WELCOME!

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

If you have not logged into APHIS eFile yet, please refer to the APHIS eFile First Time User Guide.
If you’ve already gone through the first-time user process and are an organization admin, refer to the APHIS eFile Organization Accounts User Guide.

For more APHIS eFile PPQ Form 525A support materials:
Check out our "How to" playlist on the APHIS YouTube Channel
Review this and other User Guides online on the APHIS eFile Training Page
Before you apply for your PPQ 525A permit application, there are several things to note when applying in eFile.

**eFile PPQ 525A Application:**
- Each application has a unique application number, labeled with A - #######

**Post Application Submission:**
- You will receive email notifications once a permit or letter has been issued, or if any additional action is required. You will also be able to access your permit or letter directly in eFile.
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.
- In eFile there are two different permit numbers:
  1. **System Generated Permit Record Number Example: P-#######**
     - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
  2. **APHIS Permit Number Example: 525-22-201-00015**
     - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
     - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
       - The Permit Prefix indicates the type of permit.
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I AM THE APPLICANT

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Step 1: Navigate to APHIS eFile and Sign In

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

B Select Sign in | Sign Up and then log in using your eAuthentication username and password.

1 If you are not eAuthenticated, select Create an Account and follow the steps to become eAuthenticated. You must be eAuthenticated to apply in APHIS eFile.
Step 2: Create a New Application

A) Under the Ready to Apply section, select the PPQ-525A Application.

B) Select Get Started to begin your application.

C) Determine if this is the correct application for you. If it is, select Proceed to the PPQ 525A Screening Questions.
Step 3: Complete Setup Assistant Form

A) Select **how you intend to use the soil.**
   - Depending on your answer to the first question, you may need to provide additional information.

B) After you are done filling out the Setup Assistant questions, select **Continue.**

**Note:** These answers cannot be changed after you start the application.
If you belong to more than one organization, please choose the organization you would like to share this record with.

After you are done select the Sharing Organization, **select Proceed**.

**Note:** These answers cannot be changed after you start the application.
Step 4: Identify Responsible Party

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

Types of responsible parties include:

- **Applicant** – The individual is who is applying for a PPQ permit.

- **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.
Step 4: Identify Responsible Party

My Details

A Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information. If you need to update your information, use the edit button to make those changes.

B Answer the required question, “Will you be the Permittee?” to indicate whether you will be the permit holder.
- If you select No, you will need to provide the Permittee’s contact information in an additional section of the page.

Hand Carrier Details

A Answer the required question, “Do you want to request permission to hand carry articles in personal baggage?”.
- If you select Yes, answer the follow up question. Depending on your answer, use the Hand Carrier IDs table to add your hand carrier contact information.

Note: Hand carry requests are evaluated on a case-by-case basis and are not always approved.
Step 5: Add Articles

**Articles Details**

- **A** Read through and certify that you are not importing soil from the areas of Canada listed.
- **B** Search for and select the region(s) of origin of your soil.
- **C** Select the mode(s) of transportation from the drop-down.
- **D** Once you are done, select Save and Next.
Step 6: Add Destination Details

Destination Details

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

Note: Facilities that have already been approved by PPQ will have a green “Containment Facility” banner next to their name.
Step 7: Upload Documents

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

A Use the Add New File button to upload your SOP and any additional files you feel would be beneficial for your application.

B In the pop-up window, select your File Description, then select Upload Files and choose your file.

C In the Additional Information section, enter any additional information to support your application. This is optional.

D Select Save and Next.
Step 8: Certify and 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.
Submission Confirmation

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

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

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

Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.
I want to respond to an applicant questionnaire.

- **Step 1**: Sign into APHIS eFile and navigate to your application details page
  
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- **Step 2**: Respond to questionnaire questions
  
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Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

A. Navigate to https://efile.aphis.usda.gov/s/, select Sign Up | Sign In, and log in using your eAuthentication username and password.

B. Select the My Activity tab.

C. Update the Display Recent filter to All Time.

D. Either search for your application using the A-000 number or use the filters on the left to find it.

E. Select the View Details button to navigate to the application details page.
Step 2: Respond to Questionnaire Questions

A. Select the **Applicant Questionnaire** tab.
B. Read the instructions.
C. **Answer all the questions.** Red asterisks indicate required answer types.
D. If you need to upload your **Standard Operating Procedure (SOP),** select **Add New File,** add a file description, and select **Upload Files** to select your document.
E. To send the questionnaire back to PPQ, select **Save and Submit Questionnaire.**
I want to respond to draft permit conditions.

- Respond to Draft Permit Conditions in APHIS eFile (eAuth Users)
  
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- Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)
  
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Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page


B. Select the My Activity tab.

C. Update the Display Recent filter to All Time.

D. Either search for your application using the A-000 number or use the filters on the left to find it.

E. Select the View Details button to navigate to the application details page.
Step 2: Respond to Draft Permit Conditions

A. Select the **Conditions Review tab**.
B. Read the **instructions and any notes from PPQ**.
C. Read and respond to all conditions.
D. Read the authorization statement. If you indicate that the statement needs edits, enter them in the free-text field.
E. Select **Save and Send Conditions Draft Back to PPQ**.
Step 1: Navigate to Your Email and View the Draft Permit Conditions

A. Navigate to your inbox and find the email sent from review@clm.docusign.net. The emails subject will be APHIS eFile: Permit Condition Review.

B. As the email explains, to review the permit conditions, you first must select the Review Online hyperlink.

C. Review the pop-up window on how to Complete Your Review, and then select Got it.

D. In the review section, use the download icon to save a copy to your computer.
Step 2: Save and Send Conditions Back to the PPQ Permitting Team

A. Once the copy is downloaded, then edit the word document and add your responses. **Manually type “Agree” or “Disagree”** for each condition. If you disagree, please add an explanation or some suggested changes.

B. Save your document once you are done editing the conditions and the select next to land in the edit section of the page. **Use the Select File button to upload the saved word document with your response.**

C. After you upload the file, **select next in the edit section** which will bring you to the comments section.

D. **Add any comments**, and then once you are done, **select finish**. Your review is now complete and sent back to the PPQ team.

4.0) SHIPPING REQUIREMENTS (DURING TRANSPORT):Transiting material must be physically separated from (i.e., not commingled with) agricultural material destined for entry into the United States. Admissible material may not be commingled with restricted/prohibited material. Admissible material may be shipped in open top boxes or cartons securely stacked on pallets with a cover or insect proof barrier over the top of the pallet. All material that does not meet U.S. requirements for entry must have at least one of the following pest proof shipment safeguards prior to U.S. arrival:
   a) Insect or leak-proof cartons with no tears or gaps;
   b) Shrink wrapped stack(s) on pallets with cardboard or an insect proof mesh material on the bottom of the stack(s);
   c) Insect proof mesh (maximum mesh size 0.6mm) completely covering the articles with no tears or gaps (including the bottom); d) Covered with a barrier to prevent pest escape, with no tears or gaps with cardboard or an insect proof mesh material on the bottom of the stack(s);
   e) Unit Load Device (ULD) containers with solid closed doors that remain unopened throughout transit, such as an LD3 or ULD7/9.

Permittee Response (Agree or Disagree): Agree
Permittee Comments:
Access Permits and Labels
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Access Letters
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When a permit is issued, you will receive an email with the permit PDF attached. To access the permit in eFile:

A. Select the My Activity tab.
B. Use the search bar or filters on the left to find your permit. The email you received will include your APHIS permit number, but if you are unable to find your permit, you can also search for your related application (A-000) and navigate to the permit (P-000) from there.
C. Select View Details.
D. Select View Permit PDF.
E. To view associated labels, scroll to the labels section and download all labels, or each label individually.
To generate shipping labels for your issued permit:

1. **Navigate to your permit details page** (see the previous slide for help).
2. Scroll to the Labels section and select **Generate Labels**.
3. In the pop-up window, **select the port** you’d like to generate labels for.
4. **Enter the number of labels** you’d like and then **Generate Labels**.
5. **Repeat the process** to generate additional labels.
6. Download an individual label by selecting the **associated download icon**. Download all labels by using the **Download All Labels button**.
Letters

If your application results in a letter of denial or no permit required, you will receive an email with the letter PDF attached. If you would like to access the letter in eFile:

A. Select the My Activity tab.
B. Use the search bar or filters on the left to find your application (A-000).
C. Select View Details.
D. Scroll to the Files section and select the File Name hyperlink to open the letter.
I want to amend or renew an eFile permit.

- **Step 1:** Sign into APHIS eFile and find your permit on the My Activity page
  
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- **Step 2:** Amend or renew your Permit
  
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Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to [https://efile.aphis.usda.gov/](https://efile.aphis.usda.gov/) in Google Chrome (eFile is not supported by Internet Explorer).

A. Log in to eFile using your eAuthentication credentials.
B. Select the My Activity tab and update the Display recent drop-down to View All.
C. Use the search bar or filters to find the permit you want to amend or renew.
D. Select the More Actions drop-down and choose Amend Permit or Renew Permit.

- All issued and active permits are eligible to be amended.
- All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
- You can only complete one of these actions at a time. E.g., if you’ve applied to amend your permit, you are not able to renew until the amendment is processed.

**Note:** APHIS eFile amendments and renewals have an “A” and “R” added to the end of the permit number, A1 = amendment 1, A2 = amendment 2, etc. and R1 = renewal 1, R2 = renewal 2, etc. (e.g., 525-22-203-00123A1).
Step 2: Amend or Renew Your Permit

A. Read the pop-up window and select I understand & Continue. You will be taken to a new, amendment or renewal application. All data from your previous application will be copied into the amendment application.

B. Edit your information as needed.

C. If this is an amendment, on the Review and Submit page, add your reason for amendment. This is not applicable for renewals.

D. Certify and Submit.
**Step 1:** Navigate to My Activity Page and Search for your Permit

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**Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit

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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, 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.
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.
For guidance on how to transfer for your permit, reference the *How to Transfer Your PPQ Permit user guide.*
System Setup

• **Compatible browser** – For the best user experience, please use Google Chrome. Other available browsers include Firefox, Safari, and Edge. eFile is NOT supported by Internet Explorer.

• **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk

• **Zoom** – 100%

Contact

If you require assistance with your applications, please contact:

**PPQ Permit Services**
(301) 851 2046
pest.permits@usda.gov.

If you require technical assistance, please contact:

**Help Desk**
help@usda.gov