



## Veterinary Services Process Streamlining **Animal Import Module (AIM)...ONLINE BASIC PROCESS** for Land Border Port VMOs and Support Staff

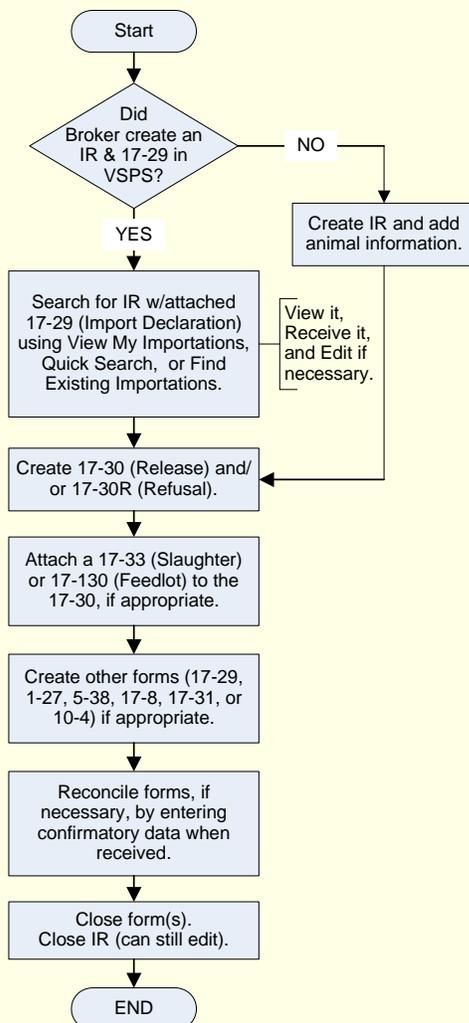
-  **Port VMO**
- Administration
- Business Profile
- Export Facilities
- Animal Import
- Interstate Labs
- Personal Profile
- Vet Accreditation
- Discoverer Reports
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- **Help Desk Phone #** (877) 944-8457
- **URL** <http://vsps.aphis.usda.gov/vsps/public/CRLLogin.do>
- **Assumptions:** You have an eAuthentication login that can be used to access the VSPS modules, and have a user profile and role set up in the application.
- **Pop-up Blockers:** Before logging into a Veterinary Services Process Streamlining (VSPS) module, turn off/disable your web browser's pop-up blocker function.
- **Required fields:** In VSPS, you must enter information into the fields next to text with red-colored asterisk (\*).

- **Warning!**  
DO NOT use the browser Back button  in the VSPS application. Doing so will kick you out of the application. Instead, use the "breadcrumbs" at the top of the screen: For example:  
[VSPS Home](#) | [Animal Import](#) | [Routine Import](#) | [View My Importations](#)
- **Scope:** This job aid provides instructions for Port VMOs & their support staff to find & receive an Importation Request (IR) from a Broker, create an IR with animal information, fill out & attach forms to the IR, and close the forms and IR.

### Process Flow

The process flow diagram below shows the sequence of events that Port VMOs & staff follow in the VSPS Animal Import process. Note: IR = Importation Request.



### Action #1 – Search for IR w/17-29

**If Broker created an Importation Request (IR) & 17-29 in VSPS:**

- Click on *Animal Import* in the dark blue navigation bar.
- Click on *Routine Import > View My Importations*.

You can now click on the Quick Search: [Submitted Importation Requests with 17-29 and Destination of my State](#).

A list of IRs appears; each IR has the following information displayed:

- Document Number • Created On • Date of Shipment • Port • Broker
- Importer • Species • Count • Purpose • Origin • Destination • Status

### Action #2 – View, Receive, Edit IR

**When you find the IR the Broker created, click [View].** Three sections are displayed: Summary, Animal Groups, & Form Management.

#### 1 Importation Request Summary

Things to note:

- **Temporary Document Number** – The number at the end of the heading. (Example: T-1692) It is auto-generated by VSPS.
- **Port of Arrival** – Should be your port.
- **Status** – Status of the IR. It is *Submitted to Port*, until you receive it.
- **Contact Information** for Importer, Broker, Destination, Shipper, & Consignee, if you need to contact them.

Receive

Click, to change the status to *Received* by port, and the IR Document Number to a permanent number generated by VSPS.

Edit Information

& Save

Click, to edit the summary information after the IR has been received and to save your edits.

Return

Click, to return to the previous screen.

Void

Click, to cancel the IR.

#### 2 Animal Groups

Information displayed can include *Species, Count, Gender, Age Range, Purpose, if U.S. Return, and Health Certificate numbers*.

**[Edit]** – Click, to edit animal information, if necessary.

**[Copy]** – Click, to copy the animal group; then edit appropriate information.

Save xxx

Click, to save your changes.

Delete xxx

Click, to delete the animal information.

Return

Click, to return to the previous screen.

## View, Receive, Edit IR (cont.)

Forms in VSPS, that are used for the import of animals, are located in the Form Management section of the IR.

### 3 FORM MANAGEMENT

If the Broker attached the *17-29 Declaration of Importation* to the Importation Request, you can go to the form to:

- [Edit]** – Click to change the Broker’s name, title, date signed, or remarks.
- [Preview]** – Click to view/print the form.
- [Void]** – Click to cancel the form.

## Action #3 – Create IR

If the Broker didn’t create an Importation Request, you must create one. Click on *Animal Import* in the dark blue navigation bar. Click on *Routine Import > Create New Importation*.

### 1 IMPORTATION REQUEST FIELDS

Enter data into appropriate fields. See list below for all fields.

- Reservation Number** – Unique number assigned to a reservation.
- Port of Arrival** – The U.S. port at which the animal(s) is expected to enter the country.
- Date of Entry** – Date the animal(s) enters the U.S.
- Health Certificate Country** – Country that issued the Health Certificate for the animal(s).
- Port of Embarkation (city, country)** – City & country from which the animal(s) arrived.
- Transit Void After** – Date and time by which the animal(s) must exit the United States. *Note: This is an optional field; however, if “In Transit” is chosen for purpose of importation this becomes a required field.*
- Port of Exit** – The U.S. port at which the animal(s) will exit the country.
- Permit Numbers** – Unique numbers assigned by the system to permits allowing animals to enter the U.S.
- Vehicle Identifiers** – Identification numbers for vehicles associated with an importation.
- Health Certificate Numbers** – Health certificate numbers associated with the animals involved with an importation.

### 2 CONTACT INFORMATION

The following contact information applies to the Importer, Broker, Destination, Shipper, & Consignee. Click the  icon to search for a contact in the Port Address Book. If the information cannot be found, manually enter it into the following fields & click  to add it to the address book, if it’s an address you’ll use more than once.

- Business Name** – Name of business that is associated with the address.
- First Name/Last Name** – First & last name of the contact.
- Address 1** – Street address for this contact.
- Address 2** – Additional address information (Apt #, Bldg #, etc.)
- City/State** – Name of city & State associated with this address. *Note: For foreign states, select the country first.*
- Postal Code** – Postal/zip code for the address.
- Country** – Name of country associated with this address.
- Phone** – Phone number for the contact. *Note: VSPS defaults to the U.S. country code of (1); the following number must contain 10 digits. If you are entering a non-U.S. number, manually enter the country code.*

**Create** Click, to create the IR. (The status of IR is *Received*.)

The information you entered is now displayed in the *Importation Request Summary* section of the IR.

## Action #4 – Add Animal Info.

**Create Animals** Click, to access the *Define Animals* screen.

### 1 ANIMAL CHARACTERISTICS

Enter data into appropriate fields. See list below for all fields.

*Note: You can use Quick Picks (list of your top-10 most often used importations (if you are a new VSPS user, you will not see a list until you start creating importations).*

- Unit** – Select from Live Animal, Day Old Chick, Embryo, Hatching Egg, or Semen.
- Group** – The group choices vary depending on the Unit Type (e.g. Live Animal has group choices such as Bovine or Equine; Day Old Chick has group choices such as Chickens or Ducklings...)
- Species** – The species choices vary depending on the Group selected (e.g. Live Animal-Bovine has species choices such as Bison or Bovine and Day Old Chick-Chickens has species choices such as Chicken).
- Unit of Measure** – The unit-of-measure choices vary depending on the Unit Type (e.g. Live Animal-Bovine has Number as unit of measure; Day Old Chick-Chickens has Dozen).
- Is this a U.S. Return?** – Check the box if the animal(s) has left the United States, and is now returning.
- Purpose of Importation** – The purpose-of-importation choices vary depending on species (e.g. Live Animal-Bovine has purpose choices such as Direct to Slaughter or Feeding; Day Old Chick-Chickens has purpose choices such as Layer or Hatching).

### 2 DEFINE ANIMAL(S) BY...

**Create Group** Click, if you are defining an entire group of animals with the same characteristics.

**IDs** Click, if you are uploading identification from a .txt or .csv file, or entering identification manually, or entering identification that is sequential.

**Genders** Click, if you are identifying a group of animals only by how many animals of each gender are in the group.

**Upload** Click, if you are identifying a group of animals with multiple identifiers using an Excel file (xls, not xlsx).

#### \*\*\* Define by Create Group \*\*\*

When you click on the *Create Group* button, the high-level



animal characteristics you added previously display.

#### Add Detailed Animal Group Characteristics

<b>Group Total</b>	Number of animals in this group.
<b>ID Type</b>	Method of identification for every animal.
<b>Group ID</b>	Alphanumeric string that identifies the group.
<b>Group Breed</b>	Breed of every animal in the group.
<b>Group Gender</b>	Gender of every animal in the group.
<b>Date of Birth</b>	Single birth date for the entire group.
<b>Age Range</b>	Range that applies to every animal in the group. Specify a numeric minimum & maximum age (also select the unit such as months or years).
<b>Health Certificate</b>	Certificate # that applies to all animals in group.
<b>Permit Number</b>	Permit # that applies to all animals in group.
<b>Color</b>	Primary color of group (applies to equine only).

Click **Save Group** then **Return**. The animal information is now displayed in the *Animal Groups* section of the IR.



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### Add Animal (continued)

**\*\*\* Define by IDs \*\*\***

When you click on the *IDs* button, the high-level animal characteristics that you added previously display. See image to the right.

You also see an *Animal Identifiers* section in which you have 3 options to identify animals: (1) From File (2) Enter Manually (3) Generate Sequence.

Importation Request Animal Summary	
Species	Bovine
Unit of Measure	Number
Us Return	No
Purpose	Breeding/Genetic Stock

**(1) IDs, From File:**

- Select this option by clicking in the radio button next to *From File*.

Click, and navigate to the appropriate .csv or .txt file.

Animal Identifiers	
<input checked="" type="radio"/> From File:	Choose a file containing the values <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/>

- Double-click on the file. The file path appears in the field.

- Select an *ID Type* (at bottom of *Animal Identifiers* box); some choices are *RFID, Owner Eartag, Back Tag, Tattoo...*

Click, to create the animal group. Two messages appear: *Animal group has been created*, and also a message about the number of animals that have been added to the group.

The animal IDs you pulled from the file are listed, as shown below.

- Add animal details for each animal. There are 3 methods for data entry.
  - a. Click  **Select All** to select all of the animals in the group, and use **I want to...** to select the action you want to apply to all of the animals, such as *Set Age Range on selected animals*. **Note: Click *Select All* again to de-select all animals.**
  - b. Select one or multiple animals by clicking in the box  in the Action column next to the row that IDs an animal, and use **I want to...** to choose the action you want to apply to the animals you selected.
  - c. Use the drop-down menus to select breed, gender, or age category; use the calendar to select the date of birth; or manually enter data into fields. Can also copy & paste information from field to field.

**Note: You can also add ID columns; add more animals by IDs, Genders, or Upload methods; or [Delete] an animal record.**

Animals									
<input checked="" type="checkbox"/> Select All									
Action	Owner Eartag	Breed	Gender	Date of Birth	Age Range *	Health Certificate	Permit Number	Color	
<input checked="" type="checkbox"/> [Delete]	RTY23450	Select	Select	<input type="text"/>	<input type="text"/> Select	<input type="text"/> Select	<input type="text"/>	<input type="text"/>	N/A
<input checked="" type="checkbox"/> [Delete]	RTY23451	Select	Select	<input type="text"/>	<input type="text"/> Select	<input type="text"/> Select	<input type="text"/>	<input type="text"/>	N/A
<input checked="" type="checkbox"/> [Delete]	RTY23452	Select	Select	<input type="text"/>	<input type="text"/> Select	<input type="text"/> Select	<input type="text"/>	<input type="text"/>	N/A

Click  then  when you are ready to save your data entry and return to the previous screen.

The animal information you entered is now displayed in the *Animal Groups* section of the Importation Request.

**(2) IDs, Enter Manually:**

- Select this option by clicking in the round radio button next to *Enter Manually*.
- Enter the IDs into the *Ids* box.
- Select an *ID Type* (at bottom of *Animal Identifiers* box); some choices are *RFID, Owner Eartag, Back Tag, Tattoo...*

Click, to create the animal group. Two messages appear: *Animal group has been created*, and also a message about the number of animals that have been added to the group.

<input checked="" type="radio"/> Enter Manually:	<div style="border: 1px solid #ccc; padding: 2px;">           RTY23450            RTY23451            RTY23452         </div>
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- The animal IDs you manually entered are now listed, as shown in the *IDs, From File* section.
- Follow the instructions in the *IDs, From File* section above to add animal details for each animal.
- Click  then  when you are ready to save your data entry and return to the previous screen.

The animal information you entered is now displayed in the *Animal Groups* section of the Importation Request.

## Add Animal (continued)

### (3) IDs, Generate Sequence:

- Select this option by clicking in the round radio button next to *Generate Sequence*.
- Enter the ID *prefix*, *starting number*, *count* (# of animals) and click in the *Sequential IDs?* box if you want the numbers to appear sequentially. **\*\*\*IMPORTANT\*\*\***  
If you do not check this box, the starting number is applied to all of the animals.

- Select an *ID Type* (at bottom of *Animal Identifiers* box); some choices are *RFID*, *Owner Eartag*, *Back Tag*, *Tattoo...*

Click, to create the animal group. Two messages appear: *Animal group has been created*, and also a message about *the number of animals that have been added to the group*. The animal IDs you manually entered are now listed.

- Follow the instructions outlined in *ID, From File* to add animal details for each animal.
- Click  then  when you are ready to save your data entry and return to the previous screen.

The animal information you entered is now displayed in the *Animal Groups* section of the Importation Request.

### \*\*\* Define by Gender \*\*\*

When you click on the *Genders* button, the high-level animal characteristics that you added previously display.

You also see an *Animal Gender Counts* section. Enter the number of castrated males, females, intact males, spayed females, and gender unknowns in the appropriate fields.

Click  .

Two messages appear: *Animal group has been created*, and a message about *the number of animals that have been added to the group*.

- The animal IDs you manually entered are now listed.
- Follow the instructions outlined in *ID, From File* to add animal details for each animal.
- Click  then  when you are ready to save your data entry and return to the previous screen. The animal information you entered is now displayed in the *Animal Groups* section of the Importation Request.

### \*\*\* Define by Upload \*\*\*

When you click on the *Upload* button, the high-level animal characteristics that you added previously display.

You also see an *Upload Animal Information File* section.

**\*\*\*IMPORTANT\*\*\*** Click this button to view the guidelines for successfully uploading a file. For instance, the first row of the Excel spreadsheet must contain valid column names, and you must have valid field contents.

Click, and navigate to the appropriate .xls file that contains the animal details.

- Double-click on the file. The file path appears in the field.
- Click  .

Two messages appear: *Animal group has been created*, and a message about *the number of animals that have been added to the group*.

- The animal details you uploaded are now listed.
- Follow the instructions outlined in *ID, From File* to add more animal details, if necessary.
- Click  then  when you are ready to save your data entry and return to the previous screen. The animal information you entered is now displayed in the *Animal Groups* section of the IR.

## Action #5 – Create a 17-30 Importation Release Form

In the *Form Management* section of the Importation Request, click on **[New]** next to *Importation Release (17-30)*.

Three sections are displayed: (1) 17-30 Data Entry: permanent IR # (2) Released Animals (3) Attached Forms

**(1) 17-30 Data Entry** – Enter known information into the following fields.

• <b>Date of Issuance</b> – Date form is signed. Defaults to current date; can change if appropriate.	• <b>Alt Number</b>
• <b>Save Time of Issuance</b> – Click in box to record the time of issuance on the form.	• <b>Seals</b> - Numbers on the seals used to keep the animal transport vehicle closed.
• <b>CBP Code</b> – Customs & Border Protection code for IR.	• <b>Remarks</b> – Pertinent comments specific to the IR.



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### Create 17-30 (continued)

**(2) Released Animals** – Animal information is displayed along with the total number of animals associated with each group of animals added to the Importation Request.

Species	Gender	Ages	Purpose	Total Number
Bovine	Male, intact	2YEARS - 4YEARS	Breeding/Genetic Stock	3
Bovine	Female	2YEARS - 4YEARS	Breeding/Genetic Stock	4

Release the appropriate number of animals.

Previously Released	Available to Release	Refused	Number to Release
0	3	0	<input type="text" value="0"/>
0	4	0	<input type="text" value="0"/>

**Release All** Click, to release all of the animals in all of the groups associated with the importation request.

The *Number to Release* fields are auto-filled with the *Total Number* of animals in each group—Another option is to manually add the appropriate number into the *Number to Release* fields.

**(3) Attached Forms** – If you need to fill out a 17-33 (*Animals Imported for Immediate Slaughter*) or a 17-130 (*Ruminants Imported to Designated/Approved Feedlots*), click in the round radio-button next to the appropriate form to access it. If you don't need these forms, the default choice is *none*.

Note: If you need help filling out or submitting the 17-33 or 17-130, refer to online help in the application. You can view/print help files.

**Create** Click, to create the 17-30 form (& 17-33/130 if applicable).

**Return** Click, to return to the previous screen.

In the *Form Management* section, you now see:

**Importation Release (17-30)**  
 Initial – 7 animals -- [Edit] [Preview] [Preview Summary] [Void]

<b>Initial</b>	Status of form.
<b>7 animals</b>	Number of animals released for importation.
<b>[Edit]</b>	Click, to modify the information on the form, then Save.
<b>[Preview]</b> will see if all animals are accounted for...	Click, to view the 17-30 form with individual animal data listed. Print if you don't have too many animals on the IR, since only 5 animal records print per page.
<b>[Preview Summary]</b> will see if all animals are accounted for...	Click, to view the 17-30G form which presents the released animal data in groups instead of individually. Print if you have a lot of animals listed on the IR.
<b>[Void]</b>	Click, to cancel the form.

#### Final Steps

**Close 17-30** When release process is complete, close the form (can still edit).

**Mark Closed** Once all forms associated with the IR have been reconciled and closed, you can close the IR.

Note: To create a 17-29, 1-27, 5-38, 17-8, 17-31, or 10-4 form, go to the *Form Management* section of the appropriate IR, click on **[New]** next to the form, enter data (some is auto-filled), and click on **Create**.

### Action #6 – Create a 17-30R Importation Refusal Form

In the *Form Management* section of the Importation Request, click on **[New]** next to *Importation Refusal (17-30R)*.

Three sections are displayed: (1) 17-30R Data Entry: permanent IR # (2) Animals to reject (3) I want to...

**(1) 17-30R Data Entry** – Enter information into the following fields.

<b>Date of Issuance</b>	Date form is signed. Defaults to current date; can change if necessary.
<b>Save Time of Issuance</b>	Click in box to record time on form.
<b>Remarks</b>	Pertinent comments specific to the IR.

**(2) Animals to Reject**

Click on **+** next to the group you want to open.

Animal information is displayed: *Species, Gender, Breed, Ages, Purpose, and Identifiers*.

If the group was created using the *Create Group* button, one record is displayed, identifying the entire group. If the group was created

Refuse	Refusal Reason	Species	Number	Remarks
<input type="checkbox"/> All		Bovine		
<input checked="" type="checkbox"/>	Abnormal Condition	Bovine		

otherwise, individual animal records are displayed. Click in the box next to the animal(s) you want to reject, and select a reason for rejection.

**(3) I want to...**

If you are rejecting several individual animals, you can use the *I want to...* functionality to apply reason for rejection to all of those animals.

- Click in the boxes next to the animals you want to reject with the same reason for refusal, then go the *I want to...* section.

- I want to...  
    
These actions will apply to the selected animals in the list below.

- Select *Copy Reason to Selected* from the *Select Action* menu.
- Select a reason for refusal from the *Select Reason* menu. Some possible choices are: *Improper Paperwork, Abnormal Condition...*

**Apply** Click, to apply the refusal reason to all animals selected.

**Create** Click, to create the VS17-30R form.

**Return** Click, to return to the previous screen.

In the *Form Management* section, you now see:

**Importation Refusal (17-30R)**  
 Initial – Refusal 1383 – 2010-05-12 [Edit] [Preview] [Void]

<b>Initial</b>	Status of form.
<b>Refusal 1383 2010-05-12</b>	Number of refusals for the port & date of refusal.
<b>[Edit]</b>	Click, to modify the information on the form, then Save.
<b>[Preview]</b>	Click, to view/print the 17-30R form with data entered.
<b>[Void]</b>	Click, to cancel the form.

Refer to Final Steps to the left; Close 17-30R instead of 17-30.