APHIS eFile

How to Apply for PPQ 587 Import Permits
Application for permit to import plants and plant products

Version 3.0
September 2021
WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 587 import permit applications. This user guide will take you through the process of submitting a permit application, and how to amend, renew, and cancel permits.

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 587 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
Before you apply for your PPQ 587 permit application, there are several things to note when applying in eFile.

**eFile PPQ 587 Application:**
- There is a **500 article, or commodity, limit** on an application
- Each application has a **unique application number**, labeled with **A - #######
- Add a reference name to make it easier to search for your application and easily identify it in the future
  - Example: “Spring Fruit Shipment”

**Post Application Submission:**
- Each article-country combination on your application can result in its own outcome (i.e., a permit, a letter of denial, letter of no permit required, etc.)
- **One application can result in multiple permits**
- **You will receive email notifications** once a permit or letter has been issued or if there are additional actions you need to take
  - Each permit has a unique permit number, labeled with **P - #######
  - Each letter has a unique letter number, labeled with **L - #######
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system
Before you apply for your PPQ 587 permit application, there are several things to note when applying in eFile.

**Permit Numbers:**

- In eFile there are two different permit numbers:
  1. **System Generated Permit Record Number Example: P-00001234**
     - 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: 556-20-201-00015**
     - 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 Program Prefix indicates the type of permit.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and Submit Your Application</td>
<td>6</td>
</tr>
<tr>
<td>View Outcomes and Labels</td>
<td>26</td>
</tr>
<tr>
<td>Amend Permit</td>
<td>40</td>
</tr>
<tr>
<td>Renew Permit</td>
<td>47</td>
</tr>
<tr>
<td>Cancel Permit</td>
<td>54</td>
</tr>
<tr>
<td>Clone an Application</td>
<td>59</td>
</tr>
</tbody>
</table>
I AM THE APPLICANT

- **Step 1:** Navigate to APHIS eFile  
  *Page 7*

- **Step 2:** Sign into eFile  
  *Page 8*

- **Step 3:** Create a New Application  
  *Page 9*

- **Step 4:** Select Applicant/Permittee Contacts  
  *Page 10*

- **Step 5:** Select the Intended Use  
  *Page 16*

- **Step 6:** Select Articles  
  *Page 18*

- **Step 7:** Upload Files  
  *Page 23*

- **Step 8:** Certify and Submit Application  
  *Page 24*
Step 1: Navigate to APHIS eFile

Navigate to https://efile.aphis.usda.gov/s/ in Google Chrome, Firefox, Edge, or Safari (eFile is not supported by Internet Explorer).
Step 2: Sign into eFile

Select Login and sign in using your eAuthentication username and password. 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.

Note: If your eAuthentication is not Verified, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?). Complete these questions in order to proceed.
Step 3: Create a New Application

A Under the Ready to Apply section, select the **PPQ-587 Application**. Please note, the application will not appear as an option if you are not signed in.

B Select **Get Started** to begin your application.

- Please note if you have more than one account in APHIS eFile, use the drop-down to select your Sharing Organization.
Step 4: Select Applicant/Permittee Contacts

Once you have created your new application, you will land on the Applicant/Permittee Contacts section of the application. In this section you will identify the responsible parties for your import materials.

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: Select Applicant/Permittee Contacts

**Applicant Information**

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 such as your business and/or mailing address and phone number.

   - To update your contact information, select **Edit**, then update the information in the appropriate fields.

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.
   - Please note that to provide company information, input your company name into the Organization field on the contact.

   - Please note that to add a company to the contact information, input the company name into the Organization field.
Step 4: Select Applicant/Permittee Contacts

Using the Contact Cards
The Contact Cards are saved into eFile for repeated, future use. The cards are sorted alphabetically by last name from left to right.

C To find a contact you’ve previously used, enter the contact’s name, organization, or email into the search bar or use the page arrows to manually search.

D To create a new contact, select Create New Contact and enter their information and save.

E To edit or update a contact’s information, select Edit. Please note that editing a contact will update that contact’s information for all future uses before selecting the contact. However, if you update after selection the contact will not update for all future uses.
Step 4: Select Applicant/Permittee Contacts

**Permittee Information**

Please note **you will only see this section if you, the applicant, have indicated that you will not be the permit holder.** If you are a first-time user, you will need to create a new Permittee contact.

**F** Use the Contact Card section to select the Permittee.

If this is a contact you have never used before, select **Create New Contact.**
Step 4: Select Applicant/Permittee Contacts

Permittee Information

Answer the required question, “What is your relationship to the permittee?”.

If you select “Other”, enter a response in the Relationship Explanation required field.

Review the certification statement and then select the checkbox.
Step 4: Select Applicant/Permittee Contacts

Permittee Information

Select **Add New File** to attach supporting documentation, such as a Power of Attorney Agreement, to prove that you have permission from the Permittee to fill out and submit this application on their behalf (accepts Word, PDF, JPEG, and PNG formats).

**Note:** It is not required for you to upload supporting documentation.
Step 5: Select the Intended Use

A. Select the **Intended Use**.

B. Select the **Commodity Type**.

   Note: The selection for Commodity Type will vary depending on the Intended Use.

C. Enter an **Application Reference Name**.

   Note: The Application Reference Name is a way for you to name this application, which can be easily identifiable in the future. This is not a required field.

D. Select **Save and Next** to proceed to the next section.
Step 5: Select the Intended Use

If you are submitting a PPQ 587 application with Plants for Planting as the Intended Use, the system will check for any permits issued with the same applicant/permittee contacts and intended use. **You can only have one permit with the Intended Use, Plants for Planting, active at a time.**

If you receive this pop-up, you have two options:

1. Select the linked permit reference # (P-0000) to amend or renew the issued permit.

2. Select Cancel and change the Applicant/Permittee contacts and/or Intended Use selected on the application.
Step 6: Select Articles

A. Select the **Process Type**. Process types include Fresh, Dried, Frozen, Cooked, among others.

   Note: The Process Types available will depend on the selections for Intended Use and Commodity Type.

B. Enter the **Country of Origin** of the article(s) you wish to import into the lookup and select it when it displays.

   Note: You can add multiple Countries of Origin at a time.

C. **Find an Article** by typing the common or scientific name into the lookup. Select it when it displays.

   Note: You can add multiple Articles at a time.

D. **Select Add to Application**

   Note: All country and article combinations of your selections will display in the selected articles table.
Step 6: Select Articles

Tips for Selecting Articles:

**E** Enter multiple Countries of Origin for one Article and select Add Article(s) to Application.

**F** Enter multiple Articles from one Country of Origin and select Add Article(s) to Application.

Note: There is a 500-article limit you can add to one application. An error message will display if you’ve reached the limit.
Step 6: Select Articles

Select the arrow associated with a column header to sort alphabetically.

Remove multiple articles at once by selecting the associated checkboxes and then Remove Selection(s) from Application button.

Use the trashcan icon to delete a single article from the table.

### Application Articles

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and 'Remove Selection(s) from Application' button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance Agreement before a permit can be issued. For more information regarding a compliance agreement click here.

<table>
<thead>
<tr>
<th>Country</th>
<th>Process Type</th>
<th>Article</th>
<th>Plant Part</th>
<th>Admissibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico</td>
<td>Fresh</td>
<td>Avocado</td>
<td>Fruit</td>
<td>Yes-with Permit</td>
</tr>
<tr>
<td>Mexico</td>
<td>Fresh</td>
<td>Lemon</td>
<td>Fruit</td>
<td>Yes-with Permit</td>
</tr>
<tr>
<td>Mexico</td>
<td>Dried</td>
<td>Lard Fruit</td>
<td>All Plant Parts</td>
<td>Yes-No Permit Required</td>
</tr>
<tr>
<td>Mexico</td>
<td>Dried</td>
<td>Yarn</td>
<td>All Plant Parts</td>
<td>Yes-No Permit Required</td>
</tr>
<tr>
<td>Mexico</td>
<td>Quick Frozen</td>
<td>Cassava</td>
<td>Blossom, Fruit, Leaf Leaves</td>
<td>Yes-with Permit</td>
</tr>
</tbody>
</table>

Show: 10

Page 1 of 1

Total records: 7

Save and Next
Step 6: Select Articles

In some cases, you will see **two of the same line items, or country-article combinations in the Selected Articles table.** This means that it is optional for you to irradiate those line items in the U.S. include.

Note: Visit https://acir.aphis.usda.gov/s/ to view the current list of articles that are optional to irradiate in the U.S.
Step 6: Select Articles

In some cases, articles you have selected will appear in the Invalid Combinations table. This means that the country-article combinations, or line-items, you have selected are undetermined and are not in the ACIR database and you cannot apply for these. If you think this is a mistake, try specifying a specific article or searching using the scientific name. Please contact APHIS PPQ at acirdatabase.comments@usda.gov or 240-529-0350 or additional support.
Step 7: Upload Files

In certain instances, you can upload files to supplement your application. This file upload is an optional step. If you do not have any files to add, you can click the checkmark to indicate that you have no additional documentation.

A Select **Add New File** to attach supporting documentation such as a SOPs, technical documentation, pictures of commodities, etc. (accepts Word, PDF, JPEG, and PNG formats).

B If you don’t have any files to upload, select the **I don’t have any files to upload** checkmark.

Note: It is not required for you to upload supporting documentation.
Step 8: Certify & Submit

A. Review the Applicant/Permittee Contacts, Intended Use, and Select Articles sections to confirm your information is correct.

B. Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

C. Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.
Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don’t see an email from aphis.efile@usda.gov in your inbox.

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.
VIEW OUTCOMES

- Applicant Action Required
  Page 27

- Pending APHIS Review
  Page 33

- Permits
  Page 34

- Labels
  Page 35

- No Permit Required
  Page 38

- Prohibited
  Page 39
View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category. The different outcome categories include:

- Applicant Action Required
- Pending APHIS Review
- Permits (labels if needed)
- No Permit Required
- Prohibited

The next pages review what each Outcome section means and any actions you can or should take.
Application line items that require your action will appear in this section. There are two kinds of actions you may need to take including:

- **Compliance Agreement Required**: You are required to obtain a Compliance Agreement because it is mandatory to irradiate the article in the United States.
  - You will need to review and accept Permit Conditions after obtaining a Compliance Agreement. You can take this action on the Permits section of your application details page.

- **Action Required**: It is optional to obtain a Compliance Agreement. If you choose to irradiate the article(s) in the United States, you will need a Compliance Agreement.

Please note the actions for both situations are displayed on the following pages.
Applicant Action Required

A. Select Compliance Agreement Required.
   ➢ Answer the question, “Do you have a valid Compliance Agreement?”

1. If Yes, select Save and Continue.

   Note: You will receive an email notifying you when draft permit conditions are ready for your review and acceptance.

2. If you select No, please read the warning message.

   Note: You must have a Compliance Agreement to be issued a permit. The application line item, or country-article combination, will stay in the Applicant Action Required section until you return and indicate that you have a valid Compliance Agreement.
You will be emailed when the permit has been drafted. You need to review and accept the conditions to receive the permit.

To Accept Permit Conditions:

A. Log into eFile and select Applicant Action Required

B. Navigate to your permit by searching for the Permit Ref # (P-00000000)

C. Select View Details associated with the permit
View Outcomes – Accept Permit Conditions

D Select View Permit PDF to review the conditions on the Draft Permit

Note: You will be taken to a new browser tab with the draft Permit PDF.

E Once you’ve reviewed the conditions, navigate back to the permit details page and select Accept Permit Conditions

Note: After accepting the permit conditions, APHIS will review your acceptance and you will receive an email once your Permit has been issued.
View Outcomes – Action Required

Applicant Action Required

A Select **Action Required**

- Answer the question, **“Will you irradiate X article from X country in the United States?”**

1. If you select **Yes**, answer the follow up question **“Do you have a valid Compliance Agreement?”**.
   - If Yes, select **Save and Continue**.
   - If you select **No**, please read the warning message:
     
     You must obtain a Compliance Agreement before being issued an import permit. For more information on how to obtain a Compliance Agreement, visit https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/sa_quarantine_treatments/import-steps-ffv-irradiation-treatment

2. If you select **No**, select **Save and Continue**.

   Note: When you select Save and Continue, your permit will be automatically issued and display in the Permits section of the page.
Applications that require additional APHIS review or a Compliance Agreement, will appear in the Pending APHIS Review section. This section will only display if you have indicated that you have a valid compliance agreement, or your articles need additional review by APHIS staff. **You do not need to take any action on the items in this section.**

Note: Once the articles in this section have been reviewed by APHIS, they will be updated and sorted into either the Issued Permits, Prohibited, or No Permit Required sections. Check back here to see if there are any updates.
Issued permits will appear in the Permits section. Please note one application may result in multiple permits.

Select View Permit to see your issued permit and conditions.

Note: If any articles from this application still require APHIS review and are later approved by APHIS, you will receive additional permits for those articles.
How to Access Your Labels

Please note that labels will only be generated for certain plants for planting commodities.

A. On your home page, select the **My Activity** tab.

B. Next, search for your APHIS eFile application number in the search bar.

C. Select the **View Details** button to access the application details page.
How to Access Your Labels

To access the labels from this page you will select **View Permit Details**.

You will have to scroll down on the page to see the Plant Inspection Station locations listed with the ability to download the labels for each location. From there you will be able to both view and print your labels.

**Note:** You can only put one label per package. Be mindful that all commodities may not be allowed to be imported to all PIS stations. You must check your permit conditions to verify that you are selecting an allowable PIS station to ship to.
How to Access Your Labels

Below you will see an example of the instruction page and labels that are generated after downloading the labels for your specific Plant Inspection Station location. You must follow these instructions when applying the label to your shipment.
View Outcomes – No Permit Required

No Permit Required

Articles that are **allowed** for importation and **do not require a permit** will appear in the No Permit Required section. You will receive a letter that (1) states you do not require a permit for these articles and (2) lists possible conditions for their importation. To view the letter:

Select **View Letter**

**Note:** At this point a letter has been issued and does not require further review by APHIS.
Articles that are **not allowed** for importation will appear in this section.

<table>
<thead>
<tr>
<th>Country of Origin Name</th>
<th>Process Type</th>
<th>Article Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philippines</td>
<td>Fresh</td>
<td>Mango</td>
</tr>
<tr>
<td>Spain</td>
<td>Fresh</td>
<td>Apple</td>
</tr>
</tbody>
</table>

Total records: **2**

Page 1 of 1
Step 1: Navigate to My Activity Page and Search for your Permit
   Page 41

Step 2: Select Amend Permit
   Page 42

Step 3: Select I Understand & Continue
   Page 43

Step 4: Edit or update application information
   Page 44

Step 5: Certify & Submit your amendment application
   Page 45
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.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Select Amend Permit

Select the dropdown arrow in the Permit card and select **Amend Permit**.
Step 3: Select I Understand & Continue

Read the amendment information in the pop-out window and select **I Understand & Continue**.
Step 4: Edit or Update Application Information

After selecting **I Understand & Continue**, your original permit application will be copied, and you will be navigated to the first section of the application. You can edit your address information and delete or add articles to your application by going to the Select Articles section.

Please note you cannot change the permittee. Submit a new application if the permittee has changed.
Step 5: Certify & Submit Amendment Application

A. Review the Applicant/Permittee Contacts, Intended Use, and Select Articles sections to confirm your information is correct.

B. Enter your Amendment Reason.

C. Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

D. Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.
Submission Confirmation

Congratulations! You have submitted your amendment application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don’t see an email from aphis.efile@usda.gov in your inbox.

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.
RENEW PERMIT

Step 1: Navigate to My Activity Page and Search for your Permit
Page 48

Step 2: Select Renew Permit
Page 49

Step 3: Select I Understand & Continue
Page 50

Step 4: Review Application Information
Page 51

Step 5: Certify & Submit your renewal application
Page 52
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.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Select Renew Permit

Select the dropdown arrow next to the Permit card and select Renew Permit.
Step 3: Select I Understand & Continue

A Select I Understand & Continue.
Step 4: Review Application Information

After selecting **I Understand & Continue**, your original permit application will be copied, and you will be navigated to the first section of the application. Review the information on your application to ensure it’s accurate. You can edit your address information and delete or add articles to your application by going to the Select Articles section.

Please note you cannot change the permittee. Submit a new application if the permittee has changed.
A Review the Applicant/Permittee Contacts, Intended Use, and Select Articles sections to confirm your information is correct.

B Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

C Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.
Submission Confirmation

Congratulations! You have submitted your renewal application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

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.

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.
Step 1: Navigate to My Activity Page and Search for your Permit
   Page 55

Step 2: Select Cancel Permit
   Page 56

Step 3: Add Cancellation Explanation and Submit
   Page 57
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.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Select Cancel Permit

Select the dropdown arrow next to the Permit card and select **Cancel Permit**.
Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.
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.
Cloning an Application

Before you decide to clone an application, it is important to note that applications MUST be cloned from the application detail page or the My Activity page. As an applicant, you can clone applications in statuses except for applications in “Draft” status. All new, cloned applications will have an application status of Draft, an application type of New Application, and the Initial Application field will be populated with the A-000 number the cloned application was copied from.

Applications can be cloned from the following statuses:
- Submitted
- Processed
- Applicant Action Required
- Pending Aphis Review

Items that will be cloned and added to the new draft application:
- Applicant/Permittee Contacts
- Application details
- Application line items

Items that will NOT be cloned to the new draft application:
- Application PDFs - any attachments related to the application
- Archived CIRD document - any line items tied to archived ACIR documents
- ITEMS resolution details
Cloning an Application

A. After logging into eFile, navigate to My Activity page and search for the application you want to clone.

B. Select Clone Application.

Note: You will automatically be taken to a draft application after you click on the Clone Application button. The application sections will have information on it from the previous application and you will be able to modify these as needed.

Note: If you would like to view the application details before you clone, select View Details. You will be able to clone the application from the Details page as well.
System Setup

- **Compatible browser** – For the best user experience, please use [Google Chrome](https://www.google.com). 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](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto: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
[Plantproducts.permits@usda.gov](mailto:Plantproducts.permits@usda.gov)

If you require technical assistance, please contact:

**Help Desk**
[help@usda.gov](mailto:help@usda.gov)