

## STANDARD OPERATING PROCEDURE (SOP) FOR CHALLENGING AN OFFICIAL DOMESTIC IDENTIFICATION AND CONFIRMATORY IDENTIFICATION RESULT

This SOP addendum provides guidance for submitting a request to PPQ for re-evaluation when a State Plant Regulatory Official (SPRO) disagrees with an official domestic identification (ID) and confirmatory ID result provided by PPQ's National Identification Services (NIS). This guidance covers how to submit a request to PPQ for reevaluation, how to follow up for additional information from PPQ, and explains the communication process.

1. The SPRO must send an email to [PPQ.EDP.DNCR@usda.gov](mailto:PPQ.EDP.DNCR@usda.gov) with the following information:
  - a. SUBJECT LINE: Inquiry about a confirmatory ID notification
  - b. In the body of the message, include the following:
    - i. Original subject line of the email with the confirmatory ID notification results of concern and the date of the notification email.
      1. *Example: FW: CONFIRMED ID: POSITIVE for West Indian cane weevil *Metamasius hemipterus hemipterus* (Linnaeus) (Curculionidae) from Puerto Rico. Tue 2/11/2025 10:20 AM*
    - ii. The ARM Diagnostic Record Number of the result of concern, if available.
    - iii. Name, job title, and contact information of the person submitting the email.
    - iv. Description of the issue of concern.
    - v. Expected resolution.
  - c. Attach to the email the confirmatory ID notification email of concern.
  - d. Copy (via cc) the State Plant Health Director where the detection occurred for awareness.
2. Upon receiving the email through [PPQ.EDP.DNCR@usda.gov](mailto:PPQ.EDP.DNCR@usda.gov), PPQ's National Policy Manager (NPM) for the notification process will acknowledge receipt to the submitter, and will forward the email to NIS.
3. NIS will evaluate the issue of concern and may contact the submitter directly or discussion.
  - a. At the discretion and determination of NIS' Director or designee, NIS will determine a provider for a second opinion.
4. NIS will decide on a resolution to the request and notify the NPM the outcome via email.
5. The NPM communicates NIS's decision to the submitter via email through the [PPQ.EDP.DNCR@usda.gov](mailto:PPQ.EDP.DNCR@usda.gov).