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

Puerto Rico and the U.S. Virgin 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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Puerto Rico/U.S. Virgin Islands

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Chapter 1

Introduction

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Purpose

This manual covers information from both domestic quarantine notices (7 CFR 301) and Hawaiian and territories quarantine notices (7 CFR 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. 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**.

This manual covers clearance procedures for aircraft, baggage, cargo, mail, and vessels, and the movement of regulated articles 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.

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 PPA 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 7 CFR 301, 318, and 330.

Advisories

Advisories are used throughout the *Puerto Rico/U.S. Virgin Islands Manual* to bring important information to your attention. Please carefully review each advisory. The definitions coincide with American National Standards Institute (ANSI) [1] and are in the format shown below.

⚠ CAUTION

CAUTION is used to indicate tasks involving minor-to-moderate risk of injury.

⚠ DANGER

DANGER is used to indicate the event of imminent risk of death or serious injury.

NOTICE

NOTICE is used to alert a reader of important information or Agency policy.

SAFETY

SAFETY is used for general instructions or reminders related to safety.

⚠ WARNING

WARNING is used to indicate the event of possible risk of serious injury.

[1] TCIF Guideline, Advisories (Safety-Related Warning Message), TCIF-99-021 Issue 1, p.4.

Puerto Rico/U.S. Virgin Islands Manual Contacts

Information Services and Manuals Unit (ISMU)

The PPQ Information Services and Manuals Unit (ISMU) issues and maintains manuals electronically on the APHIS Plant Protection and Quarantine Manuals webpage.

If you are unable to access the *Puerto Rico/U.S. Virgin Islands Manual* online or have a suggested edit (layout, spelling, etc.) please contact ISMU by email at PPQ.IRM.ISMU.Manuals.Feedback@usda.gov.

Revisions to the manual are announced 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, navigate to the APHIS Stakeholder Registry, enter your email address, and select the relevant manuals under Plant Health Information – Manual Updates.

Puerto Rico/U.S. Virgin Islands Manual Liaison

If you have an urgent situation requiring an immediate response regarding the *Puerto Rico/U.S. Virgin Islands Manual* contact the program specific liaison, Derek Woller, by email at Derek.A.Woller@usda.gov.

Chapter 2

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 and Baggage

Prerequisite Information—Advanced Notification of Departure

Aircraft **must not** be moved from Puerto Rico or the U.S. Virgin Islands to any United States 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. If a flight, through a misunderstanding, departs without predeparture inspection and clearance, radio the appropriate PPQ or CBP office (or base operations officer if a military flight) at the port of destination so the flight can be met immediately upon its arrival. Military flights are inspected by PPQ or personnel designated by PPQ. When inspecting departing aircraft, use the following steps.

Enter the data for the action taken into the Agricultural Risk Management System (ARM) aircraft passenger clearance inspection workspace including aircraft inspection and catering monitoring activities.

To comply with records management and data quality assurance, a supervisor (or designee) **must** review and validate all data collected from inspection, safeguarding, and treatment activities prior to entering the data into the ARM.

If pit baggage has remained in Customs custody (including that which has been offloaded 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 7 CFR 352.

Step 1: Prevent Loading Prior to Inspection

Prior to loading the aircraft, inspect baggage and supplies, including fruits and vegetables to be served during the flight.

Step 2: Determine if Articles are Regulated

Make sure that all regulated articles authorized to be loaded on the aircraft have been appropriately certified. Refer to the Reference section of this manual for any restrictions or prohibitions. Have unauthorized articles offloaded.

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, collect the pest and any associated host material, and follow guidelines for the submission of specimens for identification.

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 monitor stop-over catering, to look for hitchhiking pests, or to ensure the compliance of crew 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, refuse to allow the infested article forward and follow guidelines for the submission of specimens for identification.

Step 5: Submit Specimens for Identification

APHIS and CBP personnel should refer to Puerto Rico/United States Virgin Islands Procedures – Submitting Specimens for Identification for detailed submission instructions based on specimen type.

Step 6: Complete Documentation

For pest identification, PPQ must generate a Diagnostic Request (DR) in the ARM. Refer to Figure A-1 for an example of a completed DR.

NOTICE

PPQ and CBP will use ARM to submit pests for identification.

Complete and distribute PPQ 413 Worksheet, Aircraft Inspection Record.

Inspection of Aircraft Baggage

In accordance with 7 CFR 318.13-10, Predeparture personnel **must** adhere to the following policies and procedures:

- All passenger baggage **must** be inspected using one or more of the following methods[1]:
    - X-ray machine
    - Physical opening and inspection of the bags
    - K-9 detection
- Inspection stickers **must** be applied to all inspected baggage, including carry-on items, to indicate that the inspection has been completed.

NOTICE

SOP for stickers at the end of the X-ray or manual inspection of Predeparture passenger baggage:

All inspected passenger/crew luggage/carry-on **must** have an official PPQ Predeparture sticker. The sticker will be placed around the handle affixing the sticky ends together. This is to prevent stickers from falling off.

Ensure to use the appropriate designated sticker for that day of the week.

Keep unused stickers locked and secure.

[1] APHIS retains the right to modify inspection levels to address staffing and other operational constraints.

The PPQ official **must** decide when and where to inspect the aircraft baggage. 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.

Examination of Baggage at the Gate

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

Examination of Carry-on Baggage

In general, examine all carry-on baggage for unauthorized articles (refer to 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.[2]

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 carry-on baggage, and your knowledge of what fruits and vegetables are in season, to determine the thoroughness of your inspection of the pit baggage.

Step 2: Complete Documentation

Complete and distribute the following forms:

- PPQ 413 Worksheet, Aircraft Inspection Record
- PPQ Form 591, Notice of Alleged Baggage Violation (FOR USE IN THE U.S. VIRGIN ISLANDS BY CBP ONLY)

Assessing Civil Penalties to Passengers

NOTICE

At this time, PPQ Predeparture officials will **not** be assessing penalties in Puerto Rico for passenger baggage (PPQ Form 591). However, for suspected high-risk violations on any Predeparture pest pathway in Puerto Rico, PPQ officials in Puerto Rico may complete a PPQ Form 518, Report of Violation to refer violations to APHIS-Investigative and Enforcement Services (IES).

CBP personnel may assess civil penalties for passenger baggage (Form 591) in the U.S. Virgin Islands.

[2] 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*.

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 CBP Agriculture Specialist **must** have the legal authority to assess the civil penalty and have given the passenger an opportunity to amend their oral declaration.

The Form 591 **must** be signed by a CBP Agriculture Specialist 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

NOTICE

At this time, PPQ Predeparture officials will **not** be assessing penalties in Puerto Rico for passenger baggage (PPQ Form 591). However, for suspected high-risk violations on any Predeparture pest pathway in Puerto Rico, PPQ officials may complete a PPQ Form 518, Report of Violation to refer violations to APHIS-IES.

CBP personnel may assess civil penalties for passenger baggage (Form 591) in the U.S. Virgin Islands.

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

Refer to Instructions for Completing PPQ Form 287, Mail Interception Notice for more information, and Refusing to Pay the Civil Penalty for actions to take if the alleged violator refuses to pay the penalty.

Inspection of Cargo

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

Enter the data for the inspection and action taken using the ARM WAD code for cargo shipments, including ECOs. To comply with records management and data quality assurance, a supervisor (or designee) **must** review and validate all data collected from inspection, safeguarding, and treatment activities prior to entering the data into the ARM cargo inspection workspace.

If residue cargo has remained in Customs custody (including that which has been offloaded 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 7 CFR 352.

For consignments handled by ECOs, review outbound manifests and work with express carrier representatives, under the terms of their compliance agreements as applicable, to identify

regulated articles destined to the continental United States. Canine teams may also be used to assist with inspecting express carrier shipments.

Shippers may request inspection (or certification) by contacting the nearest PPQ office.

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

Step 1: Check the Reference Section

Refer to 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 (e.g., treatments that are required). For items which require mandatory treatment, skip Step 2 and go to Step 3.

Step 2: Inspect the Regulated Articles

Inspect the restricted article using the same inspection techniques and methods that you would use for inspecting articles of foreign origin. Refer to the following for commodity specific inspection procedures:

- Agricultural Commodity Import Requirements (ACIR) database
- Federal Order DA-2021-0003 concerning African Swine Fever (ASF) virus
- PPQ *Plants 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 (for 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.”

Document the number of inspections and seizures of regulated articles found in ECO consignments. Enclose an Agriculture Notice inside the package from which the regulated article(s) were removed.

Inspection of U.S. Postal Mail

Use the same steps listed under Inspection of Cargo in the cargo section. The major difference between cargo and U.S. postal 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. Document the seizure of regulated articles using the PPQ Form 287, Mail Interception Notice. Enclose a copy of the PPQ 287 and an Agriculture Notice inside the mail consignment.

Enter the data for the action taken into the ARM Mail Inspection workspace. To comply with records management and data quality assurance, a supervisor (or designee) **must** review and

validate all data collected from inspection, safeguarding, and treatment activities prior to entering the data into the ARM mail inspection workspace.

Arrange the inspection of parcels destined to the United States mainland with the local postal authorities in Puerto Rico or the U.S. Virgin Islands. 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. Refer to 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. Predeparture officials are responsible for obtaining a warrant authorizing opening all first-class mail.

Table 2-3 Acting on Parcels

If the parcel is:	And it contains:	And the items are:	Then:
Opened for inspection	Only unauthorized 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. ENCLOSE a copy of the Agriculture Notice 5. 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. ENCLOSE a copy of the Agriculture Notice 4. STAMP the parcel "Inspected and Released" 5. 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. Refer to the Reference section of this manual for any restrictions or prohibitions. 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.

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 7 CFR 318.13-10, then supervise the disinfection of the vessel following the guidelines in the PPQ *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.

Chapter 3

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 (*Pectinophora 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 Prerequisite Requirements for Commodity Risk Assessments 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 of if they are listed or **not**) moving in either direction between Puerto Rico and the U.S. Virgin Islands. The exceptions are:

- **Pigeon pea** may move from the U.S. Virgin Islands to Puerto Rico but is **prohibited** from Puerto Rico into the U.S. Virgin Islands.

- **Mango** may move from Puerto Rico into the U.S. Virgin Islands but is **prohibited** from the U.S. Virgin Islands into Puerto Rico.
- **Sugarcane** may move from the U.S. Virgin Islands to Puerto. Rico, but is **prohibited** from Puerto Rico into the U.S. Virgin Islands unless accompanied by a limited permit (PPQ Forms 530 or 537).

Fresh Fruits, Herbs, and Vegetables

List 3-1 Approved Fresh Fruits, Herbs, and Vegetables from Puerto Rico and the U.S. Virgin Islands (Authority 7 CFR 318.13-4)

- Achachairú (*Garcinia gardneriana*) (fruit; commercial consignments into continental United States **only**)
- *Allium* spp.
- Aloe vera (above ground parts)
- Amaranth, *Amaranthus* spp. (leaf, stem)
- Anise
- *Annona* spp. (leaf)
- Arracacha, *Arracacia xanthorrhiza*
- Arrowroot
- Artichoke, Jerusalem
- Asparagus
- Avocado
- Balsam apple
- Bamboo shoots
- Banana (fruit, leaf without stalk or midrib)
- Basil
- Bay Laurel
- Beans, in pods (faba, lima, string)[1]
- Beans, shelled (faba, lima, string)
- Beet
- Bitter melon
- *Brassica oleracea*
- Breadfruit, *Artocarpus* spp.
- Breadnut
- Broccoli
- Brussels sprouts
- Cabbage
- Cacao bean pod
- Cannonball fruit
- Cantaloupe
- Carrot
- Casabanana, *Sicana odorifera*
- Cassava
- Cauliflower
- Celery
- Chamomile, *Anthemis* spp.
- Chayote
- Chervil
- Chicory
- Chinese water nut
- *Chrysanthemum* spp. (leaf, stem)
- Cilantro
- Citrus
- Coconut (unrestricted)
- Collard
- Corn-on-the-cob
- Cornsalad, *Valerianella locusta*
- Cucumber, includes Angola cucumber, *Sicana odorifera*
- *Cyperus* corm
- Dandelion greens
- Dasheen, *Colocasia*, *Caladium* spp., and *Xanthosoma* spp.
- Edible flowers[2] (inflorescences **only**)[3]
- Eggplant
- Endive
- Ethrog (fruit)
- False coriander
- Fennel
- Garlic cloves, peeled
- Genip
- Ginger root
- Gourd
- Grapefruit
- Guava, (leaf)
- Honeydew melon
- Horseradish, *Armoracia rusticana*
- Indigo, *Indigofera* spp. (leaf)
- Jackfruit
- Kale
- Kudzu
- Lambsquarter
- Lemon (fruit)
- Lemongrass, *Cymbopogon citratus*
- Leren
- Lettuce
- Lily bulb, edible
- Lime (fruit)
- Lotus root
- Maguey
- Mango from PR, T102-a[4] (prohibited from USVI) [5]
- Mangosteen
- Marjoram, *Origanum* spp. (leaf, stem)
- Mint, *Mentha* spp.
- Mushrooms
- Mustard greens
- Okra[6]
- Orange (fruit)
- Oregano, *Oreganum vulgare* subsp. *vulgare* (leaf, stem)
- Palm heart
- Papaya
- Parsley

[1] Refer to Table 3-1.
[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] Mango is also prohibited movement from the U.S. Virgin Islands into Puerto Rico.
[6] Refer to Table 3-2.

- Parsnip
- Peas, in pod or shelled, *Pisum sativum*
- Pepper
- Pigeon pea (pod or shelled from Puerto Rico), T101-k-2[4] or T101-k-2-1[4]
- Pigeon pea, in pods from USVI[1]
- Pigeon pea, shelled, from USVI
- Pineapple
- Plantain (fruit, leaf without stalk or midrib)
- Pokeweed greens (leaf, stem)
- Pomegranate arils
- Potato
- Pumpkin
- Purslane
- Radish
- Rambutan[7] (commercial consignments **only**)
- Rhubarb
- Rosemary (leaf)
- Rutabaga
- St. John's bread
- Salsify
- Sapote (commercial consignments into continental US **only**)
- Savoy
- Sorrel, *Rumex* spp.
- Spinach
- Squash
- Stinking-toe (pod)
- Strawberry
- Sweet potato[8] T101-b-3-1[4]
- Sweet potato (leaf **only**)
- Swiss chard
- Tamarind bean pod
- Taro, *Colocasia* and *Caladium* spp.
- Tarragon
- Thyme
- Tomato
- Truffle
- Turnip
- Vegetable marrow
- Water-chestnut
- Watercress
- Watermelon
- Yam, *Dioscorea* spp.
- Yautia (tanier)
- *Xanthosoma* spp.

Table 3-1 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	7 CFR 318.13
Other than an area listed in the cell above	1. REQUIRE treatment using T101-k-2 or T101-k-2-1 2. RELEASE	

[7] Admissible into the continental United States **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 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.)

Reference
Fresh Fruits, Herbs, and Vegetables

Table 3-2 Regulatory Action for Fresh Okra

If destined to:	Then:	Authority:
Alabama, Arizona, Arkansas, Florida, Georgia, Illinois[1], Kentucky[1], Louisiana, Mississippi, Missouri[1], Nevada, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, or Virginia[1] from **May 16 to November 30**[2]	1. REQUIRE treatment[3] using T101-p-2 or T101-p-2-1 2. RELEASE	7 CFR 318.13
California from **March 16 to December 31**[4]		
Other than a State listed above	1. INSPECT[5] 2. RELEASE	

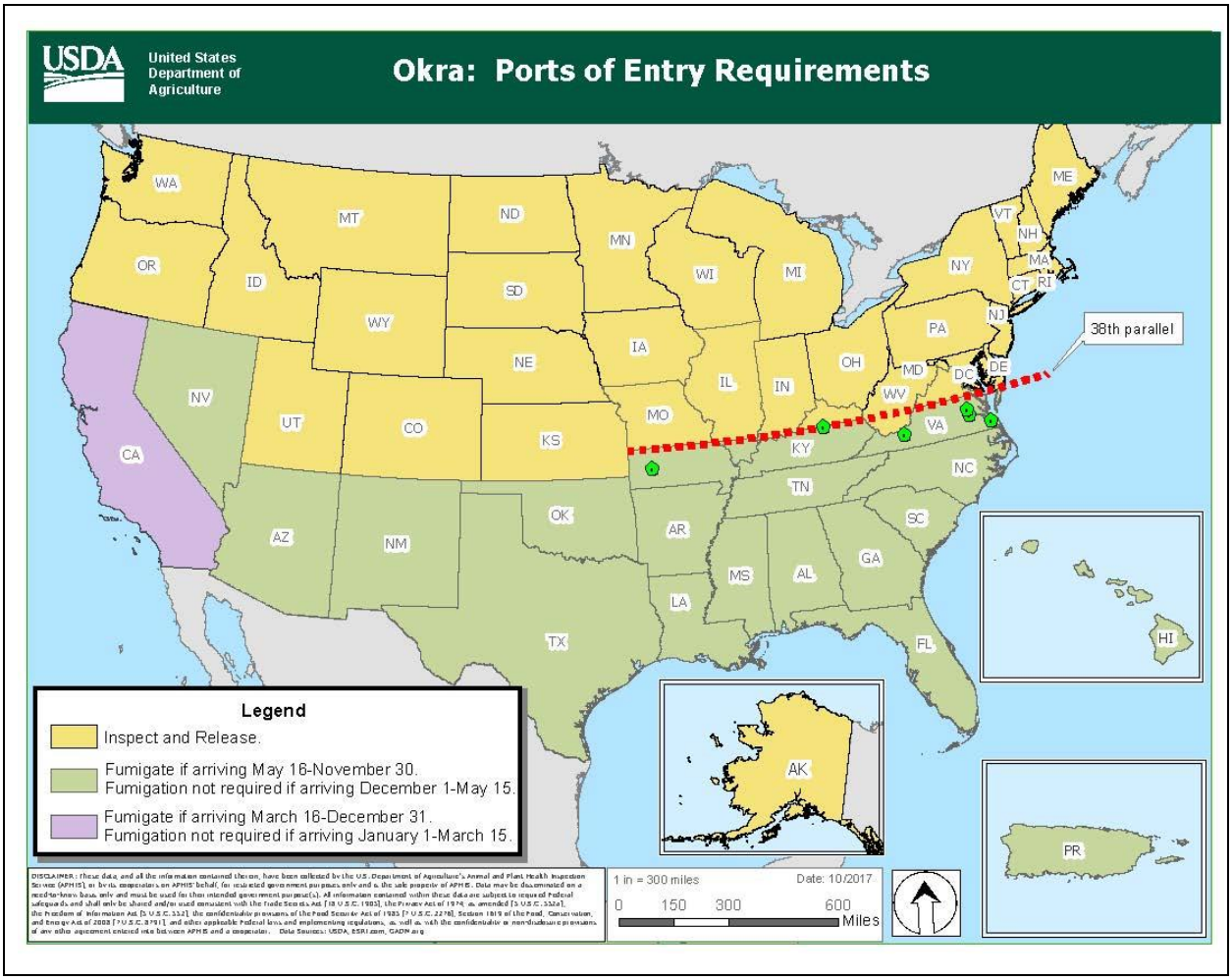


Figure 3-1 Fresh Okra: Ports of Entry Requirements

[1] Require treatment **only** for those consignments destined to areas of the state that are south of the 38th parallel. (Refer to Figure 3-1).
[2] Treatment **not** required if arriving December 1 to May 15. Inspect to allow/restrict movement.
[3] Fumigation for *Pectinophora gossypiella* (pink bollworm) using methyl bromide in an APHIS-approved normal atmospheric pressure chamber (treatment schedule T101-p-2) or tarpaulin (treatment schedule T101-p-2-1).
[4] Treatment **not** required if arriving January 1 to March 15. Inspect to allow/restrict movement.
[5] Treatment **not** required. Inspect to allow/restrict movement.

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.

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

- Frozen—Table 3-3
- Diced Sectioned, Segmented, Sliced, Precut—Table 3-4
- Juiced, Pureed, Concentrated, Pickled, Jellied—Table 3-5
- Dried or Cured—Table 3-6
- Cooked—Table 3-7

Table 3-3 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 MOVEMENT	7 CFR 318.13
	Permits an effective inspection	REFER to List 3-1	
20 °F **or below** at the time of inspection[6]	→	RELEASE	

Table 3-4 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	7 CFR 330.105
			Significant space between the lid and the top of the liquid	PROHIBIT movement	
		Plastic bags or similar nonrigid containers	→		
	Not processed as described in the cell above	→	→		
Precut fruit **other than** that for fruit salsa	Sufficiently processed[7]	→	→	RELEASE	
	Insufficiently processed to preclude any live pests	→	→	REFER to List 3-1	

[6] EXCEPTION: Frozen mango with seed is prohibited because freezing does not kill the mango seed weevil.
[7] Cooked, dried, cured, or processed in such a way so as to preclude any live pests.

Table 3-5 Fruit Juices, Purees, Concentrates, Pickles, Jellies, Marmalades, and Preserves

If the item is:	And the consignment is:	And the amount of pulp present:	And there is:	Then:	Authority:
Canned, frozen, or pasteurized juice	→	→	→	RELEASE	7 CFR 330
Fresh juice	Noncommercial	Hinders inspection	→	PROHIBIT MOVEMENT	
		Does not hinder inspection	**No** live fruit fly larvae present	RELEASE	
			Live fruit fly larvae present	PROHIBIT MOVEMENT	
	Commercial	→	→	RELEASE	
Concentrates, purees, jellies, pickles, preserves, or marmalades	→	→	→		

Table 3-6 Dried or Cured Fruits, Herbs, and Vegetables

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

Table 3-7 Cooked Fruits and Vegetables[8]

If the product is:	And from:	And:	Then:	Authority:
Mango	U.S. Virgin Islands[9]	With seed	PROHIBIT MOVEMENT	7 CFR 330.105
		Without seed	INSPECT and RELEASE	
	Puerto Rico	→		
Fruits or vegetables **other than** mango	→	→		

[8] 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 transforming the physical structure of items. If the product is not commercially cooked, REFER to Table 3-1 and REGULATE the product as if fresh.
[9] Cooked mango with seed is 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 (CNMI).

Table 3-8 Cotton

If the item is:	And:	And it is:	Then:	Authority:
Cotton wax, cottonseed oil, or manufactured cotton	→	→	CERTIFY CONSIGNMENT	7 CFR 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	• INSPECT AND CERTIFY consignment at origin, or • INSPECT at the port of arrival	
		Not a sample **nor** as above	REFER to Table 3-9	
Seed	→	→	REFER to Seeds and Nuts	
Other than one listed in the three cells above	→	→	PROHIBIT MOVEMENT	7 CFR 318.47

Table 3-9 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 2. CERTIFY consignment	7 CFR 318.47
	Not processed as described in cell above	1. REQUIRE a permit issued by PPQ Permit Services 2. ALLOW movement to port designated on the permit 3. HANDLE as foreign origin cotton at the port of arrival (follow directions in 7 CFR 319.8)	
Bale covers or wrappings	Used		

If the item is:	And it is:	Then:	Authority:
Bale covers or wrappings (cont.)	New or unused	RELEASE	7 CFR 318.47
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 3-10 Packing Material

If used as packing material for:	And packing material is:	Then:
Propagative material	→	REFER to Table 3-13
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 3-11 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[10] and CERTIFY MOVEMENT	7 CFR 330.105
		Fresh, green, and/or pliable	PROHIBIT MOVEMENT	
	Fronds crafted or woven into articles[11]	Processed **beyond** crafting or weaving (bleached, dyed, painted, or shellacked)	INSPECT[10] and CERTIFY MOVEMENT	
		Not processed beyond crafting or weaving (fronds remain fresh, green, or pliable)	PROHIBIT MOVEMENT	
Commercial consignment	→	→	INSPECT[10] and CERTIFY MOVEMENT	

[10] Look for very small, but visible, bright red mites. Also look for colonies of mites along the midrib 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.
[11] 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 albilinenans* and *X. vasculorum*), cactus borer (*Cactoblastis cactorum*), the sweet potato scarabee (*Euscepes postfaciatus*).

NOTICE

Plants for propagation that are hosts to the Asian Citrus Psyllid (ACP) and/or Citrus Greening must meet the conditions of 7 CFR 301.76. Refer to Asian Citrus Psyllid and Citrus Greening Regulated Articles for a list of hosts for this pest and associated disease.

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.

List 3-2 List of Approved Growing Media

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

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 3-12 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 List 3-2	PROHIBIT MOVEMENT	7 CFR 318.60
	Bare rooted plants or plants rooted in approved growing media. Refer to List 3-2	1. REQUIRE T201-f[1] 2. CERTIFY consignment	7 CFR 318.13
Citrus	→	VERIFY that the conditions of 7 CFR 301.76 have been met, and CERTIFY consignment	7 CFR 301.76

[1] Small, noncommercial consignments of cacti that can be inspected 100% and are found to be **free** of 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.

If the plant is:	And it is:	Then:	Authority:
Cotton	→	PROHIBIT MOVEMENT	7 CFR 318.47
Sugarcane	Seed	1. REQUIRE T514-2 2. CERTIFY consignment	7 CFR 301.87
	Other than seed	PROHIBIT MOVEMENT	
Sweet potatoes	Roots	1. REQUIRE treatment 2. CERTIFY consignment	7 CFR 318.13
	Other than roots	PROHIBIT MOVEMENT	
Other than one listed in the cells above	Plants rooted in growing media that is **not** approved. Refer to List 3-2	PROHIBIT MOVEMENT	7 CFR 318.60
	Bare rooted plants or plants rooted in approved growing media. Refer to List 3-2.	INSPECT AND RELEASE	7 CFR 330.105

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.

Table 3-13 Sand[2], Soil, and Earth

If the consignment is:	And:	Then:	Authority:
More than 3 pounds	→	1. REQUIRE movement to an APHIS facility approved to receive untreated, regulated soil 2. VALIDATE the facility has a soil permit (P330) in eFile 3. ALLOW the shipment to proceed, subject to the requirements listed in the permit 4. If there is no permit: A. **Do not** allow movement to the mainland B. Advise the shipper of the permit requirement and of the ability to apply for a PPQ Permit 525-A, *Application for Permit to Receive Soil*	7 CFR 330.203
3 pounds **or less**	Treatment using approved treatments in Table 3-14 is impractical		

[2] Clean ocean sand is unrestricted.

If the consignment is:	And:	Then:	Authority:
3 pounds **or less** (cont.)	Treatment is practical and will **not** interfere with intended use	1. ISSUE an oral permit 2. TREAT soil according to Table 3-14	7 CFR 330.203

Table 3-14 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[3]: • 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.

Seeds and Nuts

The seed of cotton must be treated because it can harbor pink bollworm (*Pectinophora gossypiella*). Pulpy seed is prohibited because it can harbor fruit flies. Sugarcane seed is restricted because it can transmit diseases such as gummosis disease (*Xanthomonas vasculorus*) and leaf scald disease (*Xanthomonas albilineans*). Movement of these seeds are 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. Sugarcane may move from the U.S. Virgin Islands to Puerto Rico but is **prohibited** from Puerto Rico into the U.S. Virgin Islands unless it is accompanied by a limited permit (PPQ Forms 530 or 537).

Table 3-15 Seeds and Nuts

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

[3] Start counting time once the entire mass reaches the required temperature.

Sugarcane

Sugarcane is restricted to prevent the artificial spread of leaf scald disease (*Xanthomonas albilineans*) and gummosis disease (*Xanthomonas vasculorum*). Machinery and processing equipment used for extracting and refining sugarcane juice, as well as plants, plant parts, products, and seed are regulated because the diseases are easily transmitted by any article that comes in contact with sugarcane. 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. Sugarcane is prohibited from Puerto Rico into the U.S. Virgin Islands unless it is accompanied by a limited permit (PPQ Forms 530 or 537).

Table 3-16 Sugarcane

If the item is:	And:	Then:	Authority:
Bagasse	Treated with dry heat for 2 hours at 158 °F	CERTIFY consignment	7 CFR 301.87
	Not treated as in cell above	REFER to Table 3-17	
Chews	Boiled for at least 30 minutes or peeled and without nodes	CERTIFY consignment	
	Not as described as in cell above	REFER to Table 3-17	
Seed	→	REFER 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 3-17	
Other than bagasse, chews, or equipment	→	REFER to Table 3-18	7 CFR 301.87

Table 3-17 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	7 CFR 301.87
	Not intended to be used for harvesting or processing sugarcane	→	1. ISSUE a Limited Permit (PPQ Forms 530 or 537) 2. ALLOW movement	
Bagasse or sugarcane chews	Moving to a county that grows sugarcane[4]	→	PROHIBIT movement	

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

Reference
Plants for Propagation

If:	And it is:	And it is:	Then:	Authority:
Bagasse or sugarcane chews (cont.)	Moving to a county that **does not** grow sugarcane[4]	An area **less than** 10 miles from the nearest sugarcane field	PROHIBIT movement	7 CFR 301.87
		An area 10 miles **or more** from the nearest sugarcane field	1. ISSUE a Limited Permit (PPQ Forms 530 or 537) 2. ALLOW movement	

Table 3-18 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	7 CFR 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 official channels	

Appendix A

Forms

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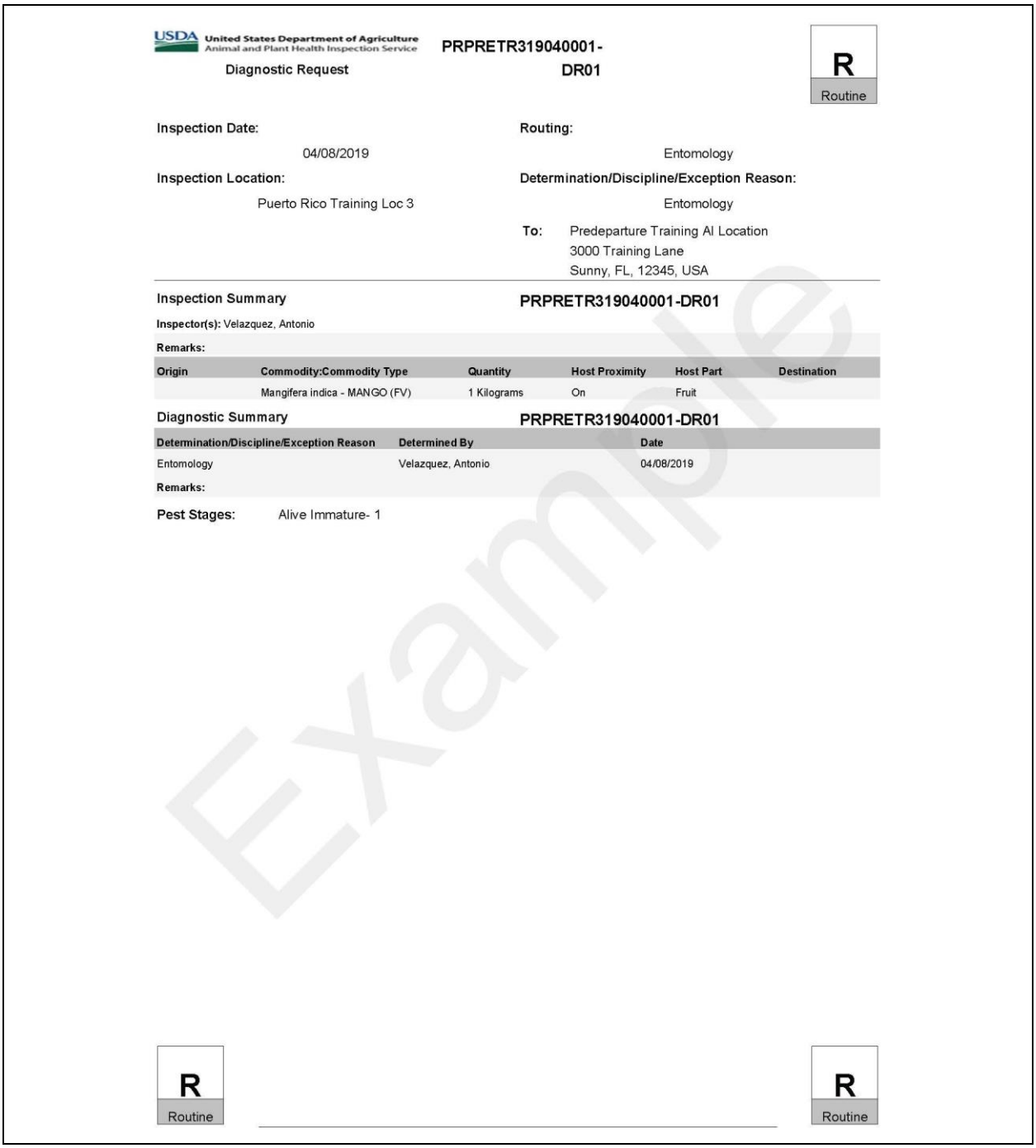
Introduction

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 website for ordering information. Forms are also available on the APHIS Electronic Forms Library website.

Diagnostic Request (DR)

When entering a pest for identification, PPQ must enter the pest information into the Agricultural Risk Management System (ARM) to generate a Diagnostic Request (DR) for each specimen. Refer to the ARM Help section for further information. Refer to Figure A-1 for an example of an ARM-generated DR.

CBP will submit pest interceptions in ARM using the appropriate Form 309/309A.



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

Diagnostic Request

PRPRETR319040001-DR01

R
Routine

Inspection Date:
04/08/2019

Routing:
Entomology

Inspection Location:
Puerto Rico Training Loc 3

Determination/Discipline/Exception Reason:
Entomology

To: Predeparture Training AI Location
3000 Training Lane
Sunny, FL, 12345, USA

Inspection Summary PRPRETR319040001-DR01

Inspector(s): Velazquez, Antonio

Remarks:

Origin	Commodity:Commodity Type	Quantity	Host Proximity	Host Part	Destination
	Mangifera indica - MANGO (FV)	1 Kilograms	On	Fruit	

Diagnostic Summary PRPRETR319040001-DR01

Determination/Discipline/Exception Reason	Determined By	Date
Entomology	Velazquez, Antonio	04/08/2019

Remarks:

Pest Stages: Alive Immature- 1

Example

R
Routine

R
Routine

Figure A-1 Example Diagnostic Request (generated in ARM)

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
☐ YES ☐ NO

12. QUARANTINE OR REGULATION IN VIOLATION

13. DISPOSITION
- ☐ Prohibited material removed and destroyed.
- ☐ Container and contents destroyed.
- ☐ Package returned to origin.

14. REASON FOR DISPOSITION
1. ☐ Addressee, after due notice, failed to apply for permit required by law.
2. ☐ 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
   - ☐ Swine
   - ☐ Ruminant
   - ☐ Poultry

   b. Certificates/Permits
   - ☐ Yes
   - ☐ No

   c. Country of origin per label

   d. Meat product is:
   - ☐ Dried/Cured
   - ☐ Vacuum packed
   - ☐ Can/Jar
   - ☐ Foil packaged
   - ☐ Fresh, Chilled, or Frozen

   e. Other animal products:

   f. Reason considered not to be shelf stable *(Specify below in Remarks)*

3. ☐ 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. ☐ Material not authorized entry.
5. ☐ Material in or contaminated with soil. Soil can carry many plant pests and diseases.
6. ☐ 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-2 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-1.

Table A-1 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	• If contents were broken, leaked, or spilled, then list • If there was no breakage, enter “NONE”
11	• 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	• Enter the regulation that governs the unauthorized article • If you do not know the regulation, then refer to Table A-2
13	• 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	• 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

Block	Instructions
15	• 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	Sign your name
Reverse side of PPQ 287	• 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-2 Determine the Regulation that Governs the Plants, Plant Products, Soil, and Plant Pests

If the article is:	Authority:
Cotton, cottonseed, etc. (Puerto Rico and U.S. Virgin Islands)	7 CFR 318.47
Fruits & vegetables (Puerto Rico and U.S. Virgin Islands)	7 CFR 318.13
Sugarcane (Hawaii, Puerto Rico)	7 CFR 301.87
Soil	7 CFR 330.203
Plant Pests	7 CFR 330.200

Distribution

Distribute PPQ Form 287 as follows:

1. Use Table A-3 to determine where to send the original PPQ Form 287.

Table A-3 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:
   A. If the package is returned to the sender, enclose a copy inside the package.
   B. Place a copy in the port file and maintain for an official record.

NOTICE

The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the appropriate Agency database.

PPQ 309, Pest Interception Record

PPQ has replaced the PPQ 309 with the Diagnostic Request (DR). PPQ must use the Agricultural Risk Management System (ARM) to submit pest interceptions and generate the DR. Refer to the ARM Help section for more information.

CBP will submit pest interceptions in ARM using the appropriate Form 309/309A. Refer to Figure A-1 for an example of an ARM-generated Diagnostic Request.

Instructions for CBP Personnel Only

1. Log into the Agricultural Risk Management System (ARM)
2. Enter your User Name and Password.
3. Refer to the ARM Help section for more information for entering a record into the database.

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

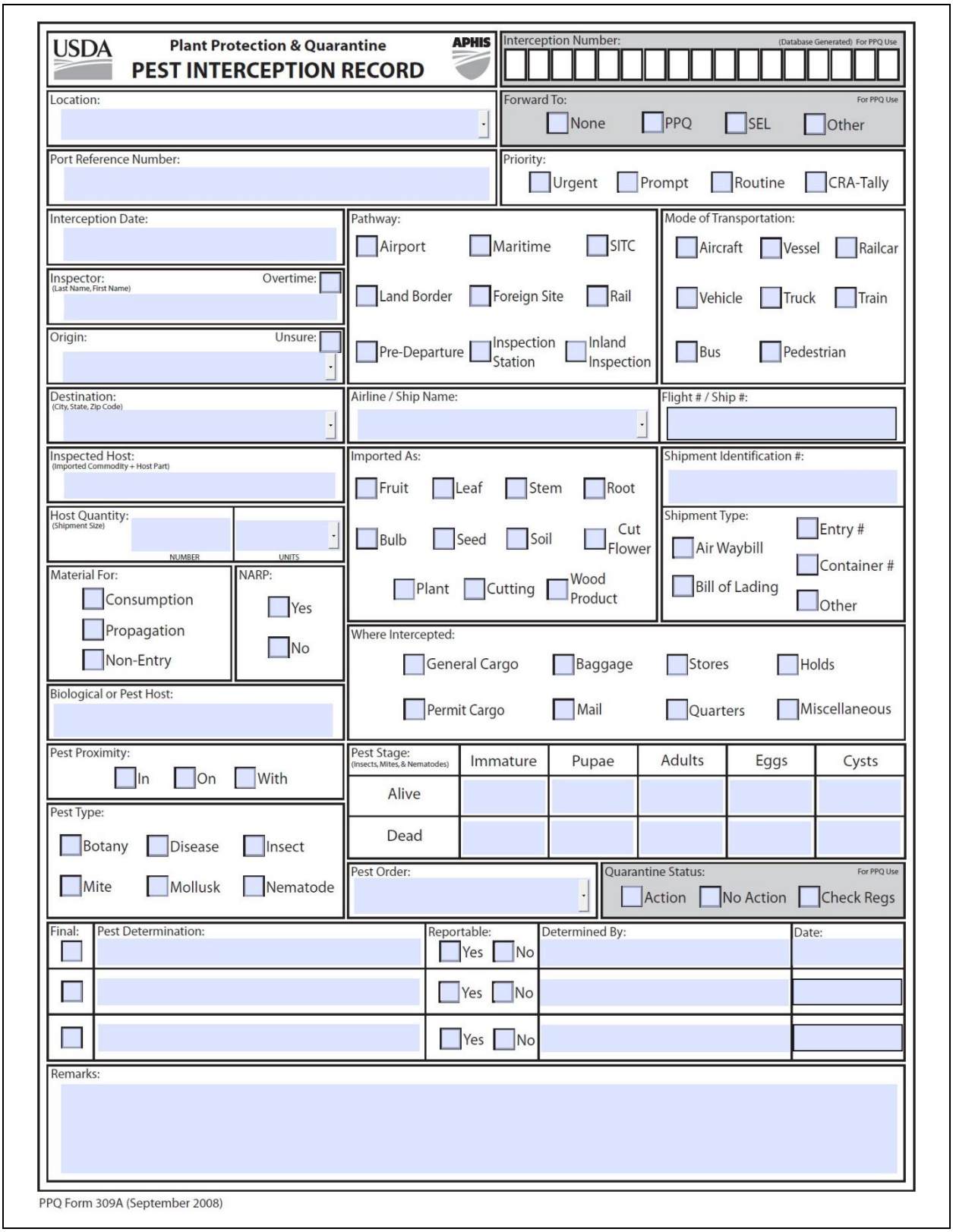
Never submit multiple forms for the same pest species in the same shipment. If you find multiple interceptions in one cargo consignment (on the same vessel, in the same mail parcel, or in the same passenger's luggage), then compare and separate all pest species. Provide all necessary information (for 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.

PPQ Form 309A, Pest Interception Record Worksheet



USDA Plant Protection & Quarantine APHIS
PEST INTERCEPTION RECORD

Interception Number: (Database Generated) For PPQ Use

Location:

Forward To: For PPQ Use
None PPQ SEL Other

Port Reference Number:

Priority:
Urgent Prompt Routine CRA-Tally

Interception Date:

Pathway:
Airport Maritime SITC
Land Border Foreign Site Rail
Pre-Departure Inspection Station Inland Inspection

Mode of Transportation:
Aircraft Vessel Railcar
Vehicle Truck Train
Bus Pedestrian

Inspector: (Last Name, First Name) Overtime:

Origin: Unsure:

Destination: (City, State, Zip Code)

Airline / Ship Name:

Flight # / Ship #:

Inspected Host: (Imported Commodity + Host Part)

Imported As:
Fruit Leaf Stem Root
Bulb Seed Soil Cut Flower
Plant Cutting Wood Product

Shipment Identification #:

Shipment Type:
Air Waybill Entry #
Container #
Bill of Lading Other

Host Quantity: (Shipment Size) NUMBER UNITS

Material For:
Consumption
Propagation
Non-Entry

NARP:
Yes
No

Where Intercepted:
General Cargo Baggage Stores Holds
Permit Cargo Mail Quarters Miscellaneous

Biological or Pest Host:

Pest Proximity:
In On With

Pest Stage: (Insects, Mites, & Nematodes)	Immature	Pupae	Adults	Eggs	Cysts
Alive					
Dead					

Pest Type:
Botany Disease Insect
Mite Mollusk Nematode

Pest Order:

Quarantine Status: For PPQ Use
Action No Action Check Regs

Final:	Pest Determination:	Reportable:	Determined By:	Date:
		Yes No		
		Yes No		
		Yes No		

Remarks:

PPQ Form 309A (September 2008)

Figure A-3 Example of PPQ Form 309A, Pest Interception Record Worksheet

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 ARM 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 Figure A-5 and Figure A-6 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 competing 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

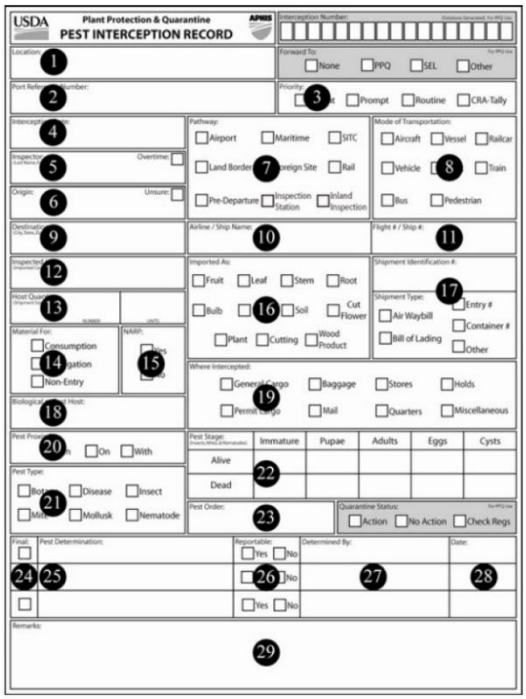
Maritime – All interceptions made at seaports

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

Inland Inspection – All inspections of ground-based shipments performed at sites located in the nation's interior.

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-4 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 inspection was conducted under National Agricultural Release Program guidelines.

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, 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 identifiers 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:

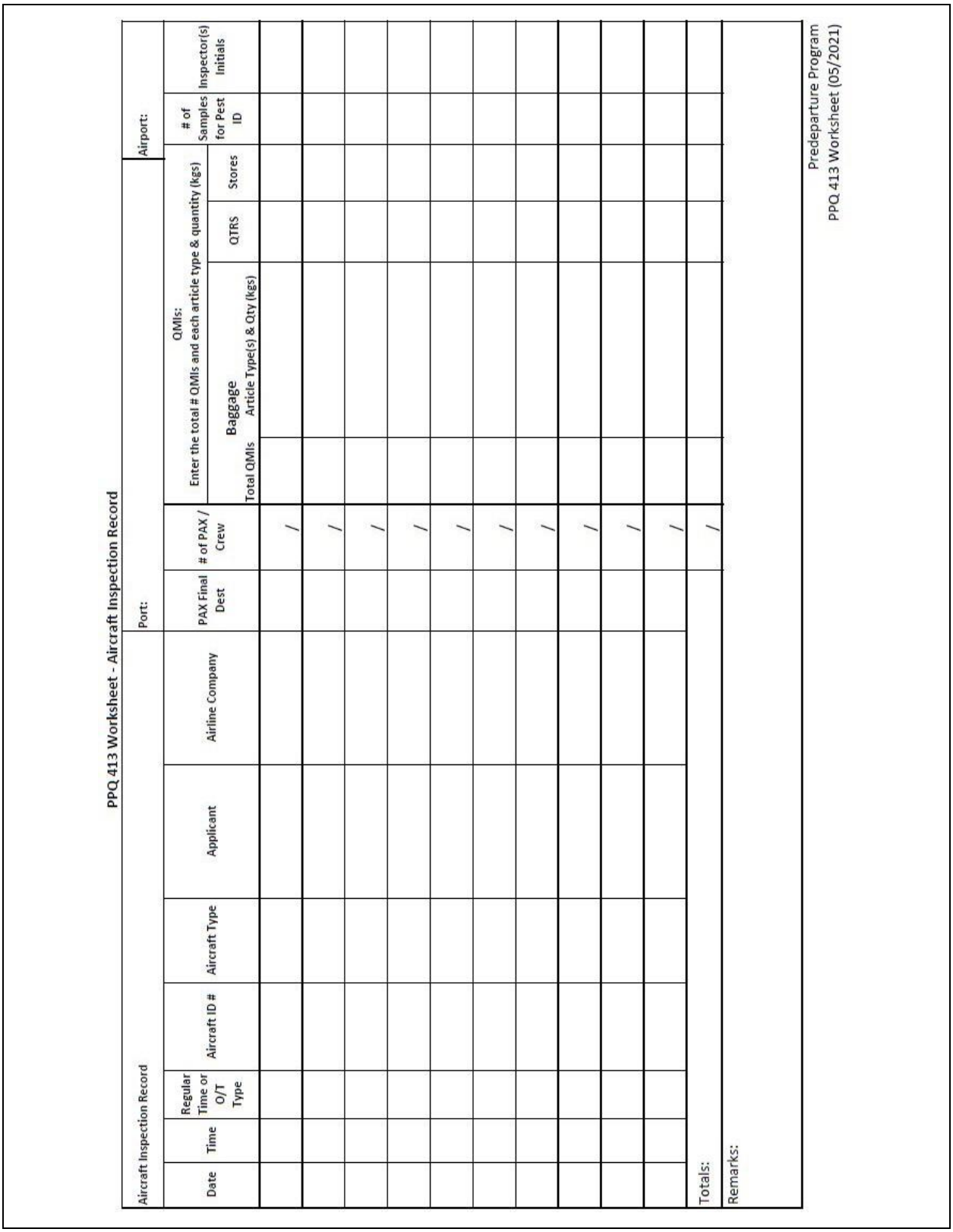
Interception Number – The interception number is automatically assigned by Pest ID and can be transcribed on to the form, if needed.

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-5 Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet (page 2)

PPQ 413 Worksheet, Aircraft Inspection Record



PPQ 413 Worksheet - Aircraft Inspection Record

Aircraft Inspection Record | Port: | Airport:

Date	Time	Regular Time or O/T Type	Aircraft ID #	Aircraft Type	Applicant	Airline Company	PAX Final Dest	# of PAX / Crew	QMIs: Enter the total # QMIs and each article type & quantity (kgs)				# of Samples for Pest ID	Inspector(s) Initials
									Total QMIs	Baggage Article Type(s) & Qty (kgs)	QTRS	Stores		
								/						
								/						
								/						
								/						
								/						
								/						
								/						
								/						
								/						
								/						
Totals:								/						
Remarks:														

Predeparture Program
PPQ 413 Worksheet (05/2021)

Figure A-6 Example of PPQ 413Worksheet, Aircraft Inspection Record

Purpose

Use the PPQ 413 worksheet to record information associated with air traffic. It is for local port use only. The information recorded on this form is a useful mechanism to track activities to transfer to Agricultural Risk Management System (ARM).

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. Refer to instructions in Table A-5.

Table A-4 Instructions for Completing PPQ 413 Worksheet, Aircraft Inspection Record

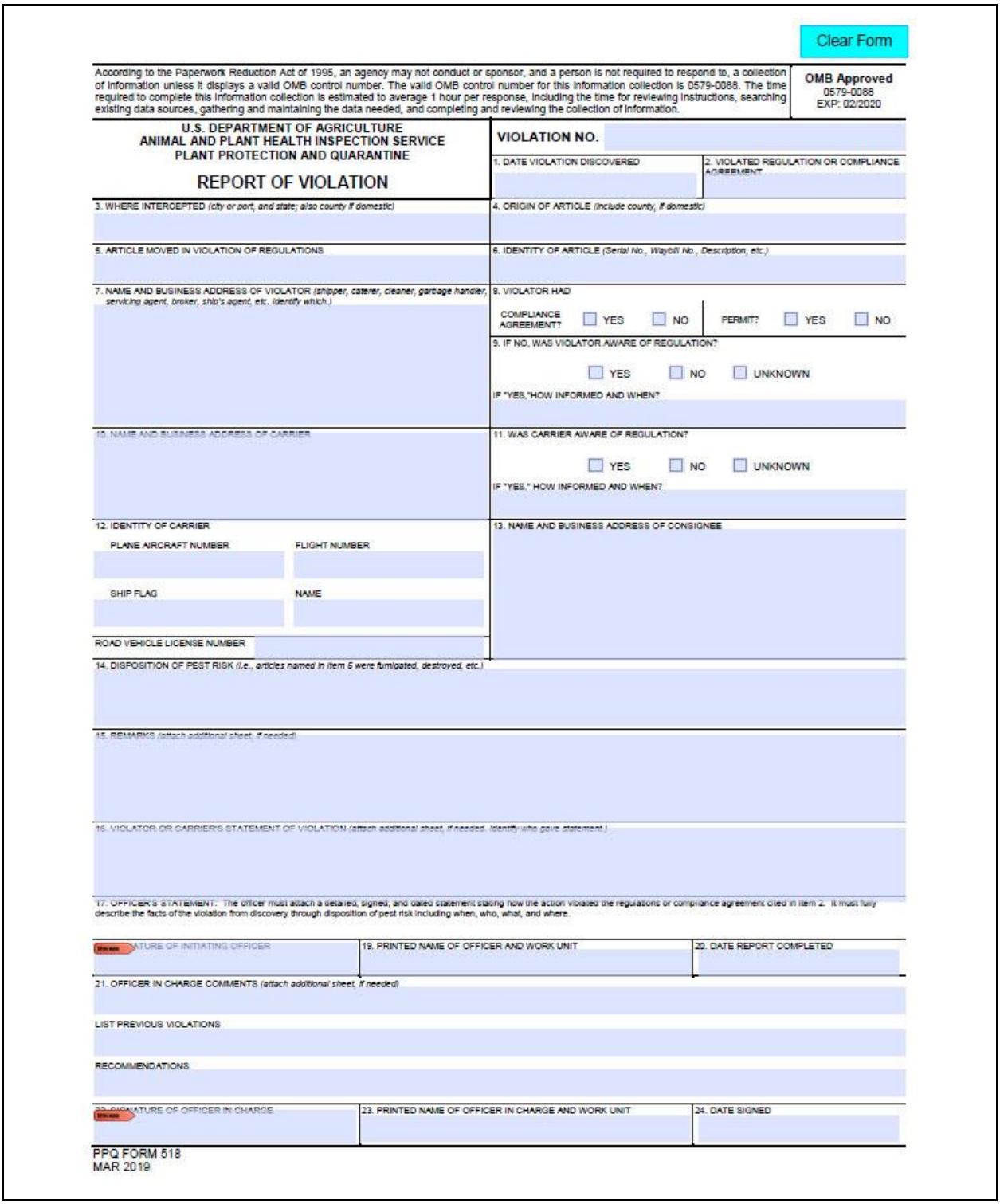
Block	Instructions
Port	Enter the name of the port location or port code.
Airport	Enter the name of the departure airport.
Date	Fill in MM/DD/YYYY.
Time	Enter the estimated or scheduled time of departure.
Reg. or O/T Type	Enter “REG”. If the service was performed on O/T, enter “GOV” for Government O/T or “ROT” for reimbursable O/T.
Aircraft ID#	Enter the tail number or flight number of the aircraft.
Aircraft Type	Enter the type of aircraft (cargo, commercial, military, or private).
Applicant	Enter the name of the company who requested the service (for example, FBO name).
Airline Company	Enter the name of the owner or managing company of the aircraft.
PAX Final Dest	Enter the passenger final destination (city and state or airport code).
# of PAX/ Crew	Enter separately the total number of passengers and the total number of crew members departing.
QMIs	Baggage: Enter the total number of QMIs and the article type(s) and quantity(ies) from passenger baggage (e.g., 2 QMIs/apples 2 kg., oranges 2 kg.)
	QTRS: Enter the total number of QMIs and the article type(s) and quantity(ies) from quarters/cabin.
	Stores: Enter the total number of QMIs and the article type(s) and quantity(ies) from stores/galley.
# of Samples Submitted	Enter the total number of specimens submitted for Pest ID. **Notice: Be sure to ask the passenger for the QMI origin and final city/state destination for the Diagnostic Request (DR) in ARM.** If “PROMPT” is available as an option in the DR, select “PROMPT”.
Inspector(s) Initials	Enter the initials of the inspector(s) clearing the aircraft.
Total	
Remarks	Fill out if needed. For example, if more space is needed for recording QMI articles and quantities.

Distribution

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

PPQ Form 518, Report of Violation

A fillable version of the PPQ Form 518 is on the CBP.APHIS internal website (for authorized users **only**).



Clear Form

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 number for this information collection is 0579-0088. 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.

OMB Approved
0579-0088
EXP: 02/2020

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

REPORT OF VIOLATION

VIOLATION NO.

1. DATE VIOLATION DISCOVERED

2. VIOLATED REGULATION OR COMPLIANCE AGREEMENT

3. WHERE INTERCEPTED *(city or port, and state; also county if domestic)*

4. ORIGIN OF ARTICLE *(Include county, if domestic)*

5. ARTICLE MOVED IN VIOLATION OF REGULATIONS

6. IDENTITY OF ARTICLE *(Serial No., Waybill No., Description, etc.)*

7. NAME AND BUSINESS ADDRESS OF VIOLATOR *(shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. identify which.)*

8. VIOLATOR HAD
COMPLIANCE AGREEMENT? ☐ YES ☐ NO PERMIT? ☐ YES ☐ NO

9. IF NO, WAS VIOLATOR AWARE OF REGULATION?
☐ YES ☐ NO ☐ UNKNOWN
IF "YES,"HOW INFORMED AND WHEN?

10. NAME AND BUSINESS ADDRESS OF CARRIER

11. WAS CARRIER AWARE OF REGULATION?
☐ YES ☐ NO ☐ UNKNOWN
IF "YES," HOW INFORMED AND WHEN?

12. IDENTITY OF CARRIER
PLANE AIRCRAFT NUMBER
FLIGHT NUMBER
SHIP FLAG
NAME
ROAD VEHICLE LICENSE NUMBER

13. NAME AND BUSINESS ADDRESS OF CONSIGNEE

14. DISPOSITION OF PEST RISK *(i.e., articles named in item 6 were fumigated, destroyed, etc.)*

15. REMARKS *(attach additional sheet, if needed)*

16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION *(attach additional sheet, if needed. Identify who gave statement.)*

17. OFFICER'S STATEMENT: The officer must attach a detailed, signed, and dated statement stating how the action violated the regulations or compliance agreement cited in item 2. It must fully describe 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 *(attach additional sheet, if needed)*

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
MAR 2019

Figure A-7 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 2 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 are intended to settle the violation without an investigation. On limited occasions when the alleged violator fails to pay the spot settlement penalty and IES needs to become involved, refer to Refusing to Pay the Civil Penalty for explicit instructions on 591 referrals to IES.

Instructions

Use the instructions in Table A-6 for guidance in completing PPQ Form 518. The PPQ officer 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-5 Instructions for Completing PPQ Form 518, Report of

Block	Instructions
VIOLATION NO. (previously "Serial No."	Enter a unique identifier according to the locally approved naming convention (such as FL19-0001).
1	• Enter date violation was discovered • If violation was discovered after it occurred, EXPLAIN in *Block 15*
2	Specify as follows: • If violation of compliance agreement ○ Enter C.A • If cargo violation ○ Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56 • If 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 location where the violation of the regulation was discovered or observed

Block	Instructions
4	Fill in the name of the country, State, and county (or equivalent) if domestic, where the article originated or was grown
5	Fill in the name of the article moved, e.g., “5 cases of yams”
6	Enter the air waybill number, bill of lading, etc., if applicable
7	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 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; article was seized and destroyed
15	Fill in any pertinent remarks (e.g., explanation if the violation was discovered after it occurred)
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	An Officer Statement must be written and accompany each PPQ Form 518 submitted. • Write your explanation of the violation on a separate sheet of paper titled “Officer Statement” • Give this statement an exhibit number • Describe all the facts that resulted in the article listed in Block 5 being in violation of the regulation listed in Block 2 • State all facts including who, what, when, where, and how
17 (cont.)	An Officer Statement must be written and accompany each PPQ Form 518 submitted (cont.) • Include the following information where appropriate: o State when and where the violation occurred o Describe how the violation occurred o Identify the carrier from which the garbage was removed and where the garbage came from o Identify the owner of the article o Identify the employer of the violator o Refer to your exhibits and explain their relevance to the case o State if you witnessed the violation • Sign and date the Officer Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement

Block	Instructions
18-20	Fill in. **Notice: If using electronic signature in Block 18, you must fill in Blocks 19 and 20 first.**
21	• Fill in any additional information[1] 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 9/11/18 • Enter your recommendation for one of the following: o Warning letter o Civil penalty o Criminal penalty
22-24	Fill in. **Notice: If using electronic signature in Block 22, you must fill in Blocks 23 and 24 first.**

Distribution

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

- FORWARD a copy and all supporting documents to your local IES Area Manager within 2 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 another copy for the local files (also keep copies of other evidence and documents for your files).

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

PPQ Form 591, Notice of Alleged Baggage Violation

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE **NOTICE OF ALLEGED BAGGAGE VIOLATION**	TYPE OF ALLEGED VIOLATOR ☐ Passenger ☐ Crew	SERIAL NUMBER

SECTION I – FOR USE BY USDA PLANT PROTECTION AND QUARANTINE (PPQ) ***(Please print)***

1. AIRPORT NAME *(City, State)*	2. DATE AND TIME ISSUED	3. CARRIER *(Full name and flight number)*	4. FINAL DESTINATION OF ALLEGED VIOLATOR *(Full address)*

5. REGULATIONS VIOLATED *(If record of prior violation, provide details)*	6. IDENTIFICATION NUMBER *(Obtain copies of identifying documents)* ☐ Date of Birth: _____ ☐ Government-Issued ID Type: _____ ☐ Government-Issued ID Number:_____
7. NAME OF ALLEGED VIOLATOR *(Last name, first name, middle initial)* ☐ Issued by *(Country/State)*:_____ ☐ Other ID:_____	
8. PERMANENT ADDRESS OF ALLEGED VIOLATOR *(Include full address and phone number)* Phone Number:	9. MATERIAL SEIZED *(List the name of articles, and quantity or weight)*
10. ORAL DECLARATION ☐ Yes ☐ No	11. OPPORTUNITY TO AMEND DECLARATION ☐ Yes ☐ No

12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL *(i.e., labels on material, passenger remarks, etc.)*. If case is forwarded for further action, an officer's statement must be attached.

13. ISSUING OFFICIAL *(Print name)*	14. ISSUING OFFICIAL *(Signature)*	15. BADGE NUMBER

SECTION II – ALLEGED VIOLATOR ***(Please read Section I and Section II)***

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.

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 *(Previous editions are obsolete.)*
JULY 2015

Figure A-8 Example of PPQ Form 591, Notice of Alleged Baggage Violation

Purpose

NOTICE

At this time, PPQ Predeparture officials will **not** be assessing penalties in Puerto Rico for passenger baggage (PPQ Form 591). However, for suspected high-risk violations on any Predeparture pest pathway in Puerto Rico, PPQ officials may complete a PPQ Form 518, Report of Violation to refer violations to APHIS-IES.

CBP personnel may assess civil penalties for passenger baggage (Form 591) in the U.S. Virgin Islands.

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-7 for completing the PPQ Form 591.

Table A-6 Instructions for Completing a PPQ Form 591

Block	Field	Instructions
	Type of Alleged Violator	Check appropriate block. • "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.

Block	Field	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.

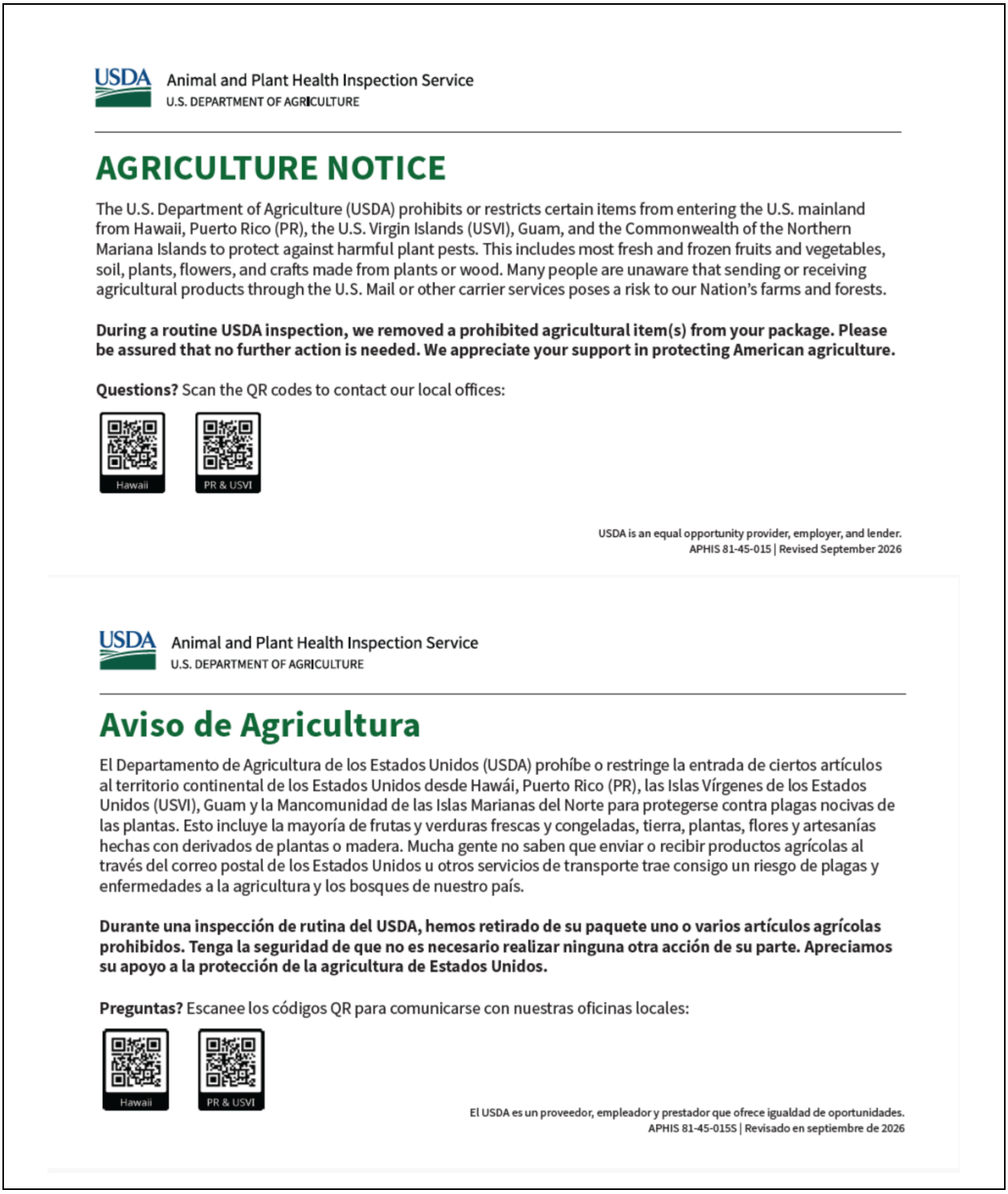
Refusing to Pay the Civil Penalty

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 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 it to the appropriate IES office within 2 weeks.
    A. PPQ Form 591
    B. Identifying documents described in Section I-6
    C. Officer statement
    D. Alleged violator statement (if available)
    E. Photographs (if available)

Agriculture Notice

Issue an Agriculture Notice when a prohibited agricultural article is found and removed from a package. For ECO packages, place a copy of the Agriculture Notice in the package. For U.S. postal packages, place a copy of the completed PPQ Form 287, Mail Interception Notice and the Agriculture Notice in the package.



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

AGRICULTURE NOTICE

The U.S. Department of Agriculture (USDA) prohibits or restricts certain items from entering the U.S. mainland from Hawaii, Puerto Rico (PR), the U.S. Virgin Islands (USVI), Guam, and the Commonwealth of the Northern Mariana Islands to protect against harmful plant pests. This includes most fresh and frozen fruits and vegetables, soil, plants, flowers, and crafts made from plants or wood. Many people are unaware that sending or receiving agricultural products through the U.S. Mail or other carrier services poses a risk to our Nation's farms and forests.

During a routine USDA inspection, we removed a prohibited agricultural item(s) from your package. Please be assured that no further action is needed. We appreciate your support in protecting American agriculture.

Questions? Scan the QR codes to contact our local offices:

Hawaii PR & USVI

USDA is an equal opportunity provider, employer, and lender.
APHIS 81-45-015 | Revised September 2026

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

Aviso de Agricultura

El Departamento de Agricultura de los Estados Unidos (USDA) prohíbe o restringe la entrada de ciertos artículos al territorio continental de los Estados Unidos desde Hawái, Puerto Rico (PR), las Islas Vírgenes de los Estados Unidos (USVI), Guam y la Mancomunidad de las Islas Marianas del Norte para protegerse contra plagas nocivas de las plantas. Esto incluye la mayoría de frutas y verduras frescas y congeladas, tierra, plantas, flores y artesanías hechas con derivados de plantas o madera. Mucha gente no saben que enviar o recibir productos agrícolas al través del correo postal de los Estados Unidos u otros servicios de transporte trae consigo un riesgo de plagas y enfermedades a la agricultura y los bosques de nuestro país.

Durante una inspección de rutina del USDA, hemos retirado de su paquete uno o varios artículos agrícolas prohibidos. Tenga la seguridad de que no es necesario realizar ninguna otra acción de su parte. Apreciamos su apoyo a la protección de la agricultura de Estados Unidos.

Preguntas? Escanee los códigos QR para comunicarse con nuestras oficinas locales:

Hawaii PR & USVI

El USDA es un proveedor, empleador y prestador que ofrece igualdad de oportunidades.
APHIS 81-45-015S | Revisado en septiembre de 2026

Figure A-9 Example of the Agriculture Notice

Appendix B

Prerequisite Requirements for Commodity Risk Assessments

Contents

Introduction B-1
Contact Information B-2
Commodity Information B-2
Shipping Information B-2
Pest and Disease Information B-2
Strategies for Risk Mitigation or Risk Management B-2

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, rulemaking 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 prerequisite 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

Puerto Rico/US Virgin Islands

Glossary

Introduction

Use this glossary to find the meaning of specialized words, abbreviations, acronyms, and terms used in regulating products from Puerto Rico and the U.S. Virgin Islands into the mainland United States.

Definitions, Terms, and Abbreviations

APHIS. the U.S. Department of Agriculture, Animal and Plant Health Inspection Service

APHIS, PPQ. APHIS, Plant Protection and Quarantine

ARM. acronym for the Agricultural Risk Management System, a web-based service-oriented system to support the operational and analytical needs of USDA-APHIS-PPQ and DHS-CBP Agricultural Quarantine Inspection programs

certified (certification, certifiable). a type of authorization issued by an inspector, evidencing freedom from infestation, to allow the movement of certain regulated articles in accordance with the regulations

civil penalty. monetary penalty assessed in all types of actions other than criminal proceedings

clearance (cleared). verification of compliance with phytosanitary regulations

commercial consignment. consignment an inspector identifies as having been produced for sale and/or distribution in mass markets in the U.S. mainland and U.S. territories. Such identification will be based on a variety of indicators including, but not limited to, quantity of produce, origin, identification of packinghouse on the packaging, and documents consigning the vegetables to a wholesaler or retailer

consignment. quantity of plants, plant products, and/or other articles, being moved from Hawaii, Puerto Rico, U.S. Virgin Islands, or offshore U.S. territories to the U.S. mainland and covered, when required, by a single certification or limited permit. A consignment may be composed of one or more commodities or lots.

contiguous. all States that touch one another without another country or body of water between them

continental United States (U.S. mainland). the 48 contiguous States, Alaska, and the District of Columbia

conveyance. means by which a commodity may arrive at a U.S. mainland port or U.S. offshore location (e.g. container, trailer, vehicle, aircraft, ship)

courier shipment. limited quantities (nonbulk) of potentially regulated articles being transported by a second party hired by the shipper. Courier companies include DHL, Federal Express (FedEx), United Parcel Service (UPS), and a variety of smaller handlers

diagnostic request. replaces PPQ Form 309; used to submit pest interceptions to PPQ Identifiers

disinfect (disinfection). the application to all or parts of a ship, vessel, other surface craft, or aircraft of a treatment that may be designated by the inspector as effective against such plant pests that may be present

hitchhiking pests. insects, mollusks, or other pests that are not directly associated with their host material and that move with cargo, in baggage, or at large in carriers

interstate. from one State into or through any other State; or within the District of Columbia, Guam, the U.S. Virgin Islands, or any other territory or possession of the U.S.

limited permit. a document (PPQ Form 530) issued by an inspector or a person operating under a compliance agreement for the interstate movement of regulated articles to a specified destination

move (moved and movement). shipped, offered for shipment to a common carrier, received for transportation or transported by a common carrier, or carried, transported, moved, or allowed to be moved directly or indirectly, from Hawaii, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, or the U.S. Virgin Islands, into or through the continental U.S. or any other State or territory of the U.S.

open stores. provisions on a vessel that remain unsealed because they pose no pest risk

declaration. a verbal response that a traveler makes to an agriculture regulatory official who has asked about the contents of the traveler’s possessions

plant debris. detached leaves, twigs, or other portions of plants, or plant litter or rubbish as distinguished from approved parts of clean fruits and vegetables, or other commercial articles

plant pest. any living stage of any of the following that can directly or indirectly injure, cause damage to, or cause disease in any plant or plant product: a protozoan, a nonhuman animal, a parasitic plant, a bacterium, a fungus, a virus or viroid, an infectious agent or other pathogen, or any article similar to or allied with any of these articles

phytosanitary regulation. official rule to prevent the introduction or spread of quarantine pests or to limit the economic impact of regulated nonquarantine pests

pit baggage. luggage that a passenger does not carry into the cabin of an aircraft, but instead gives it to the airline (or private operator) to store in the aircraft cargo hold

port of destination. the U.S. location to which a conveyance is headed. For the purpose of clearing the conveyance and/or regulated articles on the mainland, the port of destination is the conveyance's first point of arrival there, regardless of further additional stops

predeparture. official clearance by PPQ or CBP personnel (or cooperators) of passengers and cargo prior to departure from HI, PR, USVI, or other U.S. territories

propagative material. plants and plant parts that are for or capable of propagation, including buds, bulbs, corms, cuttings, layers, pollen, scions, seeds, tissue, tubers, and like structures

quarantine significant pest. plant pest or noxious weed that is of potential economic importance to the U.S. and not yet present in the U.S., or present but not widely distributed and being officially controlled

regulated article. fruits or vegetables in the unprocessed state; cut flowers; seeds; and plants or plant products for nonpropagative or propagative use

residue cargo. cargo to be left on board the carrier to be unladen at another U.S. port or not unladen at all

safeguard. preventive action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of the dissemination of plant pests

seal. applying various closures or fastenings (as on a door or container) that cannot be opened without rupture, and that serve as a check against tampering or unauthorized opening

stop-over catering. catering meals on board an aircraft that stops in multiple locations