



Animal and Plant Health Inspection Service

Agriculture Quarantine Inspection (AQI) Treatment Monitoring Fees: Frequently Asked Questions and Answers

The U.S. Department of Agriculture’s (USDA) Animal and Plant Health Inspection Service (APHIS) charges user fees to recover the costs of conducting agriculture quarantine inspections (AQI) at U.S. ports of entry. Effective December 28, 2015, APHIS adjusted the fees it charges to better align them with the costs of delivering AQI services. APHIS also added two new fees—one for the application and monitoring of phytosanitary treatments and another for cruise ship passenger inspections.

Since the new fees went into effect, APHIS has received a number of questions about the treatment monitoring user fee. Answers to frequently asked questions are provided below:

What forms of treatment does the treatment monitoring user fee cover?

The fee applies to fumigations and cold treatments monitored by APHIS. These treatments are generally conducted at U.S. ports of entry or onboard ships while they are traveling to the United States. The treatment monitoring fee does not, however, apply to treatments conducted by an exporting country.

Are U.S. exports subject to the treatment monitoring user fee?

No, only imports that require fumigation or cold treatment to enter the United States are subject to the treatment monitoring user fee. The fee should not be charged for treatments applied to U.S. exports.

What is cold treatment?

Cold treatment is the use of sustained cold temperatures as a means of insect control. Cold treatments may be conducted in warehouses, in refrigerated compartments of conventional vessels, and in refrigerated containers onboard container vessels.

How much is the treatment monitoring user fee?

The treatment monitoring fee will be phased in over 5 years, beginning December 28, 2015, as shown in the table below:

First Year	\$47.00
Second Year	\$95.00
Third Year	\$142.00
Fourth Year	\$190.00
Fifth Year	\$237.00

How is the treatment monitoring user fee charged?

The treatment monitoring user fee is charged on a per treatment basis per enclosure, container, tarp, or chamber. For example, if two or more consignments are treated together in one enclosure, a single fee will be charged. Similarly, if one consignment is split or must be retreated, a fee will be charged for each treatment conducted.

What costs does the treatment monitoring user fee cover?

The AQI treatment monitoring fee recovers the costs for APHIS personnel to oversee treatments conducted on imported commodities and analyze treatment data to confirm the effectiveness of the treatment.

Who is responsible for collecting the AQI treatment monitoring fee?

According to the U.S. Code of Federal Regulations (7 CFR part 354.3), the private entity that provides AQI treatment services to importers is responsible for collecting the user fee from the importer who received the service and sending the collected fees to APHIS each quarter (as described below in further detail). For example, in the case of a cold treatment conducted onboard a ship travelling to the United States, the ocean carrier performing the treatment would need to collect the user fee from the importer and then send the collected fees to APHIS at the end of each quarter. In the case of fumigation, the treatment facility using chambers, containers, or tarpaulins to apply chemical treatments to shipments arriving in the U.S. would collect the fee and remit payment to APHIS at the end of each quarter. Treatment providers must collect the AQI treatment fee at the time the treatment is applied.

When will I receive my bill?

APHIS does not send bills. According to the U.S. Code of Federal Regulations (7 CFR part 354.3), the private entity that provides AQI treatment services is responsible for collecting the user fee from the importer who received the service and sending the collected fees to APHIS each quarter. Delinquent payers may face penalties and interest for non-payment and late payments as described in 7 CFR § 354.5. They may also face more serious sanctions such as suspension and debarment from doing future business with any Federal entity.

Why doesn't APHIS send bills?

If APHIS were to institute a billing system for the treatment monitoring fee, we estimate that it would increase administrative costs by as much as \$40 per transaction. Because user fees are intended to recover the full cost of the service provided, any increase in administrative costs would need to be built into the fees and passed on to the customers.

When are treatment providers required to send collected treatment monitoring user fees to APHIS?

Treatment monitoring user fees are due quarterly (see chart below). The treatment provider must set up an account with APHIS and should send collected fees and the [remittance worksheet](#) to APHIS no later than 31 days after the close of the calendar quarter in which the fees were collected.

Quarter	Months Covered	Due
Quarter 1	January, February, March	April 30 th
Quarter 2	April, May, June	July 31 st
Quarter 3	July, August, September	October 31 st
Quarter 4	October, November, December	January 31 st

How will APHIS enforce collections of the treatment fee?

APHIS will review treatment records and match them with payment records. Missing or delinquent payments will be assessed interest and penalties according to current regulation. Delinquent payers may also face more serious sanctions such as suspension or debarment from doing business with any Federal entity in the future.

How do I set up an account with APHIS?

Treatment providers should contact the USDA APHIS Accounts Receivable Team at the phone numbers or email address below to set up an account.

Email: ABSHELPLINE@aphis.usda.gov

Melissa Mack: (612) 336-3383

Greg Wilkes: (612) 336-3254

Fax: (612) 336-3563

How do I remit payment for treatment monitoring user fees?

Treatment providers may send collected treatment monitoring fees for a given quarter either electronically or by mail. Specific instructions are provided below. Providers who pay electronically should email their remittance worksheet to: ABSHELPLINE@aphis.usda.gov

Paying by mail:

Providers who wish to pay by mail should send payments to:

USDA, APHIS, AQI
PO BOX 979044
St. Louis, MO 63197-9000

Paying by courier (e.g. DHL, Fed Ex, UPS, etc):

Providers who wish to pay by courier such as for overnight service should send payments to:

USDA, APHIS, AQI
Attn: Government Lockbox 979044
1005 Convention Plaza
St Louis, MO 63101

Electronic payments (including debit card, credit card, PayPal, Dwolla, or ACH):

Electronic payments can be made at Pay.gov. Providers must first set up a Pay.gov account at <https://www.pay.gov/public/registration>.

Bank ACH payments:

Bank ACH payments are processed through Remittance Express by the Federal Reserve Bank of Richmond. If not using Pay.gov, you will need the following information to remit a payment via ACH:

ABA: 051036706
Account Name: USDA, MRP, APHIS
Account Number: 540021

Wire Transfers:

Wire transfers are processed through the Federal Reserve Bank of New York. You will need the following information to remit a payment via wire transfer:

ABA: 021030004
Name on Account: USDA, APHIS
Account Number: 12403400

DO NOT USE THE BANK SWIFT CODE for any wire transfers. This may cause your payment to be rejected.

International wire transfers must be sent through a U.S. correspondent bank (i.e. third party or intermediary bank) before going to the Federal Reserve Bank of New York. The U.S. correspondent bank information should be in bold.

Note: Any fees associated with the financial transaction (i.e. bank funds transfer, credit card, etc) are the responsibility of the remitter. Please check with your financial institution for fee considerations.

What information must a company provide with their remittance?

Treatment providers must file a [remittance worksheet](#) when they send in their quarterly collections. The worksheet can be included with payments sent by mail or emailed directly to ABSHELPLINE@aphis.usda.gov if you are paying electronically. Providers are required to provide, at a minimum, the following information with each remittance payment:

- The name and address of the treatment provider remitting the fee.
- The name of a contact person for the treatment provider.
- The tax identification number of the treatment provider.
- The calendar quarter covered by the payment.
- The number of treatments conducted during the calendar quarter.

Note: Companies should maintain detailed records of treatments conducted and payments collected should they be requested by APHIS during an audit.

Need more information?

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Email: ABSHELPLINE@aphis.usda.gov

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Greg Wilkes: (612) 336-3254

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Or visit the AQI User Fee Web site: www.aphis.usda.gov/business-services/aqi-user-fees