing instructions and radio button options for applying details to 'Only this article', 'This article, and additional articles to be selected after entry', or 'All articles'. The 'All articles' option is selected. The modal also shows 'Shipping Origin Details' with a note: '* Do you have a specific shipping origin address'. At the bottom of the modal are 'Cancel' and 'Add' buttons. In the background, the 'Shipment Details' table has columns for 'Country or Continent', 'Address', and 'Contact Name', with values 'South Africa', 'No address', and 'No contact'. A 'Show: 10' dropdown and pagination controls are also visible. At the bottom of the page, there are 'Save and Previous Article' and 'Save and Next Article' buttons.

Step 4: Add Articles

Article Details

You have the option to copy your shipment details from one article to other articles on your application.

- A** Select the article actions drop-down on the article you want to copy shipment details from and select **Copy Shipment Details to additional articles**.
- B** Select the article that you would like to copy shipment details to by selecting the checkbox associated with the article.
- C** Select **Copy Shipment Details to Selected Article**.

The screenshot shows the 'Article Details' page for 'Abaeis'. On the right, the 'Article Actions' dropdown menu is open, with 'Copy Shipment Details to additional articles' selected (labeled A). A modal dialog titled 'Copy Shipment Details to Additional Articles' is displayed in the foreground. It contains instructions and a search bar (labeled B). Below the search bar is a table of articles with checkboxes:

<input checked="" type="checkbox"/> Article Name	<input type="checkbox"/> Collection Origin	<input type="checkbox"/> Life Stages	<input type="checkbox"/> Established in US?	<input type="checkbox"/> Major Host	<input type="checkbox"/> Accompanying Material
<input checked="" type="checkbox"/> Acanthopidae	Foreign locations	Any	No	Test	Culture medium

At the bottom of the dialog, there is a 'Show: 10' dropdown, pagination controls, and a 'Page 1 of 1' indicator. A 'Copy Shipment Details to Selected Articles' button is highlighted with a green box and labeled C.

Step 5: Add Destination Details

Destination Details

Use the destination cards to search for and select your destination location/facility. Depending on your application's intended use, you may be able to select more than one destination.

- A** After searching for a destination, choose one by selecting the **Select as Destination** button. If you do not see your location listed, **select Create New Destination**.
- B** You can add multiple destinations to your application by selecting **Add Another Destination** and repeating these steps.
- C** Answer the required question, **“Is this a release?”**. If you answer yes, you'll be required to enter the release address information.

* Destinations

Find a destination

Search

Create New Destination

4 of 15 Destinations

Record Location
Thomas Crowne Account

Address
1 High Street
Farmington, CT 06032
US
90, 90

Type
Outdoor Field

Contact
Thomas Crowne
123-456-7890
donoutuse@email.com

Is the mailing address the same as the destination address?
Yes

Select as Destination

Record Location
Thomas Crowne Account

Address
1025 Arlington Blvd
Arlington, VA 22209
US

Type
Outdoor Field

Contact
Test Test
000-000-0000
donotuse@email.com

Is the mailing address the same as the destination address?
Yes

Select as Destination

Is this a Release?

Yes

No

* Release Address Line 1

* Release Address Line 2

* Release City

* Release State
--None--

* Release Zip Code

* Release Counties

Release Site Description

Salesforce Sans 12

Note: Facilities that have already been approved by PPQ will have a green “Containment Facility” banner.

Step 6: Add Document Details

Document Details

- A** In the documents section, if you indicated that there is Confidential Business Information (CBI) on your application, you are required to provide justification:
- 1** Enter CBI Justification as text by selecting the **checkbox and entering information in the free-text field**.
- OR
- 2** Upload CBI Justification documents by selecting **Add New File**. When adding a file that contains CBI you are required to also upload a CBI deleted copy of the file.

The screenshot shows a form titled "Instructions" with the following content:

Add files you feel would support this application. If you don't have some or all of the files, provide a reason why.

***Required Documents**

- Justification of Confidential Business Information (CBI) [View PPQ 526 CBI Guidance](#)

I will enter my CBI Justification as text **1**

I don't have any files to upload

Supporting Documentation

2 Add New File

You have no files.
Click on the *Add File*-button to attach files to your application.

A

Step 6: Add Document Details

Document Details

- B** To upload CBI Justification or additional documents to support your application, **select the Add New File button and answer the required questions.**
- C** Enter any additional information for your application.
- D** Select Save and Next.

Add New File

Instructions
Enter the following information about your file. Then, upload or drag and drop one or more files.

B

* File Description
Select an Option

* What is the CBI designation of the document? ⓘ
Select an Option

Upload Files Or drop files

Additional Information

Instructions
Enter the following information about your application.

C

Detail any additional information you feel would support this application
Claim CBI with brackets, ex: [information] ♥

Enter text

Back Save Save and Next **D**

Step 7: Review and Submit

Review & Submit

Certify and Submit

- A** Read through each section to make sure the information entered is correct and then **Confirm Information Accuracy & Accept Regulations by checking the two boxes.**
- B** Select Submit Application.

Confirm Information Accuracy & Accept Regulations

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

WARNING: Any alteration, forgery, or unauthorized use of this document 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).

[Back](#) [Save and Exit](#) [Submit Application](#)

Step 8: Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from aphis.efile@usda.gov in your inbox.

Congratulations, your application has been submitted and it is being reviewed!

A confirmation email has been sent to the primary email address in your profile.

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time.

To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.

[Download Application PDF](#)

Check that your articles meet all legal requirements!

ability to regularly check Agricultural Commodity Import Requirements (ACIR) to make sure all conditions met. Rules may change at anytime.

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email acirdatabase.comments@usda.gov.

Callout 1: Select **Download Application PDF** to save a PDF copy of your application.

Callout 2: Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.

Metadata:

- PPQ-526 Application Summary
- Application Number: A-00121454
- Status: Submitted
- Submission Date: 5/25/2022

I AM AN APPLICANT

I want to respond to an applicant questionnaire.

- Step 1:** Sign into APHIS eFile and navigate to your application details page
Page 21
- Step 2:** Respond to questionnaire questions
Page 22

Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

- A** Navigate to <https://efile.aphis.usda.gov/s/>, select Sign Up | Sign In, and log in using your **eAuthentication username and password**.
- B** Select the **My Activity** tab.
- C** Update the **Display Recent filter to All Time**.
- D** Either **search for your application** using the A-000 number or **use the filters on the left** to find it.
- E** Select the **View Details** button to navigate to the application details page.

The screenshot shows the 'My Activity' page in the APHIS eFile system. The top navigation bar includes 'HOME', 'GUIDE ME', and 'MY ACTIVITY', with 'MY ACTIVITY' highlighted. A search bar at the top right contains the text 'A-00124035'. On the left, a 'Filter' sidebar lists various categories: Activity Type (Applications, Letters, Permits), Document Type (Amendment, New), and Status (Applicant Action Required, Denied, Draft, In Review, Issued, Pending APHIS Review, Pending Inspection). The main content area shows a list of applications. The first application is for Ref#: A-00123703, Program: PPQ | PPQ-587, Applicant: Joe Corpuz, Status: Applicant Action Required. The second application is for Ref#: A-00124035, Program: PPQ | PPQ-526, Applicant: Thomas Smith, Status: Applicant Action Required. Callouts A-E point to the 'MY ACTIVITY' tab, the search bar, the 'Display recent' dropdown, the search input, and the 'View Details' button for the second application, respectively.

Step 2: Respond to Questionnaire Questions

- A** Select the **Applicant Questionnaire** tab.
- B** Read the instructions.
- C** Answer all the questions. Red asterisks indicate required answer types.
- D** If you need to upload your Standard Operating Procedure (SOP), select **Add New File**, add a file description, and select **Upload Files** to select your document.
- E** To send the questionnaire back to PPQ, select **Save and Submit Questionnaire**.

Upload File

Instructions

Write a brief overview of the information each file contains. Then, upload or drag and drop one or more files.
Example: This spreadsheet lists all of my product manufacturer's contact information.

File Description

Standard Operating Procedure

Or drop files

Articles
Applicant Questionnaire

Applicant Questionnaire

Instructions to Applicant Questionnaire

Please read and answer the questions below to the best of your ability. Depending on what kinds of answers are required for each question, you will need to do one or both of the following:

- select 'Yes', 'No', 'N/A', or 'Don't Know'
- enter an answer or explanation in the 'Comments' field

The required answer fields for each question are marked with a red asterisk.

We request that you attach your Standard Operating Procedure (SOP) using the Add New File button on the right side of the page, if you did not previously attach it to your application when submitting it. For directions on what should be included in your SOP, see the linked [SOP Example](#). Any other supporting files, including photographs or videos, can also be attached using the Add New File button on the right side of the page.

When you are done, select the Save and Submit button.

Applicant Questionnaire

0 of 1 Questions Answered

Test?

*Please select an option

Yes
 No

Comments

Record Type
PPQ-526

Organization

Other Details

Intended Use
Commercial Biological Supply (Commercial Resale Breeding/No breeding)

Movement Type
Import


Will you be conducting plant inoculations?

Application

Files

You have no supporting documentation. Click on the *Add File* button to attach Word Documents, PDFs, JPEGs, Excel Spreadsheets, and PNGs.

Need Help?



If you have any further questions, please call 1-866-524-5421 or 301-851-2357 or email Pest.Permits@usda.gov.

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email

I AM THE APPLICANT

I want to respond to draft permit conditions.

Respond to Draft Permit Conditions in APHIS eFile (eAuth Users)

Page 24

Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)

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Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

- A** Navigate to <https://efile.aphis.usda.gov/s/>, select **Sign Up | Sign In**, and log in using your **eAuthentication username and password**.
- B** Select the **My Activity** tab.
- C** Update the **Display Recent** filter to **All Time**.
- D** Either **search for your application** using the A-000 number or **use the filters on the left** to find it.
- E** Select the **View Details** button to navigate to the application details page.

The screenshot shows the APHIS eFile interface. On the left, the navigation menu has 'MY ACTIVITY' selected, highlighted with callout B. The main content area is divided into a left sidebar with filters and a main list of applications. Callout C points to the 'Display recent' dropdown menu, which is set to 'View All'. Callout D points to the search bar containing 'A-00124035'. Callout D also points to the 'Status' filter section in the sidebar, which includes 'Applicant Action Required / Waiting on Customer (4)'. Callout E points to the 'View Details' button for the application with Ref#: A-00124035.

Ref#	Program	Applicant	Commodity Type	Started	Submitted	Status
A-00123703	PPQ	Joe Corpuz	Fruits and Vegetables	06/02/2022	06/02/2022	Applicant Action Required
A-00124035	PPQ	Thomas Smith		06/03/2022	06/03/2022	Applicant Action Required

Step 2: Respond to Draft Permit Conditions

- A** Select the **Conditions Review** tab.
- B** Read the **instructions and any notes from PPQ**.
- C** **Read and respond to all conditions.**
- D** Read the authorization statement. If you indicate that the statement needs edits, enter them in the free-text field.
- E** Select **Save and Send Conditions Draft Back to PPQ**.

The screenshot shows the 'Conditions Review' section of a permit application. At the top, it displays 'Application Ref#: A-00103288' with a status of 'Applicant Action Required'. Below this, a notification box states: 'Complete conditions review by 06/19/2022. Provide a response to each of the draft permit conditions in the Conditions Review section. Submit a response to all conditions by the specified date to avoid delay in processing your application.' A callout 'A' points to the 'Conditions Review' tab. To the right, 'Application Details' are shown, including 'Application Type: New Application' and 'Permit Ref #: P-00162681'. The main content area is titled 'Conditions Draft' and contains 'Instructions' and 'Conditions Draft' sections. The 'Instructions' section says: 'Review these conditions and agree or provide a comment if you disagree. You must send this draft back to PPQ by 07/08/2022 or this application risks being voided.' The 'Conditions Draft' section shows '0 of 3 Conditions Completed' and lists two conditions: '*Packaging' and '*Hand Carry'. Each condition has a 'Please select an option' section with radio buttons for 'Agree' and 'Disagree'. Callout 'B' points to the instructions, 'C' to the conditions, and 'D' to the authorization statement. At the bottom, there are two buttons: 'Save' and 'Save and Send Conditions Draft Back to PPQ', with callout 'E' pointing to the latter.

Step 1: Navigate to Your Email and View the Draft Permit Conditions

- A** Navigate to your inbox and find the email sent from review@clm.docusign.net. The emails subject will be *APHIS eFile: Permit Condition Review*.
- B** As the email explains, to review the permit conditions, you first must select the Review Online hyperlink.
- C** Review the pop-up window on how to Complete Your Review, and then **select Got it**.
- D** In the review section, use the download icon to save a copy to your computer.

[External] APHIS eFile: Permit Condition Review

SpringCM API User via DocuSign CLM <review+uat@clm.docusign.net>

Retention Policy Junk Email (30 days) Expires 10/14/2022 Wed 9/14/2022 11:12 AM

PPQ non-eAuth Permit Conditions Review.docx 25 KB

You have a document for review

Dear Permittee,

Please review the permit conditions by selecting below. Once conditions have been reviewed, the PPQ for their review.

Review the document online

Use our secure review platform to view and edit the documents right from your browser

[Review online](#)

How to Complete Your Review

There are a few ways you can update or comment on this document to complete your review for SpringCM API User.

How to complete your review:

1. Download or read the document in the browser
2. If you update the document, upload a new version
3. Add notes or a message in the Comments field

Got it

1 Review 2 Edit 3 Comment

Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ... [↓](#)

Next

Step 2: Save and Send Conditions Back to the PPQ Permitting Team

- A** Once the copy is downloaded, then edit the word document and add your responses. **Manually type “Agree” or “Disagree”** for each condition. If you disagree, please add an explanation or some suggested changes.
- B** Save your document once you are done editing the conditions and the select next to land in the edit section of the page. **Use the Select File button to upload the saved word document with your response.**
- C** After you upload the file, **select next in the edit section** which will bring you to the comments section.
- D** **Add any comments**, and then once you are done, **select finish.** Your review is now complete and sent back to the PPQ team.

A

4.0) SHIPPING REQUIREMENTS DURING TRANSIT: Transiting material must be physically separated from (i.e. not commingled with) agricultural material destined for entry into the United States. Admissible material may not be commingled with restricted/prohibited material. Admissible material may be shipped in open top boxes or cartons securely stacked on pallets with a cover or insect proof barrier over the top of the pallet. All material that does not meet U.S. requirements for entry must have at least one of the following pest-proof shipment safeguards prior to U.S. arrival: a) Insect or leak-proof cartons with no tears or gaps; b) Shrink-wrapped stack(s) on pallets with cardboard or an insect proof mesh material on the bottom of the stack(s); c) Insect proof mesh (maximum mesh size 0.60mm) completely covering the articles with no tears or gaps (including the bottom); d) Covered with a barrier to prevent pest escape, with no tears or gaps with cardboard or an insect proof mesh material on the bottom of the stack(s); e) Unit Load Device (ULD) containers with solid closed doors that remain unopened throughout transit, such as an LD3 or LD7/9.

Permittee Response (Agree or Disagree): Agree
Permittee Comments:

5.0) TRANSLOADING AND STORAGE: If the "Transloading Authorized" field indicates "Yes" on the first page of this permit, then all transloading activity (i.e. breakdown of pallets or transfers of pallets/boxes out of a truck trailer, marine container, or air ULD) is authorized ONLY if approved and/or supervised by CBP Agriculture Specialists. Storage facilities must be customs bonded and all in-bond material must be kept segregated from material stored in the facility for entry, even for short periods of time.

Permittee Response (Agree or Disagree): Disagree
Permittee Comments: I would like to suggest....

B

1 Review 2 Edit 3 Comment

Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ... [↓](#)

Next

C

1 Review 2 Edit 3 Comment

Edit

Instructions

If you edited any document, upload your new version. If you do not have any edits to make, please select "Skip" to finish your review.

Upload New Version

Drag and drop here

SELECT FILE

Updated Document(s)

PPQ non-eAuth Permit Conditions... [×](#)

Next

D

1 Review 2 Edit 3 Comment

Comment

Instructions

Add comments for your review here. Once your review is complete, your comments and/or document(s) will be passed along to SprinaCM API User or routed to the next reviewer.

Comments

Back **Finish**



VIEW OUTCOMES



 **Access Permits and Labels**
Page 29

 **Access Letters**
Page 31

View Outcomes – Permits and Labels

Permits

When a permit is issued, you will receive an email with the permit PDF attached. To access the permit in eFile:

- A** Select the **My Activity** tab.
- B** Use the **search bar or filters on the left to find your permit**. The email you received will include your APHIS permit number, but if you are unable to find your permit, you can also search for your related application (A-000) and navigate to the permit (P-000) from there.
- C** Select **View Details**.
- D** Select **View Permit PDF**.
- E** To view associated labels, **scroll to the labels section** and download all labels, or each label individually.

The screenshot displays the eFile system interface. On the left, a 'Filter' sidebar is visible, with a search bar and various filter categories. The main area shows a list of permits with columns for Ref#, Program, Permittee, Issued, Effective, Expires, and Status. A detailed view of a permit (Ref#: P-00165270) is shown below, including a warning about admissibility, instructions on printing labels, and a 'Hand Carrier Details' section.

Filter

Filters Applied (1) [Clear All](#)

Activity Type

- Applications (0)
- Letters (0)
- Permits (2)

Document Type

- Amendment (0)
- New (2)
- Renewal (0)
- Transfer (0)

Status

- Applicant Action Required / Waiting on Customer (0)
- Approved (0)
- Cancelled (0)
- Denied (0)

Search: 526-22-165-03442

Showing 2 of 593 items

Sort by: Select an option

Display recent: Last 30 Days

Ref#	Program	Permittee	Issued	Effective	Expires	Status
P-00165270	PPQ PPQ-526	Test1 USDAeFile Applicant1	06/14/2022	06/14/2022	06/14/2025	Issued
P-00165266	PPQ PPQ-525a	Josh Researcher 1	06/14/2022	06/14/2022	06/14/2025	Issued

Ref#: P-00165270 Issued

526-22-165-03442 | PPQ-526 | Applicant: Test1 USDAeFile Applicant1 | Permittee: USDAeFile Applicant1 | Effective: 6/14/2022 - 6/14/2025

Admissibility may have changed. You must check ACIR before importing.
You must check ACIR to verify the most current import conditions and verify next steps as the admissibility of you import is subject to change.

Print and attach Plant Inspection Station Labels
Before shipping, you are required to attach Plant Inspection Station labels to each package of articles. This routes your shipments to a Plant Inspection Station from the U.S. Port of Arrival. You can access these labels below the Articles section.

Hand Carrier Details

Hand Carrier Details

Do you want to request permission to hand carry articles in personal baggage?
No

View Permit PDF [More Actions](#)

Details Locations Contacts

Permit Details

Permit Type	Application Ref #
New Application	A-00127432
Record Type	
PPQ-526	
Organization	
USDAeFile Applicant1 Account	

Other Details

Intended Use	Will you be conducting plant inoculations?
Consumption (Human and Non-Human)	
Movement Type	

View Outcomes – Permits and Labels

Shipping Labels

To generate shipping labels for your issued permit:

- A** Navigate to your permit details page (see the previous slide for help).
- B** Scroll to the Labels section and select **Generate Labels**.
- C** In the pop-up window, **select the port** you'd like to generate labels for.
- D** Enter the number of labels you'd like and then **Generate Labels**.
- E** Repeat the process to generate additional labels.
- F** Download an individual label by selecting the **associated download icon**. Download all labels by using the **Download All Labels button**.

Permit Labels

Labels intended for a destination not on this permit may be added by PPQ staff and will be marked as "Unlisted".

Label Number	Destination	Status	
526-22-199-0354420	PPQ Test Port: Miami, Florida	Active	↓
526-22-199-0354419	PPQ Test Port: Miami, Florida	Active	↓
526-22-199-0354418	PPQ Test Port: Miami, Florida	Active	↓
526-22-199-0354417	PPQ Test Port: Miami, Florida	Active	↓
526-22-199-0354416	PPQ Test Port: Miami, Florida	Active	↓
526-22-199-0354415	PPQ Test Port: Miami, Florida	Active	↓

Download All Labels Generate Labels

Labels

Permit Labels

Generate Labels

Labels intended for a destination not on this permit may be added by PPQ staff and will be marked as "Unlisted".

You have no labels.
Click the "Generate Labels" button to generate labels for your shipment.

Generate Labels

Select a destination for your labels

Florida Containment Facility: 3092 Film St., undefined, Orlando, Florida (FL), 30294 X

Quantity of Labels Needed

A maximum of 4 labels are generated per page.

10

Cancel Generate Labels

View Outcomes – Accessing Letters

Letters

If your application results in a letter of denial or no permit required, you will receive an email with the letter PDF attached. If you would like to access the letter in eFile:

- A** Select the **My Activity** tab.
- B** Use the **search bar** or **filters on the left** to find your **application (A-000)**.
- C** Select **View Details**.
- D** Scroll to the **Files** section and select the **File Name** **hyperlink** to open the letter.

The screenshot displays the eFile system interface. On the left, a 'Filter' sidebar is visible, showing 'Filters Applied (1)' and 'Clear All'. Under 'Activity Type', 'Applications (13)' is selected. Under 'Document Type', 'New (13)' is selected. Under 'Status', 'Denied (13)' is selected. The main area shows a search bar and a list of applications. The first application is 'Ref#: A-00129489 | Program: PPQ | PPQ-526' with status 'Denied'. A 'View Details' button is highlighted with a red box and a 'C' callout. Below this, a detailed view of the application is shown, with a 'Files' section containing a table with columns 'File Name', 'File Type', and 'Descript...'. The table has one row: 'Letter of Denial.pdf' with file type 'pdf'. A 'D' callout points to the 'Letter of Denial.pdf' link. Below the table are navigation arrows and 'Page 1 of 1' and 'Total records: 1'.

I AM AN APPLICANT

I want to amend or renew an eFile permit.

- Step 1:** Sign into APHIS eFile and find your permit on the My Activity page
Page 33
- Step 2:** Amend or renew your Permit
Page 34

Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to <https://efile.aphis.usda.gov/> in **Google Chrome** (eFile is not supported by Internet Explorer).

- A** Log in to eFile using your eAuthentication credentials.
- B** Select the **My Activity** tab and update the **Display recent drop-down to View All**.
- C** Use the **search bar or filters** to find the permit you want to amend or renew.
- D** Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit**.
 - All issued and active permits are eligible to be amended.
 - All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
 - You can only complete one of these actions at a time. E.g., if you've applied to amend your permit, you are not able to renew until the amendment is processed.



Note: APHIS eFile amendments and renewals have an “A” and “R” added to the end of the permit number, A1 = amendment 1, A2 = amendment 2, etc. and R1 = renewal 1, R2 = renewal 2, etc. (e.g., 526-22-165-03442A1).

Filter

Filters Applied (1) [Clear All](#) Showing 2 of 593 items Sort by [Select an option](#)

Activity Type

- Applications (0)
- Letters (0)
- Permits (2)

Document Type

- Amendment (0)
- New (2)
- Renewal (0)
- Transfer (0)

Status

- Applicant Action Required / Waiting on Customer (0)
- Approved (0)

Search: 526-22-165-03442

Display recent: Last 30 Days

Ref#	Program	Permit#	Permittee	Issued	Effective	Expires	Status	Actions
P-00165270	PPQ PPQ-526	526-22-165-03442	Test1 USDAeFile Applicant1	06/14/2022	06/14/2022	06/14/2025	Iss	+ New View Details More Actions
P-00165266	PPQ PPQ-525a	525-22-165-03440						+ New View Details

More Actions

- View Permit PDF
- Amend Permit
- Transfer Permit
- Cancel Permit
- Change Organization

Step 2: Amend or Renew Your Permit

- A** Read the **pop-up window** and select **I understand & Continue**. You will be taken to a new, amendment or renewal application. All data from your previous application will be copied into the amendment application.
- B** **Edit your information** as needed.
- C** If this is an amendment, on the Review and Submit page, add your reason for amendment. This is not applicable for renewals.
- D** **Certify and Submit.**

Amendment Reason

*Amendment Reason

I am amending because my article details have changed.

Confirm Information Accuracy & Accept Regulations

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.



I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

WARNING: Any alteration, forgery, or unauthorized use of this document 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).

Back Save and Exit Submit Application

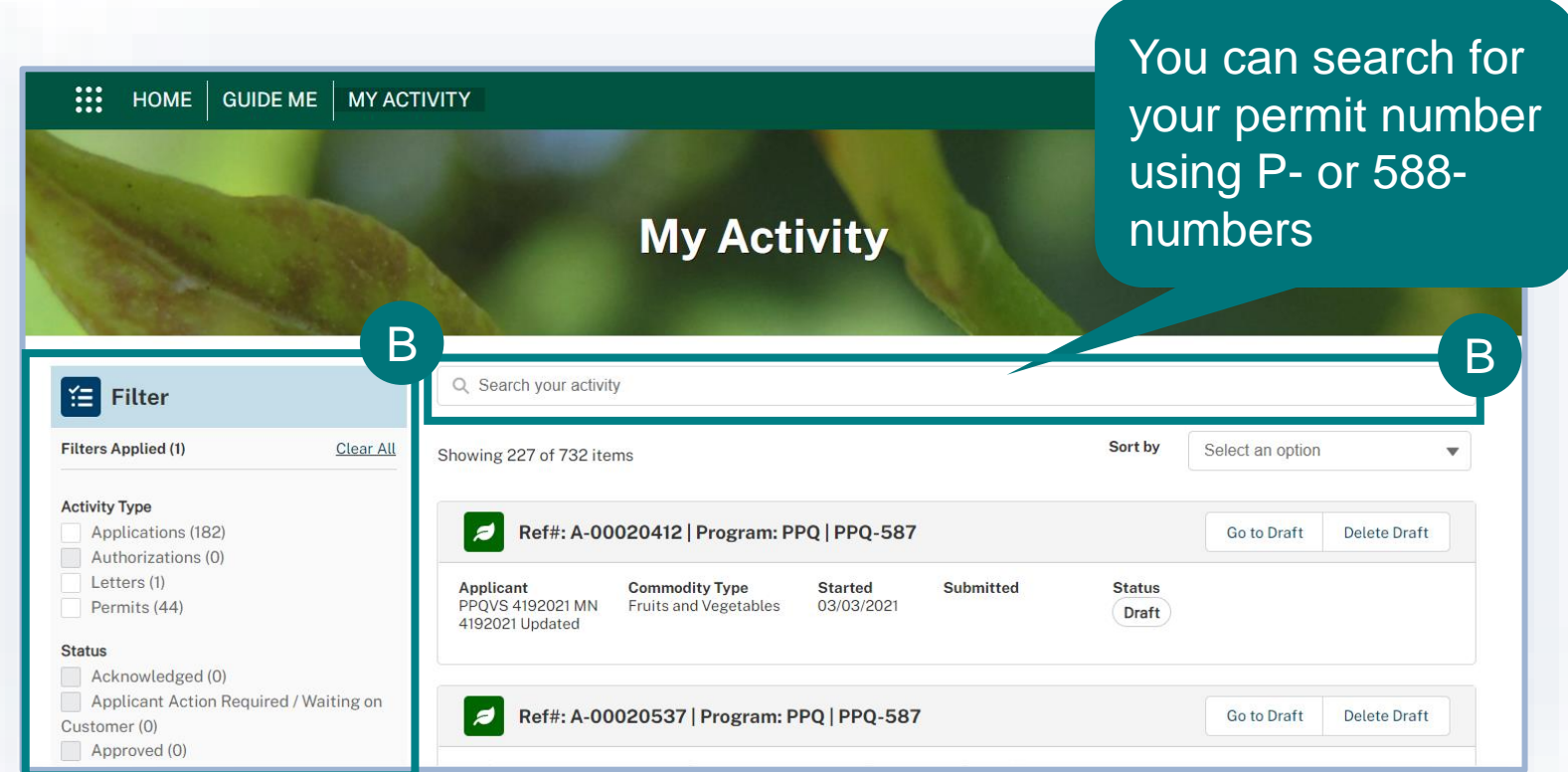
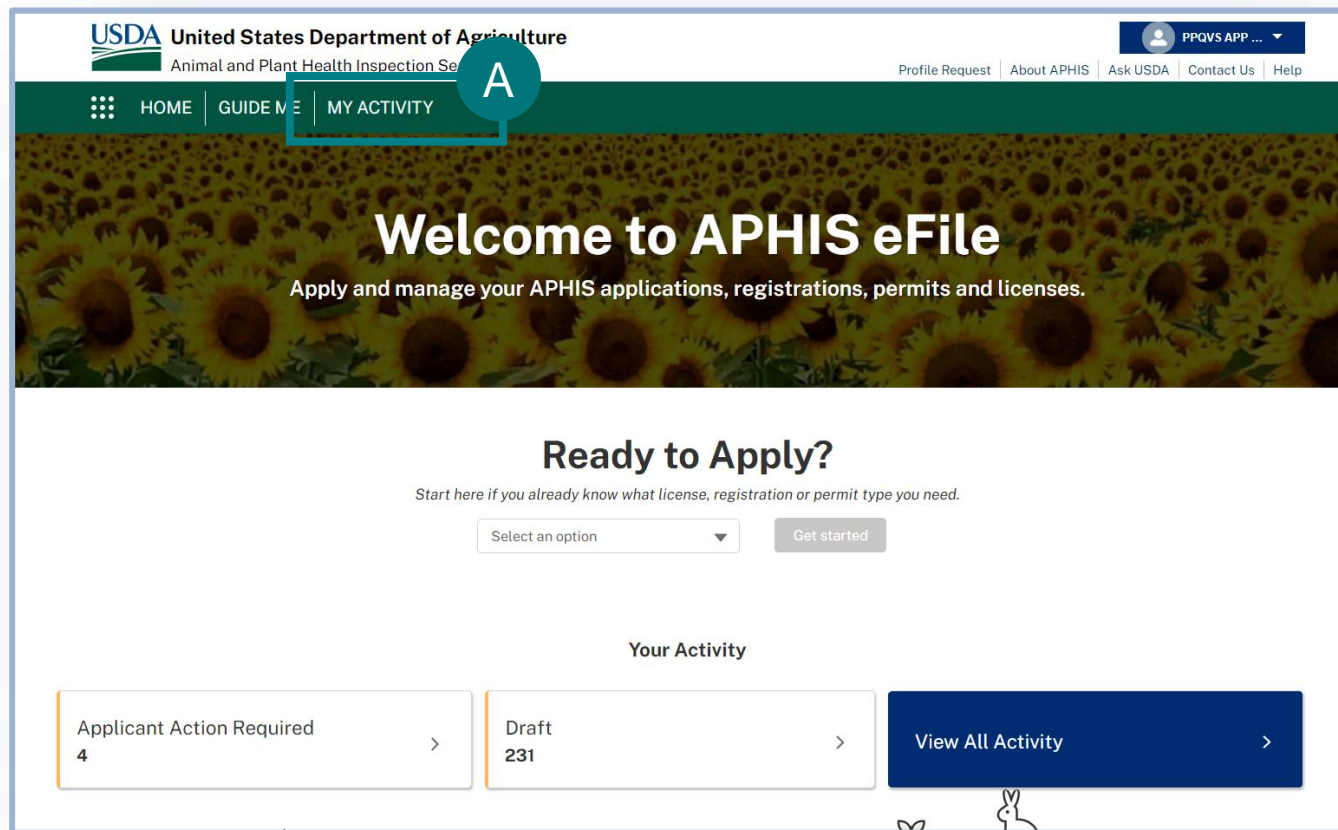


CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit
Page 36
-  **Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit
Page 37

Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to the **My Activity** tab.
- B Search for your permit by using the **search bar** or the **filters** on the left.



Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit

- A** Select the dropdown arrow next to the Permit card and select **Cancel Permit**.
- B** Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

The screenshot displays a permit management interface. At the top, a permit card for 'Ref#: P-00165270 | Program: PPQ | PPQ-526' is shown with a 'More Actions' dropdown menu. The dropdown menu includes options: 'View Permit PDF', 'Amend Permit', 'Transfer Permit', 'Cancel Permit', and 'Change Organization'. A red circle 'A' highlights the 'Cancel Permit' option. Below the dropdown, a 'Cancellation Request' modal is open, featuring an 'Explanation' text area with the text 'No longer need this permit.' and a 'Submit' button highlighted with a red circle 'B'. The background shows a table with columns for 'Permittee', 'Commodity Type', 'Issued', 'Effective', 'Expires', and 'Status'.

Permittee	Commodity Type	Issued	Effective	Expires	Status
Test1 USDAeFile Applicant1		06/14/2022	06/14/2022	06/14/2025	Iss




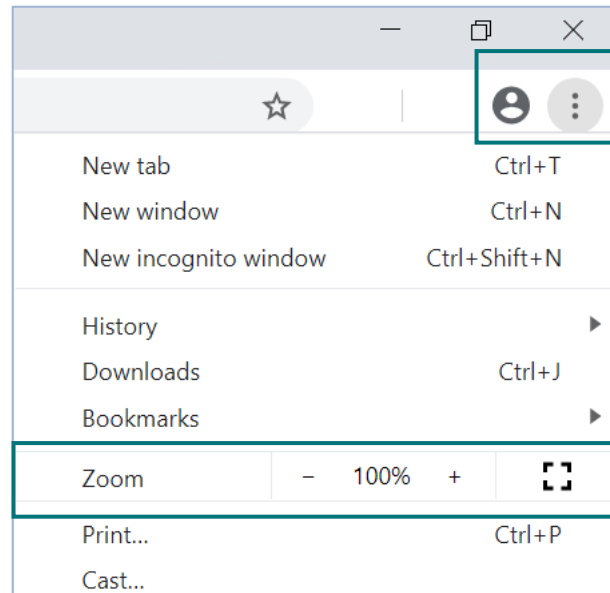
TRANSFER PERMIT

For guidance on how to transfer for your permit, reference the [How to Transfer Your PPQ Permit user guide](#).

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use  **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk
- **Zoom** –100%



Contact

If you require assistance with your applications, please contact:

PPQ Permit Services

(301) 851 2046

pest.permits@usda.gov

If you require technical assistance, please contact:

Help Desk

help@usda.gov