

**Addenda**

Port of Entry:  
M319.37

# Forms

## *Completing PPQ Form 264*

## PPQ Form 264, Notice to State Plant Quarantine Official of Shipment of Imported Plants and Plant Material

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE  <b>NOTICE TO STATE PLANT QUARANTINE                  OFFICIAL OF SHIPMENT OF IMPORTED                  PLANTS AND PLANT MATERIAL</b>		1. COUNTRY OF ORIGIN	2. REPORTING STATION	3. REF. NO.	
5. TYPE OF PLANT MATERIAL		4. NAME AND ADDRESS OF CONSIGNEE			
		6. CONDITION ("X") <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Dead 7. NAME OF PEST REQUIRING QUARANTINE ACTION			
9. ARRIVED VIA ("X") <input type="checkbox"/> Mail <input type="checkbox"/> Freight		IF REGISTERED GIVE NUMBER			
10. DATE OF ARRIVAL		IF FREIGHT ("X") <input type="checkbox"/> Air <input type="checkbox"/> Surface <input type="checkbox"/> Baggage <input type="checkbox"/> Other (Specify)			
11. DATE IN STATION		12. DATE INSPECTED	13. DATE RELEASED	14. DATE FORWARDED	
15. FORWARDED VIA ("X") <input type="checkbox"/> Mail <input type="checkbox"/> Freight		IF FREIGHT ("X") <input type="checkbox"/> Air <input type="checkbox"/> Surface <input type="checkbox"/> Picked up <input type="checkbox"/> Other (Specify)			
16. SIGNATURE OF OFFICER IN CHARGE OF STATION					
<b>INSPECTION STATION WORKSHEET</b>					
17. NAME OF CARRIER		18. B/L NUMBER	19. NO. OF CONTAINERS	20. NAME OF BROKER	21. CUSTOMS ENTRY NUMBER
22. PERMIT NUMBER		23. POST ENTRY ("X") <input type="checkbox"/> Yes <input type="checkbox"/> No	24. DOCUMENT(S) TO BE COMPLETED ("X") <input type="checkbox"/> PPQ 280 <input type="checkbox"/> PPQ 220 <input type="checkbox"/> PPQ 236 <input type="checkbox"/> Other (Specify)		
REMARKS (Indicate any insects or diseases found)					

PPQ FORM 264 (MAY 84) Previous edition may be used.

PPQ INSPECTION STATION

**FIGURE A-1-1 Sample of PPQ Form 254, Disposition of Plants and Plant or Animal Products**

## Purpose

PPQ Form 264 provides a record of shipments of propagative material which are offered for entry into the United States. This form is also used to notify requesting State and Commonwealth Plant Quarantine Officials<sup>1</sup> of the entry into their jurisdictions of foreign origin plant material.

## Instructions

Complete PPQ Form 264 at the time of entry for propagative plant material that is required to enter with a written permit from USDA-APHIS. Type in the information or legibly print it in.

**TABLE A-1-1 Instructions for Completing PPQ Form 264, Notice to State Plant Quarantine Officials of Shipment of Imported Plants and Plant Material**

Block	Instructions
1	Enter the approved name of the country as shown on the phytosanitary certificate. This should be the country where the propagule was collected
2	Enter the city and State of the Plant Inspection Station (PIS). For example, Frances Krim Memorial Inspection Station, Linden, NJ
3	Enter the reference number assigned to the shipment. This number is generated by the PIS and is assigned in numerical order.
4	Enter the name and <b>physical personal address</b> (Post Office Boxes are <b>unacceptable</b> ) of the ultimate consignee as shown on the written permit, the foreign phytosanitary certificate, or accompanying documents. Enter the complete address and include the consignee's name, mailing address, city, State, and zip code
5	<ul style="list-style-type: none"> <li>◆ Enter the scientific name(s) of the plant material which is being offered for import. Include the genus and/or species but <b>not</b> the variety names. If the material is postentry, enter the initials 'PE' in front of the genus; if entering under a Departmental Permit, enter the initials 'DP' in front of the genus</li> <li>◆ If budwood, cuttings, plants, etc., enter the number of propagative units. If seed, enter the number of kilograms of each kind of seed</li> <li>◆ If additional space is needed, add it to a plain sheet of paper and attach it to the worksheet. Make sure to include the worksheet reference number to the attachment</li> </ul>
6	Enter the condition of the propagative material at the time of inspection

1 Only these States or Commonwealths have been asked to be notified of shipment of imported propagative material: Alaska, Arizona, California, Colorado, Florida, Hawaii, Idaho, Maryland, Massachusetts, Michigan, Montana, Nebraska, Nevada, New York, North Carolina, Ohio, Oregon, Puerto Rico, Tennessee, Utah, Washington, West Virginia, and Wisconsin. It is unnecessary to send this form to other States.

**TABLE A-1-1 Instructions for Completing PPQ Form 264, Notice to State Plant Quarantine Officials of Shipment of Imported Plants and Plant Material**

Block	Instructions
7	If an <b>actionable</b> pest was intercepted, enter the following: <ul style="list-style-type: none"> <li>◆ The scientific name of the pest</li> <li>◆ The PIN-309 number for the pest</li> <li>◆ The genus and/or species of the plant material on which the pest was found</li> </ul> If the plant material required treatment as a condition of entry, type or write "Treatment required as a condition of entry" after the scientific name of the plant
8	If the material was treated, enter the schedule as it appears in PPQ's Treatment Manual. If the infested plant material was <b>not</b> treated, then enter the disposition (destroyed, reexported) next to the appropriate genus and/or species
9	Check whether the shipment arrived by mail or freight. If the package was registered, enter the registration number. If freight, check whether air, surface, baggage, or other
10	Enter the date that the shipment arrived at the port of entry
11	Enter the date that the shipment arrived at the Plant Inspection Station
12	Enter the date the shipment was inspected
13	Enter the date the shipment was released
14	Enter the date that the shipment was forwarded
15	Check whether the shipment was forwarded by mail or freight
15	If forwarded by freight, check whether air, surface, baggage, or other
16	Sign the form (Officer in charge of the PIS or his or her designee)
17	Enter the name of the carrier. Include the name of the airline and flight number; the name of the ocean vessel or trucking firm, or the name of the courier company as appropriate
18	Enter the number which the carrier uses to track the shipment (bill of lading number, airway bill number, or other)
19	Enter the number of bags, boxes, or shipping containers
20	If a broker is handling the shipment, enter his or her name; otherwise leave blank
21	If there is a Custom's entry number, enter it; otherwise leave blank
22	Enter the number of the PPQ Import Permit, Postentry Permit, or Departmental Permit
23	Check whether the shipment contains postentry material
24	Check PPQ Form 280 for all shipments. If the shipment contained postentry material, check PPQ Form 236
REMARKS	Enter the names of pests intercepted that were <b>not</b> actionable. Enter any other information about the shipment that you deem useful or informative

## Distribution of PPQ Form 264

Distribute this form as follows:

- ◆ Send the appropriate copy to the State Plant Quarantine Official<sup>2</sup> in the State of Destination<sup>3</sup>
- ◆ Attach the PPQ Inspection Station Copy to the other documents pertaining to the shipment. If CITES material was involved, retain the documents in the file for five years. Otherwise, retain for three years
- ◆ Monthly, send copies of the form to Riverdale at this address:

CITES and Plant Inspection Station Coordinator  
USDA, APHIS, PPQ, QPAS  
4700 River Road, Unit 60, 4A25  
Riverdale, MD 20737-1236

- ◆ If the shipment involved material moving under Departmental Permit, send a copy to the PPQ State Plant Health Director in the State of destination
- ◆ An informational copy for restricted material may be sent to the PPQ State Plant Health Director in the State of destination

---

2 Use this URL for the current addresses for the State Plant Quarantine Officials in the designated States:  
<http://www.aphis.usda.gov/npb/npbmemb.html#Members>

3 Only these States or Commonwealths have been asked to be notified of shipments of imported propagative material: Alaska, Arizona, California, Colorado, Florida, Idaho, Maryland, Massachusetts, Michigan, Montana, Nebraska, Nevada, New York, North Carolina, Ohio, Oregon, Puerto Rico, Tennessee, Utah, Washington, West Virginia, and Wisconsin. It is unnecessary to send this form to other States

**Forms:** Completing PPQ Form 264

PPQ Form 264, Notice to State Plant Quarantine Official of Shipment of Imported Plants and Plant Material

---