



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

# **APHIS eFile**

## **Guidance for Submitting a PPQ 546 Application for Postentry Quarantine Agreement**

**Version 1.0**  
**March 2022**

# WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 546 Applications for Postentry Quarantine Agreements. This user guide will take you through the process of applying and how to request and amendment or cancel an issued permit if needed.

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 546 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 546 permit application, there are several things to note when applying in eFile.

## eFile PPQ 546 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. 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-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: 546-20-201-00015**
    - 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 Permit Prefix indicates the type of permit.

The screenshot shows a permit record card with the following details:

- Ref#:** P-00149266 | **Program:** PPQ | PPQ-546
- Permit#:** 546-21-349-02833
- View Details** button
- More Actions** dropdown menu
- Permittee** (field)
- Commodity Type** (field)
- Issued:** 12/15/2021
- Effective:** 12/15/2021
- Expires:** 12/15/2024
- Status:** Issued (indicated by a green pill)

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# I AM THE APPLICANT

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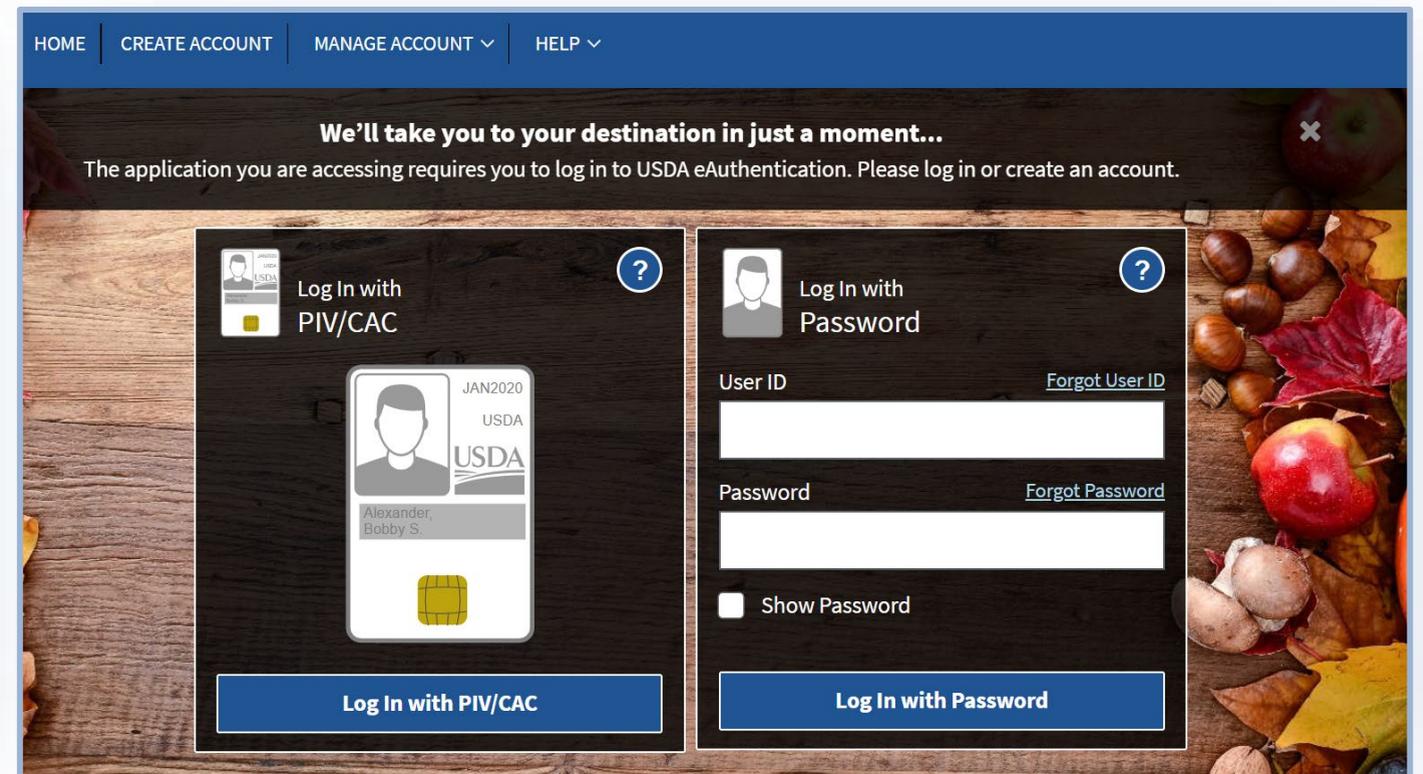
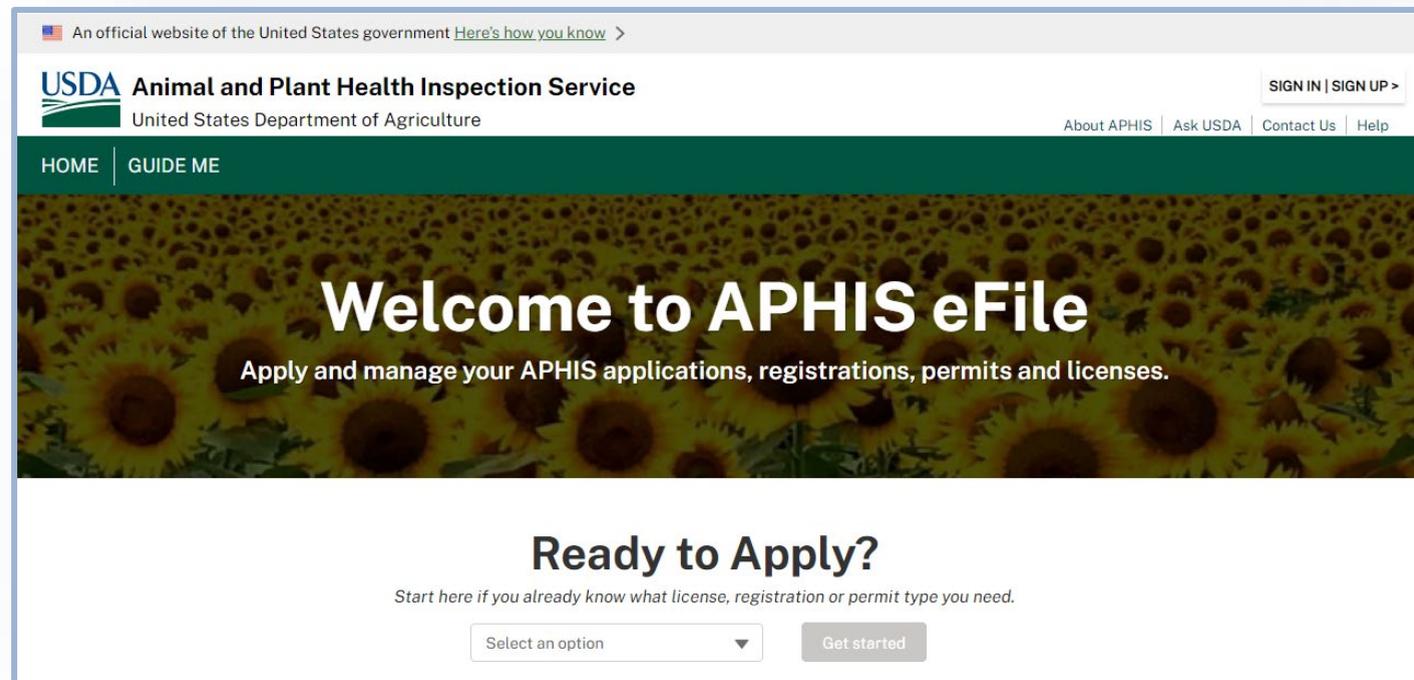
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# Step 1: Navigate to APHIS eFile and Sign In

- 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** 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.**



## Step 2: Create a New Application

- A Under the Ready to Apply section, select the **PPQ-546 Application**.
- B Select **Get Started** to begin your application.

**Welcome to APHIS eFile**  
Apply and manage your APHIS applications, registrations, permits and licenses.

### Ready to Apply?

Start here if you already know what license, registration or permit you need.

PPQ-546 Agreement for Postentry Quarantine State Screening Notice

Get started

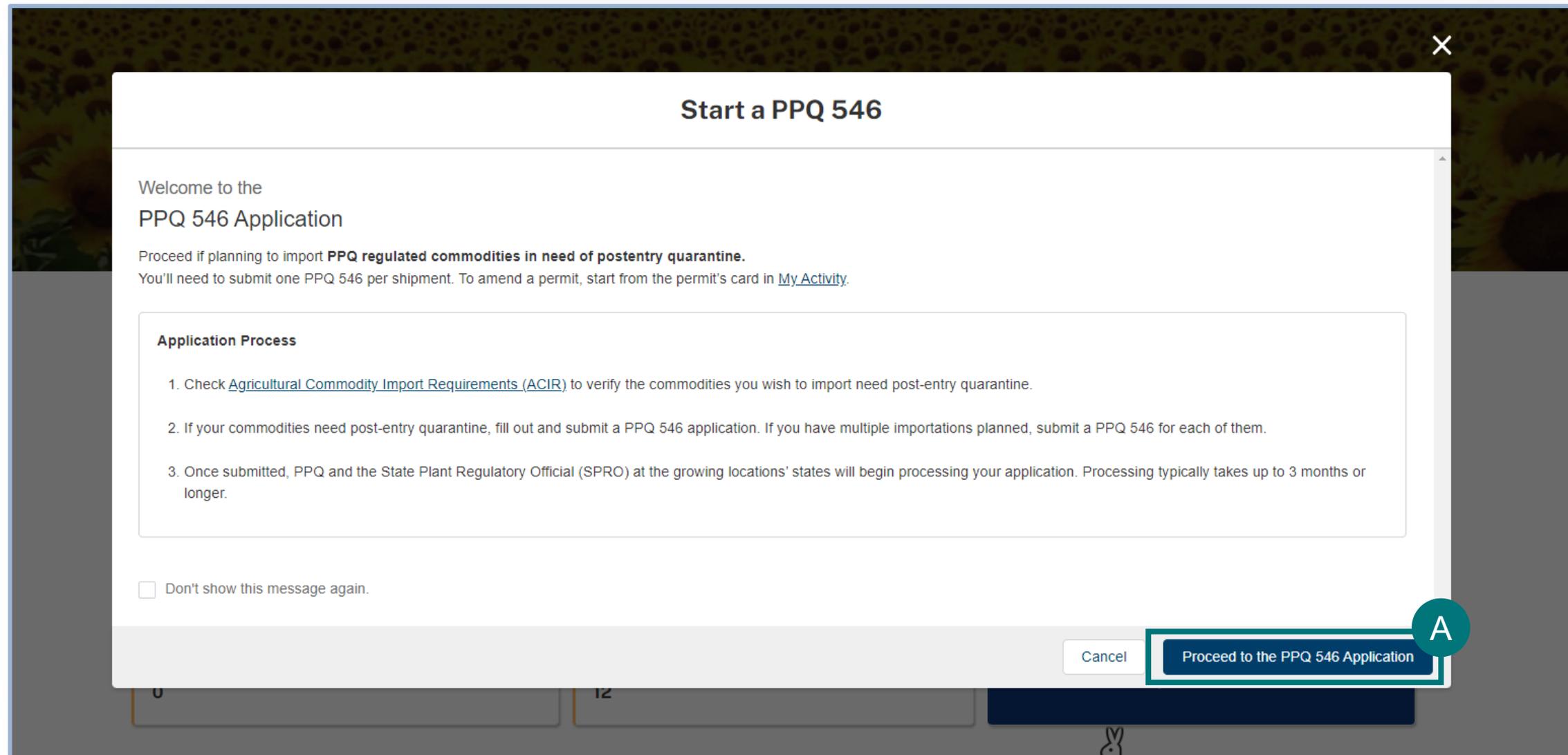
Applicant Action Required 0

12

View All Activity

## Step 3: Determine if Permit is Needed

- A** Determine if this is the correct application for you, and if so, **select Proceed to the PPQ 546 Application**.
- Please note if **you have more than one account** in APHIS eFile, use the drop-down to select your Sharing Organization.



The screenshot shows a dialog box titled "Start a PPQ 546" with a close button (X) in the top right corner. The main text reads: "Welcome to the PPQ 546 Application. Proceed if planning to import **PPQ regulated commodities in need of postentry quarantine**. You'll need to submit one PPQ 546 per shipment. To amend a permit, start from the permit's card in [My Activity](#)." Below this is a section titled "Application Process" containing three numbered steps: 1. Check [Agricultural Commodity Import Requirements \(ACIR\)](#) to verify the commodities you wish to import need post-entry quarantine. 2. If your commodities need post-entry quarantine, fill out and submit a PPQ 546 application. If you have multiple importations planned, submit a PPQ 546 for each of them. 3. Once submitted, PPQ and the State Plant Regulatory Official (SPRO) at the growing locations' states will begin processing your application. Processing typically takes up to 3 months or longer. At the bottom left, there is a checkbox labeled "Don't show this message again." At the bottom right, there are two buttons: "Cancel" and "Proceed to the PPQ 546 Application". The "Proceed to the PPQ 546 Application" button is highlighted with a red box and a red circle containing the letter 'A'.

## Step 4: Select Applicant/Permittee

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: Select Applicant/Permittee

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 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.

### My Details

**Instructions**

You're always the Applicant because you're applying for this permit. Check that your information is correct and answer the following questions.

**Applicant**

**A**

 **Thomas Crowne** Edit

<b>Business Address</b>	<b>Mailing Address</b>
13 Washington Dr	13 Washington Dr
Waterville, Alabama 55697	Waterville, Alabama 55697
United States	United States
(312) 456-7878	
thomas.crowne@usda.prod.uat	

**B**

\* Will you be the permittee? ⓘ

Yes

No, I'm applying on behalf of the permittee

Save Save and Next

## Step 5: Select Growing Location/s

Articles

### Growing Location Details

- A** Under the Articles section of the application, **select the Growing Locations' State** from the drop-down. You will only be able to select one growing location **state** per application.
- B** Then search and find your growing location and click **Select as Growing Location**.
  - If you do not see your growing location listed select Create New Location.
- C** Use the Add Another Growing Location button to add all your Growing Locations.

The screenshot shows the 'Growing Location Details' application interface. It features a form with the following elements:

- Callout A:** A red box highlights the 'State' section, which includes a dropdown menu labeled '\* Growing Locations' State' with 'California' selected.
- Callout B:** A red box highlights the search area, which includes a search bar labeled 'Find a growing location' with a search icon, a 'Create New Location' button, and a list of results. The first result is 'Growing Location' (Thomas Crowne Account) with an 'Edit' button. Below the result, there are fields for 'Address' (San Diego, CA 92101), 'Type' (Greenhouse), and 'Description'. A red box highlights the 'Select as Growing Location' button at the bottom of the result card.
- Callout C:** A red box highlights the '+ Add Another Growing Location' button at the bottom of the page.

At the bottom right of the form, there are 'Save' and 'Save and Next' buttons.

# Step 6: Select Articles



## Article Details

- A** Select Add Article.
- B** In the pop up, enter the article name, Country of Origin, Quantity, Growing Location, and Requested Quantity of Increases.
- C** Once you are done entering the commodity information, **select Add**. Continue to repeat the process until you have added all your commodities.
- D** Select Save and Next to continue.

The screenshot shows a web interface for adding articles. At the top, there's a section titled 'Articles in Imports' with an 'Add Article' button (callout A). Below it is a modal window titled 'Add Article'. Inside the modal, there are several input fields: 'Article' (with a search icon, callout B), 'Country of Origin' (with a search icon), 'Quantity of Article' (with a text area and a note: 'Adding your shipments together, enter the total amount of this article you're importing.'), 'Going to Growing Location' (with a search icon), and 'Quantity of Increases' (with a text area and a note: 'Enter the amount of increases you plan to create while the article is in quarantine.'). At the bottom of the modal are 'Cancel' and 'Add' buttons (callout C). Below the modal, there are 'Save' and 'Save and Next' buttons (callout D).

Note: If you see an Error message, that means the country and commodity combination is not in our database. Please contact [plantsforplantingpermits@usda.gov](mailto:plantsforplantingpermits@usda.gov) to see if it can be added.

# Step 7: Review and Accept Conditions

## Conditions Details

- A** Read through each of the conditions and use the associated checkboxes to acknowledge your acceptance. You must agree to all 13 conditions in order to continue with the application.
- B** Once you have finished reading through and agreeing to the conditions, **select Save and Next**.

The screenshot shows a multi-step application process. At the top, a progress bar contains five steps: 'Responsible Party' (green, checked), 'Articles' (green, checked), 'Conditions' (dark blue, active), 'Documents' (grey), and 'Review & Submit' (grey). Below the progress bar is a light blue header for 'Conditions Details'. Underneath is an 'Instructions' section with the text: 'Review each condition and check them to acknowledge your acceptance. You must agree to all the conditions before submitting this application.' A callout line labeled 'A' points to this text. The main content area is titled 'Conditions Agreement' and shows '13 of 13 Conditions Agreed To'. A section titled '\* Growing Locations' contains a checked checkbox for 'All plant material will...' followed by a bulleted list: 'Be grown on premises supervised and controlled by the permittee', 'Be located as specified in the Growing Locations section.', and 'Not be moved or distributed without prior written permission of the appropriate State or Territory Official and the PPQ Postentry Quarantine Program'. A callout line labeled 'B' points to the 'Save and Next' button in the bottom right corner. A 'Save' button is also visible next to it.

## Step 8: Upload Files

Documents

### Document Details

- A** You may add supporting documentation by **selecting Add New File**. This step is optional.
- B** Select **Save and Next** to move onto the next part of the application.

The screenshot shows a web form titled "Documents Details". It includes an "Instructions" section with a checkbox for "I don't have any files to upload" which is checked. Below this is a "Supporting Documentation" area with a message: "You have no supporting documentation. Click on the *Add File*-button to attach Word Documents, PDFs, JPEGs, Excel Spreadsheets, and PNGs." At the bottom, there are three buttons: "Back", "Save", and "Save and Next". The "Add New File" button in the documentation area and the "Save and Next" button at the bottom right are highlighted with red boxes and labeled with 'A' and 'B' respectively.

**Documents Details**

**Instructions**

Add supporting documentation you feel would support this application. We accept Docs, PDFs, Excel Spreadsheets, JPEGs, and PNGs.

I don't have any files to upload

**Supporting Documentation**

You have no supporting documentation.  
Click on the *Add File*-button to attach Word Documents, PDFs, JPEGs, Excel Spreadsheets, and PNGs.

Back Save **Save and Next**

**A**

**B**

## Step 9: 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.**

#### Confirmation

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.
- I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the [ACIR Database](#). Note: requirements are subject to change without notice.

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

# 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](mailto: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](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

[Download Application PDF](#)

<b>PPQ-546 Permit Application Summary</b>
<b>Application Number</b> A-00086033
<b>Status</b> Submitted
<b>Submission Date</b> 12/6/2021

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email [acirdatabase.comments@usda.gov](mailto: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](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book to prevent any automatic emails are not sent to junk.**



## VIEW OUTCOMES

-  **Access Labels**  
*Page 19*
-  **Pending APHIS Review**  
*Page 22*
-  **Permits**  
*Page 23*
-  **Letter of Denial**  
*Page 24*

# View Outcomes

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

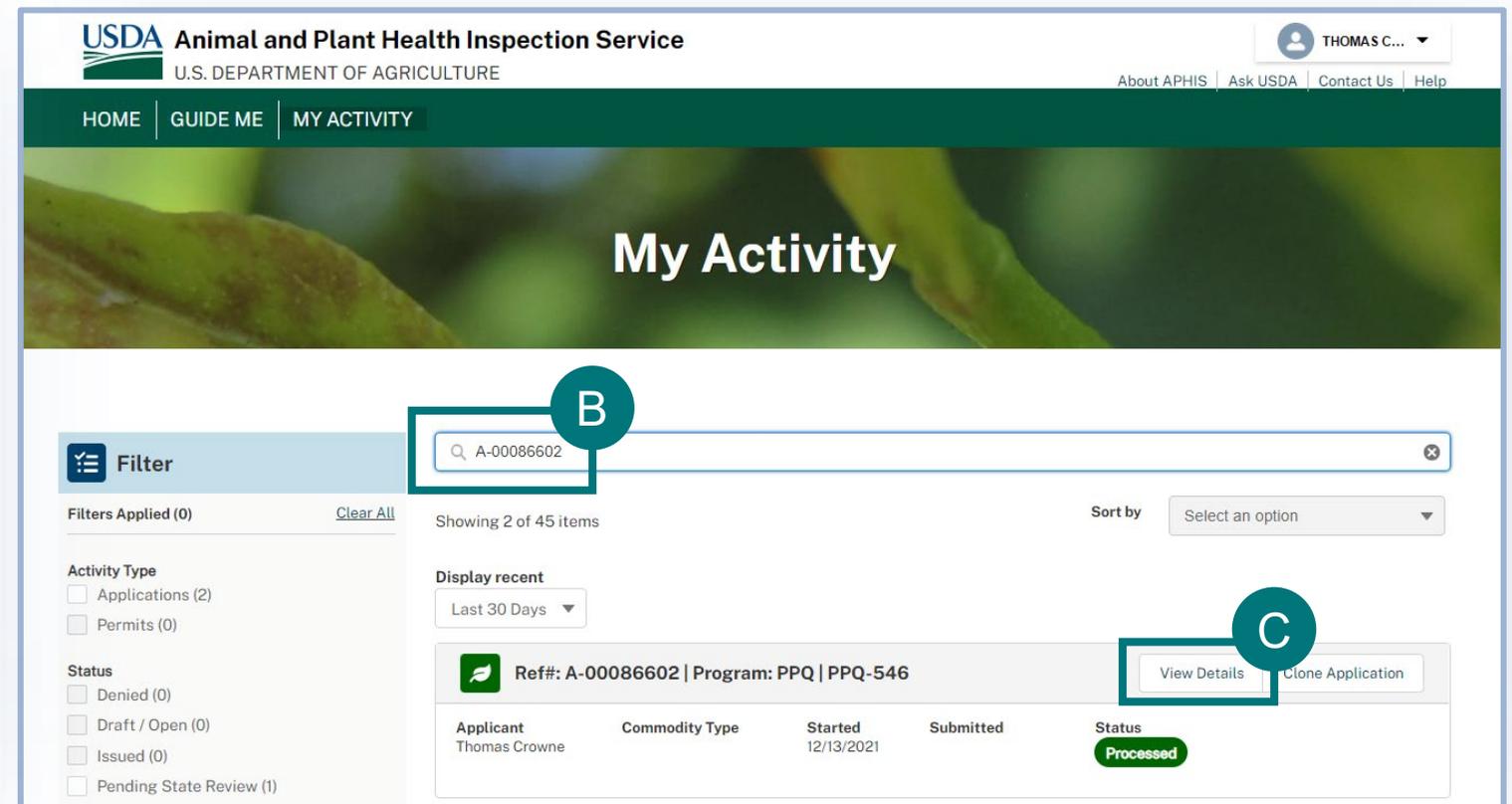
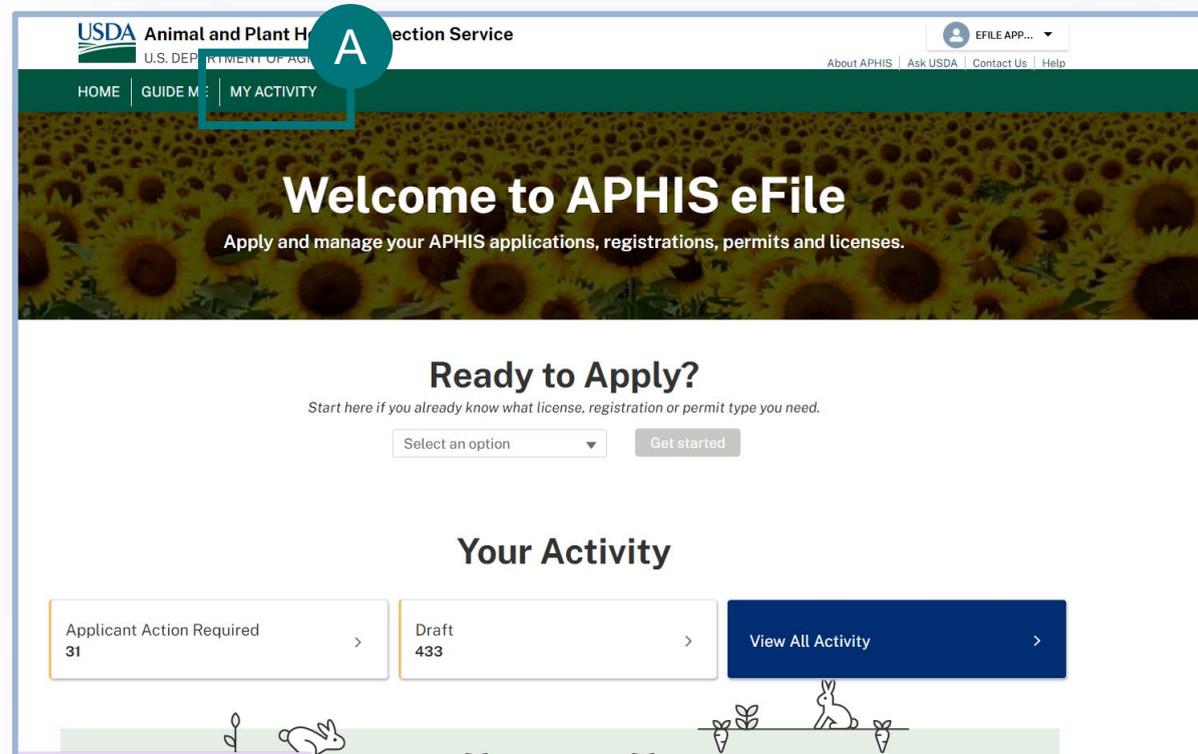
The different outcome categories include:

- **Pending APHIS Review**
- **Permits**
- **Letter of Denial**

The next pages review what each Outcome section means and any actions you can or should take.

# How to Access Your Labels

- 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

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

**Permits**

P-00139081

Status:	Permit Type:	Date Issued:	Expiration Date:
Issued	New	8/2/2021	8/2/2024

[View Permit Details](#) [View Permit PDF](#)

**Plant Inspection Station Labels** [Download All](#)

The new Plant Inspection Station (PIS) Labels setup makes it easier for you to manage your PIS labels.

1. PIS labels are now automatically provided for each permit; one for each station.
2. You can use the same label for each package sent to the same station.
3. A PIS label can be used multiple times over the permit's lifetime; it does not expire once used.

**Plant Inspection Station**

Jamaica, NY	⬇
South San Francisco, CA	⬇
Orlando, FL	⬇
SeaTac, WA	⬇
El Segundo, CA	⬇
Honolulu, HI	⬇
Carolina, PR	⬇
Los Indios, TX	⬇
Tiyan, Barrigada, GU	⬇
Linden, NJ	⬇

Show:     Total records: 16

Page 1 of 2

# 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.

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

### Label Shipping Instructions for Regulated/Quarantine Articles

**Green and Yellow Labels** PPQ 588, PPQ 587, PPQ 546, and PPQ 330 (soil 3 pounds or less) import permits

**Unless otherwise instructed in the permit conditions, follow these directions when labeling your postal or express carrier shipments. Not following these directions could lead to civil penalties. In addition, shipments will be refused entry into the United States of America or destroyed.**

**Print the labels in COLOR and DO NOT write on, modify, or deface the label.**

#### Inside of the Package

The PPQ 588, PPQ 587, PPQ 546, or PPQ 330 permit authorizes importation of specified regulated articles. Therefore, the inclusion of articles not specifically authorized on the permit will lead to refusal or destruction of the entire shipment.

#### Documentation

Place the following documentation **inside** each package:

1. A copy of the permit or the permit number.
2. Invoice, packing list, or statement of contents.
3. Phytosanitary Certificate *(if required)*.
4. All underlying packaging/wrapping must have the following documentation to direct the shipment to its final destination after inspection:
  - a. Final destination's address (must match the permittee's address on the permit).
  - b. A prepaid delivery waybill, or carrier account number.
  - c. Any other needed information, such as delivery instructions or pickup instructions.

**Note:** USDA APHIS does not defray any additional shipping costs for transiting the shipment through a PPQ plant inspection station as the initial U.S. destination.

#### Outside of the Package

##### Labeling

Attach the following information on the **outside** of each package:

1. The name and address of the shipper.
2. Required labels – PPQ Form 508
  - a. Securely attach the green/yellow label to the exterior of each your packages with clear/transparent tape. The PPQ label will direct the package to the PPQ plant inspection station authorized by the permit.
3. The Express Carrier or Postal shipping label **MUST** be addressed to the PPQ plant inspection station indicated on the PPQ label. **DO NOT** include the permit address on the outside of the package.
4. **NO OTHER** address information can be on the outside of the package.

**Contact Us**  
Email: [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov)  
Phone: +1 (301) 851-2046 or 1-877-770-5990  
Office Hours: Mon-Fri; 9 AM - 5 PM EST



# View Outcomes – Pending APHIS Review

## Pending APHIS Review

Applications that require additional APHIS review will have a status of Pending APHIS Review. **You do not need to take any actions on these applications.**

 **Ref#: A-00086033 | Program: PPQ | PPQ-546** View Details Clone Application

Applicant	Commodity Type	Started	Submitted	Status
Thomas Crowne		12/06/2021	12/06/2021	<b>Pending APHIS Review</b>

# View Outcomes – Permits

## Permits

- A Search for your permit using you're P-##### on My Activity section and pull up your application details page. Once you are on the permit page, select **View Permit PDF** to view the permit and its conditions.

Ref#: P-00151201 **Issued**

546-22-11-02973 | | PPQ-546 | Applicant: USDAeFile Applicant 3 | Permittee: USDAeFile Applicant 3 | Effective: 1/11/2022 - 1/11/2025

View Permit PDF

More Actions ▼

A

# View Outcomes – Letter of Denial

## Letter of Denial

If your application is denied you will receive an email notification.

You may also view if your application has been approved or denied on the Application Details page under the files section.

The screenshot shows a web interface for an application. At the top, there is a tab labeled 'Application'. Below this, there is a section titled 'Files' with an 'Add New File' button. A table lists the files with columns for 'File Name', 'File Type', and 'Descript...'. One file is listed: 'Letter of Denial.pdf' with a file type of 'pdf'. At the bottom of the table, there are navigation controls (back, forward, first, last) and the text 'Page 1 of 1'. To the right of the navigation controls, it says 'Total records: 1'.

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

Page 1 of 1

Total records: 1

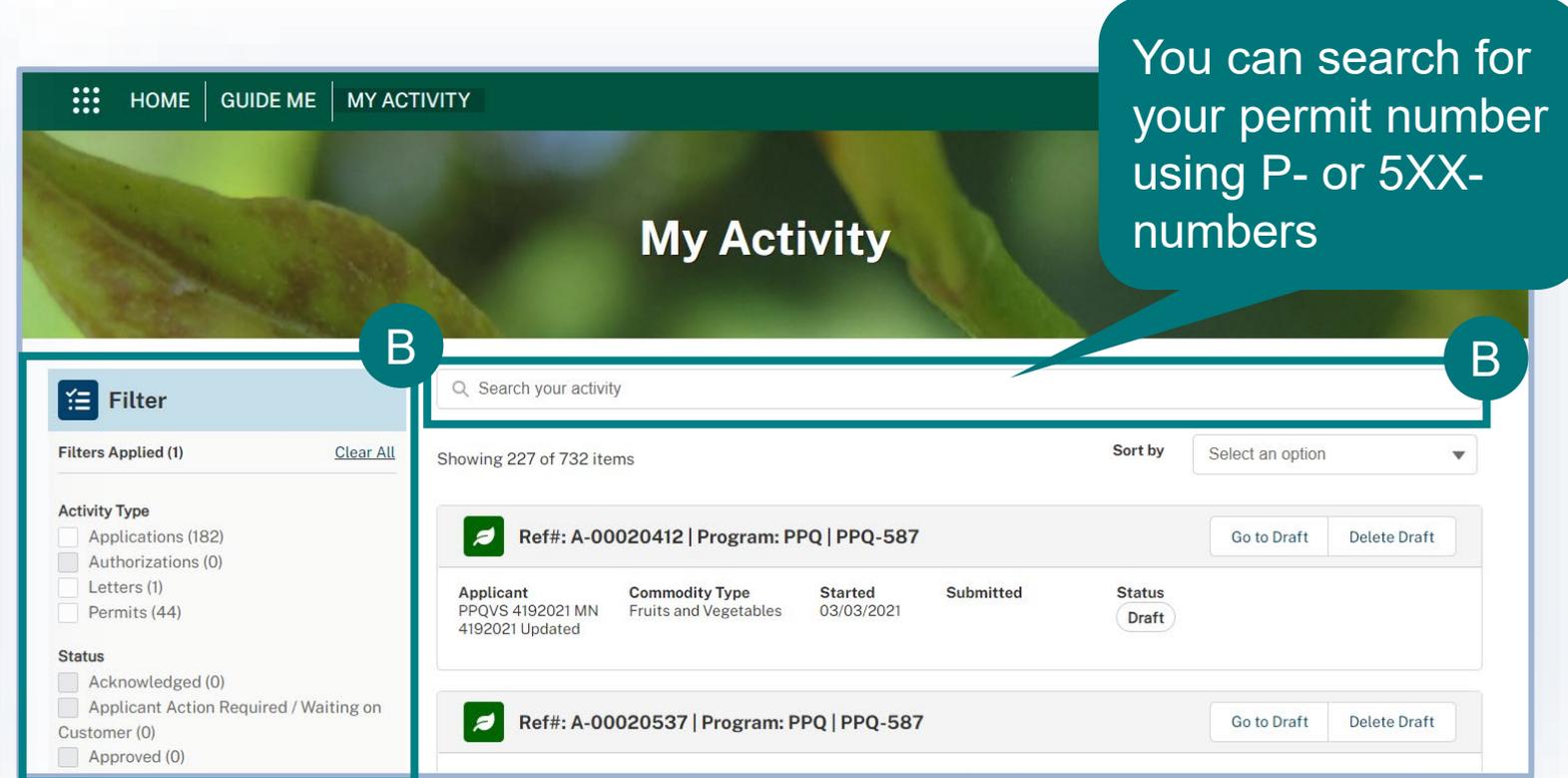
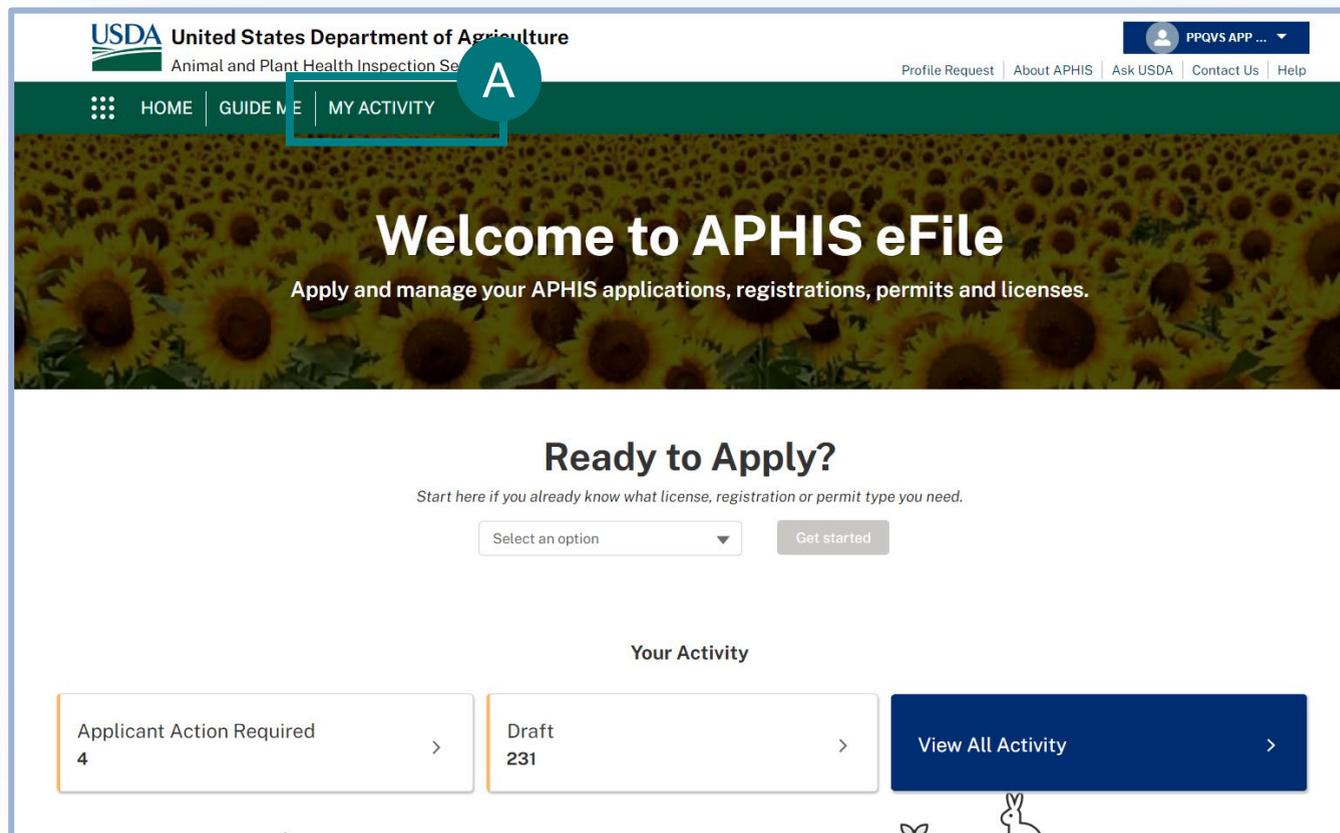


## CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 26*
-  **Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit  
*Page 27*

# 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 shows 'Ref#: P-00149266 | Program: PPQ | PPQ-546' and 'Permit#: 546-21-349-02833'. To the right are 'View Details' and 'More Actions' buttons. The 'More Actions' dropdown menu is open, listing 'View Permit PDF', 'Transfer Permit', 'Cancel Permit', and 'Change Organization'. A red circle 'A' highlights the 'Cancel Permit' option. Below the menu is a table with columns: Permittee, Commodity Type, Issued (12/15/2021), Effective (12/15/2021), Expires (12/15/2024), and Status (Iss). A 'Cancellation Request' modal is open in the foreground, containing an 'Explanation' field with the text 'No longer need this permit.' and 'Cancel' and 'Submit' buttons. A red circle 'B' highlights the 'Submit' button.

Permittee	Commodity Type	Issued	Effective	Expires	Status
		12/15/2021	12/15/2021	12/15/2024	Iss

# 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-00151201** Cancelled View Permit PDF

546-22-11-02973 | | PPQ-546 | Applicant: USDAeFile Applicant 3 | Permittee: USDAeFile Applicant 3 | **Cancelled2/1/2022**

 **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.

### Permit Commodities

Commod... ▾	Country of Origin ▾	Quantity ▾	Going to ... ▾	Request... ▾	Plant Part ▾
Acca sellowiana	Albania	200	PPQ UAT De...	5	All Plant Parts...
Acca sellowiana	Albania	100	Ohio place	0	All Plant Parts...

Show:  Page 1 of 1 Total records: 2

### Permit Details

**Permit Type**  
New Application

**Application Ref #**  
[A-00091309](#)

**Record Type**  
PPQ-546

**Organization**  
Leslie Knope Account LLC

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### Other Details

**Growing Location State of Territory**  
Ohio (OH)



# TRANSFER PERMIT

For guidance on how to transfer for your permit, reference the [How to Transfer Your PPQ Permit user guide](#).



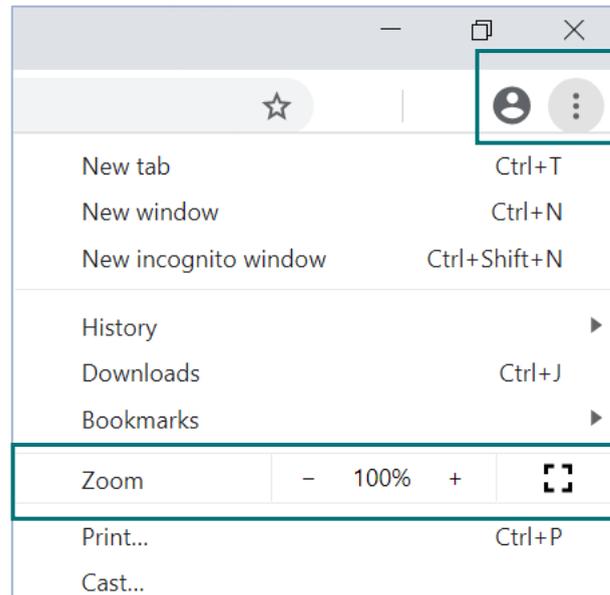
## → HOW TO REQUEST A PERMIT AMENDMENT ←

If you require an amendment, you can send an amendment request to [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov). Please provide your permit number and the information you wish to amend.

# 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](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

[plantsforplantingpermits@usda.gov](mailto:plantsforplantingpermits@usda.gov)

If you require technical assistance, please contact:

### **Help Desk**

[help@usda.gov](mailto:help@usda.gov)