



United States Department of Agriculture

Puerto Rico and the U.S. Virgin Islands

Islands

Regulation and Clearance from Puerto Rico and the U.S. Virgin Islands to Other Parts of the United States



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When using pesticides, read and follow all label instructions.

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Introduction

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Purpose

This manual covers information from both domestic quarantine notices (7CFR Part 301) and Hawaiian and territories quarantine notices (7CFR Part 318). The reason for combining this information is to provide Plant Protection and Quarantine (PPQ) officers with regulatory information in one manual.

To become familiar with this manual, read this section to learn what is and what is **not** covered. Once you know that an item is covered in this manual, turn to the [Reference](#) section to determine what restrictions or prohibitions to apply. Read [Methods and Procedures](#) to learn what is involved in clearing aircraft, baggage, cargo, mail, and vessels. If a commodity requires a special procedure, you will be referred to the information via hyperlink.

Scope

If a fresh fruit, herb, or vegetable is listed, it is admissible (although it may have to meet additional conditions for entry). If an item is **not** listed, it is **prohibited**. Use the Index if you have any trouble finding items in the [Reference](#) section.

This manual covers clearance procedures for aircraft, baggage, cargo, mail, and vessels, and the movement of regulated items from Puerto Rico and the U.S. Virgin Islands to the United States and its territories. There are **no** restrictions on the movement in either direction between Puerto Rico and the U.S. Virgin Islands. [Table 1-1](#) lists the regulated articles covered in this manual.

Table 1-1 Regulated Items Covered in this Manual

Cotton
Fresh Fruits, Herbs, and Vegetables
Packing Material
Palm Fronds
Plants for Propagation
Sand, Soil, and Earth
Seeds and Nuts
Sugarcane

The movement of plant pests is **not** covered in this manual. To find this information, go to 7CFR 330.200-214.

Users

This manual is written for use by regulatory officers who work in airport and maritime locations in Puerto Rico and the U.S. Virgin Islands.

Related Documents

Enabling legislation provides the authority to carry out the mission of protecting American agriculture from plant pests. Legislative acts are the fundamental authority granted by Congress to the Secretary of Agriculture to promulgate regulations to protect American agriculture. The regulatory authority for taking the actions listed in this manual is contained in the Plant Protection Act (PPA). The PPQ provides the authority to prohibit or restrict imports, exports, or interstate movement of plants pests, plants, plant products, noxious weeds, biological control agents, and means of conveyance.

Code of Federal Regulations

The Code of Federal Regulations (CFRs) provide the authority for the regulatory action taken and are enforced by Customs and Border Protection (CPB) and PPQ. The restrictions and prohibitions listed in this manual are covered by 7CFR 301, 318, and 330.

Conventions

The conventions used in this manual are as follows.

Advisories

Advisories are used throughout this manual to bring important information to your attention. Carefully review each advisory. The definitions coincide with the American National Standards Institute (ANSI), with the goal of making the warnings easy to recognize and understand¹ and are in the format shown below.

DANGER

Danger Table message is used in the event of imminent risk of death or serious injury

WARNING

Warning Table message is used in the event of possible risk of serious injury.

¹ TCIF Guideline, *Admonishments (Safety-Related Warning Message)*, TCIF-99-021 Issue 1, p.4.

CAUTION

Caution Table message is used for tasks involving minor to moderate risk of injury.

NOTICE

Notice Table message is used to alert a reader of important information or Agency policy.

SAFETY

Safety Table message is used for general instructions or reminders related to safety.

Boldface

Boldface type is used to emphasize important words throughout this manual. These words include, but are **not** limited to: **cannot, do not, does not, except, lacks, must, neither, never, nor, not, only, other than.**

Bullets

Bulleted lists indicate that there is **no** order of priority to the information being listed.

Change Bar

A black change bar in the left margin is used to indicate a change appearing on a revised page.

Chapters

This manual contains the following chapters: Introduction, Methods and Procedures, Reference, and Index.

Contents

Every chapter has a table of contents listing **only** the first- and second-level headings within the chapter.

Control Data

Control data is located at the top and bottom of each page to help users keep track of where they are in the manual and be aware of updates to specific chapters, sections, appendixes, etc., in the manual. At the top of the page is the chapter title and first-level heading for that page. At the bottom of the page is the transmittal number (month/year-number), manual title, and page number. To track revisions, use the control data.

Decision Tables

Decision tables are used throughout the manual. The first and middle columns in each table represent conditions, and the last column represents the action to be taken after all conditions listed for that row are considered. Begin with the column headings and move left to right, and if the condition **does not** apply, then continue one row at a time until you find the condition that does apply. Refer to [Table 1-2](#) for guidance on using decision tables.

Table 1-2 How to Use Decision Tables

If you:	And if the condition applies:	Then:
Read this column cell and row first	Continue in this cell	TAKE the action listed in this cell
Find the previous condition did not apply, then read this column cell	Continue in this cell	TAKE the action listed in this cell

Examples

Examples are used to clarify a point by applying it to a real-world situation. Examples always appear in boxes as a means of visually separating them from the other information contained on a page.

EXAMPLE Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples will always appear in a box.

Footnotes

Footnotes comment on or cite a reference to text and are referenced by number. The footnotes used in this manual include general text footnotes, figure footnotes, and table footnotes.

General text footnotes are located at the bottom of the page.

When space allows, figure and table footnotes are located directly below the associated figure or table. However, for multi-page tables or tables that cover the length of a page, footnote numbers and text **cannot** be listed on the same page. If a table or figure continues beyond one page, the associated footnotes will appear on the page following the end of the table or figure.

Heading Levels

Within each chapter and section there are four heading levels. The first-level heading is indicated by a horizontal line across both left and right columns with the heading language across the left and right columns directly underneath. The body text after a first-level heading is located **inside** the margined text area, one line after the heading language. The second- and third-level headings are inside the margined text area with the body text following underneath. The fourth-level heading is inside the margined text area followed by a period and leading into the text.

Hypertext Links (Highlighting) to Tables, Figures, and Headings

Tables, figures, and headings are cross-referenced in the body of the manual and are highlighted in boldface type. These appear in blue hypertext in the online manual.

EXAMPLE See [Reporting Issues with or Suggestions for the Puerto Rico/U.S. Virgin Islands Manual](#) on page 1-7 to determine where to report problems with this manual.

Indentions

Entry requirements which are summarized from CFRs, import permits, or policies are indented on the page.

Italics

The following items are italicized throughout this manual.

- ◆ Cross-references to headings
- ◆ Publication names
- ◆ Scientific names of commodities

Numbering Scheme

A two-level numbering scheme is used in this manual for pages, tables, and figures. The first number represents the chapter. The second number represents the page, table, or figure. This numbering scheme allows for easier updating and adding pages without having to reprint an entire chapter. Dashes are used in page numbering to differential page numbers from decimal points.

Transmittal Number

The transmittal number contains the month, year, and consecutively-issued number (beginning with -01 for the first edition and increasing consecutively for each update to the edition). The transmittal number is **only** changed when the specific chapter, section, appendix, glossary, table, or index is updated. If **no** changes are made, then the transmittal number remains unchanged. The transmittal number **only** changes for the entire manual when a new edition is issued or changes are made to the entire manual.

EXAMPLE 01/2017-04 is the transmittal number for this update and is located in the control data on the pages in this chapter.

01 is the month the update was issued
2017 is the year the update was issued
04 is the edition number (the new edition was 01, and there have been 3 updates)

Using the Manual

Review the Table of Contents (TOC) of this manual to get a feel for the scope of covered material. Use the TOC in each chapter (miniTOC) to find the needed information. If the TOC or miniTOC are **not** specific enough, turn to the index to find the topic and corresponding number.

Reporting Issues With or Suggestions For the *Puerto Rico/U.S. Virgin Islands Manual*

Use [Table 1-3](#) to determine where to report issues with the *Puerto Rico/U.S. Virgin Islands Manual*.

Table 1-3 Reporting Issues with or Suggestions for the *Puerto Rico/U.S. Virgin Islands Manual*

If you:	Then:
<ul style="list-style-type: none"> ◆ Are unable to access the online manual ◆ Have a suggestion for improving the format (layout, spelling, etc.) 	CONTACT the PPQ Manuals Unit at 240-529-0350 or by e-mail josie.cooley@aphis.usda.gov
Disagree with a policy or procedure, or the admissibility of a commodity	CONTACT PPQ Import Services Customer Support at 301-851-2046 or 1-877-770-5990 with the reason for the disagreement and a recommendation.
Have an urgent situation requiring an immediate response	CONTACT the program specific liaison at 301-851-2356 or by email Carol.M.Kreger@aphis.usda.gov .

Manual Updates

The PPQ Manuals Unit issues and maintains the manuals electronically on the Manuals Unit Web site. The [online manuals](#) contain the most up-to-date information. Revisions to the manual are distributed via the [APHIS Stakeholder Registry](#) to anyone, government employees and external stakeholders, who have subscribed to receive *Puerto Rico/U.S. Virgin Islands Manual* updates. To subscribe, register at this web site:

<https://public.govdelivery.com/accounts/USDAAPHIS/subscriber/new>

Ordering Additional Manuals and Revisions

Although using the online manuals is the preferred method, APHIS employees may order hard copies of manuals from the APHIS MRP Business Services, Acquisition & Asset Management, Printing, Distribution, Mail, Copier Solutions (PDMCS). Visit the PDMCS [Web site](#) for detailed information and printing costs. The Manuals Unit is **not** responsible for printing costs.

Methods and Procedures

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Introduction

This section provides information on the methods and procedures which are unique to Puerto Rico and the U.S. Virgin Islands. Information in this section covers clearance procedures and is organized as follows:

- ◆ Aircraft
- ◆ Baggage
- ◆ Cargo
- ◆ Mail
- ◆ Vessels

Inspection of Aircraft

Prerequisite Information—Advanced Notification of Departure

Aircraft must not be moved from Puerto Rico or the U.S. Virgin Islands to any U.S. mainland state until the PPQ official has inspected the aircraft, cargo, crew, and passengers (including commercial airlines and cargo carriers, private, and military flights) and the official has informed the person moving the aircraft that it can depart (7 CFR 318.13-9).

Predeparture Inspection and Clearance

Aircraft leaving Puerto Rico and the U.S. Virgin Islands for destinations in mainland United States must be inspected prior to departure.¹ Military flights are inspected by PPQ or personnel designated by PPQ. When inspecting departing aircraft, use the following steps.

Step 1: Prevent Loading Prior to Inspection

Do **not** allow baggage, cargo, or commissary supplies to be loaded prior to inspection.²

Step 2: Determine if Articles are Regulated

Make sure that all regulated articles authorized to be loaded on the aircraft have been appropriately certified. Check the [Reference](#) section of this manual for any restrictions or prohibitions. Have unauthorized articles off-loaded.

Step 3: Determine Whether to Inspect Aircraft

If you determine that inspection is required, carefully inspect the aircraft for quarantine significant pests. If you find pests that warrant action, treat all interior parts of the aircraft (see the [Treatment Manual](#) for directions).

For aircraft arriving from a foreign location, PPQ inspects the aircraft in Puerto Rico or the U.S. Virgin Islands for predeparture purposes only, for example, to look for regulated garbage, to monitor stop-over catering, to look for hitchhiking pests, or to ensure the compliance of crew members in case of a crew change. CBP is the lead agency for foreign quarantine enforcement. If a PPQ Officer encounters an issue of foreign quarantine significance, secure any item(s) as needed and turn them over to CBP. Refer additional issues to CBP for follow up as needed.

Step 4: Inspect Articles Taken Aboard Aircraft

Inspect articles to be taken aboard the aircraft for quarantine significant pests. If you find pests that warrant action, see that they are treated (see the [Treatment Manual](#)), or refuse to allow the infested article to go forward. Recondition or treat as appropriate and complete the following PPQ forms:

- ◆ [PPQ 309, Pest Interception Record \(AQAS\)](#) on page [A-15](#)

1 If a flight, through a misunderstanding, departs without predeparture inspection and clearance, radio the appropriate PPQ office (or base operations officer if a military flight) at the port of destination so the flight can be met immediately upon its arrival.

2 If residue cargo or pit baggage has remained in Customs custody (including that which has been off-loaded from the same or other carriers), then only apply such safeguard inspection that is appropriate to the character of the material and movement in accordance with 7CFR 352 and its manual part.

- ◆ [PPQ Form 523, Emergency Action Notification](#) on page [A-29](#)

Step 5: Complete Documentation

Complete and distribute the following forms:

- ◆ [PPQ Form 250, Aircraft Clearance or Safeguard Order](#) on page [A-2](#)
- ◆ [PPQ Worksheet 413, Airplane Inspection Record](#) on page [A-21](#)

Inspection of Baggage Carried Aboard Aircraft

The PPQ official must decide when and where to inspect the baggage carried aboard aircraft. Inspect prior to passenger check-in at the airline counter, or its equivalent at military establishments. Arrangements may be made to inspect baggage elsewhere (e.g. at hotels or locations with tour groups) if you are notified in advance and it is on a reimbursable basis.

NOTICE

All passengers and crew are responsible for lifting their baggage onto the inspection belt and opening all baggage for inspection. Airlines or porters may be called for assisting disabled passengers. Do **not** lift or open baggage for passengers or crew.

Examine Baggage at the Gate

If hand carried parcels and baggage were **not** inspected and sealed prior to passenger check-in, then you may inspect them at the gate at the time of boarding.

Examine Carryon Baggage

In general, examine all carryon baggage for unauthorized articles (check the Reference Section of this manual for any restrictions or prohibitions) and pests. The baggage of both passengers and airline crew is subject to inspection.³

Step 1: Question Travelers

Thoroughly question the travelers. Ask travelers their destination and itinerary. Use their answers to your questions, what you found in the carryon baggage, and your knowledge of what fruits and vegetables are in season, to determine the thoroughness of your inspection of the pit baggage.

³ If inspecting the baggage or personal effects of persons possessing a diplomatic passport with an A1/A2 VISA or G1/G2 VISA, authorized personnel must refer to the guidelines found in the [Manual for Agricultural Clearance](#).

Step 2: Complete Documentation

Complete and distribute the following forms:

- ◆ PPQ Form 277, [Baggage Information Data](#) on page A-4
- ◆ PPQ Worksheet 413, [Airplane Inspection Record](#) on page A-21
- ◆ PPQ Form 591, [Notice of Alleged Baggage Violation](#) on page A-42

Assessing Civil Penalties to Passengers

In order to pursue enforcement action, the passenger must have **failed** to declare a prohibited agricultural article. Passengers are **exempt** from civil penalties if either of the following applies:

- ◆ The passenger is under 18 years old and not accompanied by an adult.
- ◆ The passenger cannot communicate in English or Spanish.
- ◆ The passenger is carrying an admissible item infested with a plant pest.

The PPQ Officer **must** have the legal authority to assess the civil penalty and have given the passenger an opportunity to amend his or her oral declaration.

Only PPQ Officers can issue the civil penalty. PPQ Technicians may collect the information and complete the PPQ Form 591, but it must be signed by an Officer or supervisor.

NOTICE

Civil penalty collection methods will vary among different work units. Collection methods may include immediate payment at the port or mailing the civil penalty to the port within a certain number of days after issuance. Follow your local collection protocol.

Checks must be payable "U.S. Treasury".

Refer to [Table 2-1](#) to determine the penalty amount for passengers who have failed to declare.

Table 2-1 Determining Penalty Amount for Passengers

If the passenger failed to declare and there is:	And the item is:	And it is:	Then assess the civil penalty
No evidence of concealment or misrepresentation	Noncommercial	First violation	\$100
		Second violation	\$250
		Third violation or more	Forward a completed case file to IES with a recommended penalty of \$1,000
	Commercial	First violation	\$250
Second violation or more		Forward a completed case file to IES with a recommended penalty of \$1,000	
Some evidence of concealment or misrepresentation	Noncommercial	First violation	\$250
		Second violation or more	Forward a completed case file to IES with a recommended penalty of \$1,000
	Commercial	First violation	\$1,000
		Second violation or more	Forward a completed case file to IES with a recommended penalty of \$1,000

Assessing Civil Penalties to Crew Members

Crew members should be aware of agriculture regulations through training and frequent travel. Refer to [Table 2-2](#) to determine the penalty amount for crew members who have failed to declare

Table 2-2 Determining the Penalty Amount for Crew Members

If this is a:	Then:
First violation	Assess a penalty of \$100
Second violation or more	Forward a completed case file to IES with a recommended penalty of \$1,000

NOTICE

Notify the airlines using the [Notification Letter to Airline for Crew Member Violation](#) on page [A-46](#) template when a violation is issued to a crew member. However, it is not recommended to notify the airlines of each individual violation. Send notification to the airlines quarterly, bi-annually, or annually, depending on the number and frequency of violations. This notification will remind the airlines of the need to provide information and training regarding APHIS regulations to crew members.

See [Instructions for Completing a PPQ Form 591](#) on page [A-43](#) for more information, and [Refusing to Pay the Civil Penalty](#) on page [A-44](#) for actions to take if the alleged violator refuses to pay the penalty.

Inspection of Cargo

Inspect all regulated cargo prior to departure from Puerto Rico and the U.S. Virgin Islands. Review outbound manifests and air waybills for regulated items destined to the continental United States or the United States territories. With the assistance of pier or airline shipping clerks, screen cargo at loading time to prevent the movement of unauthorized articles (check the [Reference](#) section of this manual for any restrictions or prohibitions) and to ensure that all certification requirements are met.

For courier shipments, review outbound manifests and work with courier representatives, under the terms of their compliance agreements, to identify regulated items destined to the continental United States. Canine teams may also be used to assist with inspecting courier shipments.

Shippers may request inspection (or certification) by contacting the nearest PPQ office. Movement of unauthorized and prohibited articles may be authorized by a PPQ Transit Permit (PPQ Form 586). Refer to [USDA Transit Permit Information](#) for application information.

The procedures for inspection are straightforward. Assuming that you already have the cargo documents, use the following steps.

Step 1: Check the Reference Section

Check the [Reference](#) section of this manual for any restrictions or prohibitions. In the case of fresh fruits, herbs, or vegetables, check to ensure that the fruit or vegetable is listed as being approved. Apply any restrictions that are listed in the [Reference](#) section (example: treatments that are required). For items which require mandatory treatment, skip Step 2 and go to Step 3.

Step 2: Inspect the Regulated Items

Inspect the restricted item using the same inspection techniques and methods that you would use for inspecting items of foreign origin. Refer to any of the following APHIS manuals for commodity specific inspection procedures:

- ◆ *Animal Products Manual*
- ◆ *Cut Flowers and Greenery Manual*
- ◆ FAVIR Online Reference (*Fruits and Vegetables Import Manual*)
- ◆ *Miscellaneous and Processed Products Manual*
- ◆ *Seeds Not for Planting Manual*

If the consignment is found to have plant pests or contaminants of quarantine significance, then require treatment or prohibit movement.

Step 3: Document the Action Taken

Stamp or write the action taken on the accompanying paperwork (example: invoices, air waybills, bills of lading). Documenting the action taken can serve as one way of certifying consignments. Stamp the shipping documents with the appropriate stamp. Examples of stamps include, “Treated and Released” and “Inspected and Released.”

Inspection of Mail

Use the same steps listed under [Inspection of Cargo](#) in the cargo section. The major difference between cargo and mail consignments is that the shipper does **not** normally submit parcels for PPQ inspection. Also, inspections or seizures are documented differently for mail than for cargo as indicated in this section.

Arrange with the local postal authorities in Puerto Rico or the U.S. Virgin Islands the inspection of parcels destined to the United States mainland. Postal employees will screen those parcels which apparently contain plant material and refer such parcels to PPQ for inspection and appropriate disposition.

Refer to [Table 2-3](#) to determine the correct regulatory action to take. Check the [Reference](#) section of this manual for any restrictions or prohibitions.

NOTICE

Refer all first-class mail and airmail parcels which do not bear labels authorizing their opening for inspection to the postal receiving clerk to obtain a warrant or authorization from the sender for opening.

Table 2-3 Taking Action on Parcels

If the parcel is:	And it contains:	And the items are:	Then:
Opened for inspection	Only unautho- rized items	→	1. CROSS out the name and address of addressee 2. MARK on package "Return to Sender" on the address side of parcel 3. COMPLETE PPQ Form 287 Mail Interception Notice and distribute 4. REFER parcel to the postal supervisor for return
	Approved and unauthorized items	→	1. REMOVE the unauthorized items 2. COMPLETE PPQ Form 287 Mail Interception Notice and distribute 3. STAMP the parcel "Inspected and Released" 4. ALLOW parcel to move to addressee
	Only approved items	Treated	STAMP the parcel "Treated and Released"
		Plant material not regulated by PPQ	STAMP the parcel "Plant Material"
Inspected		STAMP the parcel "Inspected and Released"	
Not opened for inspection	→	STAMP the parcel "Passed"	

Inspection of Vessels

These procedures for inspecting vessels transiting between Puerto Rico and the U.S. Virgin Islands and other parts of the United States were developed for ports on the mainland that are approved to receive precleared vessels.

Step 1: Set Place and Time of Boarding

Vessels from Puerto Rico and the U.S. Virgin Islands must be boarded at the first port of arrival. Board between the hours of sunrise and sunset unless advance arrangements have been made and adequate lift facilities are available for night boarding. If the vessel arrives after sunset and night boarding is impracticable, then the vessel may remain in quarantine until sunrise the following morning. If a vessel arrives in distress, use your professional judgment to set the time and place of boarding.

Step 2: Examine Stores, Quarters, and the Deck on Vessels

Upon boarding a vessel, notify a responsible ship's officer of your presence. Then examine the deck, storerooms, crew's quarters, and any other compartment on the vessel where fruits and vegetables may be carried. Seal or seize any prohibited articles. Check the [Reference](#) section of this manual for any restrictions or prohibitions.⁴ Fruits and vegetables approved for entry may remain in open stores if no significant pests or contaminants are found. Allow only approved fruits and vegetables, or those that are certifiable, to be off-loaded. Carefully examine for fruit flies.

If you find fruits and vegetables that were grown and harvested on the mainland, then refer to [Table 2-4](#) for guidance.

When inspecting the vessel deck, ensure that any garbage is covered, in a leak-proof container, and secured inside the deck railing.

⁴ Prohibited articles include all fruits and vegetables of Puerto Rican or U.S. Virgin Islands origin which are **not** certified or certifiable.

Table 2-4 Deciding Action to Take on Produce from Mainland U.S.

If:	And:	Then:
In unopened , commercially packaged cases	—————→	ALLOW the produce to remain on board in place of destruction
Found in ship's stores, or in small lots in crew's quarters or cabins	You are satisfied that it was taken aboard at a mainland port and has not been off the vessel	ALLOW the produce to remain in open stores or in quarters
	You are not satisfied with the conditions identified in the cell above	SEAL or SEIZE the produce

Step 3: Disinfect Vessel

If the vessel is infested, infected, or contaminated with any plant pest designated in 7CFR 318.13, then supervise the disinfection of the vessel following the guidelines in the [Treatment Manual](#).

Step 4: Notify of Clearance

Notify the responsible ship's officer concerning your clearance of the vessel and authorize docking, disembarking, and unloading.

Step 5: Complete Documentation

Complete and distribute PPQ Form 288, Ship Inspection Report.

Reference

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Introduction

Fresh fruits, herbs, and vegetables are restricted to prevent the spread of fruit flies, bean pod borer (*Maruca vitrata*), mango seed weevil (*Sternochetus mangiferae*), and pink bollworm (*Pectiniphora gossypiella*). [Table 3-1](#) lists commodities that are approved for movement to the United States and its other territories. Commodities that are **not** listed are prohibited movement from Puerto Rico and the U.S. Virgin Islands into the United States and its other territories.

Refer to [Appendix B](#) for an explanation of the process and requirements for adding a commodity to the list of approved commodities.

With two exceptions, there are **no** restrictions on items (regardless if they are listed or **not**) moving in either direction between Puerto Rico and the U.S. Virgin Islands. The exceptions are:

1. Pigeon peas—Pigeon peas may move from the Virgin Islands to Puerto Rico, but are **prohibited** from Puerto Rico into the U.S. Virgin Islands.
2. Mangoes—Mangoes may move from Puerto Rico into the Virgin Islands but are **prohibited** from the Virgin Islands into Puerto Rico.

Reference

Fresh Fruits, Herbs, and Vegetables

Fresh Fruits, Herbs, and Vegetables

Table 3-1 List of Approved Fresh Fruits, Herbs, and Vegetables (Authority 7CFR 318.13)

Achachairú (<i>Garcinia gardneriana</i>) (fruit; commercial consignments into continental US only)	Chayote	Lambsquarter	Pokeweed greens (leaf, stem)
<i>Allium</i> spp.	Chervil	Lemon (fruit)	Pomegranate arils
Aloe vera (above ground parts)	Chicory	Lemongrass, <i>Cymbopogon citratus</i>	Potato
Amaranth, <i>Amaranthus</i> spp. (leaf, stem)	Chinese water nut	Leren	Pumpkin
Anise	<i>Chrysanthemum</i> spp. (leaf, stem)	Lettuce	Purslane
<i>Annona</i> spp. (leaf)	Cilantro	Lily bulb, edible	Radish
Arracacha, <i>Arracacia xanthorrhiza</i>	Citrus	Lime (fruit)	Rambutan ⁷ (commercial consignments only)
Arrowroot	Coconut	Lotus root	Rhubarb
Artichoke, Jerusalem	Collard	Maguay	Rosemary (leaf)
Asparagus	Corn-on-the-cob	Mango from PR, T102-a ⁴ (prohibited from USVI) ⁵	Rutabaga
Avocado	Cornsalad, <i>Valerianella locusta</i>	Mangosteen	St. John's bread
Balsam apple	Cucumber, includes Angola cucumber, <i>Sicana odorifera</i>	Marjoram, <i>Origanum</i> spp. (leaf, stem)	Salsify
Bamboo shoots	Cyperus corm	Mint, <i>Mentha</i> spp.	Sapote (commercial consignments into continental US only)
Banana (fruit, leaf without stalk or midrib)	Dandelion greens	Mushrooms	Savoy
Basil	Dasheen, <i>Colocasia</i> , <i>Caldium</i> spp., and <i>Xanthosoma</i> spp.	Mustard greens	Sorrel, <i>Rumex</i> spp.
Bay Laurel	Edible flowers ² (inflorescences only) ³	Okra ⁶	Spinach
Beans, in pods (faba, lima, string) ¹	Eggplant	Orange (fruit)	Squash
Beans, shelled (faba, lima, string)	Endive	Oregano, <i>Oreganum vulgare</i> subsp. <i>vulgare</i> (leaf, stem)	Stinking-toe (pod)
Beet	Ethrog (fruit)	Palm heart	Strawberry
Bitter melon	False coriander	Papaya	Sweet potato ⁸ T101-b-3-1 ⁴
<i>Brassica oleracea</i>	Fennel	Parsley	Sweet potato (leaf only)
Breadfruit, <i>Artocarpus</i> spp.	Garlic cloves, peeled	Parsnip	Swiss chard
Breadnut	Genip	Peas, in pod or shelled, <i>Pisum sativum</i>	Tamarind bean pod
Broccoli	Ginger root	Pepper	Taro, <i>Colocasia</i> and <i>Caldium</i> spp.
Brussels sprouts	Gourd	Pigeon pea (pod or shelled from Puerto Rico), T101-k-2 ⁴ or T101-k-2-1 ⁴	Tarragon
Cabbage	Grapefruit	Pigeon pea, in pods from USVI ¹	Thyme
Cacao bean pod	Guava, (leaf)	Pigeon pea, shelled, from USVI	Tomato
Cannonball fruit	Honeydew melon	Pineapple	Truffle
Cantaloupe	Horseradish, <i>Armoracia rusticana</i>	Plantain (fruit, leaf without stalk or midrib)	Turnip
Carrot	Indigo, <i>Indigofera</i> spp. (leaf)		Vegetable marrow
Casabanana, <i>Sicana odorifera</i>	Jackfruit		Water-chestnut
Cassava	Kale		Watercress
Cauliflower	Kudzu		Watermelon
Celery			Yam, <i>Dioscorea</i> spp.
Chamomile, <i>Anthemis</i> spp.			Yautia (tanier), <i>Xanthosoma</i> spp.

1 Refer to [Table 3-2](#)

2 Limited to *Calendula* spp. (pot marigold, johnny-jump-ups, pansies, and violets).

3 If stems or leaves are attached, REFUSE to certify entry.

4 TREATMENT IS REQUIRED. Refer to the appropriate [treatment schedule](#) for details.

- 5 Mangoes are also prohibited movement from the U.S. Virgin Islands into Puerto Rico.
- 6 Refer to [Table 3-3](#).
- 7 Admissible into the continental U.S. only. The boxes should be marked with the statement "For distribution within the continental United States only."
- 8 Sweet potatoes may be moved interstate **only** to North Atlantic (NA) ports under limited permit if treated in accordance with 7 CFR Part 305.2 **OR** if the following conditions apply:
 - ◆ Must be certified by an inspector of Puerto Rico as having been grown under the following conditions:
 - ◆ Fields in which the sweet potatoes have been grown **must** have been given a pre-planting treatment with an APHIS-approved soil insecticide. Before planting in treated fields, vine and draw cuttings **must** have been dipped in an APHIS-approved insecticide solution.
 - ◆ During the growing season, an approved insecticide **must** have been applied to the vines at prescribed intervals.
 - ◆ An inspector of Puerto Rico **must** certify that the sweet potatoes have been washed.
 - ◆ An inspector of Puerto Rico **must** inspect and find the sweet potato free of the sweet potato scarabee (*Euscepes postfasciatus* Fairm.)

Table 3-2 Regulatory Action for Fresh Beans in Pods and Pigeon Peas

If destined to:	Then:	Authority:
North of and including Washington, DC (38° N) and east of and including Salt Lake City (115° W)	INSPECT AND RELEASE	7CFR 318.13
Other than an area listed in the cell above	1. REQUIRE treatment using T101-k-2 or T101-k-2-1, then 2. RELEASE	

Table 3-3 Regulatory Action for Fresh Okra

If destined to:	Then	Authority
Alabama, Arizona, Arkansas, California, Florida, Georgia, Illinois ¹ , Kentucky ¹ , Louisiana, Mississippi, Missouri ¹ , Nevada, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, or Virginia ¹	1. REQUIRE treatment, then 2. RELEASE	7CFR 318.13
Other than a state listed in the cell above	1. REQUIRE: ◆ That the consignment is for consumption or immediate processing, or ◆ REQUIRE treatment, then 2. RELEASE	

¹ Require treatment only for those consignments destined to areas of the state that are south of the 38th parallel.

Processed Fruits, Herbs, and Vegetables

Processing should render the fruit, herb, or vegetable incapable of harboring live fruit flies. The fruit, herb, or vegetable is **restricted** only if they are insufficiently processed.


Reference

Processed Fruits, Herbs, and Vegetables

The following types of approved processing are covered in this section:

- ◆ Frozen—[Table 3-4](#)
- ◆ Diced Sectioned, Segmented, Sliced, Precut—[Table 3-5](#)
- ◆ Juiced, Pureed, Concentrated, Pickled, Jellied—[Table 3-6](#)
- ◆ Dried or Cured—[Table 3-7](#)
- ◆ Cooked—[Table 3-8](#)

Table 3-4 Frozen Fruits and Vegetables

If the temperature is:	And its condition:	Then:	Authority:
Above 20 °F at time of inspection	Prevents an effective inspection	PROHIBIT MOVE-MENT	7CFR 318.13
	Permits an effective inspection	REFER to Table 3-1	
20 °F or below at the time of inspection ¹		RELEASE	

1 EXCEPTION: Frozen mangoes with seed are prohibited because freezing does not kill the mango seed weevil.

**Table 3-5 Diced, Sectioned, Segmented, Sliced, or Otherwise Precut
(commercial consignments only)**

If:	And:	And its condition:	And packed with:	Then:	Authority:
Fruit for salsa	Peeled, sliced, and surrounded by water or syrup	Cans, glass jars, metal drums, or rigid plastic containers	Small or no air space between the lid and the top of the liquid	RELEASE	7CFR 330.105
			Significant space between the lid and the top of the liquid	PROHIBIT movement	
		Plastic bags or similar non-rigid containers	→		
	Not processed as described in the cell above	→			
Precut fruit other than that for fruit salsa	Sufficiently processed ¹	→		RELEASE	
	Insufficiently processed to so as to preclude any live pests	→		USE Table 3-1 on page 3-2	

1 Cooked, dried, cured, or processed in such a way so as to preclude any live pests.

Reference

Processed Fruits, Herbs, and Vegetables

Table 3-6 Fruit Juices, Purees, Concentrates, Pickles, Jellies, Marmalades, and Preserves

If the item is:	And the consign-ment is:	And the amount of pulp present:	And there is:	Then:	Author-ity:
Canned, fro-zen, or pas-teurized juice	—————→			RELEASE	7CFR 330
Fresh juice	Non-com-mercial	Hinders inspection	—————→	PROHIBIT MOVEMENT	
		Does not hin-der inspection	No live fruit fly larvae present	RELEASE	
			Live fruit fly larvae present	PROHIBIT MOVEMENT	
	Commercial	—————→		RELEASE	
Concen-trates, purees, jel-lies, pickles, preserves, or marmalades	—————→				

Table 3-7 Dried or Cured Fruits, Herbs, and Vegetables

If the product is:	Then:	Authority:
Capable of harboring fruit flies or other plant pests	REFER to Table 3-1 REGULATE the product as if fresh	7CFR 318.13
Incapable of harboring fruit flies	INSPECT AND RELEASE	7CFR 330.105

Table 3-8 Cooked Fruits and Vegetables¹

If the product is:	And from:	And:	Then:	Authority:
Mango	U.S. Virgin Islands ²	With seeds	PROHIBIT MOVEMENT	7CFR 330.105
		Without seeds	INSPECT and RELEASE	
	Puerto Rico			
Fruits or vegetables other than mango	—————→			

- 1 Cooking is a commercial process that **must** render the product incapable of being infested with quarantine pests by preparing food items for consumption by heating, primarily trans-forming the physical structure of items. If the product is **not** commercially cooked, REFER to [Table 3-1](#) and REGULATE the product as if fresh.
- 2 Cooked mangoes with seeds are prohibited from the U.S. Virgin Islands because cooking may **not** kill all life stages of the mango seed weevil (*Sternochetus mangiferae*).

Miscellaneous Products

This section covers the methods and procedures for regulating miscellaneous products including cotton, various packing materials, seeds and nuts, and palm fronds.

Cotton

Cotton plant parts and products are regulated to prevent the spread of pink bollworm (*Pectinophora gossypiella*). Movement is restricted from Puerto Rico and the U.S. Virgin Islands to other parts of the United States, excluding Guam and the Commonwealth of the Northern Mariana Islands.

Table 3-9 Cotton

If the item is:	And:	And it is:	Then:	Authority:
Cotton wax, cottonseed oil, or manufactured cotton	—————→		CERTIFY CON-SIGNMENT	7CFR 318.47
Bale covers or wrappings; cottonseed hulls, cake, or meal; lint; linters; seedy waste; or waste	Fumigated in accordance with the appropriate schedule in T301	—————→		
	Not fumigated as in the cell above	Samples of lint, linters, waste (seed free), cotton-seed hulls, cake, or meal	<ul style="list-style-type: none"> ◆ INSPECT AND CERTIFY consignment at origin, or ◆ INSPECT at the port of arrival 	
		Not a sample nor as above	REFER to Table 3-10	
Seed	—————→		REFER to Seeds and Nuts	
Other than one listed in the three cells above	—————→		PROHIBIT MOVEMENT	7CFR 318.47

Reference

Miscellaneous Products

Table 3-10 Cotton—Unfumigated Cotton Products

If the item is:	And it is:	Then:	Authority:
Cottonseed hulls, lint, linters, seed, seedy waste, or waste	Processed sufficiently to eliminate pests	1. INSPECT the consignment at origin, then 2. CERTIFY consignment	7CFR 318.47
	Not processed as described in cell above	1. REQUIRE a permit issued by PPQ Permit Services, then 2. ALLOW movement to port designated on the permit, then 3. HANDLE as foreign origin cotton at the port of arrival (follow directions in 7CFR 319.8)	
Bale covers or wrappings	Used	2. ALLOW movement to port designated on the permit, then 3. HANDLE as foreign origin cotton at the port of arrival (follow directions in 7CFR 319.8)	
	New or unused	RELEASE	
Cottonseed cake or meal	→	REQUIRE either of the following: ◆ INSPECT AND CERTIFY at origin, or ◆ REQUIRE a permit issued by PPQ Permit Services and inspect at port of arrival	

Packing Material


Table 3-11 Packing Material

If used as packing material for:	And packing material is:	Then:
Propagative material	→	GO to Table 3-13 in the Plants for Propagation section of this manual
Other than propagative material	Bagasse, plant litter, soil, or unmanufactured cotton	ALLOW authorized material to move only after the packing material is removed
	Other than above	ALLOW movement

Palm Fronds

Palm fronds and articles made from them are regulated to prevent entry of the red palm mite, *Raoiella indica*, a serious pest of palms.

Table 3-12 Palm Fronds and Articles Crafted from Them

If:	And:	And:	Then:	Authority:
Noncommercial consignment (baggage or mail)	Single fronds or bundles of single fronds	Completely dried or processed beyond drying	INSPECT ¹ AND CERTIFY MOVEMENT	7CFR 330.105
		Fresh, green, and/or pliable	PROHIBIT MOVEMENT	
	Fronds crafted or woven into articles ²	Processed beyond crafting or weaving (bleached, dyed, painted, or shellacked)	INSPECT ¹ AND CERTIFY MOVEMENT	
		Not processed beyond crafting or weaving (fronds remain fresh, green, or pliable)	PROHIBIT MOVEMENT	
Commercial consignment			INSPECT ¹ AND CERTIFY MOVEMENT	

- 1 Look for very small, but visible, bright red mites. Also look for colonies of mites along the mid-rib of the leaves. Look for evidence of the mites feeding: green leaves having bright green to pale green, to yellow, and finally copper-brown streaking or spots. Look for webbing and cast skins of the mites.
- 2 Articles woven or crafted into animal figurines, baskets, bracelets, braided headbands, fans, hats, napkin rings, and place mats.

Plants for Propagation

Plants, as well as growing media, are restricted from Puerto Rico and the U.S. Virgin Islands to prevent the spread of soil organisms, pink bollworm (*Pectinophora gossypiella*), sugarcane diseases (*Xanthomonas albilineans* and *X. vasculorum*), cactus borer (*Cactoblastis cactorum*), the sweet potato scarabee (*Euscepes postfaciatus*). Movement is restricted to the United States and its other territories, but is **not** restricted in either direction between Puerto Rico and the U.S. Virgin Islands.

NOTICE

Plants for propagation that are hosts to the Asian Citrus Psyllid (ACP) and/or Citrus Greening must meet the conditions of 7CFR 301.76. Visit the following link, [Hosts of Asian Citrus Psyllid](#), to see a list of hosts for this pest.

Do not circumvent the certifications and requirements enforced by the Commonwealth of Puerto Rico and the Federal Experiment Station in St. Croix for the interstate consignment of nursery stock. PPQ Officer acting as official collaborators may participate in such certifications as appropriate.



Table 3-13 List of Approved Growing Media

Agar or other translucent tissue culture media	Ground cork Ground peat Ground rubber	Quarry gravel Sawdust Shavings—wood or cork	Vegetable fiber (free of pulp) includes: coconut and osmunda
Buckwheat hulls	Paper	Sphagnum moss	excludes: cotton and sugarcane
Clean ocean sand	Perlite	Tree fern slab	
Excelsior	Polymer stabilized cellulose	(approved only for orchids)	
Exfoliated vermiculite			

Plants in approved media must also meet these three conditions:

1. Media was **not** previously used for growing plants.
2. Media was stored prior to use under adequate safeguards.
3. Plants were grown in a manner to prevent infestation from soil contact. If potted plants are in contact with soil, then the soil shall be periodically treated with a suitable insecticide to the satisfaction of the PPQ official.

Table 3-14 Plants for Propagation—Plants Moving to Other Parts of the United States

If the plant is:	And it is:	Then:	Authority:
Cactus	Plants rooted in growing media that is not approved. Refer to Table 3-13	PROHIBIT MOVEMENT	7CFR 318.60
	Bare rooted plants or plants rooted in approved growing media. Refer to Table 3-13	1. REQUIRE T201-f ¹ , then 2. CERTIFY consignment	7CFR 318.13
Citrus		VERIFY that the conditions of 7CFR 301.76 have been met, and CERTIFY consignment	7CFR 301.76
Cotton		PROHIBIT MOVEMENT	7CFR 318.47
Sugarcane	Seed	1. REQUIRE T514-2, then 2. CERTIFY consignment	7CFR 301.87
	Other than seed	PROHIBIT MOVEMENT	
Sweet potatoes	Roots	1. REQUIRE treatment, then 2. CERTIFY consignment	7CFR 318.30
	Other than roots	PROHIBIT MOVEMENT	
Other than one listed in the cells above	Plants rooted in growing media that is not approved. Refer to Table 3-13	PROHIBIT MOVEMENT	7CFR 318.60
	Bare rooted plants or plants rooted in approved growing media. Refer to Table 3-13	INSPECT AND RELEASE	7CFR 330.105

1 Small, noncommercial consignments of cacti that can be inspected 100 percent and are found to be free from pests may be released without treatment. Such small consignments, if found to be infested by pests, may also be released without treatment if it is practicable to remove those pests by hand.

Sand, Soil, and Earth

Soil is restricted to prevent the spread of soil borne diseases and insects. Movement is restricted from Puerto Rico and the U.S. Virgin Islands to other parts of the United States, including Guam and the Commonwealth of the Northern Mariana Islands.

NOTICE

Clean ocean sand is unrestricted.

Table 3-15 Sand, Soil, and Earth

If the consignment is:	And:	Then:	Authority:
More than 3 pounds	→	REQUIRE movement to a lab ¹ listed as approved to receive foreign soil	7CFR 330.300
Three pounds or less	Treatment is practical and will not interfere with intended use	1. ISSUE an oral permit, then 2. TREAT soil according to Table 3-16	
	Treatment is impracticable	REQUIRE movement to a lab ¹ listed as approved to receive foreign soil. ²	

1 Refer to [Laboratories Approved to Receive Soil](#).

2 Lab directors wishing approval to receive soil from Puerto Rico or the U.S. Virgin Islands should complete PPQ Form 525, Application and Permit to Move Soil.

Table 3-16 Heat Treatments for Soil

Dry Heat		Steam Heat
Temperature: ◆ 230–249 °F ◆ 250–309 °F ◆ 310–379 °F ◆ 380–429 °F ◆ 430–450 °F	Exposure time: ¹ ◆ 16 hours ◆ 2 hours ◆ 30 minutes ◆ 4 minutes ◆ 2 minutes	Use steam heat for packages of soil which are 5 pounds or less in weight. If soil is in trays, make sure the depth does not exceed 2 inches. Require 15 pounds of pressure for 30 minutes. Start counting time once the pressure reaches 15 pounds.

1 Start counting time once the entire mass reaches the required temperature.

Seeds and Nuts

The seed of cotton must be treated because it can harbor pink bollworm (*Pectinophora gossypiella*). Pulpy seed are prohibited because they can harbor fruit flies. Sugarcane seed is restricted because it can transmit diseases such as gummosis disease (*Xanthomonas vascularis*) and leaf scald disease (*Xanthomonas albilineans*). Movement of these seeds is restricted from Puerto Rico and the U.S. Virgin Islands to the United States and its other territories for cotton and pulpy seed, but excluding Guam and the Commonwealth of the Northern Mariana Islands for sugarcane. Movement is **not** restricted in either direction between Puerto Rico and the U.S. Virgin Islands.

Table 3-17 Seeds and Nuts

If the seed or nut is:	And:	Then:	Authority:
Citrus	→	PROHIBIT MOVEMENT	7CFR 301.76
Cotton	Seed cotton	1. REQUIRE T203-f, then 2. CERTIFY consignment	7CFR 318.47
	Cottonseed	1. REQUIRE T301-a-7, then 2. CERTIFY consignment	
Pulpy seed capable of harboring fruit flies	→	PROHIBIT MOVEMENT	7CFR 318.13
Sugarcane	→	1. REQUIRE T514, then 2. CERTIFY consignment	7CFR 301.87
Other than one listed in the cells above	→	INSPECT AND RELEASE	7CFR 330.105

Sugarcane

Sugarcane is restricted to prevent the artificial spread of leaf scald disease (*Xanthomonas albilineans*) and gummosia disease (*Xanthomonas vasculorum*). Because the diseases are easily transmitted by any article that comes in contact with the sugarcane, machinery and processing equipment used for extracting and refining sugarcane juice, as well as plants, plant parts, products, and seed are regulated. Movement is restricted from Puerto Rico and the U.S. Virgin Islands to the United States, excluding Guam and the Commonwealth of the Northern Mariana Islands.

Table 3-18 Sugarcane

If the item is:	And:	Then:	Authority:
Bagasse	Treated with dry heat for 2 hours at 158 °F	CERTIFY consignment	7CFR 301.87
	Not treated as in cell above	REFER to Table 3-19	
Chews	Boiled for at least 30 minutes or peeled and without nodes	CERTIFY consignment	
	Not as described as in cell above	REFER to Table 3-19	
Seed	→	GO to Seeds and Nuts	
Equipment used for growing, harvesting, or processing sugarcane	Free of all plant debris and soil	CERTIFY consignment	
	Not as described in cell above	REFER to Table 3-19	
Other than bagasse, chews, or equipment	→	REFER to Table 3-20	

Table 3-19 Sugarcane—Issuing Limited Permits

If:	And it is:	And it is:	Then:	Authority:
Harvesting or processing equipment	Intended to be used for harvesting or processing sugarcane	→	PROHIBIT movement	7CFR 301.87
	Not intended to be used for harvesting or processing sugarcane	→	1. ISSUE a Limited Permit (PPQ Forms 530 or 537), then 2. ALLOW movement	
Bagasse or sugarcane chews	Moving to a county that grows sugarcane ¹	→	PROHIBIT movement	
	Moving to a county that does not grow sugarcane ¹	An area less than 10 miles from the nearest sugarcane field		
		An area 10 miles or more from the nearest sugarcane field	1. ISSUE a Limited Permit (PPQ Forms 530 or 537), then 2. ALLOW movement	

1 The sugarcane growing areas are: Alabama, Georgia, Florida, Hawaii, Louisiana, Mississippi, Texas. If you are unsure whether a county grows sugarcane, then contact that State's Department of Agriculture.

Table 3-20 Sugarcane—Sugarcane Juice and Other Articles Derived from Sugarcane

If:	And:	Then:	Authority:
Juice	Boiled for 10 minutes or more at 212 °F	CERTIFY consignment	7CFR 301.87
	Not boiled for 10 minutes	REFUSE to certify	
Other than bagasse, chews, juice, or equipment	You are sure that there is no risk of spreading sugarcane diseases	CERTIFY consignment	
	You are unsure or there is the risk of spreading sugarcane diseases	CONTACT Quarantine Policy and Analysis Staff (QPAS) through channels	

Reference

Miscellaneous Products



Appendix A

Forms

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Introduction

This Appendix covers forms related to airport and maritime operations that you are responsible for completing, signing, and distributing. Refer to the Office of Operations Material Management Service Center [web site](#) for ordering information. Forms are also available on the APHIS Electronic Forms Library [web site](#).

Appendix A

PPQ Form 250, Aircraft Clearance or Safeguard Order

PPQ Form 250, Aircraft Clearance or Safeguard Order

<small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0094. The time required to complete this information collection is estimated to average .0835 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small>			<small>FORM APPROVED OMB NO. 0579-0094</small>	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE AIRCRAFT CLEARANCE OR SAFEGUARD ORDER	1. AIRCRAFT NO.	2. TRIP/FLIGHT NO.	3. NAME OF CARRIER	
	4. FOREIGN ORIGIN <i>(When applicable)</i>		5. PLACE OF DEPARTURE <i>(U.S.)</i>	
	6. DESTINATION AIRPORT OR AIR BASE <i>(U.S.)</i>			
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND -				
7. <input type="checkbox"/> COMPLETELY CLEARED <i>(Including all baggage, personal effects, stores, garbage, and cargo.)</i>				
8. <input type="checkbox"/> PARTIALLY CLEARED <i>(Exceptions and safeguard conditions noted in item 11 below.)</i>				
9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER				10. DATE
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		14. FINAL DISPOSITION ACTION		
		15. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	16. DATE	
AFTER FINAL DISPOSITION ACTION RETURN TO:				
17. NAME AND ADDRESS OF ORIGINATING OFFICE				
I agree to see the conditions in item 11 are carried out.				
12. SIGNATURE OF AIRCRAFT COMMANDER		13. DATE		
PPQ FORM 250 (FEB 2007) (Previous editions may be used)				

Figure A-1 Example of PPQ Form 250, Aircraft Clearance or Safeguard Order

Purpose

PPQ uses PPQ Form 250 for flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, or a foreign airbase or airport for foreign site preclearance.

Instructions

You need to complete an original PPQ Form 250 when it is issued as a preclearance certificate to the aircraft commander or representative when departing from Hawaii, Puerto Rico, the U.S. Virgin Islands. See [Table A-1](#) for instructions.

Table A-1 Instructions for Completing PPQ Form 250, Aircraft Clearance or Safeguard Order, When Used as a Preclearance Certificate

Block	Instructions
1-6	Fill in
7	Check <i>Completely Cleared</i> block
8	Leave blank
9	Sign
10	Leave blank
11-16	Leave blank
17	Fill In

Distribution

Instruct the aircraft commander to deliver PPQ Form 250 to the airline operations office, Air Base Operations Office or PPQ officer as appropriate.

PPQ Form 277, Baggage Information Data

STATION:		PERIOD:					
AIRLINE AND FLIGHT NO.	NO. ON BOARD (PAX & CREW)	INSPECTIONS		SEIZURES			SHOES C & D
		TOTAL	POS	PLANT	ANIMAL	WGT	

PPQ FORM 277 (AUG 86) **BAGGAGE INFORMATION DATA** (OVER)

Figure A-2 Example of PPQ Form 277, Baggage Information Data

Purpose

PPQ Form 277 is used for two purposes:

- ◆ Officer’s daily tally card to record the number of referrals and quarantine actions taken on passenger/crew baggage at airports
- ◆ Semiannual report for airports designated by Headquarters to report the number of referrals and quarantine actions taken on passenger/crew baggage as a result of referrals

The report is used by Headquarters to establish the rate of quarantine actions per 1,000 passengers. The report is also used to determine the trends in plant and animal product interceptions.

Instructions for Completing PPQ Form 277 When Used as a Daily Tally Card

Refer to [Table A-2](#) for recording daily baggage information.

Table A-2 Instructions for Completing PPQ Form 277 When Used as a Daily Tally Card

Section	Instructions
Station	Fill in the name of the place of inspection in relation to the port.
Period	Enter date
Airline & Flight No.	Fill in
No. on Board (Pax. & Crew)	Enter total number of passengers and crew
Inspections	TOTAL: Enter one tick mark for all referrals taken on a single CBP Declaration form POS: Enter one tick mark for each referral that produces one or more seizures
Seizures	Plant: Enter one tick mark for each type of plant material seized during an inspection Animal: Enter one tick mark for each type of animal product seized during an inspection
Shoes C&D	Enter one tick mark for each pair of shoes cleaned and disinfected

Distribution & Retention

Since the information is for local port use, the PPQ Form 277 does not need to be distributed or retained unless it is local policy.

Instructions for Completing PPQ Form 277 When Used as a Semiannual Report to Headquarters

Only airports designated by Headquarters need to complete PPQ Form 277 when used as a semiannual report. Report data collected for the months of August and January. In order to complete the form, you must add the totals of each category for the entire month. Refer to for detailed instructions.

Table A-3 Instructions for Completing PPQ Form 277 When Used as a Semiannual Report

Section	Instructions
Station	Fill in the name of the airport.
Period	Fill in either August of January and the year
Airline & Flight No.	Fill in month and year and on the next line fill in the previous month and year, e.g. January 2014, then on the next line, January 2015
No. on Board (Pax. & Crew)	Enter total number of passengers and crew for the number of crew for the month

Table A-3 Instructions for Completing PPQ Form 277 When Used as a Semiannual Report (continued)

Section	Instructions
Inspections	TOTAL: Enter the total number of referrals for the month POS: Enter the total number of inspections that resulted in seizures for the month
Seizures	Plant: Enter total number of plant material seizures for the month Animal: Enter total number of animal product seizures for the month WGT: Enter total weight (kg) of animal product seizures for the month
Shoes C&D	Enter total number of shoes cleaned and disinfected for the month

Distribution and Retention

Distribute to Headquarters as follows:

- ◆ In the upper right corner of PPQ 277, indicate the type of inspection most closely used by CBP:
 - ❖ SIS
 - ❖ CAPIS
 - ❖ Gen. Random
 - ❖ 100%
- ◆ Send the original to Quarantine Policy Analysis and Support (QPAS)
- ◆ Send one copy to your Regional Director
- ◆ Keep one copy for your port files

If you are located at a field or regional office, retain the PPQ Form 277 for 2 years. Headquarters staff must retain the originals for 3 years.

PPQ Form 287, Mail Interception Notice

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE MAIL INTERCEPTION NOTICE		1. PORT OF ENTRY	
		2. DATE	3. REFERENCE
The material described below was found to be moving in the mail in violation of the agriculture quarantine regulations pertaining to the entry and movement of plants, plant products, animal products, soil, and plant pests. These violations may result in criminal or civil penalties. Disposition was taken under authority of laws administered by the U.S. Postal Service, U.S. Customs Service, and U.S. Department of Agriculture. All inquiries concerning condition, delays, shortages, or breakage should be addressed to the postmaster at the above port (Item 1). Information concerning the quarantine referred to in Item 12 may be secured on application to U.S. Department of Agriculture, APHIS, P.Q., 4700 River Road, Unit 60, Riverdale, Maryland 20737.			
4. TO (Addressee)		5. FROM (Addressor)	
6. INTERCEPTED MATERIAL			
7. POSTMARK		8. DATE	9. MAIL REGISTRY NO.
10. BREAKAGE	11. RECONDITIONING REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	12. QUARANTINE OR REGULATION IN VIOLATION	
13. DISPOSITION			
<input type="checkbox"/> Prohibited material removed and destroyed. <input type="checkbox"/> Container and contents destroyed. <input type="checkbox"/> Package returned to origin.			
14. REASON FOR DISPOSITION			
1. <input type="checkbox"/> Addressee, after due notice, failed to apply for permit required by law. 2. <input type="checkbox"/> Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States. For follow-up cases fill out the below:			
a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry		c. Country of origin per label _____	
b. Certificates/Permits <input type="checkbox"/> Yes <input type="checkbox"/> No		d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input type="checkbox"/> Can/Jar	
		e. Other animal products: _____ _____	
3. <input type="checkbox"/> Material infested or infected and treatment not feasible. Insect pests and plant diseases in fruits, vegetables, or other plant material could become established and threaten U.S. agriculture. 4. <input type="checkbox"/> Material not authorized entry. 5. <input type="checkbox"/> Material in or contaminated with soil. Soil can carry many plant pests and diseases. 6. <input type="checkbox"/> Other (Specify below in Remarks)			
15. REMARKS (Include any pertinent information, i.e. condition of material, condition of cans which indicates not shelf stable, etc.)			
16. OFFICER (Signature)			
PPQ FORM 287 (FEB 2002)		Previous editions are obsolete.	

Figure A-3 Example of PPQ Form 287, Mail Interception Notice

Purpose

PPQ Form 287, Mail Interception Notice, is completed for the following reasons:

- ◆ Inform the sender (addresser) of the reason for removing the article.
- ◆ Notify the individual (addressee) receiving the mail package that unauthorized articles were removed.
- ◆ Provide information for preparing monthly and quarterly reports.
- ◆ Record the regulatory action taken when intercepting mail.

Instructions

Complete PPQ Form 287 using the instructions in [Table A-4](#).

Table A-4 Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
1	Enter the location of your work unit
2	Enter the date
3	Leave blank
4	Enter the complete name and address of the individual who is receiving the package (addressee)
5	Enter the complete name and address of the individual who sent the package (addresser)
6	Describe in detail the article you have removed, destroyed, or returned (the intercepted material)
7	Enter the location where the package was postmarked
8	Enter the date of the postmark
9	Enter the mail registry number recorded on the package, if any
10	<ul style="list-style-type: none"> ◆ If contents were broken, leaked, or skilled, then list ◆ If there was no breakage, enter "NONE"
11	<ul style="list-style-type: none"> ◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check "Yes" ◆ If reconditioning of the package was not required, check "No"
12	<ul style="list-style-type: none"> ◆ Enter the regulation that governs the unauthorized article ◆ If you do not know the regulation, then refer to Table A-5
13	<ul style="list-style-type: none"> ◆ Check the block that states what regulatory action you took--removed, destroyed, or returned ◆ Do not seek advice from the individual receiving the package as to whether the article should be destroyed or returned to origin
14	<ul style="list-style-type: none"> ◆ Check the block that states the reason why you took regulatory action ◆ If the reason is not specifically listed, then check the "Other" block and list the reason

Table A-4 Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
15	<ul style="list-style-type: none"> ◆ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why ◆ If the package is being returned to the sender, list in this block “The package was returned by surface mail.” The Postal Service will not return packages by air
16	<ul style="list-style-type: none"> ◆ Sign your name
Reverse side of PPQ 287	<ul style="list-style-type: none"> ◆ When some items are removed from a package, it is good policy to list the remaining contents and their condition on the reverse side of this form ◆ Note who handled the repackaging and wrapping of the package before the package was returned to the mail is advisable (this information will be useful to answer any complaints of missing items or breakage)

Table A-5 Determine the Regulation that Governs the Plants, Plant Products, Soil, and Plant Pests


If the article is:	Then the regulation is:
Cotton, cottonseed, etc. (Puerto Rico, and Virgin Islands)	7CFR Part 318.47
Fruits & vegetables (Puerto Rico and Virgin Islands)	7CFR Part 318.13
Sugarcane (Hawaii, Puerto Rico)	7CFR Part 301.87
Soil	7CFR Part 330.300
Plant Pests	7CFR Part 330.200

Distribution

Distribute PPQ Form 287 as follows:

1. Use [Table A-6](#) to determine where to send the original PPQ Form 287.

Table A-6 Distribution of PPQ Form 287, Mail Interception Notice

If the package is:	And the contents are:	Then the original copy of PPQ Form 287 is:
Released to the addressee		Enclosed in the package
Destroyed or returned to sender	Prohibited or restricted	Mailed to the addressee

2. Distribute the copies of PPQ Form 287 as follows:
 - ❖ If the package is returned to the sender, enclose a copy inside the package.
 - ❖ Place a copy in the port file and maintain for an official record.

Appendix A

PPQ Form 287, Mail Interception Notice

NOTICE

The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.

PPQ Form 288, Ship Inspection Report

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE SHIP INSPECTION REPORT			1. PORT REPORTING	2. FLAG/NAME OF VESSEL	3. DOCK
4. FROM (Port and Country)			5. VIA		
6. ARRIVAL DATE		7. ARRIVAL TIME ETA _____ Actual _____		8. INSPECTION DATE	9. INSPECTION TIME From _____ To _____
10. NO. PASSENGERS AND CREW CLEARED			11. NO. PIECES OF BAGGAGE		12. PROPOSED DEPARTURE DATE
PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS					
13. COMMODITY	14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED		
<p>SAFEGUARD NOTICE: While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.</p> <p>If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direction of an Agricultural Officer.</p> <p>WARNING NOTICE: Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to \$250,000 per violation.</p>					
17. I Fully Understand the Safeguards Prescribed Above (Signature of Responsible Ship's Officer)				18. TITLE	19. DATE
20. CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED			DEFICIENT CONDITION CORRECTED	21. SHIP AREAS NOT INSPECTED	HOLDS INSPECTED (Identify)
COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO	INSIDE RAILING <input type="checkbox"/> YES <input type="checkbox"/> NO	LEAKPROOF <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY	22. LIVE ANIMALS/BIRDS ABOARD <input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____ Number: _____
APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST					
THE FOLLOWING OBSERVATIONS WERE MADE BY APHIS PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:					
23. <input type="checkbox"/> YES <input type="checkbox"/> NO There is a functional incinerator or other disposal method aboard.					
24. <input type="checkbox"/> YES <input type="checkbox"/> NO The responsible vessel representative was requested to show, and did produce, a garbage pickup receipt or other evidence of lawful disposal of plastics ashore. TITLE OF REPRESENTATIVE _____					
ALERT: Report the presence of Honey Bees (swarms or individual bees) to the nearest Agricultural Officer, Telephone _____.					
25. REMARKS					
26. SUBSEQUENT PORTS OF CALL (Notified)				NO. PASSENGERS	27. OFFICER'S SIGNATURE
PPQ FORM 288 JUL 2001 Previous editions are obsolete					

Figure A-4 Example of PPQ Form 288, Ship Inspection Report

Purpose

PPQ Form 288, for use by PPQ personnel only, serves the following purposes:

- ◆ Evidence for a garbage violation case
- ◆ Means of notifying PPQ personnel at subsequent ports of observations made and disposition actions taken during ship boarding
- ◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
- ◆ Order to the Captain or other responsible ship's officer to take or observe designated safeguards and documented agreement to those safeguards
- ◆ Port record of the ship inspection of vessels traveling between Puerto Rico or Hawaii and the U.S. mainland

Instructions

To complete this form, follow the instructions in [Table A-7](#).

Table A-7 Instructions for Completing PPQ Form 288, Ship Inspection Report

Block	Instructions
1	LIST the name of the city and State of your port
2	LIST the flag (country of registry) and name of vessel (two-letter PINET code/name of vessel)
3	LIST the dock
4	LIST the country of origin
5	Fill in
6	LIST the date of arrival
7	LIST the estimated time of arrival (ETA) and actual time of arrival
8	LIST the date of inspection
9	LIST the beginning and ending time of ship boarding
10	Enter the number of passengers disembarking at your port
11	Enter the number of pieces of baggage
12	LIST the proposed date of departure in (important for planning any future reboardings and/or to give the next port advanced notice)
13	<ul style="list-style-type: none"> ◆ List the names and quantities (in kilos) of commodities (fruits and vegetables) that are restricted or prohibited ◆ DO NOT list fruits and vegetables which are listed in the Fresh Fruits and Vegetables Database (FAVIR) as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition
14	<ul style="list-style-type: none"> ◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings ◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage
15	List the country of origin for each commodity

Table A-7 Instructions for Completing PPQ Form 288, Ship Inspection Report

Block	Instructions
16	<p>Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:</p> <ul style="list-style-type: none"> ◆ Enter "To remain under seal while in territorial waters of the United States" for items such as fruit fly hosts that require sealing, or for a garbage violation ◆ Enter other appropriate statements, such as: <ul style="list-style-type: none"> ❖ May be used while in port ❖ To remain under seal pending treatment ❖ Destroyed ❖ See <i>Remarks</i>
17	Have the Captain or highest officer aboard the vessel read the Safeguard Notice and sign the block
18	Person signing Block 17 lists title
19	Have the person signing enter the date signed
20	Check YES or NO as condition of garbage containers observed
21	<ul style="list-style-type: none"> ◆ Check any ship areas that were not inspected ◆ If holds were inspected, then list
22	<ul style="list-style-type: none"> ◆ Check as appropriate ◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; do not list cats or dogs
23	If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO
24	CHECK YES or NO as appropriate and list the title of the ship's representative.
25	<p>LIST any additional information or supplemental data as appropriate, such as the following:</p> <ul style="list-style-type: none"> ◆ If a crew member informs you that plastics were dumped at sea, then write the crew member's statement and have the crew member sign ◆ Reference if fumigation was voluntary i.e., carrier choice as alternate to waiting for pest identity confirmation ◆ Reference to cargo that PPQ at next port of call should know about ◆ Reference to giving a copy to Master or other officer ◆ Warning notice ◆ Dry stores fumigated ◆ Enter seal number and types of seals applied, serial numbers, and exact locations of seals: e.g., "USDA Tyden seal #4967 on cage locker inside the vegetable reefer" ◆ Enter a dollar sign (\$) if you have assessed and collected a spot settlement for a garbage violation, and state the nature of the violation and amount of the penalty ◆ If a pet bird is aboard the vessel, write the following statement and get the Captain's signature: <ul style="list-style-type: none"> ◆ "I agree to keep the bird(s) caged or tethered and kept in a ship's cabin while in U.S. territorial waters." [<i>Captain's Signature</i>] ◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement: <ul style="list-style-type: none"> ◆ "If live bees are sighted on the ship or a container, then call a PPQ Officer at [<i>Port telephone number</i>]."

Table A-7 Instructions for Completing PPQ Form 288, Ship Inspection Report

Block	Instructions
26	List subsequent ports of call notified and number of passengers
27	Officer signs

Distribution

Distribute PPQ Form 288 as follows:

- ◆ Keep the original for the port file.
- ◆ Give one copy to Master or other ship officer.
- ◆ Send one copy to the PPQ office at subsequent port when any of the following conditions apply:
 - ❖ Stores are sealed
 - ❖ Pest risk is significant
 - ❖ Vessel has a garbage violation

PPQ 309, Pest Interception Record (AQAS)

Interception Number	APSCA090612928006		
Port Reference Number			
Pathway	Airport		
Mode of Transportation	Aircraft		
Location	CA San Francisco PIS PPQ	CBP Port Code	
Interception Date	02/27/2009		
Forward To	None	Priority	Urgent
Inspector(s)	Shannon Jarman		
Overtime?	N		
Origin of Host	China	Origin Unsure?	N
Destination (City/State)	Kilgore	Texas	
Destination Zip Code	75662-		
Inspected Host	Citrus sp.		
Host Part	Leaf		
Biological or Pest Host			
Quantity of Host/Unit	15.00	Plant Unit	
Host Proximity	On		
Imported As			
Where Intercepted	Mail		
Material For	Propagation		
National Agriculture Release Program?	No		

Stages	Immature	Pupae	Adults	Eggs	Cysts
Alive			1		
Dead					

Disease Stage

Airline

Ship Name

Flight #/ Ship #

Shipment Identification Number EE047381562CN

Shipment Type Other

UDF1

NIS REVIEW N

Remarks Package intercepted by CBP, sent to PIS for processing

Final?	Incon- clusive?	Pest	Rpt?	Determined By	Date Determined	Lab Confirmation #	Method
N	N	Pseudococcus sp. (Pseudococcidae)	Y	Smith-Pardo, Allan H.	03/02/2009		Morphologica I
Remarks		Poss. P. longispinus					
Y	N	Pseudococcus cryptus Hempel (Pseudococcidae)	Y	Evans, Gregory A	03/03/2009		
Remarks							

3/3/2009 Page 1 of 2 Agricultural Quarantine Activity Systems

Figure A-5 Example of PPQ 309, Pest Interception Record (AQAS)

Purpose

PPQ Form 309 is a record that provides information pertaining to organisms intercepted from materials of foreign origin and serves as documented evidence of the value of plant quarantine activities. The interception records are used to support risk assessments, international phytosanitary decisions, local program analyses, answering customer inquiries, and other types of analyses.

NOTICE

If you intercept more than one pest in a consignment, compare all specimens. **Never** create multiple forms for the same pest. Submit all life stages of the same pest in a single interception form.

Instructions

1. Log onto [Agriculture Quarantine Activity System](#) Pest Identification Database (AQAS Pest ID)
2. Enter your User Name and Password.
3. Open the Pest ID v1.4 Policy Guide. Follow the instructions on how to enter a record into the database.

Enter all interception information directly into the AQAS to create an official record of the interception. Generate a printed copy of the record to attach with specimens.

Never submit multiple forms for the same pest species in the same shipment. If you find multiple interceptions in one cargo consignment (on the same vessel, in the same mail parcel, or in the same passenger's luggage), then compare and separate all pest species. Provide all necessary information (for all life stages) of the same pest species in one PPQ Form 309. Use the remarks section to note multiple specimens or multiple life stages. Ensure the PPQ Form 309 is completed accurately (include size, weight, origin, and host material).

Include all additional details in the remarks section. This information helps determine appropriate quarantine actions and treatment recommendations.

Distribution

Send the printed form, attached with specimens, to the appropriate identifier or specialist for identification. Refer to Chapter 12 in the Manual for Agriculture Clearance for guidance on preparing plant pest interceptions.

Purpose

PPQ Form 309A is a worksheet that provides information pertaining to organisms intercepted from materials of foreign origin. Information on this form is used to determine the quarantine status of the intercepted organism and may be entered into the Pest Identification Database (Pest ID) to create an official record of the interception.

Instructions

A [fillable pdf version of PPQ Form 309A](#) is available from the APHIS Forms Library to facilitate data collection if you need to enter data from a different location. Refer to for guidance on completing the form.

Distribution

Distribute this internal worksheet according to local port policy.

Instructions for Completing Form 309A APHIS-PPQ Pest Interception Record

Form 309A is an interactive PDF document that was designed to be filled out either online or by hand. The information requested on the form reflects the data needed to create a 309 Interception Record in the Pest Interception Database (Pest ID). The instructions below provide guidance on completing each of the fields on the form.

1. Location – Select the appropriate location from the drop down list and confirm that your selection reflects the appropriate agency affiliation (CBP, PPQ).

2. Port Reference Number – Include a user-defined reference number following any locally established protocols.

3. Priority – Indicate the priority of the interception:

Urgent – Immediate attention required, cargo on hold pending identification.

Prompt – Identification desired within two weeks.

Routine – Identification desired within 30 days.

CRA-Tally – Indicates interception of a pest covered under the Cargo Release Authority Program.

4. Interception Date – Enter the date on which the interception was made.

5. Inspector – Indicate the inspector(s) involved in the interception (Last Name, First Name Middle Initial) and indicate if the interception was made during an overtime shift.

6. Origin – Select the country of origin from the drop down list. If the origin is questionable, check the Unsure box.

7. Pathway – Indicate the pathway through which the interception was made.

Airport – All interceptions made at airports

Maritime – All interceptions made at seaports

SITC – All interception associated with PPQ Smuggling Interdiction & Trade Compliance activities

Land Border – All interceptions made from pedestrians and personal or commercial vehicles inspected at the Canadian and Mexican borders

Foreign Site – All interceptions made during Preclearance or other offshore activities

Rail – All interceptions made from rail freight of foreign origin

Pre-Departure – All interceptions made from pre-departure inspection of passengers traveling between US destinations

Inspection Station – All interceptions made from propagative material examined at PPQ Plant Inspection Stations

8. Mode of Transportation – Indicate the type of conveyance used to transport the inspected item(s).

9. Destination – Identify the declared destination (City, State, Zip Code) of the inspected item(s). At minimum, provide the destination state using the drop down list.

10. Airline / Ship Name – When applicable, identify the airline or ship used to transport the inspected item(s).

11. Flight # / Ship # – When applicable, provide the identification number of the flight or ship used to transport the item(s).

Figure A-7 Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet (page 1)

12. Inspected Host – Enter the scientific name for all plants and plant products, as well as the part of the plant affected. Typical host part values include:

- Bagging	- Dried	- Pod
- Bark	- Dunnage	- Root
- Bulb	- Flower	- Seed
- Cargo	- Fruit	- Slab
- Crating	- Granules	- Soil
- Cutting	- Leaf	- Stem
- Dried Flower	- Pallet	- Straw
- Dried Fruit	- Petal	- Trunk
- Dried Leaf	- Plant	- Wood

Identify all miscellaneous products using general descriptive terminology (i.e. gravel, machinery, tiles, etc.)

13. Host Quantity – Enter the shipment size of the inspected commodity and select the appropriate unit of measure from the drop down list.

14. Material For – Indicate the proposed usage of the item(s) being inspected.

15. NARP – Indicate whether the inspected item(s) are covered under the National Agricultural Release Program.

16. Imported As – For plant-related commodities, indicate the form of the inspected material.

17. Shipment Identification # - Enter a unique identification number for the shipment and indicate the source of this number. If Other is selected, please provide additional information in the Remarks section at the bottom of the form.

18. Biological Host – If the intercepted pest is encountered on host material that differs from the inspected commodity, enter the identity of the contaminant, packing material, etc.

19. Where Intercepted – Indicate where the pest was found:

General Cargo – Manifested items that are not quarantine regulated. (e.g. processed wood products, household goods, dried flowers)

Permit Cargo – Manifested items requiring a formal permit and/or quarantine-regulated items, (e.g. unprocessed wood products including dunnage, fruits and vegetables, cut flowers, propagative material.)

Baggage – Passenger baggage.

Mail – Mail packing and mail bags.

Stores – Food kept aboard carriers to feed crew, passengers, or animals.

Quarters – Living areas including cabins on a ship, passenger, and crew cabins on a plane, etc.

Holds – Cargo compartments, also use for pests that cannot be associated with specific cargo.

Miscellaneous – Found at large, on or within various parts of carriers (ship, plane, or vehicle) except when found in the carrier stores, quarters, or holds.

20. Pest Proximity – Identify the location of the pest in relation to the host:

In – Pest(s) extracted from inside the commodity.

On – Pest(s) are attached and feeding on the commodity.

With – Pest(s) associated with the host, but not on or in the host.

21. Pest Type – Indicate the type of pest intercepted.

22. Pest Stage – Enter the number of specimens of each life stage intercepted and indicate whether the specimens collected were Alive or Dead.

23. Pest Order – If known, identify the order of the intercepted pest.

24. Final – Indicate if the associated pest determination represents a final identification. For tentative identifications, leave this block blank.

25. Pest Determination – Enter the scientific name of the identified pest.

26. Reportable – Indicate whether the identified pest is reportable (Quarantine Significant).

27. Determined By – Enter the identifier's name.

28. Date – Enter the date on which the identification was made.

29. Remarks – Include any notes that may aid identifier(s). Follow any local protocols that make use of this field to collect additional information about the interception. Examples include: Brokers, Farms, Growers, Locations, Varieties, etc.

**The following fields are to be used by PPQ Identifiers or National Specialists:

Interception Number – The interception number is automatically assigned by Pest ID and can be transcribed on to the form, if needed.

Forward To – Identifiers use this field to indicate if the interception has been forwarded to a National Specialist.

Quarantine Status – This field allows the Identifier or National Specialist to indicate whether the interception should result in quarantine action.

Figure A-8 Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet (page 2)

Purpose

PPQ worksheet 413 is designed to be used to record information associated with air traffic. It is for local port use only.

Instructions

Follow any modifications in completing the worksheet that are required by local needs. Complete this worksheet after the aircraft, passengers, and crew are cleared. See instructions in [Table A-8](#).

Table A-8 Instructions for Completing PPQ Worksheet 413, Airplane Inspection Record

Block	Instructions
Date	Fill in
Time	<ul style="list-style-type: none"> ◆ Enter scheduled departure time ◆ Include time passenger inspection was completed (if required)
Plane	Fill in the country of registry, plane number, and flight number as needed
To	Enter flight destination
Number	PASS/CREW—Enter the number of passengers and crew on the flight
	BAGGAGE—Enter the number of bags
Interceptions	BAGGAGE—Enter the total number of interceptions from passenger baggage on the flight
	QTRS—Enter the number of plant seizures made in quarters/cabin (each kind of fruit or plant material seized counts as a separate seizure per seat)
	EXAMPLE 5 mangoes taken from 2 seats and 1 apple taken from 1 seat count as 3 seizures
	CARGO—Enter the number of plant materials seized in the cargo
	STORES—Enter the total number of kinds of plant material seized in stores/galley
EXAMPLE 5 mangoes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant materials)	
Cargo	
Inspector	Fill in the initials of the officer clearing the aircraft
Totals	Total columns
Remarks	Fill in if needed
ANH Interceptions	Fill in

Distribution

Since PPQ Worksheet 413 is a local worksheet, there is **no** distribution outside the port.

NOTICE

The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.

PPQ Form 518, Report of Violation

The information requested is voluntary, and is needed to record your knowledge of possible irregularities under the USDA Plant Protection and Quarantine Program.

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE REPORT OF VIOLATION		SERIAL NO.	
		1. DATE VIOLATION DISCOVERED	2. VIOLATED - REG/COMPL. AGREEMENT
3. WHERE INTERCEPTED <i>(City or Port, and State; also county if domestic)</i>		4. ORIGIN OF ARTICLE <i>(Include county if domestic)</i>	
5. ARTICLE MOVED IN VIOLATION OF REGULATIONS		6. IDENTITY OF ARTICLE <i>(Serial No., Waybill No., description, etc.)</i>	
7. NAME AND BUSINESS ADDRESS OF VIOLATOR <i>(Shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. Identify which)</i>		8. VIOLATOR HAD Compliance agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. IF NO, VIOLATOR WAS AWARE OF REGULATION? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? _____	
10. NAME AND BUSINESS ADDRESS OF CARRIER		11. CARRIER WAS AWARE OF REGULATION? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? _____	
12. IDENTITY OF CARRIER PLANE Acft. No. Flight No. SHIP Flag Name ROAD VEHICLE License No.		13. NAME AND BUSINESS ADDRESS OF CONSIGNEE	
14. DISPOSITION OF PEST RISK <i>(i.e., articles named in Item 5 were fumigated, destroyed, etc.)</i>			
15. REMARKS <i>(Attach additional sheet, if needed)</i>			
16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION <i>(Attach additional sheet, if needed. Identify who gave statement.)</i>			
17. OFFICER'S STATEMENT: Must attach a detailed, signed, and dated statement. State how the action violated the regulations or compliance agreement cited in Item 2. Describe fully the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.			
18. SIGNATURE OF INITIATING OFFICER		19. PRINTED NAME OF OFFICER AND WORK UNIT	20. DATE REPORT COMPLETED
21. OFFICER IN CHARGE COMMENTS <i>(Attach additional sheet, if needed)</i> List Previous Violations Recommendations			
22. SIGNATURE OF OFFICER IN CHARGE		23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT	24. DATE SIGNED

PPQ FORM 518
AUG 2002

Previous editions are obsolete.

Figure A-10 Example of PPQ Form 518, Report of Violation

Purpose

The purpose of PPQ Form 518 is to refer violations of APHIS regulations to APHIS-IES. Forward the form to your local IES Area Manager within two weeks of discovery of the violation. Use PPQ Form 518 to request a field investigation and to submit information to IES regarding certain repeat violations. **Do not** submit PPQ Form 518 to IES in conjunction with a spot settlement form (PPQ Form 591). Spot settlements, which are sent to IES for processing when **not** paid at the port, are intended to settle the violation without an investigation. On limited occasions when the alleged violator fails to pay the spot settlement penalty and an investigation is warranted to collect the penalty, IES will initiate investigations.

Instructions

Use the instructions in [Table A-9](#) for guidance in completing PPQ Form 518. The PPQ official who detects the violation initiates the PPQ Form 518 and gathers all associated documentation. This employee is responsible for submitting their PPQ officer's statement and for collecting and safeguarding the physical evidence (e.g., intercepted product or samples/pictures thereof, seals, shipping boxes, paperwork, etc.). Photograph or photocopy any applicable evidence that **cannot** be secured and may **not** be available for IES to examine at a later date. Examples of this may be perishable or infested items, a photograph of the conveyance, if significant to the case, or a photocopy of correspondence between the shipper and consignee if the original document is **not** relinquished.

Provide all documentary and physical evidence to your local IES Area Manager, along with the PPQ Form 518, when requesting the investigation.

Table A-9 Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions								
1	<ul style="list-style-type: none"> ◆ Enter date violation was discovered ◆ If violation was discovered after it occurred, EXPLAIN in <i>Block 15</i> 								
2	Specify as follows: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">If:</th> <th style="text-align: center;">Then:</th> </tr> </thead> <tbody> <tr> <td>Violation of compliance agreement</td> <td>Enter C.A.</td> </tr> <tr> <td>Cargo violation</td> <td>Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56</td> </tr> <tr> <td>Animal regulation that has been violated is unknown (you do not know the regulation)</td> <td>Contact PPQ, QPAS in Riverdale at 301-851-2312</td> </tr> </tbody> </table>	If:	Then:	Violation of compliance agreement	Enter C.A.	Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56	Animal regulation that has been violated is unknown (you do not know the regulation)	Contact PPQ, QPAS in Riverdale at 301-851-2312
If:	Then:								
Violation of compliance agreement	Enter C.A.								
Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56								
Animal regulation that has been violated is unknown (you do not know the regulation)	Contact PPQ, QPAS in Riverdale at 301-851-2312								
3	Fill in the name of the port where the cargo that was moved in violation of the regulation was discovered or where the garbage violation was observed								

Table A-9 Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions
4	Cargo—fill in the name of the country where the cargo originated or was grown
5	Fill in the name of the cargo moved, e.g., “5 cases of yams”
6	Enter the air waybill number, bill of lading, etc.
7	<ol style="list-style-type: none"> 1. Fill in the violator’s name 2. Indicate the person’s position in parentheses after the violator’s name (such as caterer, shipper, cleaner, etc.) 3. List the violator’s business address
8, 9	Check and fill in as appropriate
10	Fill in the name and the business address of the carrier
11	Check and fill in as appropriate
12	Fill in as appropriate
13	Fill in the name and the business address of the consignee
14	List the action(s) taken to eliminate the pest risk, e.g., foreign garbage was picked up and incinerated; area where garbage was lying on the ground was cleaned and disinfected with sodium hypochlorite
15	Fill in any pertinent remarks
16	If the violator did not provide a written statement, record all relevant verbal statements in your PPQ Officer’s Statement and indicate so in this block.
17	<p>An Officer’s Statement must be written and accompany each PPQ Form 518 submitted.</p> <ul style="list-style-type: none"> ◆ Write your explanation of the violation on a separate sheet of paper titled “Officer’s Statement” ◆ Give this statement an exhibit number ◆ Describe all the facts that resulted in the article listed in <i>Block 5</i> being in violation of the regulation listed in <i>Block 2</i> ◆ State all facts including who, what, when, where, and how ◆ Include the following information where appropriate: <ul style="list-style-type: none"> ❖ State when and where the violation occurred ❖ Describe how the violation occurred ❖ Identify the carrier from which the garbage was removed and where the garbage came from ❖ Identify the owner of the cargo ❖ Identify the employer of the violator ❖ Refer to your exhibits and explain their relevance to the case ❖ State if you witnessed the violation ◆ Sign and date the Officer’s Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement
18-20	Fill in

Table A-9 Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions
21	<ul style="list-style-type: none"> ◆ Fill in any additional information¹ that may help to substantiate the case, such as previous warning letters and the dates sent, signed compliance agreements, any known previous civil penalties, case numbers, dates, and amounts of penalties assessed; such as, Case #RSS-CP-62-01 fined \$1,000 on 9/11/01 ◆ Enter your recommendation for one of the following: <ul style="list-style-type: none"> ❖ Warning letter ❖ Civil penalty ❖ Criminal penalty
22-24	Fill in

¹ This information will help determine if the case warrants civil or criminal penalties and the amount of the civil penalty, if warranted.

Distribution

Distribute the case file, including PPQ Form 518 as follows:

- ◆ FORWARD Part 1 and all supporting documents to your local IES Area Manager within two weeks of discovery of the violation. If you are unable to contact your local IES Area Manager or you do not know who serves as your Area Manager, contact the [IES Regional Office](#) for the State in which you work.
- ◆ KEEP Parts 2 and 3 for the port files (also keep copies of other evidence and documents for your files).

PPQ Form 523, Emergency Action Notification

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0102. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED - OMB NO. 0579-0102

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE EMERGENCY ACTION NOTIFICATION	SERIAL NO. <hr/> 1. PPQ LOCATION 2. DATE ISSUED <hr/> 4. LOCATION OF ARTICLES <hr/> 5. DESTINATION OF ARTICLES <hr/> 7. NAME OF CARRIER <hr/> 8. SHIPMENT ID NO.(S) <hr/> 10. PORT OF LADING 11. DATE OF ARRIVAL <hr/> 12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) <hr/> 12a. PEST ID NO. 12b. DATE INTERCEPTED <hr/> 13. COUNTRY OF ORIGIN 14. GROWER NO. <hr/> 15. FOREIGN CERTIFICATE NO. <hr/> 15a. PLACE ISSUED 15b. DATE
3. NAME AND QUANTITY OF ARTICLE(S) 6. SHIPPER 9. OWNER/CONSIGNEE OF ARTICLES Name: _____ Address: _____ _____ _____ PHONE NO. _____ FAX NO. _____ SS NO. _____ TAX ID NO. _____	

Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and or article(s) specified in Item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in Item 16 and shall be completed within the time specified in Item 17.

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT:

16. ACTION REQUIRED

TREATMENT: _____

RE-EXPORTATION: _____

DESTRUCTION: _____

OTHER: _____

Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days):	18. SIGNATURE OF OFFICER:
--	---------------------------

ACKNOWLEDGMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION
I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE: _____	DATE AND TIME: _____
----------------------------	----------------------

19. REVOCATION OF NOTIFICATION

ACTION TAKEN: _____

SIGNATURE OF OFFICER: _____	DATE: _____
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PPQ FORM 523 (JULY 2002) Previous editions are obsolete.

Figure A-11 Example of PPQ Form 523, Emergency Action Notification

Purpose and Scope

The Emergency Action Notification (EAN) is a document that serves purposes for APHIS regulations. When an emergency action must be taken on a shipment, this form allows PPQ to communicate the need for a specific action on a consignment to the interested parties. The EAN specifies to the broker, shipper, market owner, or other stakeholder the reason(s) why the consignment is being refused and basic explanation(s) as to what action is necessary.

An EAN **must be issued from the National AQAS EAN Database** every time an emergency action is ordered for an agricultural purpose in the cargo or express courier environment. Agricultural purposes would be those that relate back to a violation of a regulation within the 7 CFR or 9 CFR chapters.

NOTICE

EANs **MAY NOT** be issued as a hand written document, typed on a manual typewriter, from any local database, or any means of issuance other than the **National AQAS system**.¹

- 1 The **only** acceptable reason for issuing an EAN from a source **other than** the AQAS National EAN Database is if the AQAS system is **not** in operation. In this instance, the EAN issued in another format **must** be entered into the AQAS National EAN Database within 24 hours.

Issue an EAN when:

- ◆ The PPQ official finds an actionable pest, potential quarantine pest, a contaminant, or prohibited product
- ◆ The PPQ official needs to record a commercial seizure
- ◆ The consignment of plants or plant products lacks proper documentation
- ◆ The consignment is presented in the air or maritime cargo environment, or the express courier environment (i.e. FedEx, UPS, DHL, etc.).

Do not issue an EAN for the following reasons:

- ◆ Holding a consignment - An EAN is only for taking immediate action. **Do not** use an EAN as a hold or supplemental hold for a consignment for any other reason than immediate treatment.
- ◆ Quality Issues - An EAN is **not** to be issued for the quality of a consignment. If the consignment does not pose a pest risk do not write an EAN.
- ◆ No inspection - An EAN is only to be issued if a consignment has been inspected (either a physical inspection of the goods or a paperwork inspection when that is the requirement) and an agricultural problem has been found. **Do not** write an EAN in lieu of inspection.
- ◆ Mail - **Do not** issue an EAN for any United States Postal Service mail. A Mail Interception Notification (PPQ 287) must be used for these consignments.
- ◆ Other Agencies' regulations - EANs are **not** to be issued for a violation of other agencies regulations. The only regulations that may be cited on an EAN are chapters [7 CFR](#) and [9 CFR](#).

Refer to [Table A-10](#) for further guidance.

Table A-10 Determining Documents to Issue When Taking Action on a consignment of Plant Products

If:	And:	Then:
The plant product shipment needs a paperwork inspection only	The shipment lacks the required documents	ISSUE PPQ 523 (EAN)
	The shipment has all of the required documentation	Continue clearing/inspecting the shipment as needed. No documents need to be issued at this time.
A physical inspection is performed in addition to a paperwork inspection	A pest is found and action will be taken	ISSUE PPQ 523 (EAN) and PPQ 309A (Interception Record)
	A contaminant seed is found and action will be taken	
	The shipment contains a manifested, but prohibited product	ISSUE PPQ 523 (EAN)
	The shipment is found with a contaminant that does not need to be submitted to an identifier	
The shipment contains smuggled merchandise	ISSUE PPQ 523 (EAN) and PPQ 518 (Report of Violation)	

Instructions

The instructions in [Table A-11](#) are for initiating an EAN. The electronic version of PPQ Form 523, located in [Agricultural Quarantine Activity System \(AQAS\)](#), is the **only** method by which an Emergency Action Notification may be initiated. **Emergency Action Notifications MAY NOT be issued in any other format, either manual or electronic.**

Table A-11 Instructions for Initiating an EAN

Block Number	Field Name	Instructions
1	Issuing Port	SELECT the port in which the EAN is being issued. Please note that some users will have multiple locations. If the user is assigned to multiple locations, be sure to select the correct location. If the user is not assigned to a port to which he/she requires access, contact the help desk.
2	Date Issued	ENTER the date that the EAN was issued.

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
3 Name and Quantity of Manifested Article	Article Category Article Name	<p>This block is to determine the commodity of the consignment. Only one commodity is allowed to be listed per EAN. Do NOT list pallets, crates, dunnage, etc. as the Name of Article unless they are the actual commodity being shipped.</p> <p>Article Category - Select a category (Plant Product, or Miscellaneous). The user must select the appropriate category as the other fields in this block are dependent upon it.</p> <p>Plant Products</p> <p>This selection is for fresh cut flowers, fresh fruits and vegetables, logs, lumber, and propagative materials only. Any processed plant products (mulch, handicrafts, potpourri, Chinese Teas, etc.) will be found in the Miscellaneous Category.</p> <p>Miscellaneous Products</p> <p>This category is for all products that do not fit into plant products as defined above. Select the category that best fits the commodity. If there is not a category that fits your item please contact the help desk, National Coordinator, or Regional Coordinators before continuing. If the user selects miscellaneous, a description of the article must be entered. The description should be as accurate as the information available. For example, brake pads, bolt screws, linen fabric, stuffed toys, etc. If the product is agricultural but processed, the user must give an exact description of the article. For example, wooden birdhouses with grass roofs, dried whole apricots, wood carvings with bark edging, etc.</p> <p>Article Name - This drop down list has been determined by the user's previous selections. If the user does not find the article name in the drop down list please contact the help desk.</p>
	Quantity Unit of Measure	<p>ENTER the numerical quantity of the consignment. When determining the article quantity, use the most specific number. For example, kilograms is a better selection than box count when dealing with most produce, but square meter is a better selection for veneer. "Boxes/Crates" may not be used if another option is available.</p>
	APHIS Permit Number	<p>APHIS Permit Number - If the consignment has any kind of APHIS permit, ENTER the number here.</p>
4	Location of Articles	<p>The location of articles is the place where the consignment is located when it is inspected. For example, US Air Warehouse, 123 Airplane Way, Butte, MT 12345. Each port will have a local drop down list so that users will not have to type addresses that have already been added to the system. If using the drop down list, ensure that the correct location has been selected. If the location that the user needs to select is not on the default list, it may be added by port users and supervisors by selecting "Set Defaults." All locations must contain the name of the facility, the physical address, city, state, and zip code.</p>

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
5 Delivery Address of Articles	Name	ENTER the name of the company/individual accepting the goods as destination of the articles (delivery address). Do not use the broker as destination. Do not automatically assume that the consignee address and delivery address is the same.
	Address where the articles will be delivered	ENTER the address where the goods are intended to be delivered including street address, city, state (within the US), country, and zip/postal code. If the consignment has multiple destinations, the officer should include the destination to which the majority of the consignment is being delivered. If the consignments will be distributed evenly then choose the location to which the product could potentially cause the greatest risk. When determining the address to select the officer should use his/her best judgment. Additional delivery addresses should be entered into the "Comments" field on page 4 of the data entry screens. Questions regarding this should be directed to the officer's first line supervisor.
6 Shipper	Name	ENTER the name of the shipper.
	Address of Shipper	ENTER the address of the shipper including street address, city, and country. Enter state/province and postal code if known.
7 Name of Carrier	Name	ENTER the name of the carrier company. For example, Northwest Airlines, M/V Panama, Canadian Pacific, Yellow Freight. Do NOT enter abbreviations for the name of carrier including airline codes.
	Flight/Voyage/Trip Number	ENTER the appropriate number based on pathway.
8 Consignment Identification Numbers	Airway Bill, Bill of Lading, PAPS Code	ENTER the bill of lading number. If the cargo is border cargo and does not have a bill number, use the PAPS code. This is a mandatory field. Every consignment will have this number at the time that consignment is presented for inspection.
	Container Number	ENTER the complete container number. This is usually a 4-letter code followed by 5 or 6 numbers. Include the check digit.
	Other Identifying Number	This field is available to include another number that there is either not a field for or can be used for a number collected for port policy. Examples include invoice number, consignment number, etc. If the pathway is air cargo, the House Airway Bill must be entered here.
	Other Identifying Number Description	If the user enters an "Other Identifying Number" then this field must be completed. The entry should clearly identify what the "Other Identifying Number" is. Do not use abbreviations in the description other than HAWB for "House Airway Bill."

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
9 Consignee of Articles	Name	ENTER the name of the Consignee. This will be a company name most of the time. If the consignment owner is an individual, enter the name of the individual. The Consignee is the owner of the consignment. The broker is usually not the consignee.
	Address of Consignee	ENTER the street address of the consignee. Street address, city, and country must be entered. Enter the state/province and postal code if known.
	Phone and Fax Numbers	ENTER the phone and fax numbers of consignee if known
10 Port of Lading	City	ENTER the city where the consignment was loaded.
	Country	ENTER the country.
11	Date of Arrival	ENTER the date.
12	Reason for EAN	SELECT the reason(s) that the EAN is being issued. The following is a guideline to help determine the reason. Pest - If a pest or disease is found on, in, or with a consignment. Do not to enter a tentative ID. A national AQAS Pest ID number will be required. Lacks Documentation or Certification - consignment is missing documentation or the documentation is not acceptable. Contaminant- Seed - consignment is found to have seed or seed heads that are contaminants, but not part of the manifested commodity. A national AQAS Pest ID number is required. Contaminant-Other - consignment is found to have any contaminant that does not need to be sent to an identifier. Prohibited Product - consignment was found to be prohibited by 7 CFR regulation.
12a	Pest ID Number	ENTER the Pest ID number generated by the Pest ID system. If pest or seed contaminant is selected as the reason for the EAN then the user will have to enter the 17 digit Pest ID number. If the user does not have the Pest ID number the EAN may be saved and printed, however the EAN cannot be closed in the system until this information has been added. The system will not accept local pest ID numbers in any form.
12b	Date Intercepted	ENTER the date that the reason for writing the EAN was found. This date must match the date that is entered on the Pest ID record (309A).
13	Country of Origin	ENTER origin.
14	Grower/Facility Number	ENTER the number of the facility in which the product was processed. This number is frequently found on the invoice.

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
15	Foreign Sanitary Certificate Status	SELECT the status of the certificate. If a certificate is not required continue to Block 16.
15a	Foreign Sanitary Certificate Number	ENTER the certificate number.
15b	Place Issued	ENTER City/Country where the certificate was issued.
	Date Issued	ENTER the date on which the certificate was issued.
Contact Number	Phone Number	ENTER the phone number at which the user issuing the EAN can be reached.
16	Treatment Schedule	Using the drop down menu, if treatment is available , SELECT the appropriate treatment schedule. The treatment schedule MUST be provided by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier.
	Explanation Text	SELECT the explanation text that best matches the scenario for this EAN. This explanation tells the acceptor of the EAN two things: 1) what the problem is and 2) how to correct the situation. This is where the options are given. DO NOT use the “check boxes” printed on the form.
	Phyto-Fumigation Disclaimer	If fumigation is an option, the phyto disclaimer must be selected.
	CFR Regulation	Select the Code of Federal Regulations (CFR) under which the consignment is being regulated. More than one CFR can be selected.
	Seal Text	If the consignment must be transferred to another location under seal, SELECT the text that is appropriate to scenario. ◆ If the consignment is being sent for treatment by PPQ the quantity of the consignment being transferred (preferably in box count) must be included.
	Comments	If the user has any additional comments to make, they should be recorded in the Comment field. Do not repeat information that has previously been provided. Do not enter any pest name in this location. It may be helpful on a local level to enter a local ID number or broker information here. NOTE: These comments will print on the paper EAN.

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
17	After Receipt of Notification Complete Specified Action Within:	The user should select the amount of time allowed before treatment begins.
18	Name of Inspecting Officer	Enter the name of the officer that inspected the consignment. DO NOT enter the name of the data enterer unless it is the same individual.
Acknowledgment of Receipt of Notification	Name of Recipient	Enter the first and last name of the person accepting the EAN. The user MUST have this person print their name next to the signature. The only acceptable entry in this field is the first and last name of the person accepting the EAN. DO NOT enter "On File."
	Title of Recipient	Enter the title of the person accepting and signing the EAN. Preferably enter name of their company as well. Example: Dispatcher, American Shipping
	Date Signed	Enter the date the EAN was signed and accepted.
19 Revocation Notification	Reason for Action Taken	Enter the reason that the EAN was written. This should match the data entered in block 12.

Table A-11 Instructions for Initiating an EAN (continued)

Block Number	Field Name	Instructions
19 Revocation Notification (continued)	Action Taken	ENTER the action that was actually taken. Do not enter an action unless that action was taken. If the action was "Treatment," select the treatment type. If the action was "Other," enter what action was taken in the Additional Remarks section. Be descriptive in the narrative.
	Was the Article Mislabeled, Misrepresented, or Concealed?	SELECT yes or no.
	Form 518 Reference Number	If the above answer is yes, then ENTER the 518 number (required).
	Additional Remarks	If the user has additional information that was not previously recorded, then ENTER the information here. This field is required if Action Taken-Treatment Type is equal to "Other." This field will not print at any time. These are private comments visible only to system users.
	Signature of Officer	ENTER the name of the officer that completed or supervised the action. Do not enter the data entry clerk's name unless it is the same officer as described above. This may be a different user than originally opened the EAN.
	Date Action was Completed	ENTER the date that the final action was completed.

Distribution

Because PPQ Form 523 is now electronic, distribution as in the past, on every EAN, is unnecessary. The procedure has been that the signing party, who is responsible for the cargo, receives a hard copy of the notification. The hard copy is necessary to communicate to the consignee or shipper, and also gives the broker time to review the options and select one.

Routinely sending the EAN to any other parties is **not** required.

Appendix A

PPQ Form 586, Application for Permit to Transit

PPQ Form 586, Application for Permit to Transit

<p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for this information collection are 0579-0049, 0198, 0303, and 0346. The time required to complete this information collection is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>		<p>OMB APPROVED 0579-0049, 0198, 0303, and 0346</p>																											
<p>U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</p> <p>APPLICATION FOR PERMIT TO TRANSIT PLANTS AND/OR PLANT PRODUCTS, PLANT PESTS, AND/OR ASSOCIATED SOIL THROUGH THE UNITED STATES</p>		<p>INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. PERMITS ARE NOT ISSUED TO A P.O. BOX. READ THE ENTIRE APPLICATION BEFORE COMPLETING. ATTACH ADDITIONAL SHEETS OF PAPER IF MORE SPACE IS NEEDED.</p>																											
<p>FORWARD COMPLETED APPLICATION TO: USDA-APHIS-PPQ PERMIT UNIT 4700 RIVER ROAD, UNIT 136 RIVERDALE, MD 20737-1236 1-877-770-5990; FAX: (301) 734-0572</p>		<p>2a. The port of arrival in the U.S. and the location of any subsequent stop:</p> <hr/> <p>2b. Country of Final Destination</p>																											
<p>1. NAME AND ADDRESS OF APPLICANT:</p>																													
<p>3. Telephone Number (including area code)</p>	<p>4. Fax Number (including area code)</p>	<p>5. E-Mail Address</p>																											
<p>6. The Specific Origin, Type, and Quantity of Plants and/or Plant Products</p> <table border="1"> <thead> <tr> <th>(a) Country of Origin</th> <th>(b) Quantity</th> <th>(c) Scientific names of plants and/or plant products, plant pests, including associated soil (scientific, botanical, or English names must be included. Colloquial names are not acceptable.)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			(a) Country of Origin	(b) Quantity	(c) Scientific names of plants and/or plant products, plant pests, including associated soil (scientific, botanical, or English names must be included. Colloquial names are not acceptable.)																								
(a) Country of Origin	(b) Quantity	(c) Scientific names of plants and/or plant products, plant pests, including associated soil (scientific, botanical, or English names must be included. Colloquial names are not acceptable.)																											
<p>7. The location of (and the time needed for) any storage in the U.S.:</p>		<p>8. Any location in the U.S. where the plants and/or plant products, plant pests, and/or associated soil are to be transloaded:</p>																											
<p>9. The means of conveyance (e.g., air, truck, ocean, rail) to be used to transport the plants and/or plant products:</p> <p>A. INTO THE U.S. via:</p> <p>B. THROUGH THE U.S. via:</p>		<p>10. Use of any additional packing or packaging to secure the materials and any associated pests: (Includes shrink wrapping, pest proof screening, pallets with tops/bottoms, etc.)</p>																											
<p>11. If the commodity itself is to be transferred from one containment entity to another (i.e., sea container to another container, between different truck trailer boxes, airline pallets to truck), does the transloaded facility have a current compliance agreement with the U.S. Department of Agriculture?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>12. Are doors on containers, including truck and rail, solid and sealable?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																											
<p>13. Are all openings in the container, including drains, vents, introduction ports, etc., mesh screened?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>14. If storage in the U.S. is necessary, has confirmation been made with the facility that they can maintain the transiting cargo in a protected area to prevent loss or pilferage?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do they have a compliance agreement with the U.S. Department of Agriculture?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																											
<p>15. The estimated time necessary to accomplish exportation from arrival at the port of entry to exit at the port of export:</p>		<p>16. The final port of exit in the U.S.:</p>																											
<p>17. Signature of Applicant:</p>		<p>18. Print Name of Applicant:</p>																											
		<p>19. Date:</p>																											
<p>PPQ FORM 586 JAN 2011 (All previous editions are obsolete.) 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)</p>																													

Figure A-12 Example of PPQ Form 586, Application for Permit to Transit

**Instructions for Completing PPQ Form 586
Application for Permit to Transit Plants and/or Plant Products through the United States**

Please TYPE or PRINT legibly to complete. Do not leave any sections unfilled; for those that do not apply, please enter "N/A" (possible for numbers 5, 7, 8, 10, 11, 13, and 14).

1. Enter the name of the company representative who is responsible for the shipment, the company name, and a street address. Post Office box number addresses are not acceptable.
- 2a. Enter the location of the first United States port of arrival and list any subsequent stops thereafter within the United States.
- 2b. Enter the country and location of the final destination outside the United States.
3. Enter both the company phone number and the company representative's work phone number. Be sure to include the Area Code and any extensions. Cell phone numbers are acceptable.
4. Enter a fax number, including the Area Code.
5. Enter an e-mail address. If you do not have an e-mail address or do not wish to use one, enter "N/A."
- 6a. Enter the country or countries from which the product is originally being shipped.
- 6b. Enter the approximate amount and/or quantity of each shipment.
- 6c. Enter the scientific (Latin) names for each plant or plant product. If you do not know the scientific names, enter the English common name of each plant.
7. Enter the location of storage and the time needed for storage. If storage is not needed, enter "N/A."
8. Enter the city and State of the port where transloading will occur. If not transloading, enter "N/A."
- 9a. Enter how the product will arrive, *e.g.*, air, ocean, truck, and/or rail.
- 9b. Enter how the product will be transported through the United States, *e.g.*, air, truck, and /or rail.
10. If additional packaging is being used, please describe the type, *e.g.*, shrink wrapping, pest proof screening, etc. If additional packaging is not being used, enter "N/A."
11. Indicate yes or no if the transloaded facility has a current compliance agreement with USDA. If not transloading, enter "N/A."
12. Indicate yes or no if the doors on the containers being used during shipment are solid and sealable.
13. Indicate yes or no if all openings in the containers being used during the shipment are protected by mesh screens. If there are no openings in the containers, enter "N/A."
14. Answer only if storage is necessary. If no storage is being used enter "N/A." If storage is being used, indicate yes or no if confirmation has been made with the storage facility that the facility can maintain the transiting cargo in a protected area to prevent loss or pilferage. Indicate "Yes" or "No" if the facility has a compliance agreement with USDA.
15. Enter the estimated time necessary to move the product from the point of entry into the United States to the port of exit.
16. Indicate the city and State of the port of exit from the United States.
17. The responsible person named in block 1 must sign the application.
18. Print your name legibly.
19. Enter the date the application was completed and signed.

For any attachments, please type or print PPQ Form 586 with company name and contact name at the top of each page.

Send the application by facsimile to 301-734-0572, or mail the completed application to:

USDA-APHIS-PPQ, Permit Services, 4700 River Road, Unit 136, Riverdale, MD 20737-1236.

Please call 1-877-770-5990 if you have any questions.

Figure A-13 Instructions for PPQ Form 586, Application for Permit to Transit

PPQ Form 591, Notice of Alleged Baggage Violation

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		TYPE OF ALLEGED VIOLATOR <input type="checkbox"/> Passenger <input type="checkbox"/> Crew		SERIAL NUMBER
NOTICE OF ALLEGED BAGGAGE VIOLATION				
SECTION I – FOR USE BY USDA PLANT PROTECTION AND QUARANTINE (PPQ) (Please print)				
1. AIRPORT NAME (<i>City, State</i>)	2. DATE AND TIME ISSUED	3. CARRIER (<i>Full name and flight number</i>)	4. FINAL DESTINATION OF ALLEGED VIOLATOR (<i>Full address</i>)	
5. REGULATIONS VIOLATED (<i>If record of prior violation, provide details</i>)		6. IDENTIFICATION NUMBER (<i>Obtain copies of identifying documents</i>)		
		<input type="checkbox"/> Date of Birth: _____ <input type="checkbox"/> Government-Issued ID Type: _____ <input type="checkbox"/> Government-Issued ID Number: _____ <input type="checkbox"/> Issued by (<i>Country/State</i>): _____ <input type="checkbox"/> Other ID: _____		
7. NAME OF ALLEGED VIOLATOR (<i>Last name, first name, middle initial</i>)		9. MATERIAL SEIZED (<i>List the name of articles, and quantity or weight</i>)		
8. PERMANENT ADDRESS OF ALLEGED VIOLATOR (<i>Include full address and phone number</i>)				
Phone Number: _____				
10. ORAL DECLARATION <input type="checkbox"/> Yes <input type="checkbox"/> No		11. OPPORTUNITY TO AMEND DECLARATION <input type="checkbox"/> Yes <input type="checkbox"/> No		
12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL (<i>i.e., labels on material, passenger remarks, etc.</i>). If case is forwarded for further action, an officer's statement must be attached.				
13. ISSUING OFFICIAL (<i>Print name</i>)		14. ISSUING OFFICIAL (<i>Signature</i>)		15. BADGE NUMBER
SECTION II – ALLEGED VIOLATOR (Please read Section I and Section II)				
<p>The Plant Protection Act (7 U.S.C. 7734) and the Animal Health Protection Act (7 U.S.C. 8313) authorize the imposition of civil penalties for violations of the statutes, regulations, or orders issued thereunder. The Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. 2461 note) authorizes periodic adjustments of the civil penalties for inflation. See 7 CFR 3.91(b)(2) for the current maximum penalties assessed under these statutes. You may waive your right to a hearing on the record and agree to pay a specified civil penalty in settlement of this matter by signing this agreement. If you agree to pay a specified civil penalty and do not submit payment within the designated time, the matter will be referred for collection. You may refuse to pay and request a hearing on the record; a complaint will be issued enumerating the violation(s). The civil penalty offered at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.</p>				
1. I acknowledge that I have a right to a hearing on the record. I waive my right to such hearing and agree to pay the sum of \$ _____ within the designated time in full settlement of this matter.				
Sign: _____		Date: _____		
--- OR ---				
2. I acknowledge that I have an opportunity for a hearing on the record, and I do not wish to waive my right.				
Sign: _____		Date: _____		
SECTION III – FOR USE BY UNITED STATES CUSTOMS AND BORDER PROTECTION OR PPQ				
SIGNATURE OF CASHIER		AMOUNT RECEIVED		DATE
PPQ FORM 591 JULY 2015		(<i>Previous editions are obsolete.</i>)		

Figure A-14 Example of PPQ Form 591, Notice of Alleged Baggage Violation

Purpose

PPQ Form 591, Notice of Alleged Baggage Violation is used to assess civil penalties for passengers and crew who attempt to smuggle prohibited or restricted agricultural items in their baggage after failing to declare the items, and to assess civil penalties for crew and service personnel who remove regulated articles contrary to regulations.

Complete the PPQ Form 591 for violators under 18 not accompanied by an adult and for foreign diplomats holding A-1 or A-2 visas even though the violation is waived for this category of violators only.

Instructions

Use the instructions in [Table A-12](#) for completing the PPQ Form 591.

Table A-12 Instructions for Completing a PPQ Form 591

Block Number	Field Name	Instructions
	Type of Alleged Violator	Check appropriate block. <ul style="list-style-type: none"> ◆ "Passenger" refers to passengers. ◆ "Crew" refers to persons employed by the airline.
Section 1		Complete as directed.
1	Airport Name	Enter airport name, city, and state.
2	Date and Time Issued	Enter date and time.
3	Carrier	Enter the name of the airline (do not abbreviate) and the flight number.
4	Final Destination of Alleged Violator	Enter the final destination of the alleged violator, including the full address.
5	Regulation Violated	Enter the CFR(s) that the passenger or crew member allegedly violated. Be sure to cite the appropriate title, part, and subpart. If passenger or crew member is a previous violator, provide details including date of violation, CFR involved, and any resulting enforcement action.
6	Identification Number	Examine the available identification documents and complete appropriate fields. Make copies of identification documents for the record.
7	Name of Alleged Violator	Enter the name as stated on identification documents. Fill in as complete a name as possible.
8	Permanent Address of Alleged Violator	Enter the full permanent address of the alleged violator. Enter a phone number if possible.

Table A-12 Instructions for Completing a PPQ Form 591 (continued)

Block Number	Field Name	Instructions
9	Material Seized	Enter the name of the article(s) seized and the quantity or weight in kilograms.
10	Oral Declaration	Check the appropriate box to indicate if the alleged violator declared the material during initial questioning.
11	Opportunity to Amend	Check the appropriate box to indicate if an opportunity to amend the oral declaration was given. You cannot assess a civil penalty if an opportunity to amend was not given.
12	Evidence Justifying Seizure	Enter additional information about the seizure (i.e. details about the material, passenger remarks, etc.). If the item was concealed or misrepresented, explain how. If the case is forwarded for further action, an Officer's Statement must be attached.
13-15	Signature and Badge Number of Officer	Complete as instructed.
Section II	Alleged Violator	Enter the amount of the civil penalty before you give the form to the alleged violator. ◆ AGREES: If the alleged violator agrees to pay the civil penalty, have the alleged violator sign and date in field 1. Instruct the alleged violator how to pay as per local protocol. ◆ REFUSES: If the alleged violator refuses to pay the civil penalty, have the alleged violator sign and date in Field 2. Refer to directions in "Refusal to Pay the Civil Penalty". Give a copy of the completed form to the alleged violator.
Section III		For use by the Agency.

Refusing to Pay the Civil Penalty

When alleged violators refuse to pay the penalty:

1. Ensure alleged violators understand that they are waiving their right to settle the violation with the penalty amount recorded on the PPQ Form 591. This penalty amount will not be relevant to the civil penalty that may be assessed after a hearing.
2. Have the alleged violator read, sign, and date in Section II-2 of PPQ Form 591.
3. Allow the alleged violator to write a statement if they wish to do so.
4. Make copies of identifying documents as described in Section I-6 of PPQ Form 591.
5. Give the alleged violator Copy 2 of the PPQ Form 591 and dismiss the alleged violator.
6. Write an Officer Statement relating all the facts of the incident.

7. Collect the following evidence and submit to the appropriate IES office within two weeks:
 - ❖ PPQ Form 591
 - ❖ Identifying documents described in Section I-6
 - ❖ Officer statement
 - ❖ Alleged violator statement (if available)
 - ❖ Photographs (if available)

Notification Letter to Airline for Crew Member Violation

If the alleged violator is a crew member, use the template in [Figure A-15](#) to notify the airlines.

(Date)

Dear *(Name)*:

On the following dates, an employee of *(name of airline)* did *(list and describe violations)*:

This letter serves a notice that a violation/s of the Plant Protection Act (7 U.S.C. §§ 8301 et. seq.) and the regulations and standards issued thereunder have occurred. Violations of these Federal regulations may be criminally prosecuted and can result in monetary penalties, a one-year prison term, or both. Additionally, violations of these Federal regulations can result in a civil penalty of \$250,000 per violation, or more depending on the circumstances of the violation.

The crew members are recognized as having knowledge of the animal and plant regulations through training and/or knowledge gained from their employment and frequent travel. Please take the opportunity to consult with your employees and conduct additional training if needed.

To prevent the entry into the United States of unwanted plant and animal pests and diseases, the traveling public and crew members are asked to help. By complying with all Federal regulations, we all contribute to the protection of America's agriculture. Your assistance in this effort is appreciated.

If you have any questions, please contact *(local PPQ office)* at *(phone number)*.

(Signature)
(Name and title)

Plant Protection and Quarantine

Figure A-15 Example of Notification Letter to Airline for Crew Member Violation

Appendix B

Pre-Requisite Requirements for Commodity Risk Assessments

Introduction

There are two reasons a fruit, herb, or vegetable may **not** be listed as approved for movement to other parts of the United States:

- ◆ PPQ has **not** studied the pest risk, or
- ◆ PPQ has studied the pest risk and there were no mitigations appropriate to address the pest risk.

Stakeholders can request a commodity be added to the list of approved fruits, herbs, and vegetables ([Table 3-1](#)) by submitting a request to:

USDA-APHIS-PPQ
Regulatory Coordination and Compliance Unit (RCC)
4700 River Road, Unit 140
Riverdale, MD 20737

The addition of commodities to [Table 3-1](#) requires that a pest risk analysis be conducted, rule making accomplished, and published in the Federal Register. While the initial request for movement of a commodity to other parts of the United States may come from any interested party, in order for APHIS to consider whether a currently prohibited commodity can be safely moved interstate, the pre-requisite requirements outlined in this chapter must be completed.

Complete the following information to initiate a commodity risk assessment. All information should be submitted to and approved by the Puerto Rico or U.S. Virgin Islands Department of Agriculture. After approval, the APHIS PPQ State Plant Health Director's office should submit the document to the RCC Unit to begin the review process.

Contact Information

Provide your name, company address(es), telephone and fax numbers, and email address(es).

Commodity Information

1. A description and/or map of the specific location(s) of the areas in the exporting area where the commodity is produced

2. The scientific name (including genus, species, and author names), synonyms, and taxonomic classification of the commodity
3. Identification of the particular plant or plant part (i.e. fruit, leaf, root, entire plant, etc.) and any associated plant part proposed for interstate movement to other parts of the United States
4. The proposed end use of the imported commodity (e.g., consumption, milling, decorative, processing, etc.)
5. The months of the year when the commodity would be produced and harvested for interstate movement

Shipping Information

6. Detailed information as to the projected quantity and weight/volume of the proposed importation, broken down according to varieties where applicable
7. Method of shipping and under what conditions, including type of conveyance, and type, size, and capacity of packing boxes and/or shipping containers

Pest and Disease Information

8. Scientific name (including genus, species, and author names) and taxonomic classification of arthropods, fungi, bacteria, nematodes, virus viroids, mollusks, phytoplasmas, spiroplasmas, etc., attacking the crop
9. Plant part attacked by each pest, pest life stages associated with each plant part attacked, and location of pest (in, on, or with commodity)
10. References

Strategies for Risk Mitigation or Risk Management

11. Overview of agronomic or horticultural management practices used in the production of the commodity, including methods of pest risk mitigation or control programs
12. Identification of parties responsible for pest management and control

While not mandatory, provide as much of the following information as possible to assist USDA in completing a timely response to your request:

- ◆ **Contact Information**
 - ❖ Address, phone and fax numbers, and/or email for local experts (such as academicians, researchers, extension agents) who are most familiar with crop production, entomology, plant pathology, and other relevant characteristics of the commodity
- ◆ **Commodity Information**
 - ❖ Common name(s)

- ❖ Cultivar, variety, or group description
- ❖ Stage of maturity at which crop is harvested and method of harvest
- ❖ Indication of whether the crop is grown from certified seed or nursery stock, if applicable
- ❖ If grown from certified seed or stock, indication of origin of the stock or seed
- ❖ Color photographs of plant, plant part, or plant product
- ◆ Growing/Production Area Information
 - ❖ Unique characteristics of the production area in terms of pests or diseases
 - ❖ Maps of the production regions, pest free areas, etc.
 - ❖ Length of time commodity has been grown in production area
 - ❖ Status of growth of production area (i.e. acreage expanding or stable)
 - ❖ Physical and climatological description of the growing area
- ◆ Post-Harvest Transit and Processing Information
 - ❖ Complete description of the post-harvest processing methods used
 - ❖ Description of the movement of the commodity from field to processing to port of interstate movement
 - ❖ Shipping methods and volume of exports
 - ❖ Photographs of the boxes and containers used to transport the commodity
 - ❖ Identification of port(s) of export and import and expected months (seasons) of shipment
- ◆ Pests and Disease Information
 - ❖ Common name(s) of the pest(s)
 - ❖ Geographic distribution of the pest, if a quarantine pest and follows the pathway
 - ❖ Period of attack (e.g. attacks young fruit beginning immediately after blooming) and records of pest incidence (e.g. percentage of infested plants or infested fruit) over time (e.g. during the different phenological stages of the crops and/or times of the year)
 - ❖ Economic losses associated with pests of concern
 - ❖ Pest biology or disease etiology or epidemiology
 - ❖ Photocopies of literature cited in support of the information above
- ◆ Current Strategies for Risk Mitigation or Management

- ❖ Description of pre-harvest pest management practices (including target pests, treatments, or other control methods)
- ❖ Evidence of efficacy of pest management treatments or other control methods
- ❖ Efficacy of post-harvest processing treatments in pest control
- ❖ Culling percentage and efficacy of culling in removing pests from the commodity
- ❖ Description of quality assurance activities, efficacy and efficiency of monitoring implementation
- ◆ Other Documentation
 - ❖ Relevant pest risk analyses, environmental assessment(s), biological assessment(s), and economic information and analyses

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