



**DATA INSTRUCTIONS (Plant Inspection Station AQI Monitoring):**

\*\*\*APHIS AQIM #O15 (10/2009)

**IMPORTANT:**

All data fields (A-L), including PIS location, Terminal, & Air Waybill or B/L #, must be filled in for a completed monitoring record even if no agriculture risk is found. If answer to “Does cargo require action beyond inspection to reduce agricultural risk” is Yes, then answer all parts of questions 1 through 5. Cargo needs to undergo thorough inspection for pests. Cargo must be sampled using hypergeometric sampling plan. All actionable pest types and quantities found must be recorded. See Pest ID explanation below.

**INSPECTED BY:** Print name or badge number of the person responsible for the inspection of the cargo. This data is for local office use, it is not recorded in the national database.

**A) CATEGORY:** Only one category at this time.

**B) DATE:** Record the date of the inspection.

**C) COMMODITY:** Record the commodity (plant genus and plant species if needed) that is being inspected. If more than one commodity inspected, list all commodities inspected.

**D) CARRIER:** Record the appropriate AIRLINE CODE (see code list) and FLIGHT NUMBER that transported the cargo to the port. If this is a MARITIME shipment then skip this data field. (For maritime carrier data entry reference the PIS AQIM User Guide.)

**E) CARGO ORIGIN:** Record the country of origin of the cargo. Spell out the country name. If unable to determine country, then indicate area of origin such as: Asia, Middle East.

**F) CONSIGNEE:** Record the consignee name of this shipment. If multiple consignees receiving the plant product then record the consignee that is receiving the MAJORITY of the plant product OR if **action pest found** then record the consignee of record for the lot having the pest (regardless of amount of plant product.)

**G) CARGO DESTINATION:** Record the City and State where the plant product, or the MAJORITY of the plant product, is ultimately destined. Do not use letter codes for city name. CITY NAMES MUST BE SPELLED FULLY (not abbreviated) AND CONSISTANTLY!! For STATES use 2 letter codes.

**H) TOTAL CARGO AMOUNT:** Record the TOTAL cargo count of boxes, cartons, or plant units. Also record the type of UNIT that is present (boxes, carton, plant unit, etc)

**I) AMOUNT OF CARGO INSPECTED:** Indicate the amount of cargo sampled and inspected by recording the number of boxes, cartons, or other singular units that was actually inspected. (Do not record total cargo amount, unless that much was inspected.)

**J) INSPECTION METHOD:** Circle the appropriate response to indicate which inspection method was used. See bottom of form for explanation of codes.

**K) ANY WOOD PACKING MATERIAL (WPM):** Circle the appropriate response. If YES, then answer 1 through 6 about the WPM.

**L) DOES CARGO OR CARGO CARRIER REQUIRE ACTION BEYOND INSPECTION...:** Circle whether cargo or cargo container requires additional action beyond usual inspection procedures. This includes: pests found, cargo items mismanifested or smuggled, contamination present, cleaning, etc. If yes then complete all questions in 1 -5 below starred line.

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**1) INTENDED USE OF CARGO:** Record the intended use of the cargo. Circle the appropriate response. If unable to determine, then mark Could Not Determine.

**2) ACTION PEST FOUND:** Record if Actionable pest was found or not. If yes, then for each actionable pest found record the plant product the pest was found on or associated with; the full **pest identification**; the AQAS PPQ **pest ID #** assigned; and **where infested cargo or pest was found**. See bottom front of form for “where” code explanations.

**3) CONTAMINANT FOUND:** Record if contaminant was found or not. If yes, record each **contaminant** and the item it’s associated with (i.e.: dirt on plant, dirt in container, etc.); and the **amount** of the contaminant in kilograms if practical (accurately estimate if necessary); whether **prohibited** or not; and **where the pest was found**. See bottom front of form for code explanations.

**4) COMMODITY OR CARGO ITEM REQUIRES MANDATORY TREATMENT:** This will always be NO for current plant commodities sampled.

**5) AGRICULTURE ITEM MISMANIFESTED OR SMUGGLED or PROHIBITED:** Record if mismanifested, smuggled or prohibited agriculture item(s) were found or not. If yes, record: each **item**; the amount (count and units); and whether **prohibited** or not; and **where the item was found**. See bottom front of form for “where found” explanations.