

Appendix K

Maintenance: Supporting and Updating the Aqim Handbook

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Supporting and Updating the Agricultural Quarantine Inspection Monitoring Handbook (AQIM)

Just as it is cheaper and less time consuming over time to properly maintain a piece of equipment, so it is with a manual. The Agency must maintain and modify manuals properly. Without an orderly procedure for maintaining manuals, they are likely to fail, significantly reducing the effectiveness of the programs they support. So, to maintain manuals, an orderly procedure is critical. Here is a description of how Plant Protection and Quarantine (PPQ) will support the manuals. Here also are directions for you to follow in maintaining the integrity of the manuals issued to you.

Issuing Revisions

PPQ will revise the AQIM Handbook by distributing immediate updates. We will schedule new editions at fixed intervals—at least every 5 years. If more than 50 percent of some sections changes, we will issue a new section. We will **not** issue a new page solely to correct a minor typographical error. Errors will be corrected only when they would lead to an incorrect action.

As PPQ analyzes and adds new pathways for AQIM, we will issue a new pathway section to the Handbook. At annual meetings of the AQIM National Team, updates to the Handbook will be a topic of discussion. As risk analysis is integrated into other PPQ programs, the general information contained in this Handbook about risk analysis,

risk management, and risk communication may have to be revised. When Epi Info is replaced with an improved data base system, we will issue a new edition of the Handbook.

PPQ will issue all revision as either “add a page” or “replace a page.” However, if information in the Handbook might result in an error on the job, PPQ will post a message on PPQ’s electronic bulletin board, informing that an update has been issued for this Handbook.

Keeping Manuals Current

There are three ways to track revisions to your AQIM Handbook—the Update Record, transmittal memos, and control data.

The *Update Record* is on the back of the title page of this Handbook. If you miss a transmittal, the *Update Record* alerts you. Also, during an audit, this record lets your supervisor know how up-to-date your manual is. Record all the transmittals you receive in the *Update Record*.

PPQ will mail all revisions with a transmittal memo. PPQ will number these consecutively—allowing you to know if you’ve missed a transmittal. Filing these memos to assure that you’ve received all the previous issuances is best. File transmittals immediately upon receiving them. If two or more transmittals accumulate, add the earliest first. PPQ Headquarters may audit how well the manuals are kept during reviews of work locations.

Besides having numbered transmittals, each page in the Handbook has control data. This is positioned at the bottom of the page. The revised pages’ control data alerts you to whether you have the most up-to-date version. The control data looks like this:



Knowing What is Revised

The transmittal will explain the revision’s purpose and give you directions for making the revision—adding or replacing pages.

Except changes to the index, PPQ will mark all revision with arrows () or change bars (|). Deleted material will be marked with angle brackets (<). If no other changes occur, material moved from the bottom of one page to the top of the next page will **not** be marked.

Knowing Your Responsibility

To enhance professionalism, keep your manuals current. If you fail to update you AQIM Handbook, you run the risk of making a costly error. Therefore, please do the following:

1. When your work location implements AQIM:
 - A. Determine how many handbooks are needed at which work sites.
 - B. Order additional copies beyond the one issued during implementation, if necessary.
 - C. Update the distribution list for the AQIM Handbook in order to receive revisions to the Handbooks at your entire work location.
2. Read the revisions when you receive them.
3. Record your transmittal in the *Update Record*.
4. Add or replace the revised pages the day your receive them.
5. If a practice exercise is included, complete it.
6. File transmittal memos.
7. If you miss a transmittal, order another one.
8. Let the Manuals Unit know when it has made an error.
9. Give the Manuals Unit your suggestions for improvements.

Ordering Manuals

Management and Budget's Management Services Division, Printing, Distribution, and Mail Branch, is responsible for storing and distributing PPQ's manuals and their associated updates. Their address is as follows:

USDA, APHIS, MRP-BS, RWBS
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, MD 2073

If you need to replace or order additional manuals, manual parts, or transmittals, use E-mail, facsimile, telephone, or use the Manual Order Form on **page K-6**.

To use Lotus Notes Mail, send your order to **mary.i.kellington@aphis.usda.gov** in Riverdale, Maryland, using the following format:

Part Number:	Date:	Title:	Quantity:
M319.8	11/62	Foreign Cotton Covers	2
7CFR 354.1	01/85	Overtime Service-Hourly Rate Increases	2
06/97-01		AQIM Handbook	1

Include the following information (if information is missing, shipment may be delayed or order may not be filled):

- ◆ Organization
- ◆ Street Address and Room Number (if solely P.O. Box is used,
shipment has to be mailed)
- ◆ City, State, and nine-digit Zip code
- ◆ Contact Person
- ◆ Telephone Number

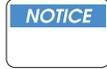
To use the telephone, call Area Code (301) 734-5523 (Printing, Distribution, and Mail Services Center, Riverdale, MD).

To mail or send a facsimile of the Order Form, fill out the Manual Order Form on [page K-6](#). Please be sure to include all the necessary information. Make sure you affix postage on the form. For updates, order by Transmittal Number (for example, 12/95-05). Never order by page number. The Printing, Distribution, and Mail Services Center's facsimile number is Area Code (301) 734-8455.

Updating Distribution Lists

To change number of AQIM Handbook received, use the Distribution Update Sheet on [page K-5](#). Follow these directions for completing the form:

1. Using M390.1120, list the distribution code(s) you want changed. The distribution code for the AQIM Handbook is 34188.
2. Enter total number of copies you need.
3. Get the Port Director's or manager's signature.
4. Attach an old mailing label (it has the necessary access or organization structure code).
5. Fold and mail or send a facsimile of the Distribution Update Sheet.



If any of the above information is missing, the Printing, Distribution, and Mail Services Center will return your request. If you don't have an old label, then wait until you get one. This Center cannot make the change without the access code. Your access code appears on every mailing label sent from the Printing, Distribution, and Mail Services Center in Riverdale, MD.

Change of Address

To change your mailing address, use the Distribution Update Sheet on [page K-5](#). Follow these directions for completing the form:

1. Attach an old mailing label (it has the necessary access code).
2. Print or type the new address as it should appear.
3. Fold and mail or send a facsimile of the Distribution Update Sheet.

Correcting Errors and Suggesting Improvements

If you detect an error, report it by using a comment sheet that's included with this Handbook. Or if it is easier, call , send an E-mail message, or transmit a facsimile to John Patterson or anyone else in the Manuals Unit:

Commercial number: (240) 629-1930
Facsimile number: (301) 663-3240
E-mail address: john.l.patterson@usda.gov

Do the same if you want to suggest an improvement or question a procedural change. If your improvement is substantive, you might want to submit a form suggestion, using the required form.

DISTRIBUTION UPDATE SHEET

1. List Distribution codes to be changed. (A list of distribution codes can be found in M390.1120, revised February 1982.) The distribution code of the AQIM Handbook is 34188.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Number of copies you get now _____ Number of copies you want to get _____

3. New or corrected address:

4. The address on the attached label is to be deleted Yes No

5. _____

(Port Director or Manager Signature)

Attach any mailing label used to mail information through APHIS Distribution to your location. The label will help locate your address in the system and eliminate duplicating your address in the system.



If you do not have a mailing label, wait until you receive one. This request may be returned to you if there is no label attached.

AFFIX POSTAGE (or this may be returned to you by the Post Office)

This Distribution Update Sheet is to be submitted by the person responsible for the distribution of manuals at your location.

Manual Order Form

Use the following to order your manual. Simply **FOLD, STAPLE, STAMP, AND DROP IN MAIL.**

I

I am missing the following manuals, part numbers, or transmittals. (if any information is missing, orders will not be filled.)

Manual, Part Number, or Transmittal Number	Dated:	Title:	Quantity:

Please send to:

Name

Organization

P.O. Box or street address (include your room number)

City, State, Zip Code

Telephone number

United States Department of Agriculture

United States Department of Agriculture
Animal and Plant Health Inspection Service

USDA, APHIS, MRP-BS, RWBS
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, MD 20737

ATTN: Mary Kellington