Agricultural Commodity Import Requirements (ACIR)
Quick Reference Guide
Filtering Results in ACIR
Example: Rose (Cut Flowers) from Colombia

Introduction

- A country-commodity pair search in ACIR will yield all CIRs associated with the pair.
- Filtering your search results will limit extraneous and unrelated results and make it easier to pinpoint the reference you need for a given situation.

Filtering in ACIR

1. Enter and search for the desired **country/commodity pair** under the applicable ACIR Tile.
2. **Note** the Select Attributes pane on the left, beneath the Search pane.
3. Categories with filterable attributes will show a number in parenthesis to the right of the category.
   a. The number represents the number of unique attributes available for filtering in the category.
   
4. Click on the right-facing drop-down arrow next to the desired category.
5. Filter commodity attributes **one at a time**. Select the **associated** attribute in an applicable attribute category, e.g., “Plant Parts” or “Process Type”.
   a. Filter function will only return CIRs that contain **all** selected attributes.
6. Click on the “Filter” button.
7. Search Tips:
   a. **Avoid** searching more than one attribute per category.
      Multiple selections from one attribute category may produce zero results.
   b. In most cases, a process type can be **either** fresh or dried, but not both. If both are selected, ACIR will look for **one** CIR that contains **both**, resulting in no CIRs found.
Example: No CIRs are returned when filtering for both “Dried” and “Fresh,” under “Process Type,” for squash from Mexico.

c. **For best results**, select one commodity attribute, then click on “Filter”.
   i. **Review search results** after each filter selection to determine if you can readily find the CIR that applies based on the commodity’s attributes, e.g., “Plant/Animal Part”, “Process Type”, “Article Type”, etc.
   ii. If you **cannot** find an applicable CIR, unselect the last filter applied and click on filter again. Review the result list once again. Repeat if necessary.

Filtering Example

- **ACIR Tile**: Plants and Plant Products Not for Propagation
- **Country**: Colombia
- **Commodity**: Rose (in bulk, not bouquets)

1. Enter “Colombia” in the country section and “rose” in the commodity section in the search pane in the Plants and Plant Products Not for Propagation tile.

2. Click on Search.
   a. The original search resulted in 50+ CIRs; some searches may produce many more. **Trim this list** by filtering using options in the Select Attributes pane.

3. Filter for cut flowers (produces 30+ results)
   a. Click on “Process Type” and Select “Fresh, Cut”
   b. Click on Filter.

4. Filter further to include plant part (produce less than 10 results).
   a. Click on “Above-Ground Parts” and Select “Plant Part”
   b. Click on Filter.

5. **View** CIR titles under the “Document Names” column and other attributes to locate the applicable CIR for rose (cut flowers) from Colombia and select using “View”.

[Image of CIR search results]

filtering results in acir-pbl-04