



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

APHIS eFile

Guidance for Submitting a PPQ 588 Application for Controlled Import Permit (CIP)

Version 2.0
September 2022

WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 588 Applications for Controlled Import permits. This user guide will take you through how to complete all actions related to the PPQ 588 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 588 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 588 permit application, there are several things to note when applying in eFile.

eFile PPQ 588 Application:

- Each application has a **unique application number**, labeled with **A-00001234**

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 Reference 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: 588-22-201-00015**
 - 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.

TABLE OF CONTENTS

 **Complete and Submit Your Application**
Page 6

 **Respond to Applicant Questionnaire**
Page 18

 **Respond to Draft Permit Conditions**
Page 21

 **View Outcomes (Permits and Labels, Letters)**
Page 26

 **How to Request an Amendment or Renewal**
Page 30

 **Cancel Permit**
Page 33

 **Transfer Permit**
Page 36

I AM THE APPLICANT

 **Step 1:** Navigate to APHIS eFile and Sign In
Page 6

 **Step 2:** Create a New Application
Page 7

 **Step 3:** Complete PPQ 588 Setup Assistant
Page 8

 **Step 4:** Identify Responsible Parties
Page 9

 **Step 5:** Add Articles
Page 11

 **Step 6:** Add Destination Details
Page 13

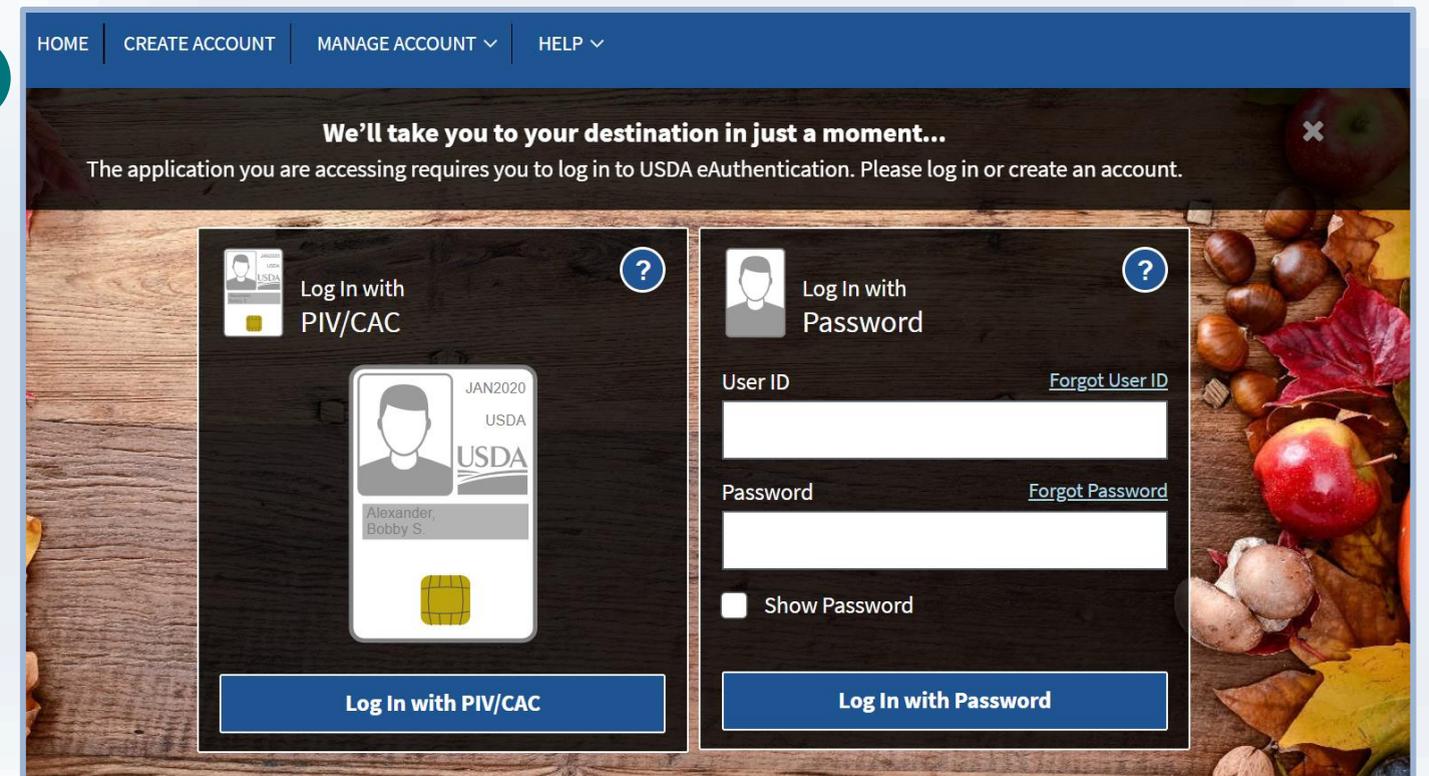
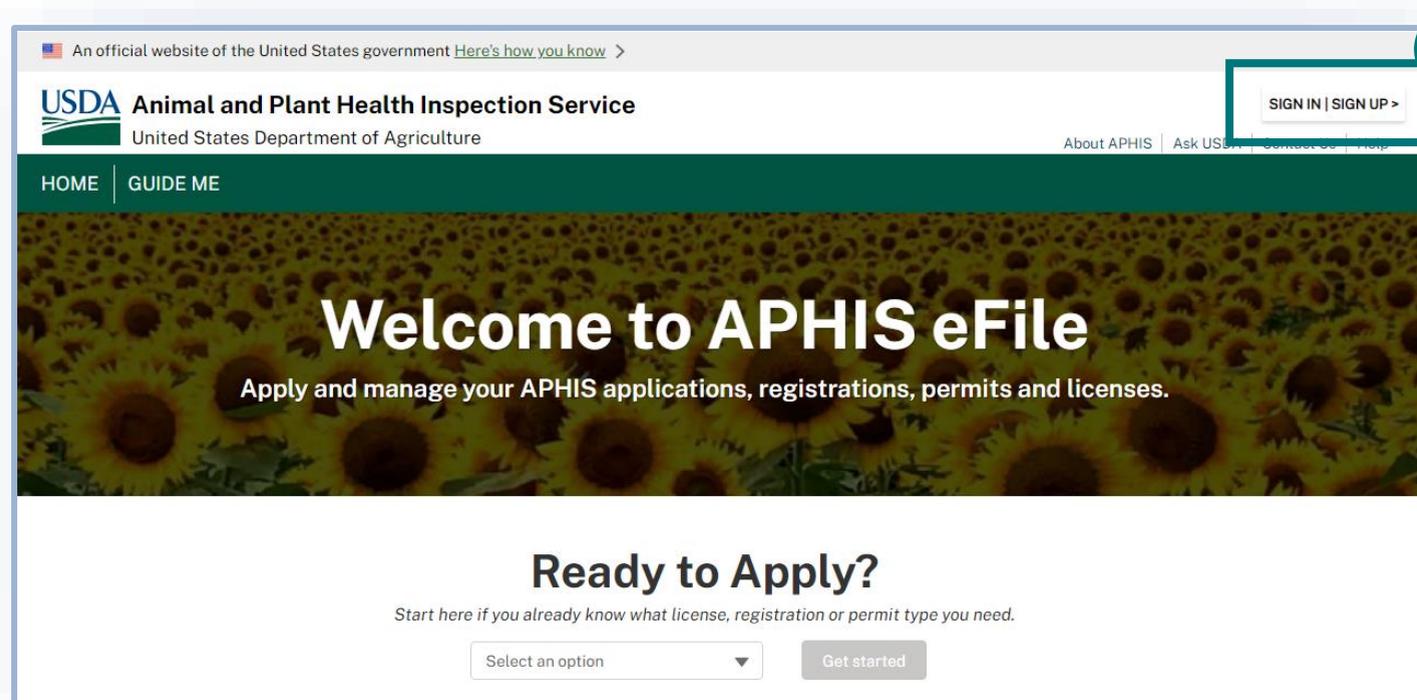
 **Step 7:** Select Plant Inspection Station
Page 14

 **Step 8:** Add Documents
Page 15

 **Step 9:** Certify and Submit
Page 16

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** and log 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.**



Step 2: Create a New Application

- A In the Ready to Apply drop-down, select the **PPQ-588 Application** and then **Get Started**.
- B Review the pop-up window and select **Proceed to the PPQ-588 Screening Questions**.

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 type you need.

PPQ-588

- PPQ-587
Application for permit to import plants or plant products.
- ✓ PPQ-588
Application for permit to import restricted plants or plant products for experimental purposes.
- PPQ-621
Application for Detested Plant

Applicant Action Required 0

13

Start a PPQ 588

Welcome to the PPQ 588 Application

OMB#: 0579-0049
Expires: 03/2022

Proceed if planning to import **restricted plants or plantproducts for experimental, therapeutic, or developmental purposes with a controlled import permit**. To amend or renew a permit, start from the permit's card in [My Activity](#).

Application Process

1. Check [Agricultural Commodity Import Requirements \(ACIR\)](#) to verify the articles you wish to import are controlled imports.
2. If your articles require a controlled import permit, complete the PPQ 588 Setup Assistant. You will not be able to change answers from the PPQ 588 Setup Assistant once you start the application process.
 - Step 1: Identify if your imported plant material will be:
 - Planted or grown in the U.S.
 - Released into the natural environment
 - Rendered incapable of propagation or destroyed during the life of the permit
 - Step 2: Select and describe the intended use for your articles.
3. After completing the PPQ 588 setup assistant, continue to fill out and submit a PPQ 588 application
4. Once submitted, PPQ will begin processing your application. Processing may take up to 3 months or longer based on the complexity of the request.

Step 3: Complete PPQ 588 Setup Assistant

- A** Answer the questions and select **Continue**.
- B** Select your **Intended Use**.
- C** Describe your reason for importing your plant material and what you plan to do with it, then select **Continue**.

PPQ 588 Setup Assistant

○

Will any of the imported plant material be planted or grown in the U.S.?

Yes

No

Do you intend to release the plants or plant progeny from quarantine?

Yes

No

Will all the imported plant material be rendered incapable of propagation or destroyed during the life of the permit?

Yes

No

! These answers cannot be changed after you start the application.

Back Cancel Continue

A

PPQ 588 Setup Assistant

✓ ○

Intended Use

Select an Option

In one paragraph or less, elaborate on why you're importing your plant material and what you plan on doing with it

! These answers cannot be changed after you start the application.

Back Cancel Continue

B

C

Note: These answers cannot be changed after you start the application.

Step 4: Identify Responsible Party

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

Applicant

A

Thomas Crowne Edit

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

Mailing Address
13 Washington Dr
Waterville, Alabama 55697
United States

B

* Will you be the permittee? ⓘ

Yes

No, I'm applying on behalf of the permittee

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.

Hand Carry Request **C**

* Do you want to request permission to hand carry articles in personal baggage?

Yes

No

Note: Hand carry requests are evaluated on a case-by-case basis and are usually not approved.

Step 5: Add Articles

Article Details

- A** Select **Add Articles** and **complete all fields in the pop-up window** to add an article to your application. There are three ways to add your genera and species:
- 1 Choose an option from the list that has a genera and species.
 - 2 Choose an option from the list that is only a genera, and then use the Species free text field to type in the species or use the Hybrid checkbox.
 - 3 Select the I can't find my article checkbox and type in your articles name in the Article's Scientific Name field.
- B** Each article you add will have its own tab and associated fields. Use the Save and Next Article button to save the current article's details and move to the next article. Navigating between articles using the tabs will not save your information.

The screenshot shows the 'Add Articles' pop-up window with three distinct input methods, each numbered 1, 2, and 3. A green box labeled 'A' highlights the '+ Add Articles' button at the top. Below it, three forms are shown:

- Form 1:** Labeled '* Genera', it features a search input with 'Prunus apetala' and an 'Add Article' button.
- Form 2:** Labeled '* Genera' and '* Species', it has a search input with 'Prunus', a species input field, and a 'Hybrid, or unknown species' checkbox. An 'Add Article' button is present.
- Form 3:** Labeled '* Genera' and '* Article's Scientific Name', it includes a search input, a checked 'I can't find my article' checkbox, and a text input with 'TestScientificName'. An 'Add Article' button is also shown.

At the bottom, a list of article options is shown, labeled 'B'. Each option consists of a radio button, a text label, and a corresponding field label:

<input type="radio"/>	Prunus africana	Prunus africana
<input type="radio"/>	Prunus spp.	Intended Use
<input type="radio"/>	Prunus Example, Example, Example	Intended Use Growth without de
<input type="radio"/>	Unlisted: TestScientificName	Elaborate on why yo asd

Step 5: Add Articles

Article Details

A Complete all required fields for each article.

The required sections will vary depending on your application details and intended use. The possible sections include Intended Use (not-editable), Growing Location, Shipping and Transport, Shipment Information, Release Details, Contamination, Accession Numbers, Proposed Measures, etc.

Note: A checkmark next to the Article name indicates all required fields are complete.

<input checked="" type="checkbox"/> Prunus africana	Prunus spp.
<input type="checkbox"/> Prunus spp.	Intended Use

***Shipment Information**

Shipment Details Add Shipment Details

Country of Origin	Plant Part	Quantity per Country	Shipments per Cou...
South Africa	Flower	1 Grams	1

Release Details

Will any of the imported plant material be released into the natural environment?
Yes

*Is this a provisional release from a National Clean Plant Network (NCPN) center?
 Yes
 No

Contamination

*Is there a chance your articles have been contaminated by, exposed to, or infected by plant pests or pathogens?
 No, it was produced in such a way to prevent plant pests or pathogens
 Potentially and I intend to extract, identify, or propagate plant pests or pathogens
 Potentially and I intend to treat or sterilize my articles

*Elaborate on how your plant material was produced to prevent plant pests and pathogens
asd

Proposed Measures

Will all the imported plant material be rendered incapable of propagation or destroyed during the life of the permit?
Yes

*Proposed Final Disposition Methods
Autoclave X

Save and Next Article

Step 6: Add Destination Details

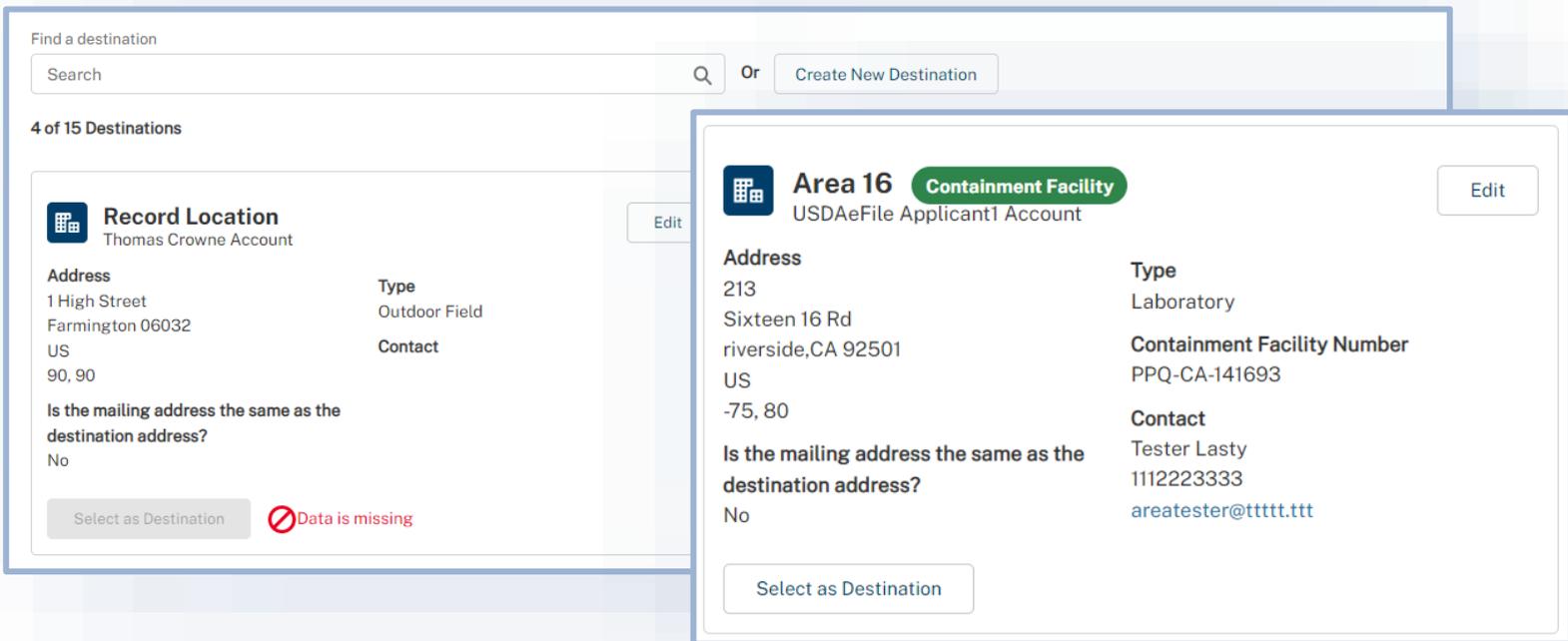


Destination Details

A Use the destination cards to **search for and select your destination location/facility.**

The instruction text at the top of the page will indicate if your application requires a destination location or a containment facility.

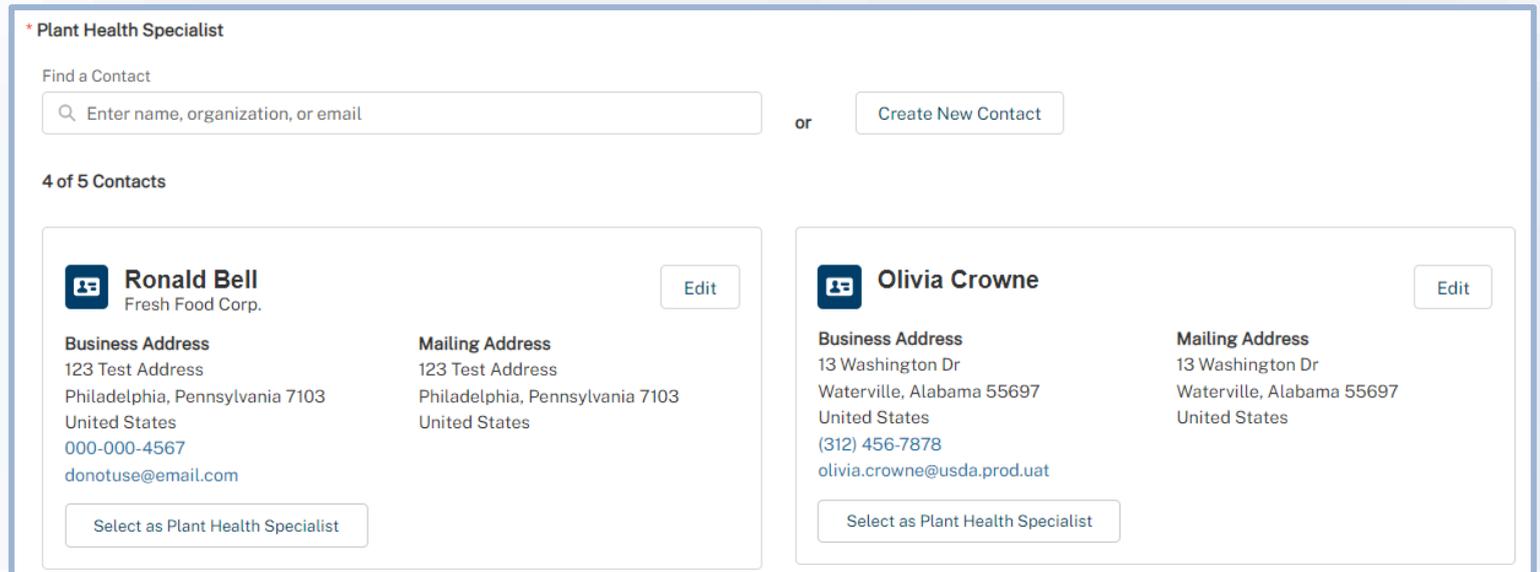
Note: Facilities that have already been approved by PPQ will have a green “Containment Facility” banner.



Plant Health Specialist Details

B Use the contact cards to **search for and select your Plant Health Specialist.**

- If this is a new contact, use the Create New Contact button to add your new Plant Health Specialist details.



Step 7: Inspection Station Details

Inspection Station Details

Note: This section of the application will only appear if your application requires containment.

A Use the search field to find and select your Plant Inspection Station(s).

The screenshot shows a user interface for selecting a plant inspection station. On the left, a search box titled "Plant Inspection Stations" contains the text "M" and a magnifying glass icon. Below the search box is a dropdown list with three options: "Miami, FL", "Jamaica, NY", and "Humble, TX". A red circle with the letter "A" is positioned over the search box. On the right, the selected station "Nogales, AZ" is displayed in a tag with a close icon. Above the tag, it says "1 plant inspection station selected" and "Clear All". At the bottom of the interface, there are three buttons: "Back", "Save", and "Save and Next".

Step 8: Document Details

Document Details

A Use the **Add New File button** to upload your Standard Operating Procedure (SOP) and any additional files you feel would support this application.

Note: It is required to upload a Standard Operating Procedure (SOP)

B If you do not have some or all of the required documentation, select the checkbox and enter your reason in the description field.

Additional Information

C **Enter** any additional information your feel would be beneficial for your application.

The screenshot shows the 'Document Details' form. It includes an 'Instructions' section, a 'Required Documents' section with a list of 'Standard Operating Procedure (SOP)' and a 'View Example' link, and a checkbox for 'I don't have some or all of the required files'. Below this is a text field for describing the reason. The 'Supporting Documentation' section shows 'You have no files' and an 'Add New File' button. Callout A points to the 'Add New File' button, callout B points to the checkbox and text field, and callout C points to the 'Additional Information' section in the next screenshot.

This screenshot shows the 'Additional Information' section of the form. It includes an 'Instructions' section with the text 'Enter the following information about your application.' and 'Detail any additional information you feel would support this application'. Below this is a text input field with the placeholder text 'Enter text'.

Step 9: Certify and Submit

Review & Submit

Confirm Information Accuracy & 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).

Step 9: Certify and Submit

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.

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.

[Download Application PDF](#)

PPQ-588 Permit Application Summary

Application Number
A-00102726

Status
Submitted

Submission Date
3/15/2022

email: plantproducts.permits@usda.gov.

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email acirdatabase.comments@usda.gov.

Callout 1: Select **Download Application PDF** to save a PDF copy of your application.

Callout 2: Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails from being sent to junk.

I AM AN APPLICANT

I want to respond to an applicant questionnaire.

- Step 1:** Sign into APHIS eFile and navigate to your application details page
Page 19
- Step 2:** Respond to questionnaire questions
Page 20

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.

The screenshot shows the 'My Activity' page in the APHIS eFile system. The left sidebar contains the USDA logo and navigation tabs: HOME, GUIDE ME, and MY ACTIVITY (highlighted with callout B). The main content area features a 'Filter' section on the left with callout D, a search bar at the top with callout D, and a list of applications. The first application, Ref#: A-00112664, has a 'View Details' button highlighted with callout E. The second application, Ref#: A-00112164, is in a 'Draft' status. The 'Display recent' filter is set to 'View All' (callout C). The status 'Applicant Action Required / Waiting on Customer' is highlighted with callout D.

Ref#	Program	Applicant	Started	Submitted	Status	Actions
A-00112664	PPQ PPQ-588	USDAeFile Applicant1	04/22/2022	04/22/2022	Applicant Action Required	+ New, View Details, Clone Application
A-00112164	PPQ PPQ-587	USDAeFile Applicant1	04/20/2022		Draft	+ New, Go to Draft, Delete Draft

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**.

Upload File

Instructions

Write a brief overview of the information each file contains. Then, upload or drag and drop one or more files.
Example: This spreadsheet lists all of my product manufacturer's contact information.

File Description

Standard Operating Procedure

Or drop files

Applicant Questionnaire

Record Type
PPQ-588

Organization
Company Name

Applicant Questionnaire

Instructions to Applicant

Please read and answer the questions below to the best of your ability. Depending on what kinds of answers are required for each question, you will need to do one or both of the following:

- select 'Yes', 'No', 'N/A', or 'Don't Know'
- enter an answer or explanation in the 'Comments' field

The required answer fields for each question are marked with a red asterisk.

We request that you attach your Standard Operating Procedure (SOP) using the Add New File button on the right side of the page, if you did not previously attach it to your application when submitting it. For directions on what should be included in your SOP, go to: <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/permits/plant-pests/containment>. Any other supporting files, including photographs or videos, can also be attached using the Add New File button on the right side of the page.

When you are done, select the Save and Submit button.

Add New File

Other Details

Intended Use
Destructive Analysis, no growth

Elaborate on why you're importing this article and what you plan on doing with it
no

Files

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

Need Help?



If you have any further questions, please call 1-877-770-5990 or 301-851-2046 or email controlled.import.permits@usda.gov.

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email acirdatabase.comments@usda.gov.

Save

Save and Submit Questionnaire

I AM THE APPLICANT

I want to respond to draft permit conditions.

- Respond to Draft Permit Conditions in APHIS eFile (eAuth Users)**
Page 22
- Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)**
Page 24

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.

The screenshot shows the 'My Activity' page of the APHIS eFile system. The page is divided into a left sidebar, a top navigation bar, and a main content area. The left sidebar contains a 'Filter' section with various filters for Activity Type, Document Type, and Status. The top navigation bar includes the USDA logo and the text 'Animal and Plant Health Inspection Service U.S. DEPARTMENT OF AGRICULTURE'. The main content area displays a list of applications with columns for Applicant, Started, Submitted, and Status. Callouts A-E highlight specific elements: A points to the search bar, B points to the 'MY ACTIVITY' tab, C points to the 'Display recent' dropdown, D points to the 'View All' dropdown, and E points to the 'View Details' button.

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

HOME | GUIDE ME | **MY ACTIVITY**

Filter

Filters Applied (1) [Clear All](#)

Activity Type

- Applications (23)
- Authorizations (14)
- Letters (0)
- Permits (1)

Document Type

- Amendment (0)
- New (6)
- Renewal (0)
- Transfer (0)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (38)
- Approved (0)
- Cancelled (0)

Search your activity

Showing 38 of 272 items

Sort by Select an option

Ref#	Program	Applicant	Started	Submitted	Status
A-00103288	PPQ PPQ-588	USDAeFile Applicant1	03/17/2022	03/17/2022	Applicant Action Required
A-00104990	PPQ PPQ-588	USDAeFile Applicant1	03/22/2022	03/22/2022	Applicant Action Required

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**.

Review this authorization statement, and note if edits are needed regarding personal identifiable info on the entities you mentioned. Examples include name misspellings, incorrect addresses, etc.

*** Authorization Statement**

USDA-APHIS issues this permit to Ms. Crowne. The permit authorized the importation of soil from all foreign sources only for chemical/physical analysis in a controlled laboratory environment at the named facility on the permit.

*** Please select an option**

This statement has errors

No edits needed

Additional Comments

Articles) [Conditions Review](#)

Conditions Draft

Instructions

Review these conditions and agree or provide a comment if you disagree. You must send this draft back to PPQ by 07/08/2022 or this application risks being voided.

Conditions Draft

0 of 3 Conditions Completed

*** Packaging**

All packages for transport must minimally consist of inner/primary and out/secondary package, both in a securely sealed tertiary container so that all are effective barriers to prevent escape or unauthorized dissemination.

*** Please select an option**

Agree

Disagree

*** Hand Carry**

Unless the regulated soil is hand carried by an individual specifically authorized in this permit, it must be shipped by bonded carrier to the port of entry.

*** Please select an option**

Agree

Disagree

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.

[External] APHIS eFile: Permit Condition Review

SpringCM API User via DocuSign CLM <review+uat@clm.docusign.net>

Retention Policy Junk Email (30 days) Expires 10/14/2022 Wed 9/14/2022 11:12 AM

PPQ non-eAuth Permit Conditions Review.docx 25 KB

You have a document for review

Dear Permittee,

Please review the permit conditions by selecting below. Once conditions have been reviewed, the PPQ for their review.

Review the document online

Use our secure review platform to view and edit the documents right from your browser

[Review online](#)

How to Complete Your Review

There are a few ways you can update or comment on this document to complete your review for SpringCM API User.

How to complete your review:

1. Download or read the document in the browser
2. If you update the document, upload a new version
3. Add notes or a message in the Comments field

Got it

1 Review 2 Edit 3 Comment

Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ...

Next

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 TRANSIT: 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 0.60mm) 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 LD7/9.

Permittee Response (Agree or Disagree): Agree
Permittee Comments:

5.0) TRANSLOADING AND STORAGE: If the "Transloading Authorized" field indicates "Yes" on the first page of this permit, then all transloading activity (i.e. breakdown of pallets or transfers of pallets/boxes out of a truck trailer, marine container, or air ULD) is authorized ONLY if approved and/or supervised by CBP Agriculture Specialists. Storage facilities must be customs bonded and all in-bond material must be kept segregated from material stored in the facility for entry, even for short periods of time.

Permittee Response (Agree or Disagree): Disagree
Permittee Comments: I would like to suggest....

1 Review 2 Edit 3 Comment

Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ... [↓](#)

Next

1 Review 2 Edit 3 Comment

Edit

Instructions

If you edited any document, upload your new version. If you do not have any edits to make, please select "Skip" to finish your review.

Upload New Version

Drag and drop here

SELECT FILE

Updated Document(s)

PPQ non-eAuth Permit Conditions... [×](#)

Next

1 Review 2 Edit 3 Comment

Comment

Instructions

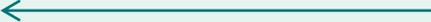
Add comments for your review here. Once your review is complete, your comments and/or document(s) will be passed along to SprinaCM API User or routed to the next reviewer.

Comments

Finish



VIEW OUTCOMES



 **Access Permits and Labels**
Page 27

 **Access Letters**
Page 28

View Outcomes – Permits and Labels

Permits

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.

The screenshot displays the eFile system interface for managing permits. It is divided into several sections:

- Filter Sidebar (Left):** Contains a search bar and filter options for Activity Type (Applications, Permits), Document Type (New), and Status (Applicant Action Required, Draft, In Review, Issued, Pending, Processed).
- Main Activity List:** Shows a list of permits with columns for Ref#, Program, Permittee, Issued, Effective, Expires, and Status. Two permits are visible: one for Olivia Crowne (Status: Applicant Action Required) and one for Thomas Smith (Status: Issued).
- Permit Details View (Bottom):** Shows the details for permit Ref#: P-00163254 (Issued). It includes a warning about ACIR, instructions to print and attach labels, and a section for Hand Carrier Details.
- Permit Details Panel (Right):** Provides a structured overview of the permit, including Permit Type (New Application), Record Type (PPQ-588), Organization (Agriculture Union, LLC), and Intended Use (Destructive analysis with growth).

View Outcomes – Permits and Labels

Shipping Labels

To generate shipping labels for your issued permit:

- A** Navigate to your permit details page (see the previous slide for help).
- B** Scroll to the Labels section and select **Generate Labels**.
- C** In the pop-up window, **select the port** you'd like to generate labels for.
- D** Enter the number of labels you'd like and then **Generate Labels**.
- E** Repeat the process to generate additional labels.
- F** Download an individual label by selecting the **associated download icon**. Download all labels by using the **Download All Labels button**.

Permit Labels

For Controlled Import Permits, PPQ-588, you may only generate labels for the maximum number of shipments requested for the life of the permit. Labels requested for a destination not on this permit may be added by PPQ staff and will be marked as "Unlisted".

Total Quantity of Shipments Requested: 3 | Total Quantity of Shipments Remaining: 2

Label Number	Destination	Status
588-22-189-020331	Golden Port: San Francisco, California	Active

Show: 10

Page 1 of 1

Total records: 1

F Download All Labels

Labels

Permit Labels

For Controlled Import Permits, PPQ-588, you may only generate labels for the maximum number of shipments requested for the life of the permit. Labels requested for a destination not on this permit may be added by PPQ staff and will be marked as "Unlisted".

Total Quantity of Shipments Requested: 3 | Total Quantity of Shipments Remaining: 3

You have no labels.
Click the "Generate Labels" button to generate labels for your shipment.

B Generate Labels

Generate Labels

* Select a destination for your labels

Golden Port: 650 Great Rd, San Francisco, California (CA), 95355

Total Quantity of Shipments Requested: 3 | Total Quantity of Shipments Remaining: 3

* Quantity of Labels Needed

You may only generate labels for the maximum number of shipments requested for the life of the permit. A maximum of 4 labels are generated per page

1

Cancel Generate Labels

C

D

View Outcomes – Accessing Letters

Letters

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.

The screenshot shows the eFile application interface. On the left, a 'Filter' sidebar is visible with sections for 'Filters Applied (1)', 'Activity Type' (Applications (3), Authorizations (0), Letters (0), Permits (0)), 'Document Type' (Amendment (0), New (3), Renewal (0)), and 'Status' (Applicant Action Required (0), Customer (0), Denied (3), Draft / Open (0), Expired (0)). A search bar at the top right contains the text 'Search your activity'. Below the search bar, it says 'Showing 3 of 232 items' and 'Sort by Select an option'. A 'Display recent' dropdown is set to 'Last 30 Days'. The main content area shows a list of applications. The first application is 'Ref#: A-00118976 | Program: PPQ | PPQ-588' with a status of 'Denied'. The second application is 'Ref#: A-00119249 | Program: PPQ | PPQ-588' with a status of 'Denied'. A detailed view of the first application is shown in a modal window. The modal has a 'Files' section with an 'Add New File' button. Below the button is a table with columns 'File Name', 'File Type', and 'Descript...'. The table contains one row: 'Letter of Denial.pdf' with file type 'pdf'. At the bottom of the modal, there are navigation arrows and the text 'Page 1 of 1' and 'Total records: 1'.



I AM AN APPLICANT

I want to amend or renew an eFile permit.

- Step 1:** Sign into APHIS eFile and find your permit on the My Activity page
Page 31
- Step 2:** Amend or renew your Permit
Page 32

Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to <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., 588-22-203-00123A1).

Filter

Filters Applied (0) Clear All

Showing 1 of 232 items

Sort by Select an option

Activity Type

- Applications (0)
- Authorizations (0)
- Letters (0)
- Permits (1)

Document Type

- Amendment (0)
- New (1)
- Renewal (0)

Status

- Applicant Action Required / Waiting on Customer (0)
- Denied (0)

Display recent

View All

Ref#: P-00161911 | Program: PPQ | PPQ-588
Permit#: 588-22-139-03414

Permittee	Issued	Effective	Expires	Status
USDAeFile Applicant1	05/19/2022	05/19/2022	05/19/2025	Iss

More Actions

- View Permit PDF
- Amend Permit
- Transfer Permit
- Cancel Permit
- Change Organization

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.**

Amendment Reason

*Amendment Reason

I am amending because my article details have changed.

Confirm Information Accuracy & Accept Regulations

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. Verify the [ACIR Database](#) before shipping.

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



CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit
Page 34
-  **Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit
Page 35

Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to the **My Activity** tab.
- B Search for your permit by using the **search bar** or the **filters** on the left.

USDA United States Department of Agriculture
Animal and Plant Health Inspection Service

PPQVS APP...

HOME | GUIDE ME | MY ACTIVITY

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 type you need.

Select an option

Your Activity

Applicant Action Required 4 > Draft 231 >

HOME | GUIDE ME | MY ACTIVITY

My Activity

Search your activity

Showing 227 of 732 items

Sort by Select an option

Filters Applied (1)

Filter

Activity Type

- Applications (182)
- Authorizations (0)
- Letters (1)
- Permits (44)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (0)
- Approved (0)

Ref#	Applicant	Commodity Type	Started	Submitted	Status
A-00020412 Program: PPQ PPQ-587	PPQVS 4192021 MN 4192021 Updated	Fruits and Vegetables	03/03/2021		<input type="button" value="Go to Draft"/> <input type="button" value="Delete Draft"/>
A-00020537 Program: PPQ PPQ-587					<input type="button" value="Go to Draft"/> <input type="button" value="Delete Draft"/>

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**.

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.

The screenshot displays a permit management interface. At the top, a permit card is shown with a green leaf icon, the reference number 'Ref#: P-00161911 | Program: PPQ | PPQ-588', and the permit number 'Permit#: 588-22-139-03414'. To the right of the card are buttons for '+ New', 'View Details', and 'More Actions'. The 'More Actions' dropdown menu is open, showing options: 'View Permit PDF', 'Cancel Permit' (highlighted with a green box and labeled 'A'), and 'Change Organization'. Below the card is a table with columns: Permittee, Issued, Effective, Expires, and Status. The first row shows 'USDAeFile Applicant1', '05/19/2022', '05/19/2022', '05/19/2025', and 'Iss'. A modal window titled 'Cancellation Request' is open in the foreground. It contains a text area labeled '*Explanation' with the text 'No longer need this permit.' and a 'Submit' button (labeled 'B') and a 'Cancel' button.

Permittee	Issued	Effective	Expires	Status
USDAeFile Applicant1	05/19/2022	05/19/2022	05/19/2025	Iss



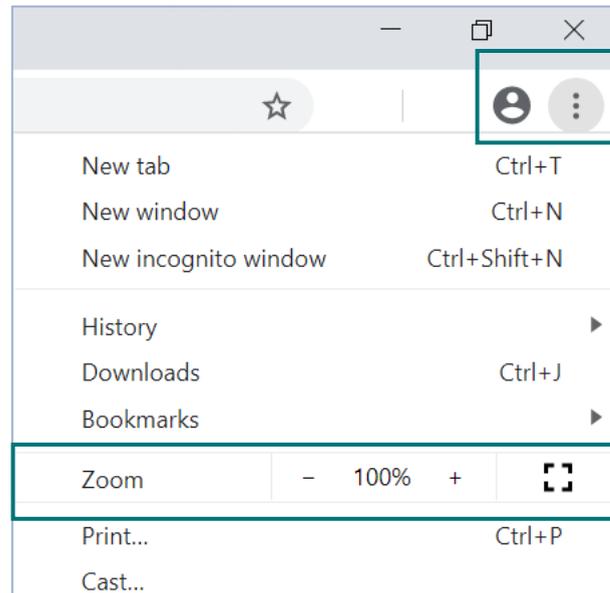
TRANSFER PERMIT

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

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 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:

Controlled Import Permits PPQ form 588

(301)-851-2046

controlled.import.permits@usda.gov

If you require technical assistance, please contact:

Help Desk

help@usda.gov