

## Veterinary Services Process Streamlining

### Animal Import Module (AIM)

— Job Aid for Area Veterinarians-in-Charge (AVICs) —

#### General Information/Tips

**VSPS URL** <http://vsps.aphis.usda.gov/vsps/public/!Login.do>

**VS IT Help Desk Phone #** 1-877-944-8457

**Purpose & Scope** To provide AVICs with a quick reference guide to the tasks they can do in the VSPS Animal Import module.

**Assumptions** You have a USDA eAuthentication login that can be used to access the VSPS modules.

**Required fields** In each VSPS form, you must enter information into each field marked with a red asterisk (\*).

**Pop-up Blockers** Before logging into any VSPS module, turn off/disable your web browser's pop-up blocker feature.

**Warning!** Do not use your web browser's  Back within VSPS. Doing so will kick you out of VSPS. See the *Navigating within VSPS* section below for safer alternatives.

#### Logging Into VSPS

1. In a web browser window, go to the VSPS Welcome Page at: <http://vsps.aphis.usda.gov/vsps/public/!Login.do>
  2. Under **VSPS Users**, click on .
  3. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
  4. On the eAuthentication Login Page, enter your USDA eAuthentication account's **User ID** and **Password**. Then click on .
- If you get an error message, it is related to eAuthentication, not to VSPS. For help, contact the eAuthentication ITS Help Desk:  
**Phone:** 1-800-457-3642  
**E-Mail:** [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

#### What You Can Do... (more)

(Table continued)

Workflow Feature	Lets You View an IR that has
<b>Find Existing Importation</b>	<ul style="list-style-type: none"> <li>- Creation Date = any date</li> <li>- Destination = any State or Area</li> <li>- Associated forms = any animal-import forms</li> <li>*** Also lets you export a list of IRs into Excel.</li> </ul>

In addition to these workflows, you can use AIM to:

- Edit and reconcile (close) a VS 17-8 Form.
- Edit, but not reconcile, a VS 1-27 Form.

#### Navigating Within VSPS

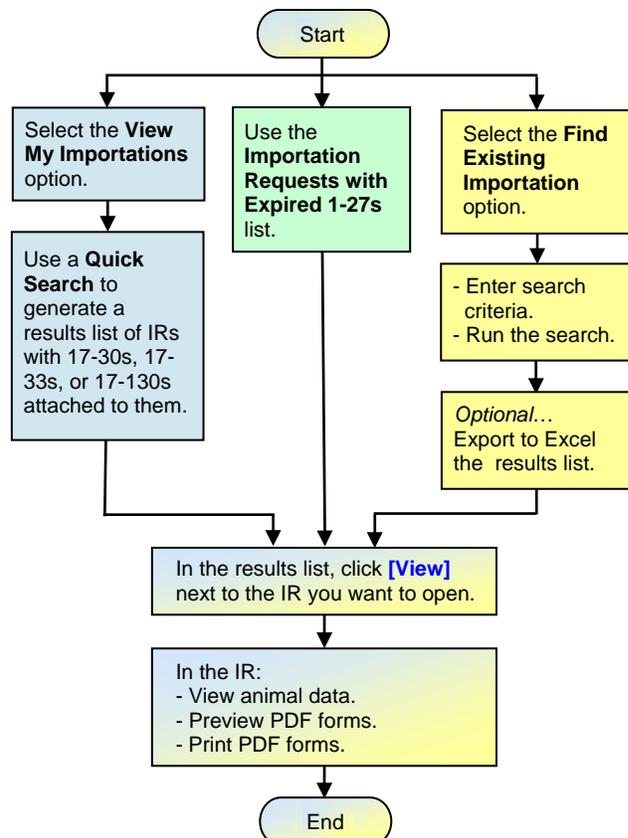
- In the top-right corner of each VSPS screen are **Logout** and **Help** links.
- On the left side of each VSPS screen is a blue *navigation pane*. In it are links to the VSPS modules that your role can use (see right).
 

Business Profile  
 Facilities  
 Animal Import  
 Interstate  
 Labs  
 Personal Profile
- On each module's home page is a list of *pages* (see below):
 

Routine Import Module  
[Find Existing Importation](#) [View My Importations](#)
- To navigate between different modules or within a module, click on a page's name in the *breadcrumb trail* at the top of each page (see below):
 

[VSPS Home](#) | [Animal Import](#) | [Routine Import](#)
- On many VSPS pages, there are symbols for frequently-used features:
  -  Click, to search in an Address Book.
  -  Click, to add a new entry to a Personal Address Book.
  -  Click, to use a Calendar to specify a date.
  -  Click, to see a list of choices in a pop-up window.

#### Three Workflows



#### What You Can Do In This Module

AIM gives you a choice of three workflows for finding, viewing, and printing Importation Requests (IRs):

Workflow Name	Lets You View an IR that has
<b>View My Importations</b>	<ul style="list-style-type: none"> <li>- Creation Date= less than 30 days</li> <li>- Destination = your Area</li> <li>- At least one of these associated forms = 17-30, 17-33, 17-130</li> </ul>
<b>Importation Requests with Expired 1-27s</b>	<ul style="list-style-type: none"> <li>- Creation Date = any date</li> <li>- Destination = your Area</li> </ul>

## View My Importations

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
3. From the blue navigation pane, select **Animal Import**.
4. On the Animal Import Module page, select **Routine Import**.
5. On the Routine Import Module page, select **View My Importations**.
6. An **Available Quick Searches** section will display.
  - a. Click one of the three options to generate a results list.
  - b. In the list, click **[View]** next to an IR to open it.
  - c. Skip to the *In The IR...* section below.

## Importation Requests with Expired 1-27s

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
3. From the blue navigation pane, select **Animal Import**.
4. On the Animal Import Module page, select **Routine Import**.
5. On the Routine Import Module page, an **Importation Requests with expired 1-27's** list will display. In this list:
  - a **Red VS 1-27 Form** is for an animal shipment that did not arrive at a port within the designated transit time period.
  - a **Blue VS 1-27 Form** is for an animal shipment that is either currently travelling to a port, or a shipment that already arrived at a port within the designated transit time period.
6. In the list, click **[View]** or **[Edit]** next to an IR to open it. (*Note: Ignore the [Copy] and [Copy w/Animals] actions, as they cannot be used by AVICs.*)
7. If you want to:
  - View and/or print a VS 1-27 Form, skip to the *In The IR...* section below.
  - Edit a VS 1-27 Form, skip to the *Edit a VS 1-27 Form* section below. In that section, start with Step 9.

## Find Existing Importation

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
3. From the blue navigation pane, select **Animal Import**.
4. On the Animal Import Module page, select **Routine Import**.
5. On the Routine Import Module page, select **Find Existing Importation**.
6. The Importation Request Search Criteria page displays.
7. Enter one or more search values:
  - **Port of Arrival** – United States port that the animals identified on the IR will enter through.
  - **Search by Name (Importer, Broker, Destination, Shipper, Consignee fields)** – Enter a first or last name. VSPS will search for the name you enter as both *First Name* and *Last Name* values in every IR. If you enter a name in more than one field, VSPS will search for the name that has both attributes indicated. (*Note: You may also enter a partial name and insert an asterisk (\*) in place of any missing letters. Examples: Smith\*, \*ley, and \*ring\*.*)
  - **Date of Entry** – Starting date of a date range in which the animals reached the Port of Arrival.
  - **through** – Ending date of a date range in which the animal(s) reached the Port of Arrival.
  - **Document Number** – Number auto-assigned by VSPS to the IR you are searching for. (*Tip: This number also appears on every form associated with an IR, so it is a very effective search value to use.*)

## Find Existing Importation (more)

What does a Document Number consist of?

IR Created In	Examples / Explanations
AIM Online	<p><i>Example: 10DLR00032</i></p> <p><b>10</b> = Fiscal Year  <b>DLR</b> = Port of Arrival code  <b>00032</b> = A Port-specific, sequential number</p> <hr/> <p><i>Example: T-4699</i></p> <p><b>T</b> = Temporary (used only for IRs that have not yet been received by a Port)  <b>4699</b> = A unique, sequential number</p>
AIM Offline	<p><i>Example: 10DUN0D53FBDA</i></p> <p><b>10</b> = Fiscal year  <b>DUN</b> = Port of Arrival code  <b>0D53FBDA</b> = A unique, sequential number</p>

- **Reservation Number** – Number auto-assigned by VSPS to a reservation that has booked animal space at an Animal Import Center.
  - **Status** – Current status of the IR.
    - ~ **Initial** – The IR was created by a broker, but not yet submitted to a port.
    - ~ **Submitted to Port** – The IR was submitted by a broker to a port.
    - ~ **Received** – The IR was received or initially created by a port's Veterinary Medical Officer (VMO).
    - ~ **Voided** – The IR is nullified and no longer appears in VSPS search lists. It is still stored in VSPS, and can be searched for – but it cannot be reactivated. But, if you have the appropriate role, you can copy the data in it to a new IR using the **Copy** and **Copy w/Animals** actions.
    - ~ **Closed** – The IR was updated with reconciliation data. Then the IR and all its associated forms were closed in VSPS.
  - **Species** – Species of the animal being imported.
  - **Unit Type** – Type of animal import. The choices are: **Live Animal**, **Day Old Chick**, **Embryo**, **Hatching Egg**, or **Semen**.
  - **Animal ID** – In the blank field, enter an identification number for the animals being imported. In the **Select ID Type** field, select the identification media on which this number appears.
  - **Attached Document Type** – Type of document that is attached to the IR you are searching for.
  - **Purpose** – Reason why the animals are being imported.
  - **Destination State** – State to which the animals are being delivered.
8.  Click to search VSPS. A results list displays under the form. This list is sorted in the following order:
    - Alphabetically by the Port of Arrival.
    - For each Port of Arrival, alphabetically by Status (**Closed**, **Received**).
    - For each Port of Arrival and Status combination, the Created On date for the IR in descending order (newest date first).
  9. *Optional...* Use the **Export options: Excel** feature to convert, view, and save this results list into the Microsoft Excel spreadsheet format.
    - a. In the lower-right corner of this page under the results list, click **Excel**. A File Download window displays.
    - b. The **Save** option is recommended – this lets you both save the Excel file to your computer or network and remain in VSPS. (The **Open** option immediately generates the Excel file, but also exits you out of VSPS. You will have to log back into VSPS to resume your work session.) Click the **Save** button.
    - c. A Save As window displays. Use it to navigate to the location where you want to store the Excel file. Specify the **File Name** and **Save as type** values. Click **Save**.
    - d. The Download complete window indicates when the Excel file has been generated and saved.
      - ~ **Open** – Click to display the file in a separate Excel application window, and do any desired editing or formatting. (*Note: Click **OK** if a warning message appears about creating the Excel file using an older version of Excel.*)
      - ~ **Close** – Click to return to the Importation Request Search Criteria page.
  10. In the results list, click **[View]** next to an IR to open it.
  11. Continue with the *In The IR...* section below.

## Veterinary Services Process Streamlining Animal Import Module (AIM)

### — Job Aid for Area Veterinarians-in-Charge (AVICs) —

#### In the IR...

- An Importation Request Summary pages displays, with three sections in it: Importation Request Summary, Animal Groups, and Form Management.
- Importation Request Summary** section – Displays data for the IR’s Document Number, Port of Arrival, Status, Country of Origin, Port of Embarkation, Health Certificate numbers, Date of Entry, and the person/business contacts involved (Importer, Broker, Destination, Shipper, and Consignee).  
If desired, click **[Audit]** to see a history of changes made to this IR.  
a. A pop-up window will display a List of Changes page.  
b. On this page, click **[View]** next to a specific change to see its history.
- Animal Groups** section – Displays a list of the animal groups that were shipped as part of this IR. Click **[View]** next to an animal group record. You then see one of the following two pages:

A Define Animal Group page displays if the animal data was entered in a single record for the entire animal group. This page displays any data, if available, for:

- |                        |                              |
|------------------------|------------------------------|
| - Group Total          | - Date of Birth              |
| - Animal Group ID Type | - Age Range                  |
| - Animal Group ID      | - Health Certificate         |
| - Animal Group Breed   | - Permit Number              |
| - Animal Group Gender  | - Color (equine groups only) |

An Importation Request Animal Group page displays if the animal data was entered as separate records for each animal in the group. This page displays any data, if available, for each animal’s:

- |                 |                                   |
|-----------------|-----------------------------------|
| - Breed         | - Health Certificate              |
| - Gender        | - Permit Number                   |
| - Date of Birth | - Color (equine groups only)      |
| - Age Range     | - Customized animal ID data types |

- Form Management** section – Displays a list of forms and attachments (supplemental documents included by the port) that could be associated with an IR. *Note:* VS 17-33 and VS 17-130 Forms are not listed individually; once created, they will appear underneath the **Importation Release (17-30)** Form.

A form has been attached to an IR if any actions appear below that form’s name. *Note:* The **Importation Release (17-30)** Form may display more actions than the other forms do. This is because you can output this form’s data in two formats:

- a VS 17-30 format that presents the data as individual animal records.
- a VS 17-30G format that presents the data as animal group records.

The table below shows the actions that you may be able to apply to the forms that appear in the **Form Management** section:

Actions for - VS 17-30 - Other Forms	Actions for - VS 17-30G only	Description
<b>[View]</b>	---	Click to view (in read-only mode) the data-entry page that creates the form.
<b>[Preview]</b>	<b>[Preview Summary]</b>	Click to view and/or print the .pdf form.
<b>[Preview Amended]</b>	<b>[Preview Amended Summary]</b>	Click to view and/or print the updated .pdf form that includes any changes made to it.
<b>[Preview Original]</b>	<b>[Preview Original Summary]</b>	Click to view and/or print the original, unedited .pdf form.
<b>[Audit]</b>	<b>[Audit]</b>	Click to view the change history for the form.

#### Edit/Reconcile a VS 17-8 Form

In this task, you can edit and reconcile (close) a VS 17-8 Form. This form must already be attached to an IR whose:

- Status** = Received or Closed
- Destination** = Your Area
- Disposition** = Bird(s) to remain in owner’s possession and separate from all other birds. (Applies to U.S. origin pet/performing birds or exhibition poultry returning to the U.S. from anywhere except Canada.)

- On the VSPS Home page, log into VSPS.
- On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
- From the blue navigation pane, select **Animal Import**.
- On the Animal Import Module page, select **Routine Import**.
- On the Routine Import Module page, select **Find Existing Importation**.
- The Importation Request Search Criteria page displays.
  - Attached Document Type** - Select **17-8**.
  - Enter any other search values, as desired. (For help, see the previous section, **Find Existing Importation-Step 7**.)
- [Search]** Click to search VSPS. A results list displays under the form. (For information on how this list is sorted, see the previous section, **Find Existing Importation-Step 8**.)
- In the results list, click **[View]** next to an IR to open it.
- An Importation Request Summary pages displays, with three sections in it: Importation Request Summary, Animal Groups, and Form Management.
- Form Management** section – Under **Pet Bird Owner Agreement (17-8)**, click **[Edit]**.
- In the data-entry page for the VS 17-8 Form, update the **Form 17-8 Header**, **Owner**, and **Location Birds Held** sections, as needed.
- When ready to reconcile (close) this form, complete the following sections:

**Federal Official to Contact**

(*Note:* Either **Business Name** or **First Name** and **Last Name** are required.)

- Business Name** – Name of this contact’s business.
- First Name** – First name of this contact.
- Last Name** – Last name of this contact.
- Address 1 \*** – Physical address for this contact’s business/home.
- Address 2** – Additional address information.
- City \*** – City in which this contact works or resides.
- State \*** – State in which this contact works or resides.
- Postal Code \*** – Postal code for this contact’s address.
- Country \*** – Country for this contact’s address.
- Phone** – Telephone number for this contact.

**Owner Signature**

- Name \*** – Name of the bird owner or Importer.
- Date \*** – Date on which the bird owner or Importer signed this form. Is auto-filled with today’s date.
- WasLabSpecimenTaken** – Check this box if the answer is **Yes**.
- SpecimenSubmittedByName** – Name of the port official submitting the lab specimens.
- Referral Number** – Document number assigned to the Importation Request that this VS 17-8 Form is associated with.

## Edit/Reconcile a VS 17-8... (more)

### Form 17-8 Signatures

**Carrier and Flight Number** – Carrier and flight number from the birds' itinerary.

**Port Official: Name** – Name of the Port VMO.

**Port Official: Title** – Title of the Port VMO.

**Port Official: Date** – Date on which the Port VMO signed the VS 17-8 Form.

**Final Official: Name** – Name of the Final VMO.

**Final Official: Title** – Title of the Final VMO.

**Final Official: Date** – Date on which the Final VMO signed the VS 17-8 Form.

13.  Click to save your changes to this data-entry page. This message appears at the top of the form: *VS17-8 has been updated.*
14.  Click to close this form, as it now contains all of your reconciliation data.
15.  Click to go back to the Importation Request Summary page for the IR that includes this 17-8 Form.
16. Under the **Pet Bird Owner Agreement (17-8)**, you should see a **Closed** status.
17. *Optional...* You may be able to apply any of the following actions for the VS 17-8 Form.
  - **[View]** – Click to view the data-entry page that creates the form.
  - **[Preview]** – Click to view and/or print the .pdf form.
  - **[Preview Amended]** – Click to view and/or print the updated .pdf form that includes any changes made to it.
  - **[Preview Original]** – Click to view and/or print the original, unedited .pdf form.
  - **[Audit]** – Click to view the change history for the form.

## Edit a VS 1-27 Form

In this task, you can edit a VS 1-27 Form. This form must already be attached to an IR whose:

- **Status** = Received or Closed
- **Destination** = any State or Area

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
3. From the blue navigation pane, select **Animal Import**.
4. On the Animal Import Module page, select **Routine Import**.
5. On the Routine Import Module page, select **Find Existing Importation**.
6. The Importation Request Search Criteria page displays.
  - a. **Attached Document Type** - Select **1-27**.
  - b. Enter any other search values, as desired. (For help, see the previous section, *Find Existing Importation-Step 7.*)
7.  Click to search VSPS. A results list displays under the form. (For information on how this list is sorted, see the previous section, *Find Existing Importation-Step 8.*)
8. In the results list, click **[View]** next to an IR to open it.
9. An Importation Request Summary pages displays, with three sections in it: Importation Request Summary, Animal Groups, and Form Management.
10. Form Management section – Under **Movement of Restricted Animals (1-27)**, click either:
  - **[Edit]** – Opens the existing Form 1-27 Data Entry page.
  - **[Add Leg]** – Opens a new Form 1-27 Data Entry page, on which you can enter data for the animal shipment's journey from your location to the next or final destination.

## Edit a VS 1-27... (more)

11. Edit or enter new data into the Form 1-27 Data Entry page, according to the following guidelines:
  - **Consignor, Consignee, Owner** sections – May be auto-filled with various data already saved on the IR and VS 17-30 Form. Change these values, as needed.  
(*Note: Either **Business Name** or **First Name and Last Name** are required in each section.*)
  - **Moved from (name) \*** – Name and location of premises that the animals originated from (if different than the location displayed in the **Consignor** section).
  - **Moved from (location) \*** – Name and location of the destination premises that the animals are being shipped to (if different than the location displayed in the **Consignee** section).
  - **State Where Issued** – State in which the Port of Arrival is located.
  - **Movement To Be \*** – Type of movement for this animal shipment.
    - ~ **Interstate** – Movement from one State to another State within the U.S.
    - ~ **Intrastate** – Movement within the boundaries of a single State within the U.S.
  - **Movement For \*** – Purpose for moving this animal shipment.
  - **Disease** – Disease associated with this animal shipment.
  - **Status of Animals:**
    - ~ **No. Reactor** – Number of animals in the shipment that are classified as reactor animals for a specific disease.
    - ~ **No. Exposed** – Number of animals that are classified as exposed animals for a specific disease.
    - ~ **No. Other (specify)** – Number of animals that are classified as diseased, dead, etc. for a specific disease.
    - ~ **Other status** – Number of animals that have other types of restricted status.
  - **Status of Herd of Origin** – Status of the Herd of Origin to which this animal shipment belonged.
  - **Status of Area of Origin** – Disease program status of the Area in which the Herd of Origin was located.
  - **Vehicle Identifiers** – Identification of the vehicle(s) used to transport the animal shipment. Enter one identification per line.
  - **Seals \*** – Seal numbers of the containers used to transport items/animals in this shipment. Enter one seal number per line.
  - **Disinfection Required \*** – Check this box if the vehicles transporting the animal shipment requires disinfection at the destination.
12. In the **Signatures** section, complete only the fields listed below:
  - **Inspector Signature:**
    - ~ **Name** – Name of the inspector who examined the animal shipment.
    - ~ **Date** – Date when the inspector examined the animal shipment.
    - ~ **Time** – Date when the inspector examined the animal shipment. Use this format – hh:mm. Example – 08:45.
  - **Void After:**
    - ~ **Date \*** – Date when the animal shipment should arrive. (*Note: In the VS 1-27 Form that documents the first leg of a multi-leg journey, this value should be the estimated transit time for the entire trip. In subsequent VS 1-27 Forms that document later legs in the trip, this value should be the transit time for just that leg, not the entire trip.*)
    - ~ **Time \*** – Time when the animal shipment should arrive. Use this format – hh:mm. Example – 08:45.
  - **Shipper/Owner Signature:**
    - ~ **Name** – Name of the shipper/owner of the animals.
    - ~ **Title** – Title used by the shipper/owner of the animals.
    - ~ **Date** – Date when the shipper/owner signs the VS 1-27 Form.
  - **Disinfection Inspector Signature:**
    - ~ **Name** – Name of the disinfection inspector.
    - ~ **Title** – Title used by the disinfection inspector.
    - ~ **Date** – Date when the disinfection inspector signs the VS 1-27 Form.
13. Click  or .
14. These messages appear: *Importation request has been updated. VS1-27 Form has been created (updated).*
15. If you created a VS 1-27 Form to document a trip leg, and now want to make this form available so others can enter their data, click . This message appears: *VS1-27 Form has been updated.*