



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

APHIS eFile

Guidance for Submitting a PPQ 525A Permit to Receive Soil for Non Biological Uses

Version 2.0
September 2022

WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 525A applications for permits to receive soil for non-biological uses. This user guide will take you through how to complete all actions related to the PPQ 525A application.

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 525A 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 525A permit application, there are several things to note when applying in eFile.


eFile PPQ 525A 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, or if any additional action is required. 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: P-#####**
 - 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: 525-22-201-00015**
 - 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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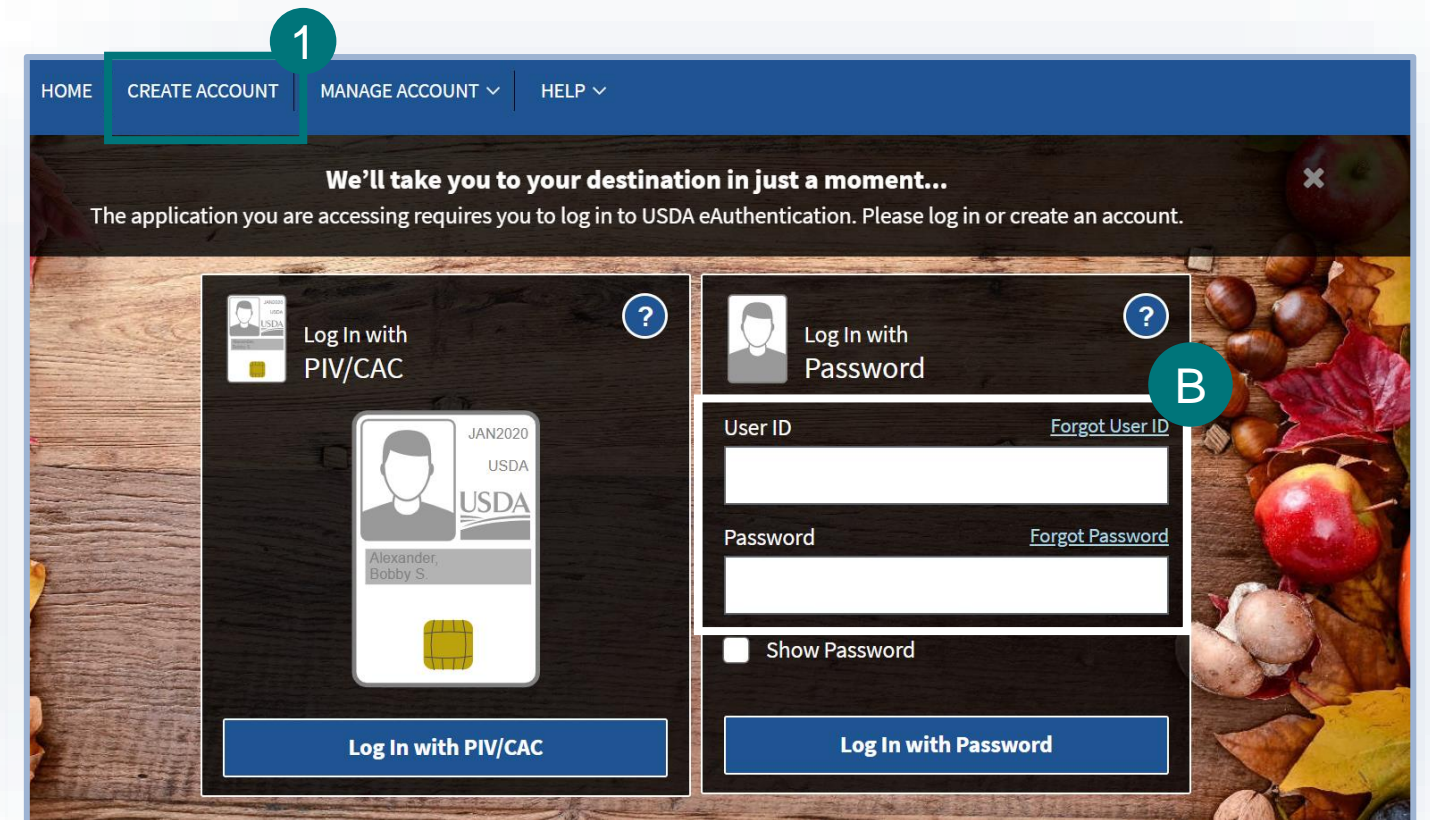
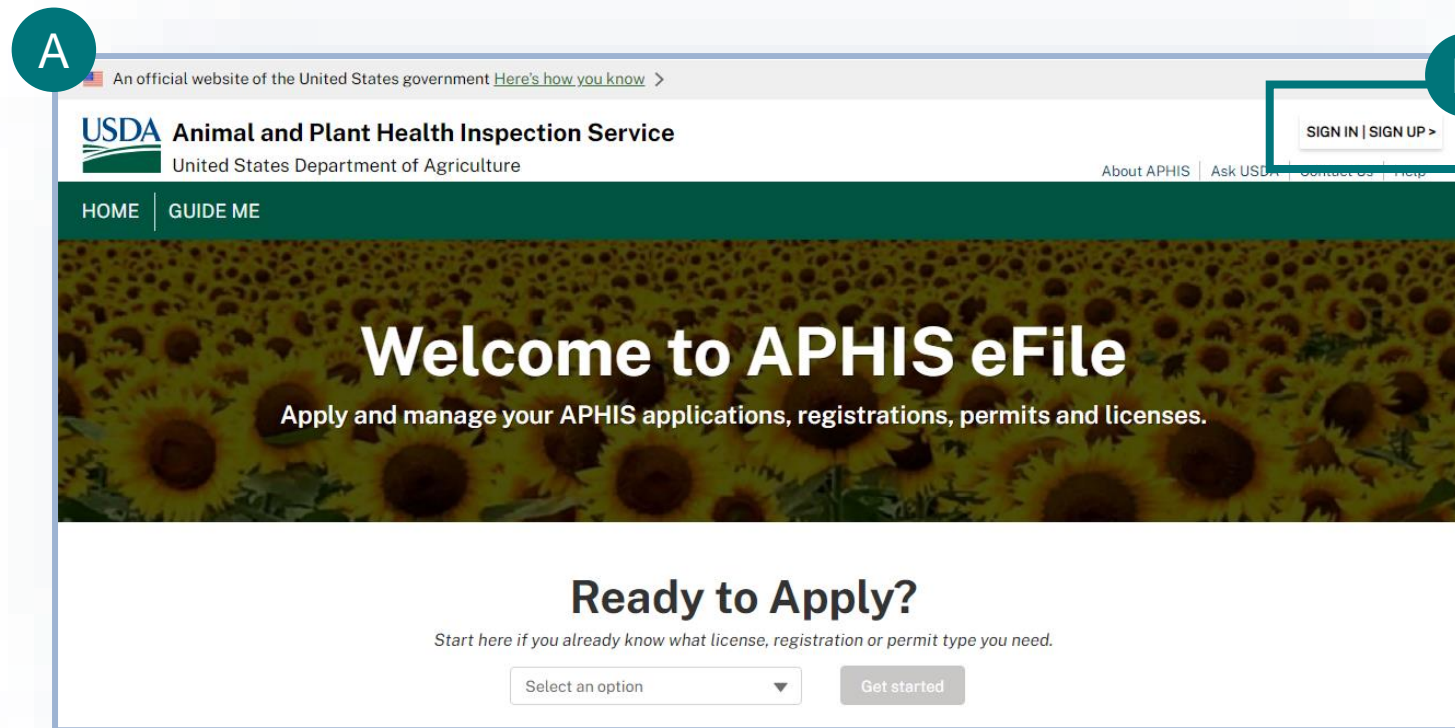
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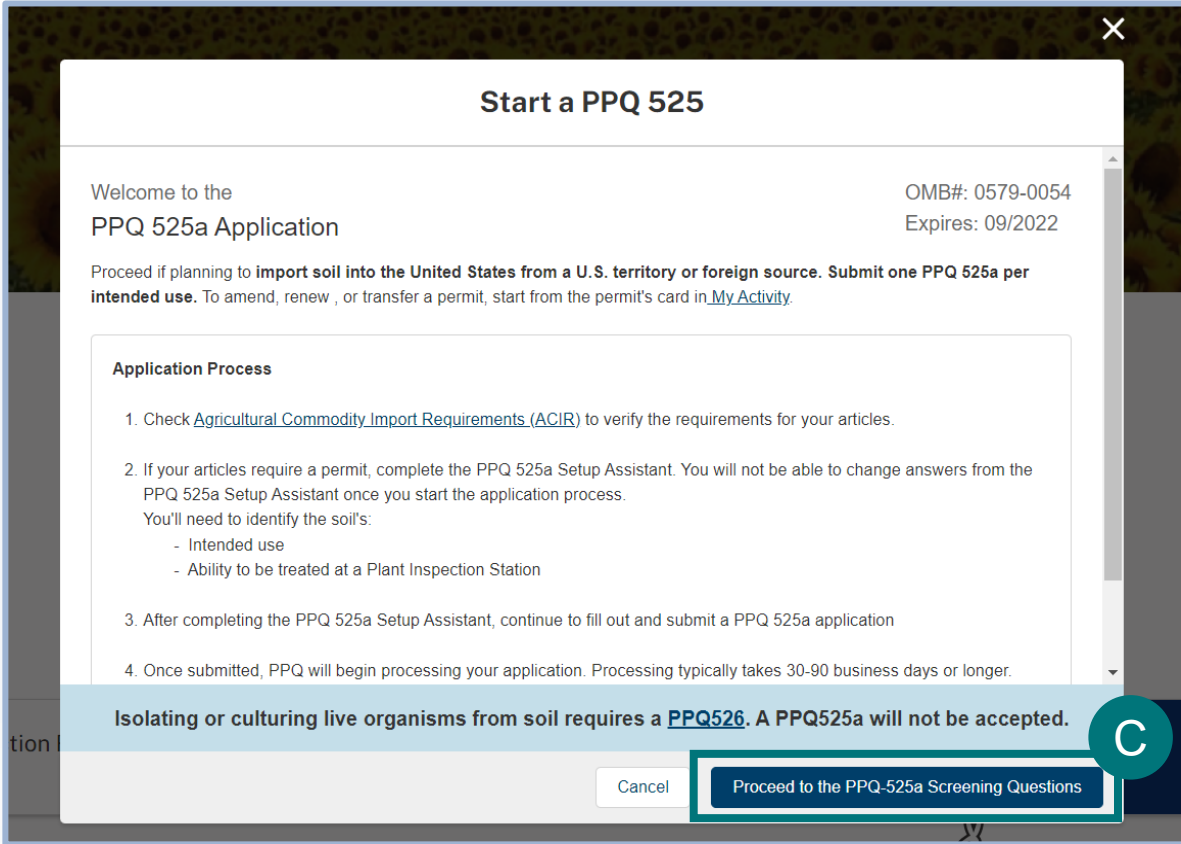
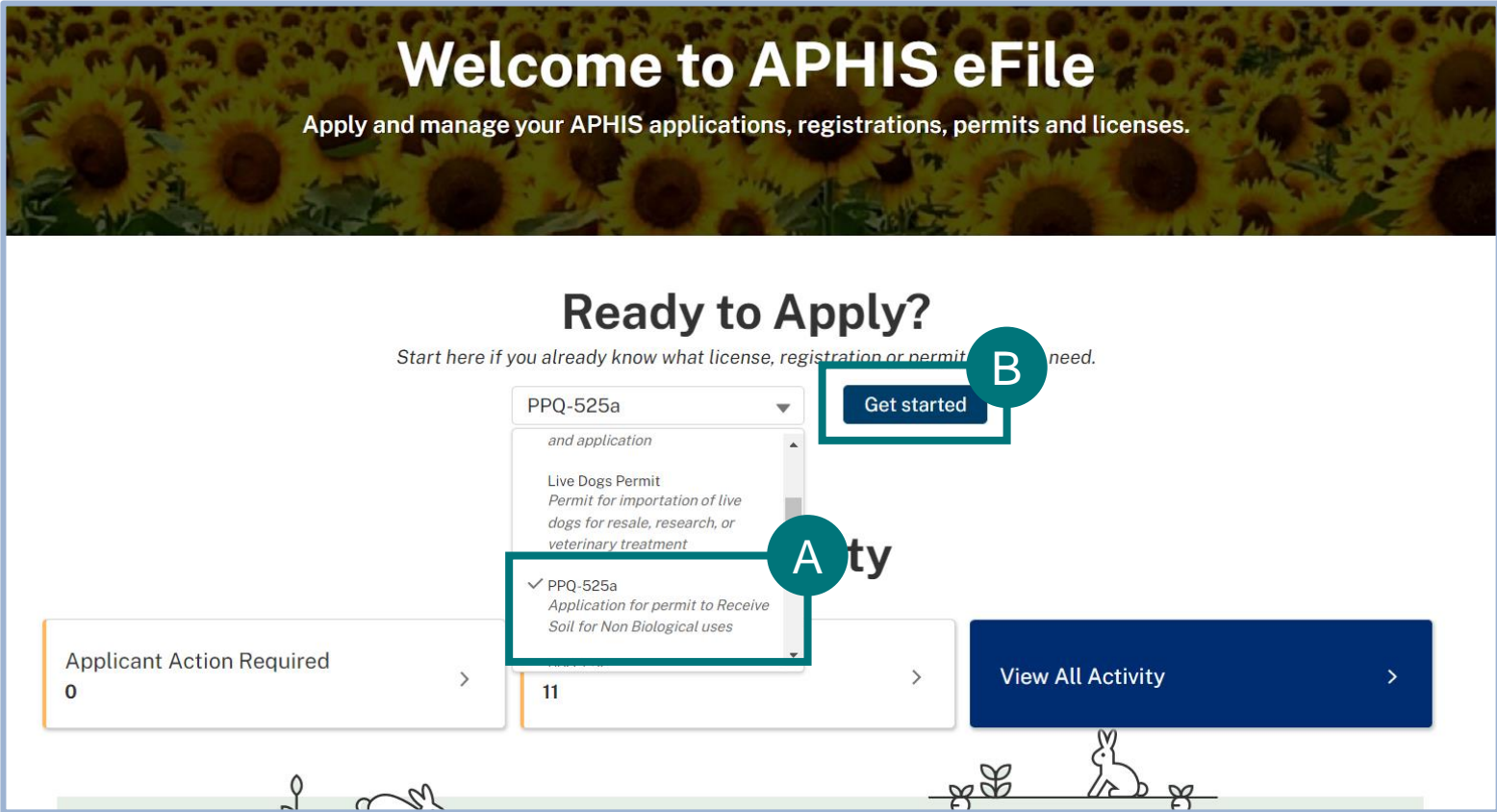
Step 1: Navigate to APHIS eFile and Sign In

- 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 **Sign in | Sign Up** and then log in using your eAuthentication username and password.
 - 1** 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.



Step 2: Create a New Application

- A** Under the Ready to Apply section, **select the PPQ-525A Application.**
- B** **Select Get Started** to begin your application.
- C** Determine if this is the correct application for you. If it is, **select Proceed to the PPQ 525A Screening Questions.**



Step 3: Complete Setup Assistant Form

- A** Select **how you intend to use the soil**.
 - 1** Depending on your answer to the first question, you may need to provide additional information.
- B** After you are done filling out the Setup Assistant questions, **select Continue**.

The screenshot shows the 'PPQ 525a Setup Assistant' form. The question 'How do you intend to use the soil?' is displayed. A dropdown menu is open, showing several options: 'Bulk soil for disposal in landfill or incineration', 'Chemical or physical analysis', 'Chemical or physical analysis with associated plants or plant parts', 'Growing media in a growth chamber or phytotron', 'Isolation or extraction only of DNA, RNA, or both', 'Religious or patriotic uses', 'Soil is a contaminant on my shipment, and is on-hold by Customs and Border Protection', and 'Other'. A green circle with the letter 'A' is positioned to the right of the dropdown menu.

The screenshot shows the 'PPQ 525a Setup Assistant' form. The question 'How do you intend to use the soil?' is displayed with 'Other' selected in the dropdown menu. A green circle with the number '1' is positioned to the right of the dropdown menu. Below the dropdown is a text area labeled 'Explain your other intended use'. Below the text area is a question: 'Are you importing 3 lbs (1.36 kg) or more of soil, excluding packaging?' with radio button options for 'Yes' and 'No'. At the bottom of the form, there is an orange banner with a warning icon and the text: 'These answers cannot be changed after you start the application.'

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

The screenshot shows two buttons: 'Cancel' and 'Continue'. A green circle with the letter 'B' is positioned to the right of the 'Continue' button.

Step 3: Complete Setup Assistant Form - Continued

- C** If you belong to more than one organization, please choose the organization you would like to share this record with.
- D** After you are done select the Sharing Organization, **select Proceed.**

The screenshot shows a modal window titled "Sharing Organization" with a close button (X) in the top right corner. The main text reads: "You belong to more than one organization. Please choose the organization you would like to share this record with. As a reminder, other customers can only view/access data that is shared within an organization they belong to." Below this, it says: "If you do not want your application to be visible to any other customers, you can select your personal account, which will have "(Personal)" at the end of its name, e.g. John Doe Account (Personal)." A dropdown menu labeled "Sharing Organization" is highlighted with a red box and a callout 'C', showing "Thomas Smith Account" as the selected option. Below the dropdown is an orange warning bar with a triangle icon and the text: "These answers cannot be changed after you start the application." At the bottom, there are three buttons: "Back", "Cancel", and "Proceed". The "Proceed" button is highlighted with a red box and a callout 'D'.



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

Step 4: Identify Responsible Party

Responsible Party

Once you have created your new application, you will land on the Responsible Party section of the application. In this section you will identify the responsible parties involved in your import.

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 4: Identify Responsible Party



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. If you need to update your information, use the edit button to make those changes.
- 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.

The screenshot shows a form titled "Applicant" with a circular callout 'A' pointing to the contact information and a circular callout 'B' pointing to the permittee question. The contact information includes a name "Thomas Crowne", an "Edit" button, and both "Business Address" and "Mailing Address" which are identical: "13 Washington Dr, Waterville, Alabama 55697, United States, (312) 456-7878, thomas.crowne@usda.prod.uat". The permittee question is: "* Will you be the permittee?" with radio buttons for "Yes" and "No, I'm applying on behalf of the permittee".

Hand Carrier Details

- 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.

The screenshot shows a form titled "Hand Carry Request" with a circular callout 'C' pointing to the question. The question is: "* Do you want to request permission to hand carry articles in personal baggage?" with radio buttons for "Yes" (which is selected) and "No".

Note: Hand carry requests are evaluated on a case-by-case basis and are not always approved.

Step 5: Add Articles

Articles Details

- A** Read through and certify that you are not importing soil from the areas of Canada listed.
- B** Search for and select the region(s) of origin of your soil.
- C** Select the mode(s) of transportation from the drop-down.
- D** Once you are done, select **Save and Next**.

PPQ 525a Setup Assistant

How do you intend to use this soil?
Bulk soil for disposal in landfill or incineration

I certify that I am not importing soil from the areas of Canada listed in Appendix 3 of D-96-05.

Origin

Search for and select your soil's regions of origin

Search regions of origin

Regions of Origin

0 regions of origin selected Clear All

You have no region of origin. Select regions of origin using the *Search for and select your soil's region of origin - field*

Travel Method

*Modes of Transportation

Select Options

Back

Save **Save and Next**

Step 6: Add Destination Details

Destination Details

A Use the destination cards to **search for and select your destination location/facility** or **select Create New Destination** and continue to fill out the required fields.

*Destinations

Find a destination

Search

4 of 15 Destinations

<p>Record Location Thomas Crowne Account</p> <p>Address 1 High Street Farmington,CT 06032 US 90, 90</p> <p>Type Outdoor Field</p> <p>Contact Thomas Crowne 123-456-7890 donoutuse@email.com</p> <p>Is the mailing address the same as the destination address? Yes</p> <p><input data-bbox="415 1302 785 1440" type="button" value="Select as Destination"/></p> <p><input data-bbox="1287 920 1410 980" type="button" value="Edit"/></p>	<p>Record Location Thomas Crowne Account</p> <p>Address 1025 Arlington Arlington,VA 2 US</p> <p>Type Laboratory</p> <p>Contact Tester Lasty 1112223333 areatester@ttttt.ttt</p> <p>Is the mailing address the same as the destination address? Yes</p> <p><input data-bbox="1478 1354 1663 1423" type="button" value="Select as Destination"/></p> <p><input data-bbox="2340 920 2464 980" type="button" value="Edit"/></p>
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Area 16 Containment Facility USDAeFile Applicant1 Account

Address
213
Sixteen 16 Rd
riverside,CA 92501
US
-75, 80

Containment Facility Number
PPQ-CA-141693

Contact
Tester Lasty
1112223333
areatester@ttttt.ttt

Is the mailing address the same as the destination address?
No

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

Step 7: Upload Documents

Document Details

Your application has one required document, a Standard Operating Procedure (SOP). For more information regarding the file, select the View Example hyperlink.

- A** Use the **Add New File button** to upload your SOP and any additional files you feel would be beneficial for your application.
- B** In the pop-up window, **select your File Description**, then **select Upload Files and choose your file**.
- C** In the Additional Information section, enter any additional information to support your application. This is optional.
- D** **Select Save and Next.**

The screenshot shows a web interface for uploading documents. It is divided into two main sections: 'Document Details' and 'Additional Information'.
1. **Document Details:** Contains instructions to add files and a list of required documents, including 'Standard Operating Procedure (SOP)' with a 'View Example' link. Below this is a 'Supporting Documentation' area with a message 'You have no files. Click on the Add File-button to attach files' and an 'Add New File' button (callout A).
2. **Additional Information:** Contains instructions to enter information about the application and a text input field (callout C).
3. **Pop-up Window:** Titled 'Add New File', it contains instructions to enter file information and a dropdown menu for 'File Description' (callout B). At the bottom of the pop-up are 'Upload Files' and 'Or drop files' buttons.
4. **Navigation:** At the bottom of the main form are 'Back', 'Save', and 'Save and Next' buttons (callout D).

Step 8: Certify and Submit

Review & Submit

Confirm Information and Accept Regulations

- 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

D 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](#) **D**

Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile when there is additional actions for you to take regarding your application.

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](#) [Go to Application Details](#)

Double check that your articles meet all legal requirements!

It's your responsibility to regularly check Agricultural Commodity Import Requirements (ACIR) to make sure all conditions and regulations can change at anytime.

[Check ACIR](#)

PPQ-525a Application Summary

Application Number	A-00111075
Status	Submitted
Submission Date	4/17/2022

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

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

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.

I AM THE APPLICANT

I want to respond to an applicant questionnaire.

- Step 1:** Sign into APHIS eFile and navigate to your application details page
Page 18
- Step 2:** Respond to questionnaire questions
Page 19

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 page is divided into a left sidebar, a top navigation bar, and a main content area. The left sidebar contains a 'Filter' section with various filters for Activity Type, Document Type, and Status. The top navigation bar includes the USDA logo and the text 'Animal and Plant Health Inspection Service U.S. DEPARTMENT OF AGRICULTURE'. The main content area displays a list of applications with columns for Applicant, Started, Submitted, and Status. Callouts A-E highlight specific elements: A points to the search bar containing 'A-000112664'; B points to the 'MY ACTIVITY' tab in the top navigation bar; C points to the 'Display recent' dropdown menu set to 'View All'; D points to the search bar and the 'Acknowledged (0)' filter in the sidebar; E points to the 'View Details' button for the application with Ref# A-00112664.

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

HOME | GUIDE ME | **MY ACTIVITY**

Filter

Filters Applied (0) [Clear All](#)

Showing 3 of 2429 items

Sort by [Select an option](#)

Activity Type

- Applications (3)
- Authorizations (0)
- Letters (0)
- Permits (0)

Document Type

- Amendment (0)
- New (3)
- Renewal (0)
- Transfer (0)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (1)
- Approved (0)
- Cancelled (0)

Application 1: Ref#: A-00112664 | Program: PPQ | PPQ-525a

Applicant	Started	Submitted	Status
USDAeFile Applicant1	04/22/2022	04/22/2022	Applicant Action Required

Application 2: Ref#: A-00112164 | Program: PPQ | PPQ-587

Applicant	Started	Status
USDAeFile Applicant1	04/20/2022	Draft

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

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, go to: <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/permits/plant-pests/containment>. 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 3 Questions Answered

Is the lab next to any other open spaces?

*Please select an option

Yes
 No
 N/A

*Comments

Record Type
PPQ-525a

Organization
Company Name

Other Details


Intended Use
Destructive Analysis, no growth

Elaborate on why you're importing this article and what you plan on doing with it
no

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 1-877-770-5990 or 301-851-2046 or email controlled.import.permits@usda.gov.

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

Save

Save and Submit Questionnaire

I AM THE APPLICANT

I want to respond to draft permit conditions.

- Respond to Draft Permit Conditions in APHIS eFile (eAuth Users)**
Page 21
- Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)**
Page 23

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' (highlighted with callout B). The left sidebar contains a 'Filter' section with categories: Activity Type (Applications (23), Authorizations (14), Letters (0), Permits (1)), Document Type (Amendment (0), New (6), Renewal (0), Transfer (0)), and Status (Acknowledged (0), Applicant Action Required / Waiting on Customer (38) - highlighted with callout D, Approved (0), Cancelled (0)). The main content area features a search bar (callout D), a 'Display recent' dropdown set to 'View All' (callout C), and a table of applications. The table has columns for Ref#, Program, Applicant, Started, Submitted, and Status. Two applications are listed, both with a status of 'Applicant Action Required' (callout E). The first application has Ref# A-00103288 and the second has Ref# A-00104990. Each application row includes a '+ New' button, a 'View Details' button (highlighted with callout E), and a 'Clone Application' button.

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**.

Application Ref#: A-00103288 Applicant Action Required

PPQ-525a | Applicant: USDAeFile Applicant1 | Permittee: Ashok Anant2 | Submitted on: 3/17/2022

[View Application PDF](#) More Actions ▾

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.

Article(s) **Conditions Review**

Hand Carrier Details

Hand Carrier Details

Article(s) **Conditions Review**

Conditions Draft

Instructions

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.**

Conditions Draft

0 of 3 Conditions Completed

***Packaging**

All packages for transport must minimally consist of inner/primary and out/secondary package, both in a securely sealed tertiary container so that all are effective barriers to prevent escape or unauthorized dissemination.

***Please select an option**

Agree

Disagree

***Hand Carry**

Unless the regulated soil is hand carried by an individual specifically authorized in this permit, it must be shipped by bonded carrier to the port of entry.

***Please select an option**

Agree

Disagree

Review this authorization statement, and note if edits are needed regarding personal identifiable info on the entities you mentioned. Examples include name misspellings, incorrect addresses, etc.

*** Authorization Statement**

USDA-APHIS issues this permit to Ms. Crowne. The permit authorized the importation of soil from all foreign sources only for chemical/physical analysis in a controlled laboratory environment at the named facility on the permit.

*** Please select an option**

This statement has errors

No edits needed

Additional Comments

Save

Save and Send Conditions Draft Back to PPQ

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.

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....

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

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... X

Back **Next**

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 26

 **Access Letters**
Page 28

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.

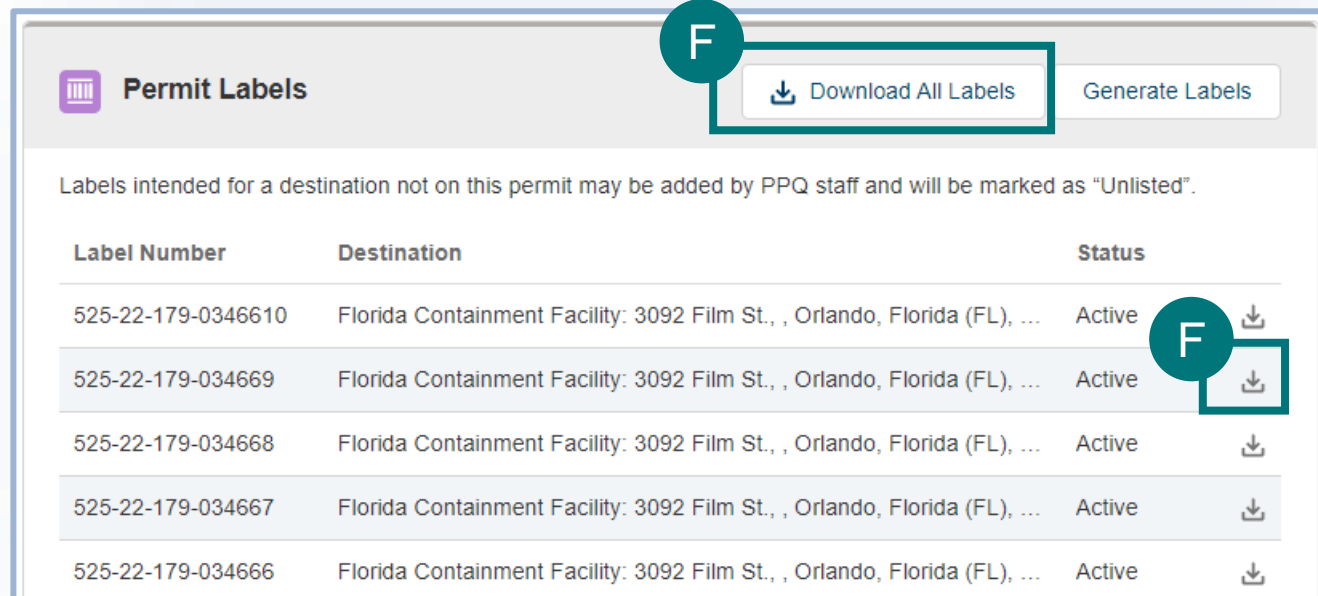
The screenshot displays the eFile system interface. On the left, a 'Filter' sidebar shows 'Filters Applied (2)' and 'Clear All'. The 'Activity Type' section has 'Permits (25)' selected. The 'Document Type' section includes 'Amendment (1)', 'New (24)', 'Renewal (0)', and 'Transfer (0)'. The 'Status' section includes 'Applicant Action Required / Waiting on Customer (0)', 'Cancelled (0)', 'Denied (0)', 'Draft / Open (0)', and 'Expired (0)'. A search bar at the top right contains the text 'Search your activity'. Below the search bar, it says 'Showing 25 of 194 items' and 'Sort by Select an option'. The main area shows a list of permits. The first permit is 'Ref#: P-00166022 | Program: PPQ | PPQ-587' with Permit#: 537-22-172-03447. The second permit is 'Ref#: P-00166826 | Program: PPQ | PPQ-525a' with Permit#: 525-22-179-03466. The detailed view for the second permit shows 'Ref#: P-00166826 Issued' and '525-22-179-03466 | PPQ-525a | Applicant: Thomas Smith | Permittee: Thomas Smith | Effective: 6/28/2022 - 8/5/2022'. It includes a warning about 'Admissibility may have changed' and instructions to 'Print and attach Plant Inspection Station Labels'. The 'Hand Carrier Details' section asks 'Do you want to request permission to hand carry articles in personal baggage?' with the answer 'No'. The 'Files' section shows a table with columns 'File Na...', 'File Type', and 'Descri...'. A file is listed with 'File Na...' '525-22-179-03466_A-00127759_06-', 'File Type' 'pdf', and 'Descri...' 'N/A'.

View Outcomes – Permits and Labels

Shipping Labels






To generate shipping labels for your issued permit:


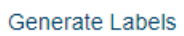
- A** Navigate to your permit details page (see the previous slide for help).
- B** Scroll to the Labels section and select **Generate Labels**.
- C** In the pop-up window, **select the port** you'd like to generate labels for.
- D** Enter the number of labels you'd like and then **Generate Labels**.
- 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**.

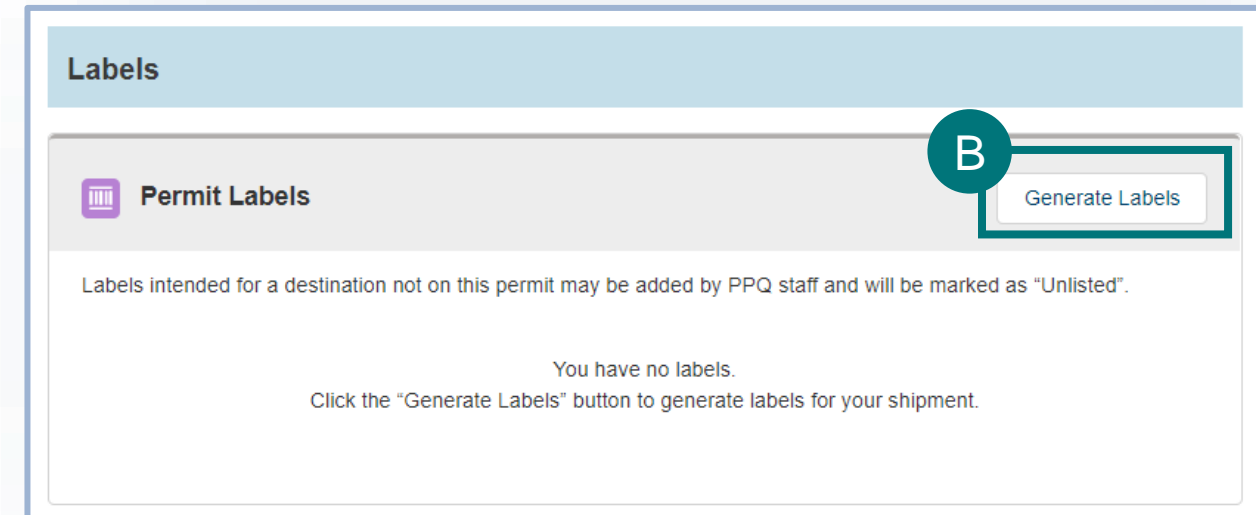


Permit Labels


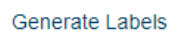
Labels intended for a destination not on this permit may be added by PPQ staff and will be marked as "Unlisted".

Label Number	Destination	Status	
525-22-179-0346610	Florida Containment Facility: 3092 Film St., , Orlando, Florida (FL), ...	Active	
525-22-179-034669	Florida Containment Facility: 3092 Film St., , Orlando, Florida (FL), ...	Active	
525-22-179-034668	Florida Containment Facility: 3092 Film St., , Orlando, Florida (FL), ...	Active	
525-22-179-034667	Florida Containment Facility: 3092 Film St., , Orlando, Florida (FL), ...	Active	
525-22-179-034666	Florida Containment Facility: 3092 Film St., , Orlando, Florida (FL), ...	Active	

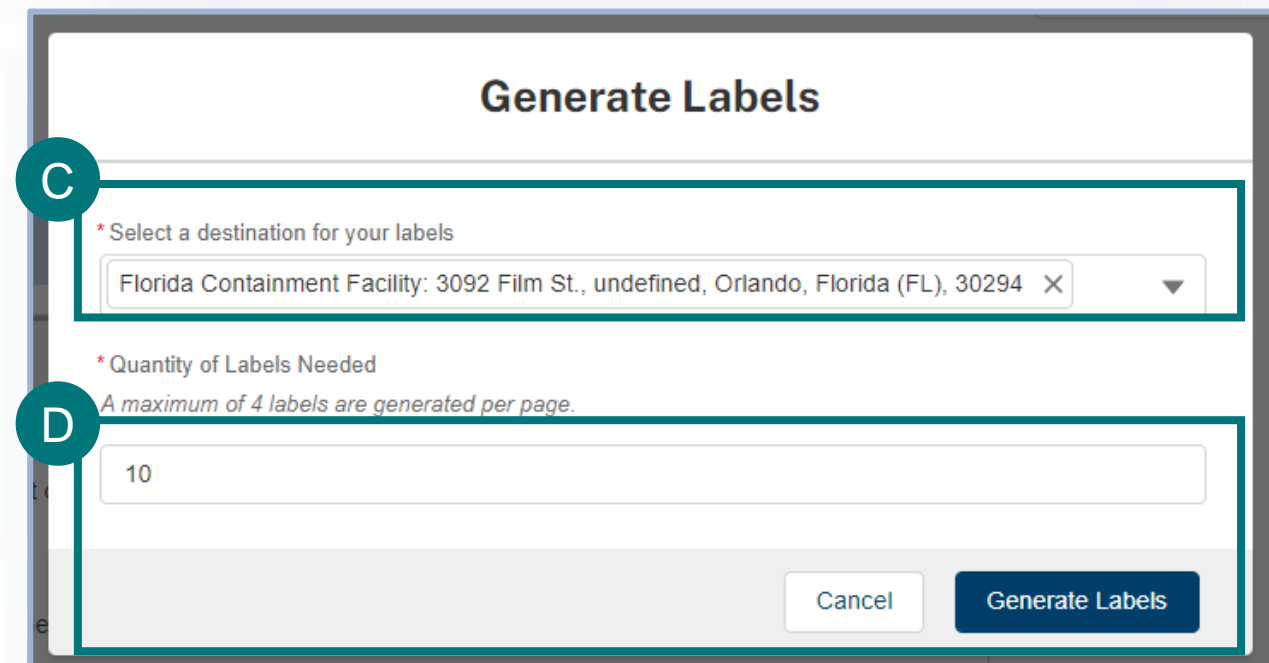


Labels

 Permit 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.

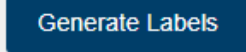


Generate Labels

C * 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.

D 10

Cancel 

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 illustrates the eFile system interface. On the left, a 'Filter' sidebar is visible, with the 'Denied (4)' option selected. A search bar at the top right contains the text 'Search your activity'. The main area displays a list of applications, with two entries highlighted: 'Ref#: A-00129489 | Program: PPQ | PPQ-526' and 'Ref#: A-00129835 | Program: PPQ | PPQ-525a'. Both applications are marked as 'Denied'. The 'View Details' button for the second application is highlighted. Below the list, a detailed view of an application is shown, with the 'Files' section containing a table of files. The file 'Letter of Denial.pdf' is highlighted, and the 'View Details' button for the application is also visible.

File Name	File Type	Descript...
Letter of Denial.pdf	pdf	

Page 1 of 1

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 30
- Step 2:** Amend or renew your Permit
Page 31

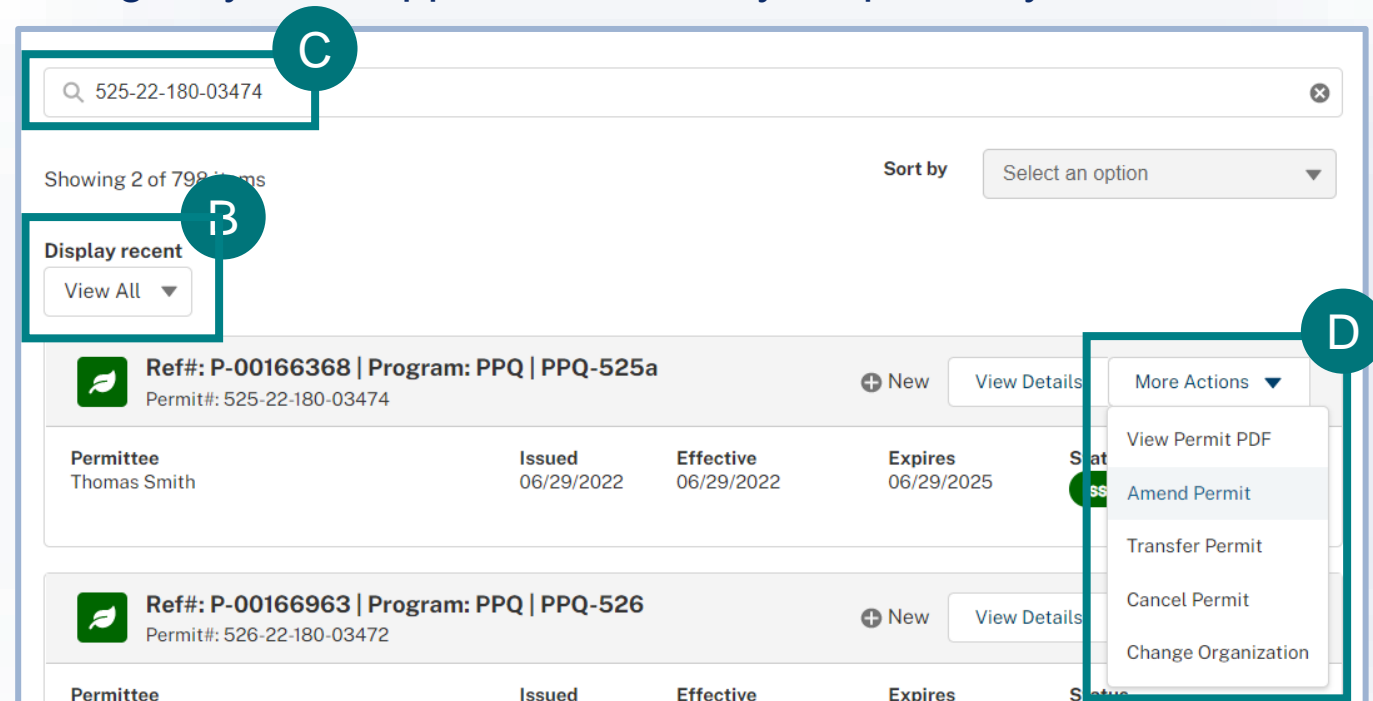
Step 1: Sign into APHIS eFile and find your permit on the My Activity page

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., 525-22-203-00123A1).



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.**

The screenshot shows a web form for amending or renewing a permit. It is divided into several sections:

- Amendment Reason:** A light blue header section. Below it is a text input field with a red asterisk and the label "*Amendment Reason". The field contains the text "I am amending because my article details have changed." A callout 'C' points to this field.
- Confirm Information Accuracy & Accept Regulations:** A light blue header section. Below it is a grey box containing the text: "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." Below this text is a checked checkbox with a callout 'D' pointing to it. The text next to the checkbox reads: "I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief." Below the checkbox is a warning: "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)."
- Buttons:** At the bottom, there are three buttons: "Back" (left), "Save and Exit" (middle), and "Submit Application" (right). A callout 'D' points to the "Submit Application" button.

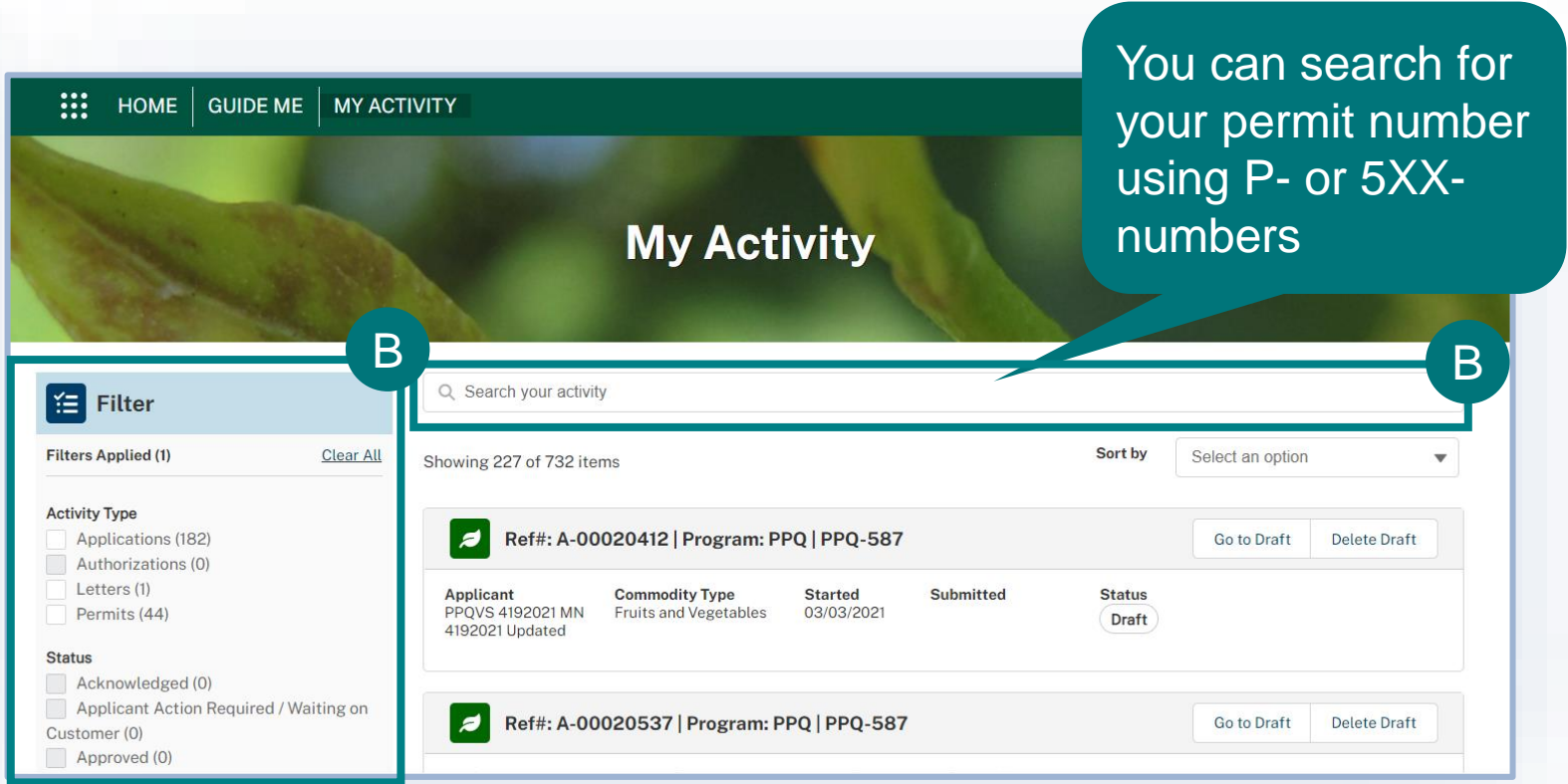
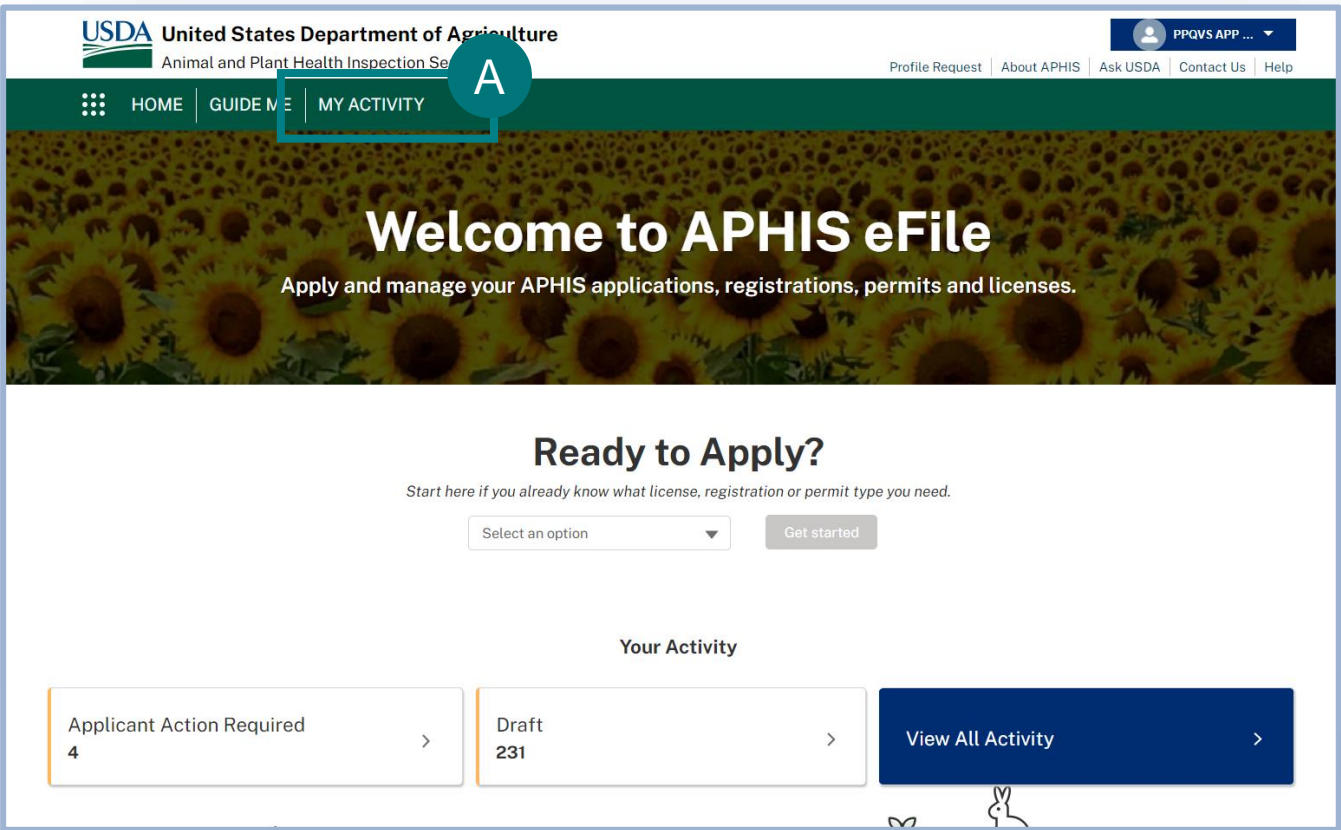


CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit
Page 33
-  **Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit
Page 34

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

- A Navigate to My Activity Page.
- 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**.

The screenshot displays a permit management interface. At the top, a permit card for Ref#: P-00166832 | Program: PPQ | PPQ-525a is shown with Permit#: 525-22-179-03464. Below this, a table lists permit details:

Permittee	Issued	Effective	Expires	Status
Thomas Smith	06/28/2022	06/28/2022	06/28/2025	Iss

A 'More Actions' dropdown menu is open, showing options: View Permit PDF, Amend Permit, Transfer Permit, **Cancel Permit** (highlighted with a red box and labeled 'A'), and Change Organization.

A 'Cancellation Request' modal is open in the foreground, containing an 'Explanation' field with the text 'No longer need this permit.' and 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box and labeled 'B'.

After Cancelling Your Permit

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.

Ref#: P-00166368 Cancelled View Permit PDF

525-22-180-03474 | | PPQ-525a | Applicant: Thomas Smith | Permittee: Thomas Smith | **Cancelled 7/8/2022**



Your permit has been cancelled
You can still view your permit but changes can no longer be made. Cancellation is permanent and can only be reverted by contacting APHIS, however, you can clone the application to re-submit as new.

Hand Carrier Details

Hand Carrier Details

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

Details | Locations | Contacts

Permit Details

Permit Type New Application	Application Ref # A-00127761
Record Type PPQ-525a	
Organization Thomas Smith Account	




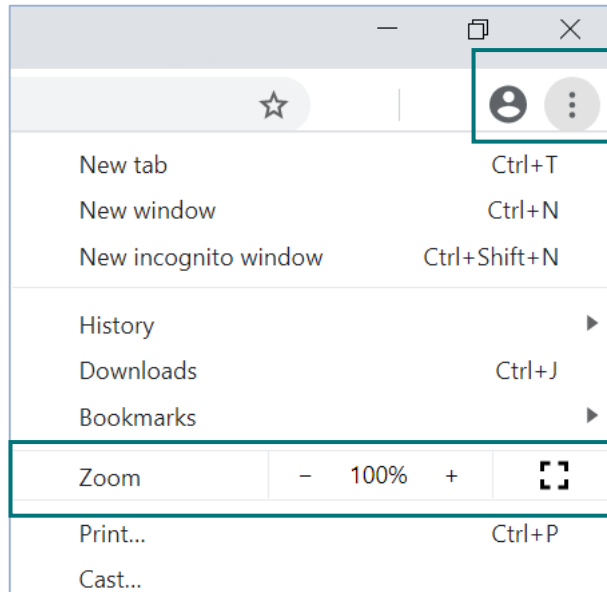
TRANSFER PERMIT

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