

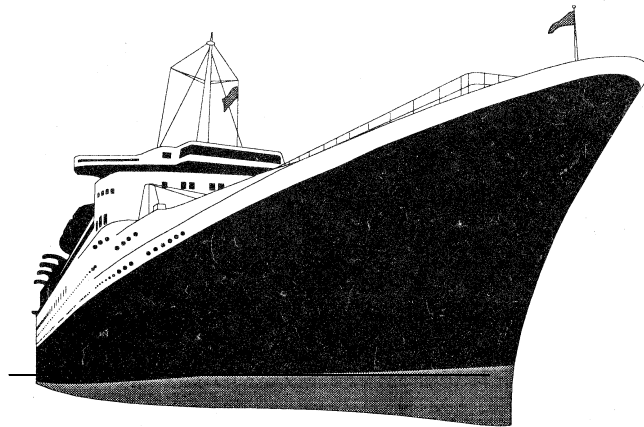
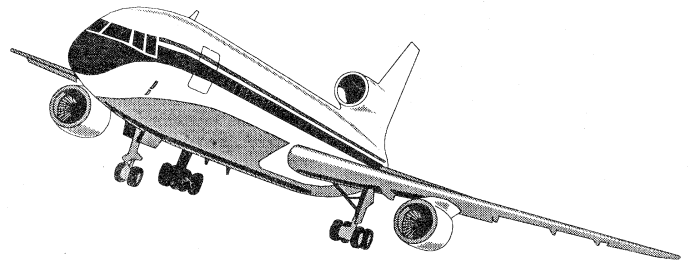


**United States
Department of
Agriculture**

Animal and Plant
Health Inspection
Service

Plant Protection
and Quarantine

Manual for Agricultural Clearance



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CAUTION: Pesticides can be injurious to humans, domestic animals, desirable plants, fish, or other wildlife—if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.

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1

Agricultural
Clearance

Introduction

Contents

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Purpose

The *Manual for Agricultural Clearance* (MAC) provides Customs and Border Protection (CBP) personnel working at airport, maritime, and land border locations with guidelines, directions, and policy for excluding pests that are a threat to American agriculture. CBP personnel will prevent pests from entering the United States by performing the following duties:

- ◆ Examining cargo and associated documentation
- ◆ Examining carriers¹
- ◆ Clearing passengers, crew, and their baggage
- ◆ Examining international mail
- ◆ Preventing the spread of pests
- ◆ Preparing plant pest interceptions

CBP clears carriers and passengers and controls garbage and cargo to minimize the risk of introducing plant pests and/or animal diseases into the United States. This manual provides the information necessary to accomplish those clearance tasks that are performed at airports, maritime ports, and land border points of entry. As a part of excluding pests, CBP will also perform Agriculture Quarantine Inspection Monitoring (AQIM) activities on passengers, vehicles and cargo that enter at ports of entry. This activity is a critical step to providing USDA with risk information that ultimately provides additional direction and policy for better exclusion of pests. CBP personnel can find AQIM definitions, steps, procedures and other related information in the online USDA, APHIS, AQIM Handbook.

¹ Airplanes, barges, boats, busses, cars, railroad cars, ships, sea-land trailers, trucks, or other devices that transport or convey products, goods, or passengers.

Scope

This manual is broadly divided into chapters that address each of the duties mentioned above. In addition to information presented in the chapters, the manual contains appendixes, a glossary, and an index.

The chapters are summarized below:

The *Introduction* provides basic information about the manual. This information includes purpose, scope, users, related documents, how to use the manual, and a description of conventions (unfamiliar or unique symbols and highlighting) that appear throughout the manual.

The *Examining and Monitoring Cargo* chapter is subdivided into these sections:

- ◆ *Clearing Imported Cargo and Inspecting Cargo Holds*
- ◆ *Clearing Transiting In-Bond Cargo*

The *Examining Carriers* chapter is subdivided into these sections:

- ◆ *Monitoring Garbage*
- ◆ *Clearing Aircraft*
- ◆ *Clearing Vessels*
- ◆ *Clearing Trains and Busses*
- ◆ *Clearing Privately Owned Vehicles*

The *Clearing Passengers, Crew, and Baggage* chapter provides policy, methods, and procedures for clearance.

The *Examining United States Postal Service (USPS) International Mail* chapter gives you the information needed to regulate mail.

The *Preventing the Spread of Pests and Diseases* chapter includes information on safeguarding, cleaning, and disinfecting.

The *Preparing Plant Pest Interceptions* chapter outlines procedures for preserving and submitting specimens for identification.

The *Violations* chapter includes information on violations and assessing civil penalties.

Each section includes an *Introduction* that gives a brief review of the content of the section, the equipment you need, any general policies, and any information you need to know before beginning a task.

The *Appendixes* contain information such as completing and distributing forms; cooperation with other federal agencies; lists of military bases, stations, airfields, sealift command vessels, approved airports; garbage violation and in-flight meals aboard military aircraft policies; emergency procedures to prevent dissemination of pests, fruits and vegetables in transit; operation guidelines; Investigative and Enforcement Services; and subpoenas under the Plant Protection Act.

The *Glossary* defines specialized words, abbreviations and acronyms, and other terms used in airport and maritime operations that may be difficult or unfamiliar.

The *Index* contains topics and page numbers for quick reference.

What the MAC Does Not Cover

The MAC does **not** cover the following:

- ◆ Information on determining enterability of items
- ◆ Information on what types of cargo to hold
- ◆ Port policies or port guidelines
- ◆ Information pertaining to treatments
- ◆ Information on specific inspection techniques
- ◆ Specific AQI Monitoring (AQIM) directions or procedures to do at the ports of entry. Please refer to the online AQIM Handbook http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/aqim_handbook.pdf for these specifics.

What the MAC Covers That Is Also Covered in the *Animal Product Manual (APM)*

For easier reference, the following topics are covered in this manual as well as in the *Animal Product Manual*:

- ◆ Cleaning and disinfection
- ◆ Cooperating with other Federal agencies
- ◆ Handling pet birds in baggage and aboard vessels
- ◆ Taking action on prohibited animal products in cargo

Users

This manual is written for use by CBP personnel. The experience levels of users will vary, but it is assumed that the officer has a working knowledge of the following:

- ◆ Assessing civil penalties
- ◆ Selecting passenger baggage for agricultural risk
- ◆ Clearing passengers
- ◆ Examining cargo for clearance
- ◆ Verifying cargo
- ◆ Recognizing contamination in cargo
- ◆ Recognizing pests in cargo

Authorities and Policies

The regulatory authority for taking the actions listed in this manual is contained in the following Acts:

- ◆ Act of July 2, 1962—21 U.S.C. 134d
- ◆ Animal Health Protection Act
- ◆ Endangered Species Act
- ◆ Plant Protection Act
- ◆ Section 306(2) of the Tariff Act of June 17, 1930
- ◆ 21 U.S.C. 111

These Acts and statutes give you authority to control garbage and inspect carriers, passenger baggage, and cargo arriving from Guam, Hawaii, Puerto Rico, U.S. Virgin Islands, and foreign countries.²

APHIS Manuals

- ◆ Animal Product Manual http://www.aphis.usda.gov/import_export/plants/manuals/ports/apm.shtml
- ◆ Cut Flowers and Greenery Import Manual http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/cut_flower_imports.pdf
- ◆ Fresh Fruits and Vegetables Import Manual http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/fv.pdf

² Interstate movement is not handled by CBP.

- ◆ Miscellaneous and Processed Products Manual http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/miscellaneous.pdf
- ◆ Seed Not for Planting http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/unprocessed_seeds_imports.pdf
- ◆ CITES I-II-III Timber Species Manual http://www.aphis.usda.gov/import_export/plants/manuals/domestic/downloads/cites.pdf
- ◆ Nursery Stock Restrictions (M319.37-A & B) and Nursery Stock, Seeds and Bulbs Regulation http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/nursery_stock.pdf
- ◆ PPQ Treatment Manual http://www.aphis.usda.gov/import_export/plants/manuals/ports/treatment.shtml

Authority for specific regulatory actions is contained in Titles 7, 9, and 50 Code of Federal Regulations (CFR).

Title 7CFR contains the following parts:

- ◆ Part 319 for specific quarantine actions
- ◆ Part 330 for inspecting means of conveyance, taking emergency action on khapra beetle, regulating garbage, soil, plant pests, and requiring advance notice of arrival for carriers
- ◆ Part 351 for regulating plants and plant products in mail
- ◆ Part 352 for safeguarding items **not** intended for entry into the United States (aircraft and vessel stores, and cargo for immediate export)
- ◆ Part 360 for regulating noxious weeds

Title 9CFR contains the following parts:

- ◆ Part 93 for regulating live animals
- ◆ Part 94 for regulating garbage, milk and milk products, and meat
- ◆ Part 95 for regulating animal by-products
- ◆ Part 96 for regulating casings

Title 50CFR for regulating endangered species.

Refer to the CFRs if you are interested in finding more information on specific regulations.

Other documents which include information related to agricultural clearance are as follows:

- ◆ CBP Agricultural Alerts and Notices
- ◆ Army Regulation 40-12, SECNAVINST 6210.2A and AFR 161-4
- ◆ Department of Defense, Regulation 4500.9R, Ch. 505 and 506
- ◆ Foreign Clearance Guide
- ◆ Naval Supplemental Publication Number 486, Vol.1
- ◆ Technical Guidance 31, Contingency Retrograde Washdown
- ◆ Vienna Convention on Diplomatic and Consular Relations

Application

This manual contains the policy and guidelines for the tasks associated with agricultural clearance. The policies listed in this manual must be followed. The guidelines were written with the recognition that there are differences between ports, and allows individual ports some procedural flexibility in completing required tasks.

This manual not only informs officers on how to perform various clearance tasks, but also informs Port Directors (PDs) on what tasks take priority to aid in allocating resources to accomplish those tasks.

Maintaining Contact with APHIS PPQ

Supervisory Agriculture Specialists or their designees can maintain close contact with their counterparts in PPQ through appropriate channels to keep informed of any changes in local entry procedures. Make sure that whenever procedures change, control is maintained over cargo that is at risk for introducing pests and pathogens.

How to Use This Manual

Review the contents of this manual to get a feel for the scope of material covered. Glance through the section that you'll be using, and familiarize yourself with the organization of the information.

Use the table of contents for each section to find the information you need.

EXAMPLE To find information on assessing a civil penalty for a ship's garbage violation, go to the section within *Examining Carriers* titled *Monitoring Garbage* and check the table of contents (within the section) for the page number.

If the table of contents is **not** specific enough, then turn to the index to find the topic and its page number.

Reporting Problems

Use **TABLE 1-1-1** to report suggestions, problems, situations, and disagreements which directly affect the contents of the MAC.

TABLE 1-1-1: How to Report Problems with the Manual

If you:	And the problem is:	Then:
Have a situation that requires an immediate response	Regarding birds, animal product or animal by-product , or procedures or regulatory actions in the MAC	CALL a HQ, PPQ, VMO at PPQ, VRS, 301/734-7633
	Regarding all other procedures or regulatory actions in the MAC that are not related to animal products or animal by-products	CONTACT (CBP contact to be determined)
<ul style="list-style-type: none"> ◆ Have comments, suggestions, or complaints about the content of the MAC or you disagree with a policy, procedure, or regulatory action identified in the MAC ◆ Have a suggestion for improving the formatting (design, layout, composition), grammar, or spelling of your MAC ◆ Have a problem accessing or with the availability of the on-line MAC 	Not urgent	CONTACT (CBP contact to be determined) and complete the Comment Sheet (located in the back of the manual)
	Urgent	CONTACT (CBP contact to be determined)
Have comments, suggestions, or complaints relating to any animal product or animal by-product or birds procedure or regulatory action content of the MAC	→	CONTACT PPQ, VRS through channels and describe why you disagree and what you recommend

Conventions

Conventions are established by custom and are widely recognized and accepted. Major conventions used in this manual follow.

Advisories

Advisories are used throughout the manual to bring important information to your attention. Please carefully review each advisory. The definitions have been updated so that they coincide with American National Standards Institute (ANSI), and are in the format shown below.



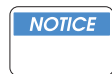
DANGEROUS indicates that **people** could **easily** be hurt or killed.



WARNING indicates that **people** could **possibly** be hurt or killed.



CAUTION indicates that people could possibly be endangered and slightly hurt.



NOTICE indicates a possibly dangerous situation where **goods** might be damaged.



IMPORTANT indicates helpful information.

EXAMPLE

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

Boldfacing

Boldfaced type is used to highlight negative or important words throughout the MAC. Examples of these words include: **not, do not, except, never, other than.**

Bullets

Bulleted lists indicate that there is no order to the information listed.

Chapters

This manual contains the following chapters: *Introduction*; *Examining and Monitoring Cargo*; *Examining Carriers*; *Clearing Passengers, Crew, and Baggage*; *Examining United States Postal Service (USPS) International Mail*; *Preventing the Spread of Pests and Diseases*; *Preparing Plant Pest Interceptions*; and *Violations*.

Table of Contents

Chapter sections include a table of contents that lists the heading titles.

Control Data

Information placed at the top and bottom of each page helps users to keep track of their location in the manual. At the top of the page is the chapter, section, and first-level heading. At the bottom of the page is the month, year, manual transmittal number, title, page number, and unit responsible for content.

Heading Levels

Each section contains three headings. The first heading is indicated by a horizontal line followed by the title which continues across both the left and right columns. The second heading is in the right-hand column with the text beginning below it. The third heading is in the left-hand column and used to easily scan topics.

Hypertext

Blue colored hypertext indicates an active link to another section of the manual, E-mail address, or web site.

EXAMPLE

Refer to the [Glossary](#) for a definition of air taxi.

Indentions

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

Numbering Scheme

A three-level numbering scheme is used to indicate pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for easier updating and adding pages without having to reprint an entire chapter.

Section

The *Examining and Monitoring Cargo* and *Examining Carriers* chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual.

2

Agricultural
Clearance

Examining and Monitoring Cargo

Clearing Imported Cargo and Inspecting Cargo Holds

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Introduction

This chapter provides directions, guidelines, and information for examining cargo and inspecting cargo holds.

Policy

The general PPQ policy is to clear all foreign cargo of agricultural interest, including returning military equipment and supplies, at the first port of arrival or first port of unloading. Exceptions to the general policy are noted in [Clearing Transiting In-Bond Cargo](#) on [page 2-2-1](#). In addition, the completion of AQI Monitoring (AQIM) activities on foreign agricultural cargo is essential to provide valuable risk information and is needed to help create or revise operational strategies for mitigating the pest risk of foreign cargo.

Methods and Procedures

The methods and procedures outlined below deal with the administrative side of the work. For procedures dealing with the physical inspection of the cargo, refer to one of the appropriate manuals listed under [APHIS Manuals](#) on [page 2-1-2](#).

Materials Needed

You will need access to some of the following items to understand and apply agricultural laws and policies to properly control regulated cargo:

APHIS Manuals

- ◆ [Animal Product Manual](#)
- ◆ [Clearing Nursery Stock and Flower Bulbs-CBP](#)
- ◆ [Cut Flowers and Greenery Import Manual](#)
- ◆ [CITES I-II-III Timber Species Manual](#)
- ◆ [Miscellaneous and Processed Products Manual](#)
- ◆ [Nursery Stock Restrictions \(List of Regulated Propagative Material\) and Nursery Stock, Seeds and Bulbs Regulation](#)
- ◆ [PPQ Treatment Manual](#)
- ◆ [Fresh Fruits and Vegetables Import Manual](#)
- ◆ [Seed Not for Planting](#)

Other Materials

- ◆ [APHIS website](#)
- ◆ AQIM sampling schedule and data worksheets
- ◆ Automated Cargo System (ACS) computer and reference manuals
- ◆ CBP Agricultural Alerts and Notices
- ◆ [CBP Form AI-212, Agriculture Inspection Hold](#)
- ◆ Flashlight

- ◆ Latex gloves
- ◆ Port guidelines for holding miscellaneous cargo
- ◆ Quarantine material tags, tape, and stickers
- ◆ Strip (Tyden), strap, or button seals
- ◆ Various forms (refer to [Appendix A](#))

Local Variations

Because of the differences in local practices, the operational methods of controlling cargo may vary from port to port. The electronic transfer of the Customs entry Automated Cargo System (ACS) has changed the method of holding cargo at many ports. The use of automated CBP systems, CBP release programs, and other CBP initiatives may vary from location to location.

Reviewing Cargo Documents

Review as soon as possible the cargo documents, such as manifests, air waybills, bills of lading, PPQ Form 203 (Foreign Site Certificate of Inspection and/or Treatment), Notice of Arrival, Customs entry Form 3461, invoices, APHIS permits, sanitary and phytosanitary certificates, and vessel reports. Look for and note items of agricultural interest. To determine what items are regulated specifically by law, statute or regulation (i.e., prohibited or restricted items), refer to any of the following documents, available online:

- ◆ [APHIS Manuals](#) on page 2-1-2
- ◆ Port guidelines for holding miscellaneous types of cargo

Holding nonregulated, miscellaneous cargo for assessment of pest risk, including hitchhiking pests and misclassification, is also supported. Follow local management guidelines. While reviewing the cargo documents, determine what cargo will remain on the conveyance (residue cargo) and what cargo will be off-loaded.

Holding Cargo of Agricultural Interest

Depending on local practice, hold all cargo of agricultural interest, using the Automated Cargo System (ACS), Automated Targeting System (ATS), or [CBP Form AI-212, Agriculture Inspection Hold](#) on page A-1-33.

By placing a hold on the cargo, you are informing the carrier and the other parties involved in the importation (broker, freight forwarder, importer) that the cargo is being restricted for agricultural reasons and should not be released until CBP has authorized the release.

Completing CBP Form AI-212, Agriculture Inspection Hold

Use CBP Form AI-212 only in the event that the automated CBP systems for holding cargo are not operational or the commercial carrier is unable to receive the cargo hold information electronically. CBP Form AI-212, Agriculture Inspection Hold, serves the following three purposes:

1. Record of cargo held or cargo that is of interest
2. Warning, hold, information, and clearance document when stapled to the front of the manifest or other cargo listing used by CBP or the air freight clerk
3. Combination worksheet and port record

CBP Form AI-212 is a worksheet for local use in holding cargo. Completing CBP Form AI-212 varies from port to port depending on the information needed at each port. Fill in the information as required by local practice at your port (see [CBP Form AI-212, Agriculture Inspection Hold](#) on page A-1-33 for directions on completing the form).

Inspecting Non-precleared Cargo

Non-precleared cargo of agricultural interest may consist of either [Plant Material](#) or [Animal Material](#).

Plant Material

Plant material may be either propagative or nonpropagative.

Propagative Plant Material

Propagative plant material is typically inspected by USDA-APHIS. Refer to [Table 2-1-1](#) below.

TABLE 2-1-1: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station

If the material is:	And is:	Then:
Identified with a green and yellow label (PPQ Form 508)	—————→	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ³
Prohibited by Federal Regulation (refer to the List of Regulated Propagative Material in the Nursery Stock Restrictions Manual)	Accompanied by a departmental, postentry, or plant pest permit	
	Not accompanied by a departmental, postentry, or plant pest permit	PROHIBIT ENTRY
A small lot of seed	Accompanied by a small lots of seed permit	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ³
	Not accompanied by a small lots of seed permit	GO to Table 2-1-2 on page-2-1-6
Neither prohibited nor a small lot of seed	—————→	

- 1 The plant material must be stored in a CBP restricted access area.
- 2 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
- 3 See [Appendix O](#) for a list of plant inspection stations.

TABLE 2-1-2: Determine Which Shipments of Non-prohibited Propagative Materials to Send to a Plant Inspection Station

If origin is:	And is:	And is:	Then:
Canadian	Admissible with a written permit issued by USDA-APHIS ¹	Accompanied by the permit and a phytosanitary certificate or one of the following forms (unless the permit states that a phytosanitary certificate is not required): ◆ CFIA Form 5309 ◆ CFIA Form 5289 ◆ PPQ Form 925	INSPECT and RELEASE
		Not accompanied by the permit and phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	PROHIBIT ENTRY
	Is admissible without a written USDA-APHIS permit	Accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	INSPECT and RELEASE
		Not accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	PROHIBIT ENTRY
Other than Canadian	Admissible with a written permit issued by USDA-APHIS ²	Accompanied by a copy of the phytosanitary certificate issued by the country of origin	SAFEGUARD ³ and SEND ⁴ to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ⁵
		Not accompanied by a copy of the phytosanitary certificate issued by the country of origin	PROHIBIT ENTRY
	Admissible without a written permit issued by USDA-APHIS	Accompanied by a copy of the phytosanitary certificate issued by the country of origin	INSPECT and RELEASE
		Not accompanied by a copy of the phytosanitary certificate issued by the country of origin	PROHIBIT ENTRY

- 1 A shipment from Canada requires a written permit if it contains **any** of the following:
 - ◆ Articles that require a Postentry Permit
 - ◆ Plants regulated by CITES or ESA
 - ◆ Articles that require treatment as a condition of entry
 - ◆ Articles (except seeds) of *Malus*, *Pyrus*, *Prunus*, *Cydonia*, *Chaenomeles*, and/or *Rubus*
 - ◆ Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
 - ◆ Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
 - ◆ Articles of *Ribes* destined to Massachusetts, New York, West Virginia, or Wisconsin
 - ◆ Articles (except seeds) of *Planera* or *Zelkova* destined to California, Nevada, or Oregon
 - ◆ Seeds of *Prunus* destined to Colorado, Michigan, New York, Washington or West Virginia
 - ◆ Articles (except seeds) of *Vitis* destined to California, New York, Ohio, Oregon and Washington
 - ◆ Articles (except seeds) of *Corylus* from provinces east of Manitoba and destined to Oregon or Washington
 - ◆ Articles (except seeds) of *Pinus*
 - ◆ Articles (except seeds) of *Ulmus* destined to California, Nevada or Oregon
- 2 A shipment from any country **other than** Canada requires a written permit if it contains **any** of the following:
 - ◆ Articles that require a Postentry Permit
 - ◆ Plants regulated by CITES or ESA
 - ◆ Articles that require treatment as a condition of entry
 - ◆ Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants)
 - ◆ Seeds of woody plants (trees or shrubs)
 - ◆ Bulbs of *Allium sativum*, *Crocsmia*, *Gladiolus* and *Watsonia* from New Zealand
 - ◆ Articles of *Cocos nucifera* (coconut)
 - ◆ Articles (except seeds) of *Dianthus* spp.
 - ◆ Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
 - ◆ Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
 - ◆ Articles (except seeds) of *Planera* or *Zelkova* from Europe, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
 - ◆ *Solanum tuberosum* true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude
- 3 The plant material must be stored in a CBP limited access area.
- 4 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
- 5 See [Appendix O](#) for a list of plant inspection stations.

Nonpropagative Plant Material

For restricted or unrestricted (admissible) plant material, follow instructions in the appropriate import manual to inspect and regulate plant products appropriately.

Normally prohibited plant products manifested for unloading in the United States may be imported only if approved by a valid Departmental permit. Use [Table 2-1-3](#) to determine the action to take on items requiring Departmental permits.

TABLE 2-1-3: Determine Action to Take on Cargo Containing Prohibited Nonpropagative Plant Material Requiring a Departmental Permit

If the cargo is:	And it is:	Then:
Approved by a Departmental Permit	Moving to a research facility or educational institution	REVIEW the APHIS import permit conditions and treat the shipment as directed
	Not moving to a research facility or educational institution	FORWARD the shipment to the Plant Inspection Station listed on the permit
Not approved by a Departmental Permit	→	<ul style="list-style-type: none"> ◆ SAFEGUARD the shipment ◆ COMPLETE PPQ Form 523, Emergency Action Notification on page A-1-105 ◆ ORDER the item destroyed or reexported

Animal Material

Prohibited cargo may consist of either live animals or animal products and by-products.

Refer to local VS for procedures on safeguarding live animals, including poultry.

Prohibited Cargo: Live Animals, Including Poultry



Do **not** handle live animals, except pet birds or smuggled birds! Use personal protective equipment when handling birds. Refer to local VS for appropriate procedures, especially if the birds are from VS-defined areas considered to be affected with Highly Pathogenic Avian Influenza (HPAI) (H5N1). Refer to the APM for country disease status or contact your local Plant Protection and Quarantine Veterinary Regulatory Services Agricultural Quarantine Inspection PPQ VRS AQI Veterinarian or a PPQ HQ Staff Veterinarian for current information on VS-defined areas for areas defined as "regionalized countries."

Prohibited Cargo: Animal Products and By-products

If you know there is prohibited material aboard, do not allow off-loading until you are satisfied adequate safeguarding procedures are in place to hold and control the movement of the prohibited material at the port of arrival. If the carrier arrives with prohibited material aboard, take the following action:

1. Safeguard the product until it is disposed of.
2. If contamination is present, refer to **Table 2-1-4** on **page-2-1-8**. After disinfecting, proceed to **3.** below.

TABLE 2-1-4: Action to Take if Contamination is Present

If the carrier is:	Then:
An aircraft	GO to Cleaning and Disinfecting on page 3-2-5 in the chapter Examining Carriers
Other than an aircraft	GO to Cleaning and Disinfecting on page 6-1-5 in the chapter Preventing the Spread of Pests and Diseases

3. Give the consignee these options to complete within specified time frame¹:
 - A. Reexport
 - B. Incinerate to ash
 - C. Sterilize at 212°F internal temperature for 30 minutes

If none of the options are possible, contact Headquarters VRS at 301-734-7633.

4. Issue a violation and complete [PPQ Form 518, Report of Violation](#) on [page A-1-97](#).
5. Complete PPQ Form 523 (see [Table A-1-33](#) on [page-A-1-109](#) for directions).

Taking Action on Precleared Cargo

Precleared cargo is inspected by APHIS-PPQ or under APHIS-PPQ work plans that are negotiated with the foreign country's National Plant Protection Organization (NPPO). Examples of precleared cargo may include the following commodities:

- ◆ Fresh fruits and vegetables
- ◆ Bulbs for planting
- ◆ Certain seeds
- ◆ Military cargo (with Form DD2855, DD1253, or Label 30-1)



The following procedures **do not** preclude the option at port of entry to monitor or inspect precleared shipments.

Follow these procedures for precleared cargo:

1. For precleared **fruits and vegetables**, make sure that all commodities precleared at foreign site locations are accompanied by [PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment](#) on [page A-1-65](#), or a vessel report sent by fax or e-mail that verifies PPQ precleared the shipment.²
2. For precleared **flower bulbs**, refer to [Procedures for Clearing Shipments of Flower Bulbs](#).

¹ Information to be supplied by Dr. Berthoud

² PPQ Form 203 may also be emailed or FAXED by APHIS-IS.

3. For precleared **irradiated articles**, refer to *Special Procedures for Precleared Irradiated Fruits and Vegetables* in the [Fresh Fruits and Vegetables Import Manual](#).
4. For precleared **military cargo**, the following conditions apply:
 - a. USDA APHIS has a permanent preclearance program in the European Command, led by a USDA Advisor. All US military shipments **originating** in Europe are considered precleared.³
 - b. USDA APHIS may preclear military cargo from specific operations and exercises at the request the military. USDA will notify CBP.
 - c. Military cargo will be accompanied by DD Forms 1253, 2855, or Label 30-1.
5. Verify that APHIS and/or carrier seals are intact upon arrival at the first port of entry in the United States. Allow only authorized persons⁴ to remove seals. Follow established protocols for shipments of precleared products with sealing discrepancies entering through a Mexican border port.
6. Confirm that the information and conditions contained on the preclearance form agree with the cargo manifest and/or other Customs entry documents. Verify the seal numbers with the documentation mentioned above.
7. Follow any special instructions such as cold treatment verification, fruit cutting, etc. Then release the cargo without further inspection if the seals are intact and documentation has been verified. If seals are **not** intact, assess a civil penalty against the carrier. See [Seizure of Agricultural Merchandise](#) on **page 8-1-4**.
8. Monitor unloading of bulk shipments that include both precleared and noncleared cargo to prevent commingling.
9. Ensure the placement of precleared and noncleared cargo in separate areas using **either** of the following methods:
 - a. If there is one warehouse site, remove the precleared cargo before unloading the noncleared cargo. **or**
 - b. If there are separate warehouses or a separation in the warehouse (floor to ceiling and buffer zone), off-load the cargo to the appropriate section.

3 The instructions apply only to the USDA-APHIS European Preclearance Program. Handle broken seals from Mexico issues according to established protocol.

4 Authorized persons include CBP Agriculture Specialists or Officers, PPQ Officers, and agents designated by CBP or APHIS, such as fumigators, bonded warehouse operators, or other government agency employees.

10. When monitoring or inspecting precleared cargo reveals noncompliance and/or additional quarantine action is required, notify APHIS PPQ through appropriate channels. Please report military preclearance noncompliance using the Military Cargo Report in [Appendix A](#).

Safeguarding Cargo

Safeguarding is a preventive action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest and disease dissemination. These commodities are subject to safeguarding when any of the following actions apply:

- ◆ **Not** unloaded, and the products or articles are temporarily in the United States (freight remaining on board (FOB) or residue cargo)
- ◆ Unloaded for transshipment and direct exportation, Immediate Exportation (IE)
- ◆ Unloaded for transportation and exportation (T&E)
- ◆ Unloaded for entry at a subsequent port (for restricted items)



Prohibited and restricted agricultural cargo may not move to free trade zones (FTZ)

Safeguarding is the control, by whatever means, of cargo to prevent plant and animal pest and disease dissemination. When you safeguard, prescribe controls that impose a minimum of impediment but are consistent with preventing pest dissemination. Appraise the actual or suspected plant pest, its suspected mobility under the conditions of transit, and the ecological conditions in the area of transit. Then apply a safeguard appropriate for the pest risk.

EXAMPLE

You find a snail on a 20-foot cargo container. To safeguard the container, you might require a salt barrier or require it to be mounted on a chassis and not allow movement from the container yard. These safeguards would prevent pest dissemination that might occur if the container were placed on the ground or transported to a distant location.

Unloaded cargo may be for entry at the port of arrival/discharge, immediate transit to another port for entry, immediate exit from the port, or transportation and exportation out of the US. Additional restrictions may be placed on animal origin materials.

Use [Table 2-1-5](#) on [page-2-1-12](#) to determine action to take after obtaining final destination from Customs documents.

TABLE 2-1-5: Action to Take After Determining Final Destination of Agricultural Regulated Cargo from Customs Documents

If the cargo is of agricultural interest¹ and:	And:	Then:
Transits the United States	The cargo is accompanied by a USDA APHIS issued transit permit for Plants and Plant Products	<ol style="list-style-type: none"> 1. REVIEW and ENFORCE the conditions on the permit 2. GO to Inspecting Cargo Holds on page 2-1-13 3. GO to Clearing Transiting In-Bond Cargo on page 2-2-1
	The cargo lacks a USDA APHIS transit permit	<ol style="list-style-type: none"> 1. DIRECT the importer to apply for a permit to transit Plants and Plant Products Phone: 1-877-770-5990 or refer to the PPQ permits website 2. GO to Table 2-1-6 on page-2-1-13 after the importer provides proof of application for a permit
Is destined for entry in the United States	The importer, broker, airline representative, or carrier operator requests that CBP allow movement of held cargo to another port for CBP clearance	<ol style="list-style-type: none"> 1. DIRECT the importer to contact USDA APHIS PPQ Permit Services at 1-877-770-5990 or refer to the PPQ permits website and apply for IT stipulations on their import permit 2. GO to Table 2-2-1 on page-2-2-3
	The importer, broker, airline representative, or carrier operator moves or releases cargo held without CBP authorization	GO to Cargo Violations on page 8-1-2
	The importer, broker, airline representative, or carrier operator requests that CBP allow exportation of cargo on HOLD	ALLOW export out of the U.S. under CBP bond
	The importer, broker, airline representative, or carrier operator does not request either of the above actions	<ol style="list-style-type: none"> 1. REQUIRE that conditions of entry be met or that inspections are made 2. GO to Documenting Action Taken on page 2-1-16

1. These are procedures for plants and plant products. For procedures on animal products and transiting procedures, including prohibitions, refer to the Animal Product Manual.

TABLE 2-1-6: Action to Take on Agricultural Regulated Cargo with Proof of Application for a USDA APHIS Transit Permit

If the product is:	And:	And:	Then:
Admissible ¹	→	→	ALLOW to transit
Restricted ²	→	→	ALLOW to transit only if: 1. Adequate safeguards ³ are in place 2. Transloading ⁴ activity is monitored by an Agriculture Specialist
Prohibited	Moving on an IE bond	No transloading ⁴ activity is necessary for movement to continue	ALLOW to transit only if adequate safeguards ³ are in place
		Transloading ⁴ activity is required or requested for movement to continue	ALLOW to transit only after APHIS permit is issued
	Moving on a T&E bond	→	

- 1 Admissible product: an article that if presented for entry, would require inspection only.
- 2 Restricted product: an article that if presented for entry, would be subject to treatment and/or other restrictions in addition to inspection.
- 3 Adequate safeguards means the shipment is packaged or presented in a way that prevents any chance of pests escaping, including: boxes in the shipment or containers undamaged, not leaking, and pests not present upon a visual examination.
- 4 Transloading is a breakdown of pallets, transfers of boxes from container to container, or transfer of pallets from one conveyance to another.


Inspecting Cargo Holds

Inspect self-contained cargo holds that have separate compartments with walls in the following manner:

Inspect each cargo hold separately by selecting a representative sample. Close each hold after selecting the sample.

Refer to [Table 2-1-7](#) on [page-2-1-14](#).

TABLE 2-1-7: Action to Take on Pests Found in Holds

If inspection reveals a pest that is:	And the pest is:	And after ID the pest is:	Then:
A hitchhiking pest	Found at large or in open containers	Actionable	REQUIRE action for the contents of the cargo hold
		Not actionable	RELEASE the shipment
	Found in enclosed containers ¹	Actionable	FOLLOW instructions from the USDA-APHIS- PPQ Plant Inspection Station that made the final determination ²
		Not actionable	RELEASE the shipment
Not a hitchhiking pest, but one associated with a host		Actionable	FOLLOW instructions from the USDA-APHIS- PPQ Plant Inspection Station that made the final determination ²
		Not actionable	RELEASE the shipment

- 1 For example, cardboard boxes with lids (6 covered sides and reduced number and size ventilation holes).
- 2 The Plant Inspection Station may consider the following factors when action is required and when treatment is selected:
 - ◆ Grower
 - ◆ Lot number
 - ◆ Packing shed designation

Controlling Barge Shipments

Since barges are vessels, you must control all barge shipments that are likely to present a pest risk. One primary interest in barge shipments is unmarked wood packaging materials including dunnage. Regulations for wood packaging materials (WPM) are listed in 7 CFR 319.40-3. Information on regulating WPM is available in the [Miscellaneous and Processed Products Manual](#).

Empty barges may carry dunnage residue. Do **not** allow the discharge of unmarked dunnage, and safeguard infested dunnage on board. If a barge of interest is moving to an inland destination, alert the CBP inland destination about the condition of the dunnage on board.

Determining Where to Inspect the Barge

TABLE 2-1-8: Determine Where to Inspect the Barge

If the barge is:	And the:	And:	Then:
Moving to an inland location that is covered by CBP	CBP office can inspect the incoming barge shipment	→	1. AUTHORIZE MOVEMENT to the inland location for clearance by CBP 2. SEND a copy of the Hold to the inland CBP office
	CBP office can not inspect the incoming barge	→	REQUIRE removal of dunnage for inspection at the port of arrival
Not moving to an inland location that is covered by CBP	Barge is empty	Barge is safely accessible	INSPECT for dunnage
	→	Barge is not safely accessible	REQUIRE removal of dunnage from barge
	Barge is not empty	→	REQUIRE removal of dunnage for inspection

Notice to Inland Ports

Using a compliance agreement may be helpful in controlling unmarked dunnage from barges. When completing a compliance agreement, incorporate the following considerations:

- ◆ Obtain a compliance agreement template from APHIS PPQ
- ◆ Refer to [Completing a Compliance Agreement \(PPQ Form 519\)](#) on page 3-1-15
- ◆ Require notification when dunnage is removed
- ◆ Make work plans that include a regular schedule for monitoring

When you intercept a plant pest in properly marked dunnage that is confirmed by USDA APHIS personnel to be quarantine significant and requires a quarantine action, initiate an Emergency Action Notice. If the barge has moved inland, notify CBP at the next port of arrival by providing copies of [PPQ Form 523, Emergency Action Notification](#) on page A-1-105 and [PPQ Form 309A, Pest Interception Record](#) on page A-1-90, if needed.

TABLE 2-1-9: Action to Take with Your Findings after Inspection

If:	Then:
Inspection reveals that cargo is infested with quarantine significant organisms	GO to Reshipment of Cargo Infested With Quarantine Significant Organisms on page 2-1-17 (IT and T&E)
Cargo is not infested or has not been inspected	GO to Authorizing Movement of Transportation and Exportation (T&E) Cargo on page 2-2-4

Documenting Action Taken

Document all regulatory action you take in response to a hold placed on cargo. Interested parties may need to know the final action you have taken in response to the hold. A release serves as a notification to interested parties that the cargo has met agricultural requirements or that it is authorized to move. Appropriate actions to be documented are:

- ◆ Caution: Shipment Authorized
- ◆ Inspected and Released
- ◆ Prohibited Entry (cargo destroyed or re-exported)
- ◆ Released for Export
- ◆ Seized
- ◆ Treated and Released

Depending on the method of holding cargo used at your port, document your final regulatory action.

Inform private personnel (air carriers, freight forwarders, clerks, brokers) at the cargo offices of the final regulatory action.

Agricultural Quarantine Activity Systems (AQAS)

Record your inspection data for input into the [AQAS web site](#).

This web site includes databases for:

- ◆ WADS (Work Accomplishment Data System)
- ◆ *PPQ Form 280, Web Based Database* on page A-1-75
- ◆ AQIM

The PPQ 280 is for specific agricultural commodities and Work Accomplishment Data System (WADS) is a tally system for total activities performed by day/month. Both are required systems to use in recording inspection data and totals so PPQ can make risk management priority decisions and policies.

Seized Assets and Case Tracking System (SEACATS)

Initiate seizure case for seized agricultural merchandise.

Reshipment of Cargo Infested With Quarantine Significant Organisms

If the importer requests that cargo infested with quarantine significant organisms be reshipped from the United States to Canada, call PPQ, QPAS at 301-734-8295, through appropriate channels and provide the following information:

- ◆ Confirmed identity and life stage of organism(s)
- ◆ Identity and quantity of infested or infected cargo
- ◆ Identifying marks (such as bill of lading, container number)
- ◆ Origin of cargo
- ◆ Original foreign shipper
- ◆ Consignee (if cargo is moving to Canada or Mexico)

Hold and safeguard the cargo. QPAS will contact their counterparts in Canada and get a reply back to CBP.

TABLE 2-1-10: Determine if Cargo Should Be Reshipped

If the cargo is moving to:	Then:
Canada	HOLD the cargo; Quarantine Policy, Analysis and Support (QPAS) will contact you on the appropriate action to take
Countries other than Canada	ALLOW reshipment of the infested cargo

Special Procedures for Landing Meat Carried as Cargo Aboard U.S. Military Vessels Returning from Foreign Countries

Follow the special procedures in the order that is listed below for landing meat that is carried as cargo aboard U.S. Military vessels that are returning from foreign countries:

1. Supervise the movement of all meat.
2. Allow meat to move only if it is in unopened cartons.
3. Release the meat without restriction if the cartons are marked by the Defense Procurement Services Center (D.P.S.C.) as a product of the United States. If the meat is **not** so marked, continue to 4.
4. Allow movement of meat to take place only within the metropolitan area of the port where the meat is off-loaded.
5. Move meat to refrigeration units.
6. Seal refrigeration units until meat is to be loaded on an outbound vessel for use outside the United States.

- 7.** Break the seals and supervise loading of meat back to vessel's stores when meat sealed in refrigeration units is ready for loading on outbound vessel.
- 8.** Contact Headquarters VRS at 301-734-7633 for approval of any deviations from the above procedures.

2

Agricultural
Clearance

Examining and Monitoring Cargo

Clearing Transiting In-Bond Cargo

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Introduction

The Department of Homeland Security (DHS), Customs and Border Protection-Agriculture Programs and Trade Liaison (CBP-APTL) and APHIS carefully monitor the movement of imported agricultural commodities during the period of time they are transiting the United States, prior to clearance or re-export, to ensure they are adequately safeguarded and re-exported in the specified timeframe. This section provides guidance, consistency, and general rules for the methods, procedures, documentation and action required to authorize and safeguard the movement of prohibited, restricted and admissible cargo of agriculture interest. The policies described herein apply to foreign plant material subject to Plant Protection and Quarantine (PPQ) regulations when moving through a U.S. port for export, or past the first port of arrival for final action at another location. APHIS issues both import and transit permits for the entry and movement of foreign plant material. Transit permits are issued in accordance with the Code of Federal Regulations Title 7, CFR Part 352. Agricultural shipments moving for Transportation and Exportation or Immediate Export will require an approved APHIS permit and only permits issued from APHIS headquarters are valid. Most shipments moving under Customs bond as Immediate Transportation or Residue Cargo are covered by other authorization mechanisms. USDA-APHIS-NCIE issues transit permits for certain meats.

Refer to the *Animal Product Manual* (http://www.aphis.usda.gov/import_export/plants/manuals/ports/apm.shtml) for further instructions regarding the regulations for movement of animal products, by-products and admissible meats for export.

Definitions—Transit Cargo

Definitions of the various types of transit cargo follow:

Residue cargo (RC)

Shipments that remain in the incoming conveyance and move beyond the port of first arrival. The conveyance is cleared at the port of arrival but the RC shipment is cleared at a subsequent location, normally the next port.

Immediate Transportation (IT)

Shipments that enter without clearance at the port of first arrival and move from the port environs to another location for final disposition.

Immediate Export (IE)

Shipments that enter and exit the same port with minimum manipulation and delay, normally exiting within 24 hours.

Transportation and Exportation (T&E)

Shipments that enter through one port and transit overland to exit through another, often requiring transloading and a change of conveyance or both.

Authorizing Movement of Residue Cargo (RC)

Residue cargo movement by sea or air may be authorized for subsequent movement without a written transit permit if the commodity is admissible without treatment and has no entry restrictions.

Residue cargo that is not admissible must be cleared at the first port of arrival, unless the carrier or importer has a valid written permit that authorizes movement to a port of unloading.

Document review and commodity inspection of the admissible residue cargo will be performed by CBP at the port of unloading.



Live plants, some tree seeds, some CITES material, and some live insects will need to go to the nearest USDA Plant Inspection Station for clearance.

RC shipments of untreated fruit fly host material, which require a transit permit, must arrive in a leakproof, sealed conveyance or container and remain in the conveyance with the hold or container sealed if moving through tropical or subtropical ports.

Any manipulation of RC cargo is subject to CBP AS supervision/monitoring and must be authorized by PPQ as far in advance as possible.

Manipulation of RC cargo must be the minimum necessary to expedite onward movement. Removal of the cargo from the conveyance will **not** normally be authorized unless **one** of the following occurs:

- ◆ Removal is absolutely necessary, such as to adjust trim or arrange containers, and **only** for the minimum time necessary (not to exceed 2 hours)
- ◆ Removal is under unusual circumstances, such as equipment problems, weather, etc.

Authorizing Immediate Transportation (IT) Movement of Cargo

Immediate Transportation cargo movement will be authorized by an APHIS Import Permit with written IT stipulations. National policy and Federal regulations dictate that the inspection of IT cargo is performed at the first port of arrival. However, circumstances may make this clearance impossible.

Call the CBP office at the destination port to inquire if they will accept IT cargo for clearance and use [Table 2-2-1](#).

TABLE 2-2-1: Determine What to Do with IT Cargo for Clearance

If the port:	Then:
Accepts IT cargo for agricultural clearance	1. APPLY any necessary safeguards (e.g., sealing, secure packaging) 2. STAMP all pages of CBP entry, "Shipment Authorized, No Diversion Permitted." Do not provide a final release of shipment at first port. 3. PROVIDE notification and SEND one copy of CBP entry to the CBP office receiving the cargo
Does not accept IT cargo for agricultural clearance	INSPECT the cargo and VERIFY that it complies with the terms of the import permit

If an IT shipment changes carriers but does not clear CBP inspection, then you must assess the pest risk and decide if safeguards are adequate (that pests will not escape) while the off-loaded material is awaiting transshipment. Unless there is a compelling pest risk involved, particularly the likelihood of pest escape while in the port, authorize movement under CBP custody using [Table 2-2-1](#). In authorizing the movement of restricted animal products, those products must be cleared at the first port of arrival only (9 CFR 92, 94, 95, 96).

Authorizing Movement of Immediate Exportation (IE) Cargo

Immediate exportation (IE) cargo movement requires an APHIS transit permit. IE movement includes movement within the port environs or an area designated by the Port Director to be considered within the control of CBP for that location.

- ◆ IE movement will not be authorized for other than the minimum amount of time and manipulation necessary to expedite onward movement of the shipment. Preferences related to carriers or rates will not be a factor in determining the time or degree of manipulation authorized.
- ◆ Accomplishing IE movement through the transfer of intact sealed containers is preferred. However, the transloading of loose or break-bulk cargo may be authorized if the port is able to monitor. Secure packaging may be required for certain prohibited or restricted commodities.

Shipments that have been refused entry and cannot be treated or are not treated, may be routinely authorized for immediate exportation and need not have a written transit permit but will utilize the Emergency Action Notification (PPQ Form 523) as a record of re-export action.

Refer to [Table 2-2-2](#) for further information.

Authorizing Movement of Transportation and Exportation (T&E) Cargo

Transportation and Exportation cargo movement requires an APHIS transit permit and are usually not inspected.

- ◆ T&E shipment of admissible articles must enter a CBP AS staffed port, but may exit any port provided the route is identified as among the quickest and most direct route to the destination.
- ◆ T&E shipments of restricted and prohibited cargo must enter and exit CBP AS staffed ports except for citrus and avocado shipments authorized under the conditions described in the regulations (7 CFR 352).
- ◆ The use of overland transportation will not be authorized through regions of the United States that are considered high-risk, or susceptible to pest(s). See [Transit Corridors on page 2-2-10](#).



Do not allow movement of cargo without a valid permit or PPQ Headquarters authorization.

Refer to [Table 2-2-2](#) for further information.

TABLE 2-2-2: Determine Whether to Allow Movement of T&E and IE Cargo

If:	And:	And:	And:	Then:
Precleared	_____→			1. VERIFY 2. RELEASE
Not precleared	Regulated (including cut flowers, fruits, vegetables, seeds, propagative material, and live insects ¹)	Subject to CITES or ESA	Accompanied by valid CITES documentation ²	AUTHORIZE movement
			Not accompanied by valid CITES documentation	CONTACT PPQ through appropriate channels
	Not subject to CITES or ESA	_____→	GO to Table 2-2-3 on page 2-2-5	
Not regulated	_____→			AUTHORIZE movement

- 1 If the insects are animal disease vectors (for example, sand flies or biting gnats), refer to the Animal Product Manual (http://www.aphis.usda.gov/import_export/plants/manuals/ports/apm.shtml)
- 2 T&E or IE regulated CITES material other than live plants, such as ramin or mahogany wood, would be handled by the CBP AS office, not the Plant Inspection Station.

TABLE 2-2-3: Action to Take on Transiting Regulated Products

If the shipment is:	Then:
Accompanied by a valid USDA-APHIS transit permit or import permit with IT stipulations for the commodity	<ol style="list-style-type: none"> 1. Enforce the permit conditions (such as official sealing and monitoring of the commodity or any transloading between conveyances) at the point of arrival. 2. Stamp all CBP paperwork and include seal number. Shipment is released for exportation only—no diversion permitted. 3. Notify the exit port for certain restricted and prohibited cargoes. 4. At the point of unloading or exit, verify arrival/exit and any of the other conditions outlined on the permit, such as verifications of commodity, seal, adherence to routing and submission of appropriate exit documentation. If seals are not intact, refer to Seizure of Agricultural Merchandise on page 8-1-4. 5. Confirm exit in the tracking database as needed. 6. Follow-up on significant deviations from the conditions of the permit and contact APHIS-PPQ through appropriate channels.
Not accompanied by a valid transit permit or import permit with IT stipulations for the commodity	<ol style="list-style-type: none"> 1. HOLD the shipment until the importer secures a USDA-APHIS permit. 2. Provide the requestors with a copy of the application (PPQ Form 586) and announcement, or direct them to the internet site (http://www.aphis.usda.gov/plant_health/permits/transit.shtml) to download both the application and supplemental information. If they prefer, they may use the toll free telephone number, 1-877-770-5990 to get information. Fax application submissions to Permit Services, 1-301-734-0572.

Transloading

A maximum of one transloading may be allowed in the U.S. if all of the following apply:

- ◆ Port has sufficient resources to handle monitoring
- ◆ CBP has approved a suitable location
- ◆ Cargo is adequately packaged and can be handled in an expeditious manner
- ◆ Receiving container or conveyance is clean, enclosed, and sealable
- ◆ Transloading is required for the most expeditious onward movement of the cargo
- ◆ Cargo is **not** avocados, untreated citrus or mangos from Mexico or Q-37 material

Citrus, avocado, and mango shipments from Mexico may be authorized for transloading twice (at both the port of entry and the port of exit) provided transloading is done within the designated corridor and the ports are able to handle monitoring and cleaning.

Transit Permit, PPQ Form 597, Responsibilities

A permittee with a valid Transit Permit, PPQ Form 597, is responsible for the following:

- ◆ Ensuring cargo handlers, agents, drivers, and other entities involved with handling transit shipments are aware of the provisions of the permit authorization and are able to comply with such provisions. Failure to do so may result in revocation of the permit and assessed possible penalties.
- ◆ Notifying CBP AS immediately at the port of arrival of any deviation of the permit provisions.
- ◆ Providing export documentation (air, rail, and sea modes) that the permitted cargo did, in fact, exit the country. In the case of truck movements, the permittee will maintain copies of import documents verifying that the permitted cargo did enter into Canada or Mexico. The permittee will be subject to audits and monitoring.

Carriers of transit material are responsible for the following:

- ◆ Maintaining the integrity of the permitted cargo through the U.S. All carriers involved with the transit of permitted cargo must be U.S. Customs bonded, and upon request of PPQ, provide proof of their U.S. Customs bond and Internal Revenue Service number.
- ◆ Maintaining the seal on the container.
- ◆ Maintaining secure, refrigerated areas for temporary storage of transit cargo, if required.
- ◆ Maintaining routing as dictated in the provisions of the permit.
- ◆ Reporting immediately to CBP- AI any cargo that is off-loaded by mistake or any container, carrying transiting cargo, is broken and needs repair.
- ◆ Providing export or import documentation, in the case of importing into Mexico and Canada, to auditors or monitoring personnel.

Brokers handling transit material on behalf of permittees are responsible for the following:

- ◆ Ensuring cargo handlers, agents, drivers, and other entities involved with handling transit shipments are aware of the provisions of the permit authorization and are able to comply with such provisions.
- ◆ Maintaining a list of all the clients and addresses of such clients involved under the broker's permit.
- ◆ Providing export or import documents, in the case of importing into Mexico and Canada, to auditors or monitoring personnel.

Transit permit applications are available on the APHIS Web site at:

http://www.aphis.usda.gov/plant_health/permits/transit.shtml

Additional Definitions

Admissible cargo

Articles that, based upon their description at or before the time of arrival, can be imported into the U.S. under current plant quarantine regulations, policies, and procedures. Admissible cargo may be subject to treatment or other restrictions, or may become prohibited based upon the results of inspection.

Areas considered high-risk

Regions, areas, locales, or sites where the probability of the establishment of a pest or pests is believed to be relatively high based on the biology of the pest and the environment into which it is introduced.

Bulk cargo	Cargo not enclosed in a container.
Commingling	Mixing two or more types of cargo under a single shipping entry, usually in the same conveyance and container. Commodities may be commingled in a shipment (pears and asparagus) or entry types may be commingled (half for U.S. consumption and half for export).
Containerized cargo	Cargo completely enclosed in a durable container that can be sealed and moved without manipulation of the cargo itself. The port of arrival is utilized as the focus for contingency management because it is more likely to have the most information concerning the shipment. However, the port is encouraged to consult Quarantine Policy, Analysis and Support (QPAS) and other PPQ offices, especially those nearest the site of the problem, for guidance and assistance.
Designated corridor	Geographic areas defined by easily recognizable political or other points forming boundaries within which specific activities are authorized.
Designated ports	Ports with Plant Inspection Station responsibilities designated in 7 CFR 319.37-14.
Extenuating circumstances	Unanticipated conditions requiring deviations from prescribed policy in order to adjust safeguarding procedures or prescriptions for unique circumstances.
High-risk pest	A pest requiring quarantine action and believed to have the potential for serious damage to economically important plant resources in the U.S.
Inspection	Plant quarantine inspection equivalent to that provided to shipments offered for entry into the U.S.
Manipulation	Handling cargo. Moving, arranging, loading, packing or unpacking, marking, opening, sampling, etc. Manipulation does not include storing, holding, or transporting cargo.
Monitoring	Supervising on an occasional or sporadic basis to ensure compliance with specified conditions.
Pest-proof packages	Packages that are sufficiently sturdy and durable to prevent the entry or exit of pests of concern or vectors of pathogens of concern. Pest-proof packages may be ventilated, but vents must be covered with mesh or otherwise prevent the entry and exit of pests of concern.
Port environs	The area immediately surrounding a port that has been designated by the Port Director as being under the control of a port office.
Prohibited cargo	Articles that, based upon their description at or before the time of arrival, are not authorized to be imported into the U.S. under current plant quarantine regulations, policies, and procedures.
Routine authorizations	Authorizations that are issued with relative frequency and which have consistently similar or identical conditions.

**Secure area
(of an airport)**

The area surrounding an airport within which access is limited to personnel approved and appropriately identified for specific work within the airport and adjacent properties.

**Secure
packages**

Packages that are sufficiently sturdy and durable to prevent the spillage of contents. Secure packages may be ventilated, but are not loosely constructed or easily damaged under normal conditions.

Shipper

The agent, person, or Agency responsible for causing a package or article to be transported to the United States. It may be the transport company, owner, or owners agent.

Transfer

Movement of cargo from one conveyance to another conveyance or into/out of storage, during which no manipulation occurs, i.e. the pallets are not broken down.

Transit

The movement of regulated cargo into or through the U.S. and its territories without establishing the final disposition at the first port of arrival.

Transloading

Movement of cargo from one conveyance to another conveyance or into/out of storage, during which manipulation occurs such as pallet breakdown or loading/re-loading cargo from one unit load device or pallet to another.

Transit Corridors

Transit Corridor for Prohibited Fruits and Vegetables from Hawaii and Puerto Rico

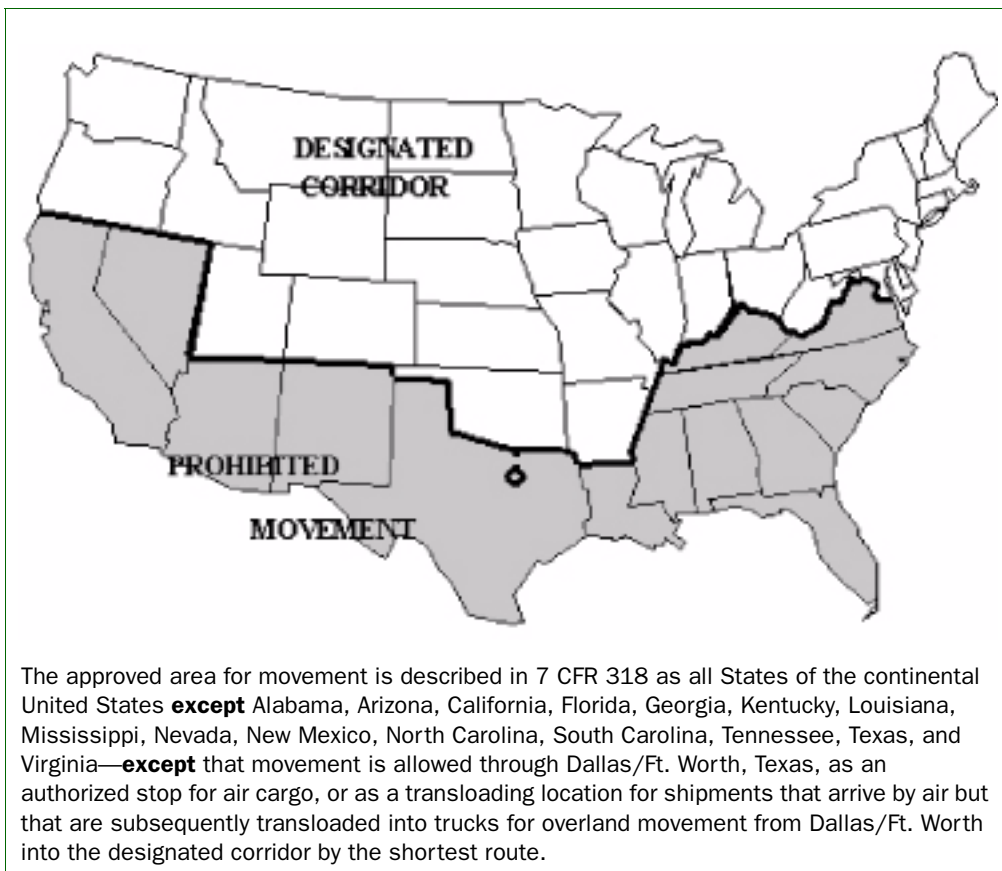


FIGURE 2-2-1: Designated Transit Corridor for Prohibited Fruits and Vegetables from Hawaii and Puerto Rico

Transit Corridor for Avocado from Mexico

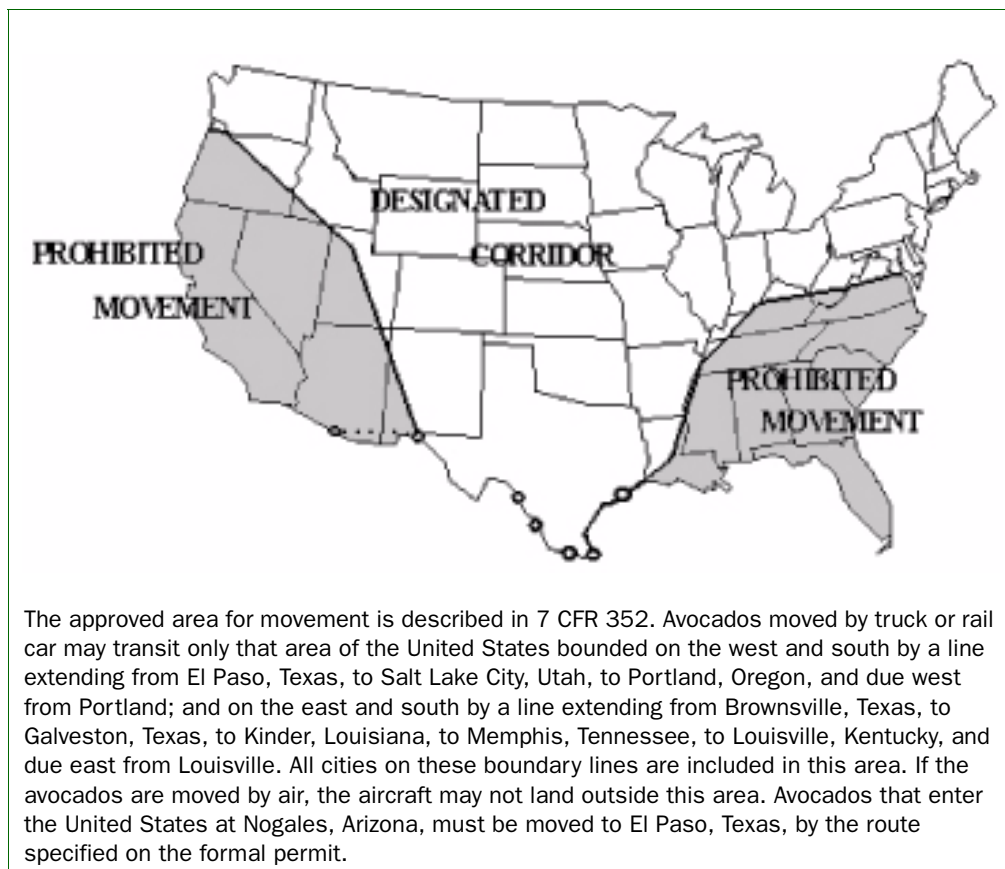
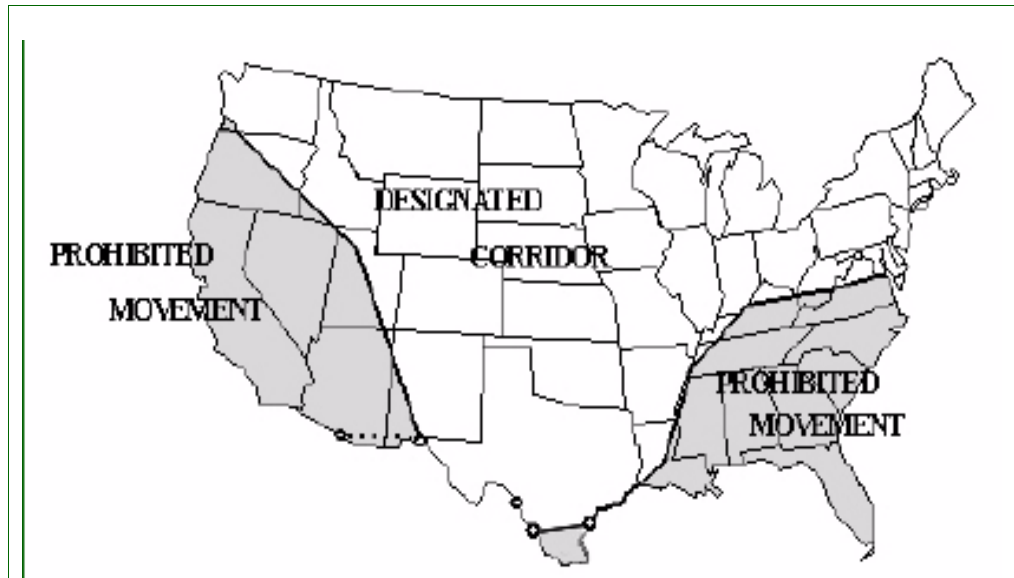


FIGURE 2-2-2: Designated Transit Corridor for Avocado from Mexico

Transit Corridor for Untreated Citrus from Mexico



Shipments of citrus may not traverse the counties of Cameron, Hidalgo, Starr, or Willacy, TX. The approved area within the United States for truck and rail movement is described in 7 CFR 352 as bounded on the west by a line starting at Laredo, TX, on to El Paso, TX, to Salt Lake City, UT, and then to Portland, OR, and on the east by a line drawn from Laredo, TX to Hebbbronville, TX, to Corpus Christi, TX, to Galveston, TX, to Kinder, LA, to Memphis, TN, and then to Louisville, KY, and routes directly northward. Rail shipments may also enter at Nogales, AZ, only for direct rail routing to El Paso, TX, after which it may only traverse the transit corridor as described above.

FIGURE 2-2-3: Designated Transit Corridor for Untreated Citrus from Mexico

Transit Corridor for Untreated Guavas and Mangos from Mexico

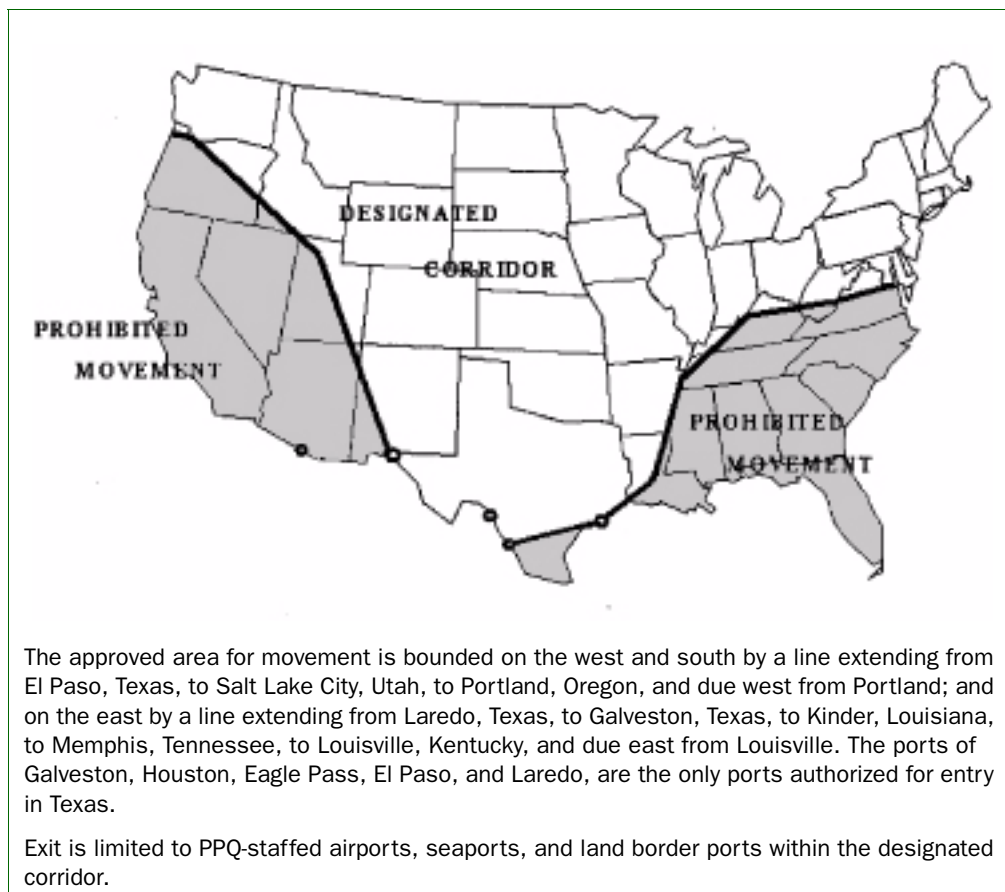


FIGURE 2-2-4: Designated Transit Corridor for Untreated Guavas and Mangos from Mexico

Transit Corridor for Cotton and Okra

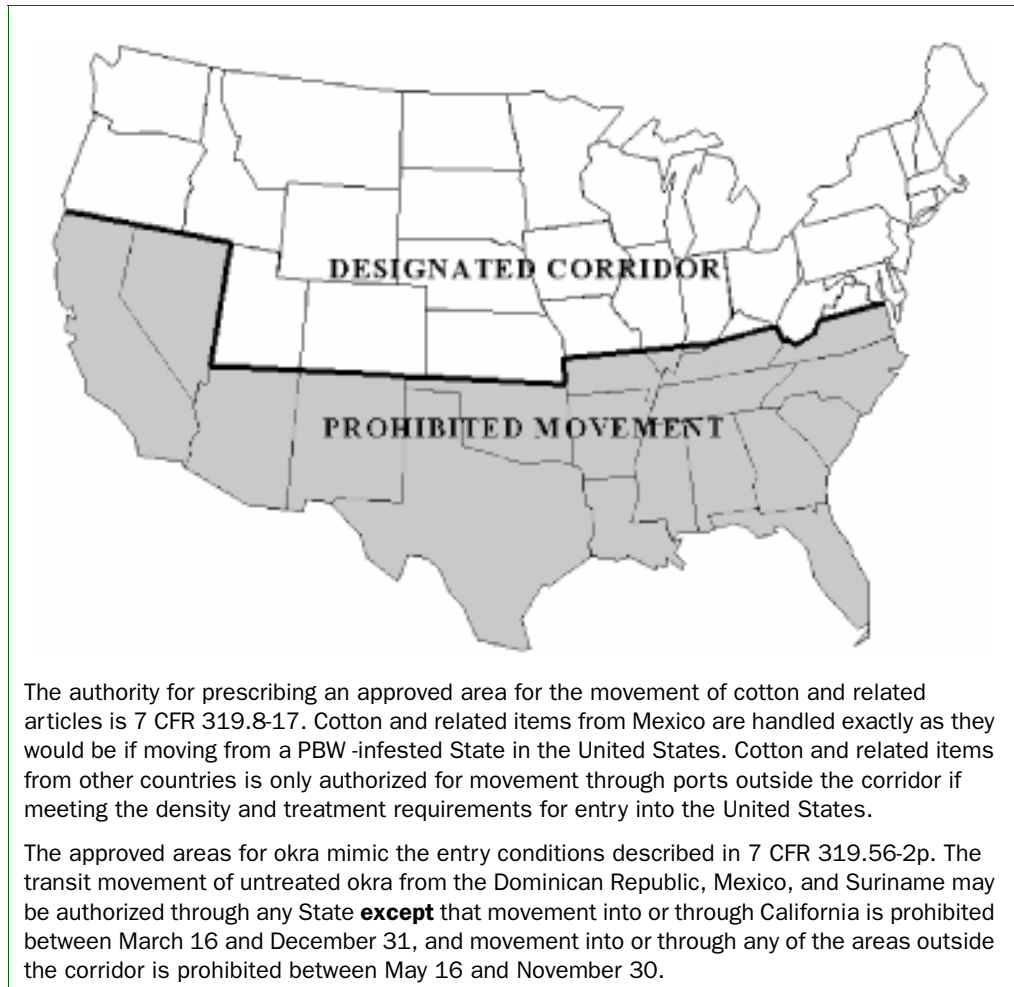


FIGURE 2-2-5: Designated Transit Corridor for Cotton and Okra

3

Agricultural
Clearance

Examining Carriers

Monitoring Garbage

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Introduction

This section provides methods and instructions for controlling and disposing of regulated foreign garbage. Garbage is restricted to prevent the entry and dissemination of plant pests and animal diseases. Garbage arriving from any place outside the United States, **except** Canada, is subject to requirements and safeguards for handling once in the United States. Because garbage may contain prohibited items, controlling and disposing of garbage is an essential aspect of protecting American agriculture.

All entities that handle and dispose of foreign garbage (except handling on an ocean carrier) must be authorized under a compliance agreement in accordance with agricultural regulations except when performing these duties under the direct supervision of CBP and/or APHIS. Compliance agreements, written and signed by CBP and/or APHIS, specify the conditions which must be met in order to comply with the requirements of the APHIS garbage regulations (7CFR330.400 and 9CFR94.5). Templates for compliance agreements are developed by USDA-APHIS-PPQ-VRS (see [Completing Compliance Agreements on page B-1-1](#)).

Prior to issuing compliance agreements to handle regulated garbage, USDA-APHIS-PPQ-VRS is responsible for:

- ◆ Approving new airports (including military airports)
- ◆ Approving new processing technologies and facilities, such as incinerators, sterilizers and non-pressurized cookers
- ◆ Approving cartage routes through sparsely-settled areas



Approval must take place prior to the issuance of compliance agreements.

USDA-APHIS-PPQ is responsible for monitoring the compliance agreements of **processing facilities**, excluding caterers and processing facilities on military bases.

CBP's role in controlling garbage is as follows:

- ◆ Approving firms other than the above, through the use of compliance agreements, to handle and dispose of garbage
- ◆ Monitoring firms operating under compliance agreements to ensure that the firms abide by the conditions stated in the compliance agreement
- ◆ Monitoring of garbage handling aboard ocean vessels during boarding
- ◆ Supervising directly the off loading of garbage for movement to an approved facility for sterilization or incineration

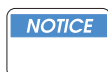
All Carriers

Disposing of Garbage by Approved Methods

The three approved disposal methods for garbage are:

- ◆ Incineration to ash

- ◆ Sterilization (cooking regulated garbage to an internal temperature of 212°F for 30 minutes) and burial in a landfill
- ◆ Grinding and discharge into an approved sewage system




Canadian-origin animal products and by-products confiscated at Canadian land border ports and seized for destruction by CBP may be disposed of in EPA approved landfills. For further information, refer to [Land Border on page 3-1-9](#)

Handling Garbage Spills

When you detect garbage that has spilled outside the food handling areas, take the following steps:

1. Have the gross waste picked up and put into leakproof, covered containers.
2. Have the surfaces where the spillage occurred scrubbed with a good detergent solution, then flushed with clean water if appropriate.
3. Apply the appropriate disinfectant. Use [Table 3-1-1](#) to select the appropriate disinfectant.

TABLE 3-1-1: Select Disinfectant to Use for Garbage Spills

If the spill occurred:	Then:
Anywhere food is handled or prepared (catering kitchens, galley areas inside aircraft, or trucks used to transport food)	REQUIRE thorough cleaning and allow the use of any sanitizer ¹ normally used in areas where food is prepared or handled  <div style="background-color: #e0f2f1; padding: 5px; display: inline-block;"> Never use sodium carbonate or Virkon S. They are not approved for use around food by either the Food and Drug Administration or the Environmental Protection Agency. </div>
In a nonfood area outside loading docks, ramp areas, dumpsters, vehicles and equipment used for transporting garbage	USE sodium carbonate, sodium hypochlorite, or Virkon S (see Cleaning and Disinfecting on page 6-1-5 in the chapter Preventing the Spread of Pests and Diseases for detailed procedures)

1 For example, sanitizers containing chlorine, iodine, and quaternary ammonium compounds. If used inside a passenger plane, the sanitizer must be approved for use by the airline.

Marking of Garbage

If the firm handles both regulated and domestic garbage and separates the domestic from the regulated garbage, then ensure that these steps are followed:

1. When international garbage is transported together with domestic garbage in the same vehicle, apply placards that identify galley equipment as foreign origin when it is removed from the conveyance. Take all regulated garbage directly to the processing facility for disposal and do the following:
 - ❖ Segregate regulated from domestic equipment and material until sterilized or incinerated either by tag, label or specified location per the compliance agreement
 - ❖ Allow commingling of foreign and domestic material and equipment only if all materials and equipment are treated as foreign origin
2. Identify containers used for regulated garbage and maintain separately from those containers used for domestic garbage by using signs on containers or by placing in a clearly identified location. The signs shall be printed with “Regulated Garbage” or another similar phrase in letters at least 4 inches high (except 2-inch letters may be used for in-house (inside) trash cans).
3. Post procedures for handling regulated garbage conspicuously in the work area.
4. Clean and disinfect with an APHIS approved disinfectant ([Table 3-1-1 on page-3-1-3](#)) all garbage containers and areas that are used for regulated garbage before using containers and areas for domestic garbage, unless domestic garbage is handled like regulated garbage.

Recycling Materials

The following items may be recycled under conditions as specified:

- ◆ Aluminum cans, glass and plastic containers (as long as they **never** held milk or other dairy products), if stored separately from food waste (garbage), and are **not** required to be incinerated or sterilized
 - ❖ The vessel must store the containers separate from the garbage; **neither** separation **nor** sorting is allowed **off** the vessel
 - ❖ Cans or containers commingled with or contaminated with garbage require sterilization or incineration
- ◆ Baled, clean, cardboard boxes or paper that are **not** contaminated with animal material and that are **not** meat containers, if stored separately from food waste (garbage), are **not** required to be incinerated or sterilized
 - ❖ If there is baled cardboard or paper that is ready for export to a foreign country, you may allow removal and storage, but **only** if the port where it was off-loaded from the carrier is also the port from which it will be exported

Vessels

Shipboarding and garbage monitoring are CBP's enforcement activities to ensure garbage is maintained in a way that reduces the pest risk associated with garbage, thereby preventing the entry and dissemination of plant pests and animal diseases.

Materials Needed

To control garbage, you will need the following items:

- ◆ [CBP Form AI-288, Ship Inspection Report on page A-1-43](#)
- ◆ [CBP Form AI-592, Notice of Violation on page A-1-56](#)
- ◆ [PPQ Form 519, Compliance Agreement on page A-1-102](#)

Garbage Removal and Disposal

Where facilities exist and are approved by USDA¹ at a port, garbage may be removed from a vessel for approved disposal either by sterilization or incineration. Arrangements for disposal must be made in advance with the CBP office or under direct CBP supervision. Removal and disposal must be done by an establishment that has signed a compliance agreement with the local CBP office.

A further description of conditions that caterers and other handlers of garbage must meet pertaining to equipment used for garbage disposal is found under the section [Handlers and Processors on page 3-1-12](#). Also, for Military vessels, see [Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels on page 3-1-8](#) and [All Carriers on page 3-1-2](#).

Handling Regulated Garbage Aboard Commercial Vessels



Important

If you witness the unsupervised landing of garbage or supervision by **other than** an authorized person, issue a civil penalty to the Captain of the vessel. Complete [CBP Form AI-592, Notice of Violation on page A-1-56](#).

Follow these steps when supervising the landing, collection, transportation, heating (sterilization) or incineration, and disposing of regulated garbage:

1. Require advance notification of the landing of regulated garbage.
2. Allow the landing of regulated garbage only under the supervision of a CBP Agriculture Specialist or a trained employee of an establishment that is under compliance.

¹ New technology for disposal of regulated garbage must be approved by the APHIS Administrator. Contact PPQ VRS (LINK to Appendix for field vets)

3. Confirm that covered, regulated garbage is in tight, leakproof containers.
4. Verify that if the regulated garbage is to be moved, it is transported only by a cartage firm under compliance agreement. In addition, the heating (sterilization) or incinerating must be under a compliance agreement.
5. Require that the garbage either be incinerated to ash or heated to an internal temperature of 212°F for at least 30 minutes. Again, the facility heating or incinerating the regulated garbage must be under a compliance agreement.
6. Confirm that sterilized garbage is buried in a landfill.

Monitoring/Inspection of Garbage on Board a Vessel

The condition of the garbage containers will be checked on all vessels whether by ship boarding or by monitoring. Monitoring is the periodic supervision of garbage movement and disposal operation from decatering of the carriers to the approved disposal of the garbage.

Monitor a vessel's garbage by observing (aboard or from ashore²) the maintenance of garbage aboard the vessel. While a vessel is in port, the following are violations of the garbage regulations:

- ◆ Dumping of garbage into harbor or inland waterways
- ◆ Disposing of garbage in unauthorized manner
- ◆ Keeping garbage containers outside the vessel's railing
- ◆ Leaking garbage containers
- ◆ Uncovered garbage containers
- ◆ Exposed, unrestrained garbage

Seal to prevent use while in U.S. territorial waters, if the vessel's garbage handling equipment includes either of the following:

- ◆ Garbage chutes
- ◆ Garbage containers built into the railing

If the captain or first officer indicated there is a working incinerator, inspect the incinerator for confirmation that it is functional.

Policy

The policy guidelines on monitoring/surveillance include the following:

- ◆ Vessels not boarded will be monitored when feasible

² Monitor from ashore only if all the conditions of the garbage can be observed from the shore.

- ◆ Of vessels boarded, **at least 50 percent** of the vessels boarded will be subsequently monitored while in port

All garbage is regulated on commercial and private vessels traveling between any of the following:

- ◆ Continental United States
- ◆ Foreign countries



For garbage handling aboard U.S. Naval and Coast Guard vessels, see [Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels on page 3-1-8](#)

When a vessel travels solely between ports within the continental United States or throughout Canada, the garbage is **not** regulated. In addition, garbage can be disposed of **without being** incinerated or sterilized if **either** of the following conditions are met:

1. Vessel has **not** been in any port outside the continental United States and Canada within the previous 2 years³
2. Vessel has disposed of all of the following items:
 - ❖ Meat and meat products regardless of origin, **except** shelf stable canned meat/poultry⁴
 - ❖ Fresh and condensed milk and cream from countries in which foot-and-mouth disease exists
 - ❖ Fresh eggs
 - ❖ Fresh fruits and vegetables⁵
 - ❖ All garbage aboard the vessel⁵

3 If the vessel has only traveled between Hawaii, U.S. territories or possessions, and the continental United States or Canada, then the 2-year period is reduced to 1 year.

4 Ruminant material from BSE affected countries and poultry from HPAI H5N1 countries are prohibited and must be disposed of.

5 Only fresh fruits and vegetables and all garbage need to be disposed of in these routings. No cleaning and disinfection of the stores area is required.

Following disposal, all storerooms which held the previously listed materials were cleaned and disinfected under direct supervision⁶ by a CBP Agriculture Specialist. [Reference: 9 CFR 94.5 (b) (i) (B)]

- ❖ Complete PPQ Form 288 to document that the garbage was disposed of in an approved manner and the carrier was cleaned and disinfected
- ❖ Alert the vessel's captain to keep a copy of the form to show subsequent ports that the garbage was removed and the carrier was cleaned and disinfected
- ❖ The ship's log must show that, since being cleaned and disinfected, the carrier has **not** been to a port outside the continental United States or Canada

Determining if Vessel Is on Garbage Violation List

Before boarding, find out if the vessel is on the Garbage Violation List. It lists, alphabetically by vessel name, those vessels that are violators (one to two prior garbage violations) and habitual violators (three or more prior garbage violations). The Garbage Violation List (updated monthly) is available to all DHS employees through the CBPNET. USDA-APHIS-PPQ can formally request this list through Customs and Border Protection, Agriculture Programs and Liaison.

CBP APL maintains the list of garbage violators. When submitting new violations, please include the following information: Carrier, Flag, IMO Number (for targeting), Date, Serial/Case No., CBP Location, Type (garbage or seals), Amount, Violator, Issuing Official. Submit to: kevin.talbert@dhs.gov or fax to: 202-344-1442.

You will need this information if you find a violation.

Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels

Handle regulated garbage from U.S. Naval vessels, Coast Guard vessels⁷, and Military Sealift Command (MSC) vessels (see [List of Military Sealift Command Vessels on page H-1-1](#)) the same as you would handle regulated garbage from commercial vessels. If regulated foreign stores are present and **not** purged or transferred to an outbound vessel, notify subsequent ports of the restricted stores aboard.

6 Disinfectant used must be a product approved by U.S. Public Health or EPA for use in food preparation or storage area.

7 U.S. Naval vessels are those with the designation "USS" followed by the name of the ship. MSC ships listed in [List of Military Sealift Command Vessels on page H-1-1](#) are handled the same as U.S. Naval vessels. Ships under contract to the military, "NOAA" ships or other nonmilitary, government ships are handled as commercial vessels.

If there are no regulated foreign stores aboard the vessel, require sterilization or incineration of all garbage aboard the vessel at docking and all garbage produced during the first 24 hours at the first U.S. port. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent ports.



If foreign stores were present and were purged or transferred to another vessel, document this purging or transfer on CBP Form AI-288, Ship Inspection Report. Write “Purged (or Transferred), now Domestic.” Advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

If prohibited foreign stores are present, **do not** apply the 24-hour rule. Once the foreign stores are used up or otherwise disposed of, then you may apply the 24-hour rule. Until those stores are used up or disposed of, continue regulating that vessel’s garbage as you would for any other foreign vessel.

To enlist support of APHIS garbage requirements, refer Naval personnel to Naval Supplemental Publication Number 486, Volume 1, to show that Naval policy parallels APHIS requirements for foreign garbage. Refer Coast Guard personnel to their *Subsistence Manual* COMDTINST M4061.3C (Waste Disposal Requirements).



Do not issue a civil penalty for a violation aboard a U.S. Naval or Military Sealift Command vessel listed in [Appendix H](#).

Report the violation to a local AQI VMO in PPQ, VRS. For information on assessing civil penalties, see [Ocean Vessel Garbage Violations on page 8-1-8](#). To determine assessments for spot settlements, refer to [Spot Settlements on page 8-1-10](#).

Land Border

Ensure regulated garbage is removed from all land conveyances (truck, rail, POV) undergoing inspections upon entering the U. S.

Quarantine Material Interceptions (QMI’s) must be disposed of by the three approved methods: sterilization, incineration or grinding into an approved sewage system.

Canadian-origin animal products and by-products confiscated at Canadian land border ports and seized for destruction by CBP may be disposed of in EPA approved landfills.

Aircraft

All foreign origin aircraft should be boarded and cleared of regulated garbage. Also, CBP ensures that caterers/cleaners report in a timely fashion.

Materials Needed

To control garbage, you will need the following items:

- ◆ Camera that will produce instantaneous pictures
- ◆ *PPQ Form 518, Report of Violation on page A-1-97*
- ◆ *PPQ Form 519, Compliance Agreement on page A-1-102*
- ◆ *CBP Form AI-592, Notice of Violation on page A-1-56*
- ◆ Quarantine tags

Determining if Garbage Can Be Unloaded

Check the list of approved commercial airports and military bases in [Appendix E](#) and [Appendix I](#) to determine if the airport or military base is approved for handling garbage. If the airport is approved, then the garbage may be unloaded. If the airport is **not** on the list, then the garbage **must remain aboard** the aircraft and proceed to a foreign destination or to a USDA approved airport within the United States.⁸

Decatering of Aircraft

Decatering is the process of removing all garbage from the aircraft. Require that the garbage be removed by a firm under compliance agreement or under direct CBP supervision. The firm under compliance agreement must meet the following conditions:

1. Meet aircraft on arrival.
2. Remove garbage from aircraft in tight, enclosed (covered), nonleaking containers to an approved facility.
3. Ensure that meals and food items are not misappropriated. Other requirements are outlined by the compliance agreement with local CBP.
4. Using an approved method, dispose of any gross waste that was collected.

⁸ Airports are approved by the APHIS Administrator. Contact USDA-APHIS-PPQ-VRS or refer to [Appendix E](#).

Monitoring Caterers and Cleaners

Monitor caterers and cleaners to ensure that they are following the conditions listed in the compliance agreement. Minimally, conduct compliance enforcement visits at least quarterly to ensure that garbage removal and disposal are accomplished as specified by the conditions listed in the compliance agreement. Monitor from the time the garbage is removed from the aircraft until the garbage is either sterilized or incinerated. See [Monitoring the Sterilizer on page 3-1-12](#) for the specific procedure.

When you monitor, take along a copy of the signed compliance agreement, the checklist for monitoring compliance agreement holders, and PPQ Form 252-R. Review the conditions specified in the compliance agreement, and monitor the performance of the firm under agreement for the conditions specified in the compliance agreement.

If you detect a violation of the compliance agreement, then see [Compliance Agreement Violations on page 8-1-9](#).

Unloading Garbage at Airports Not Approved by USDA

If you discover that garbage is being unloaded from an aircraft at an airport that is not approved by USDA, notify the appropriate airline official of the violation and request immediate corrective measures. If the airline official refuses to stop off loading, **do not** physically attempt to prevent off loading of the garbage. Notify PPQ, VRS immediately if corrective action is **not** taken by the airline so that a court order may be obtained through OGC. Follow the procedures in [Garbage Violations on page 8-1-5](#).

Requests for Approval

Agents having jurisdiction over an airport's catering or disposal facility must request initial approval of that facility by writing a letter to the APHIS administrator care of VRS (9CFR 94.5). New technology for processing regulated garbage must be approved by the APHIS Administrator. The process of completing a compliance agreement is covered in [Completing a Compliance Agreement \(PPQ Form 519\) on page 3-1-15](#).

Handlers and Processors

CBP is responsible for monitoring the activities of all caterers, cartage/hauling firms, cleaners, fixed based operators (will be negotiated on a local level between CBP and PPQ personnel), and military bases handling and processing regulated garbage.

APHIS-PPQ is responsible for monitoring all other entities processing regulated garbage. Monitor every one to two months but at least once quarterly.

Sterilization

All entities under compliance agreement and using a sterilizer must comply with the following conditions:

- ◆ Sterilizer must be capable of heating garbage to an internal temperature of 212°F and maintaining it at that temperature for a minimum of 30 minutes
- ◆ Sterilization cycle must be reevaluated and adjusted twice a year using a thermocouple to recalibrate the temperature recording device. Adjusting the sterilization cycle semiannually will assure that all garbage processed is heated to a minimum internal temperature of 212°F for at least 30 minutes, and that the temperature recording device accurately reflects the internal temperature of the sterilizer
- ◆ Operator is to date and initial time/temperature records for each batch of garbage sterilized
- ◆ Supervisor is to review and sign each time/temperature record
- ◆ Facility must retain records for one year from the end of the month the processing occurred for review by CBP/APHIS
- ◆ Drain in the bottom of the sterilizer must be cleaned between each cycle to assure proper heat circulation or otherwise maintained to ensure proper processing

Monitoring the Sterilizer

If a sterilizer is used for garbage disposal, then do the following during your monitoring activities:

1. Review the time and temperature record for each batch of garbage to ensure that the minimum internal temperature (212°F) of the regulated garbage was reached and maintained for at least 30 minutes. Also, confirm that the operator has initialed and dated each record, and that the supervisor of the operator of the sterilizer has signed each record.



Observe all re-evaluations and adjustments. Sterilizer or cooker should be recalibrated after any major repair or malfunction.



If the sterilizer is a Rotoclave with a data logger, a thermocouple probe is not used; the facility technician must monitor and recalibrate in the presence of CBP or PPQ personnel.

- 2.** Twice a year, monitor the recalibration of the temperature recording device (the chart outside a sterilizer which displays the temperature of its chamber), and monitor the adjustment of the sterilization cycle. These enforcement activities are conducted to ensure the garbage is heated to a minimum internal temperature of 212°F for 30 minutes. Use a load of garbage (including the standard number of bags or carts) that is representative of the establishment's usual load. Along with the sterilizer's thermocouple probe (A), an additional thermocouple probe (B) will be needed, which is to be supplied by the caterer or cleaner.
 - A.** Use the following as a guide when supervising the recalibrating of a temperature recording device:
 - i.** If possible, place thermocouple probes (A)⁹ and (B) in a container of boiling water to compare the actual temperatures recorded at the boiling point.
 - ii.** If there is a difference, have the temperature recording device adjusted by a qualified technician to reflect the actual temperature.

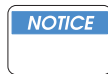


Water at sea level boils at 212°F. The boiling point drops 1 degree for each increase of 550 feet elevation. (For example, water boils at 202°F to 203°F in Denver, Colorado.)

- B.** The steps to use as a guide when supervising the adjustment of the sterilization cycle are listed below. The sterilization cycle is the total amount of elapsed time from the time the sterilizer is turned on, until the end of the 30-minute period that the minimum internal temperature is maintained at 212°F. In addition to the thermocouple probes (A) and (B), you will need a watch. The steps are as follows:
 - i.** Place thermocouple probe (A) in its holder inside the chamber of the sterilizer. This probe records the air temperature of the chamber.

⁹ This procedure is not always possible, as thermocouple (A) may not be accessible. Thermocouple (A), and (B), when necessary, may be validated by a qualified manufacturer's technician.

- ii. Fill the chamber with the maximum load of garbage.
- iii. Place thermocouple probe (B) deeply into a potato¹⁰. Place the potato into a dense portion of the garbage—the lower portion of the front third of the load. This position normally represents the coolest section of the chamber.
- iv. Start the sterilizer; note the time on your watch and record the time and temperatures of both probes (A) and (B).
- v. Monitor the temperature of thermocouple probes (A) and (B). Record the time and temperature every 10 minutes until probe (B) reaches 190°F; then record every few minutes after that.



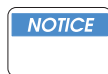
The air temperature of the chamber (identified by thermocouple probe (A) and on the recording device) reaches and exceeds 212°F before the internal temperature of the garbage (identified by thermocouple probe (B)) reaches 212°F.

- vi. When thermocouple probe (B) reaches 212°F, note the time, and record the time and temperature of probe (B). After 30 minutes has elapsed, turn off and discharge the sterilizer.
- vii. Look for fluctuations in the temperature; these may represent equipment malfunctions. The total time represents the new sterilization cycle for the sterilizer. Where applicable, note the reading of pounds per square inch (PSI) measurement.



A sterilization cycle usually ranges from 90 to 120 minutes (1-1/2 to 2 hours).

- viii. Compare the new sterilization cycle to the one previously established for the sterilizer. Note the reason for any difference and maintain the information in the file. Write and date an addendum to the original compliance agreement signed by CBP or APHIS, as applicable, and the responsible establishment employee.



A non-pressurized cooker is monitored in the same manner.

¹⁰ The use of a 0.5- to 0.75-pound potato standardizes the process.

Incineration

Facilities under compliance agreement using an incinerator for garbage must comply with the following conditions:

- ◆ Incinerator must be capable of reducing garbage to ash
- ◆ Incinerator must be maintained adequately to assure continued effective operation
- ◆ Incinerator must be observed after any major malfunctions or repairs to ensure appropriate incineration

Grinding and Disposal

Grinding and discharging into an approved sewage system is allowed. An approved sewage system is a sewage system approved by the APHIS Administrator (9CFR 94.5(f)(2)). Contact the local VRS AQI VMO to determine that the system is designed and operated in such a way as to prevent the discharge of sewage effluents onto land surfaces, into lagoons or other stationary waters, and is adequate to prevent the dissemination of plant pests and livestock or poultry disease. The sewage system must be certified by an appropriate government official to ensure that it is in compliance with applicable laws for environmental protection.

Providing Backup Disposal Facilities

It is essential that provisions exist for an alternative method of disposal in case the primary disposal facility fails. Alternative sources may include hospitals, supermarkets, city-owned facilities, and any other locations or equipment that have the capability to sterilize or incinerate garbage. All backup facilities must be approved and operate under a compliance agreement.

Completing a Compliance Agreement (PPQ Form 519)

Compliance agreements form the basis for standard operating procedures for handling regulated garbage. They provide instruction to the facility management and staff regarding the requirements under APHIS regulations and policies. CBP is responsible for issuing and monitoring compliance agreements for cartage/hauling firms, cleaners, and fixed based operators (will be negotiated on a local level between CBP and PPQ personnel), **and** all processing facilities, including sterilizers and incinerators, operated by caterers and military bases handling and processing regulated garbage.

APHIS-PPQ is responsible for all other compliance agreements with processing facilities, including sterilizers and incinerators.

Before completing a compliance agreement, a letter requesting approval of the facility must be received. This letter may come from an airline representative, the base commander, or any agent having jurisdiction over a catering or disposal facility. Letters requesting new airport approvals, new processors, or other new facilities must be sent to the APHIS Administrator via VRS at the following address:

USDA-APHIS-PPQ-VRS
4700 River Road, Unit 129
Riverdale, MD, 20737-1236

Approval must be granted before a compliance agreement can be issued.

The Port Director or other responsible CBP official and/or APHIS personnel will review the application and do the following:

- ◆ Visit the handling, processing, or disposal facilities, or in cases where there are no facilities, the company's local headquarters. In the case of new airports (including military air bases, new processors and new technology) the visit must be conducted in conjunction with VRS.
- ◆ Inform the applicant of all conditions to be specified in the compliance agreement.
- ◆ If applicable, observe the operation of any equipment for adequacy in handling regulated garbage. New technology must be approved by the APHIS Administrator prior to issuance of the CA (contact VRS).
- ◆ Inform the applicant of the consequences of failing to abide by the conditions of the compliance agreement. The compliance agreement can be cancelled by either CBP or PPQ personnel.
- ◆ Require that cleaning equipment and APHIS approved disinfectants be carried on all vehicles involved in moving regulated garbage.
- ◆ Consult with local VRS AQI VMO before signing if the compliance agreement deviates from the appropriate template.
- ◆ If applicable, PPQ must certify garbage cookers/sterilizers before signing and approving the compliance agreement. PPQ verifies that the incinerator is capable of burning regulated garbage to ash.
- ◆ Confirm the garbage will be properly processed and/or handled and ensure that the agreement contains a statement that the facility meets the requirements of all applicable environmental authorities.
- ◆ Review the compliance agreement with appropriate facility personnel to ensure they understand their obligations.

- ◆ Monitor each compliance agreement four (4) times per year.¹¹ Facilities such as caterers or processors with sterilizers or non-pressurized cookers are calibrated twice a year and are monitored quarterly. Advise facility personnel that there will be unannounced enforcement visits.
- ◆ Review the proposed garbage handling training for company employees. Insure that training records will be kept.

PPQ will follow the same steps for approving facilities under their jurisdiction.

See page A-1-103 for instructions on completing PPQ Form 519, and [Completing Compliance Agreements on page B-1-1](#). Review the Compliance Agreement step-by-step with the applicant to make sure the applicant understands the conditions for handling and disposing of garbage specified in the Compliance Agreement.

For Violations, refer to [Violations on page 8-1-1](#).

¹¹ Includes the two semiannual calibrations and two additional monitoring visits per year or when there are changes in the facility that require revision of the compliance agreement such as a change in name or management. All changes to the compliance agreement may be made in an addendum that is signed and dated by CBP or PPQ personnel and a responsible employee of the company

Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage

Name of facility _____

Location _____

Phone _____

Name of person contacted _____

Date _____

Type of facility/entity (Circle all applicable categories):

- CATERER¹² CLEANER FIXED BASE OPERATOR
MILITARY BASE CARTAGE FIRM CRUISE SHIP OPERATOR
PROCESSOR-INCINERATOR/STERILIZER

All Facilities/Entities

1. Is the company operating under a compliance agreement? Yes No

If no, why _____

Note: If there is no compliance agreement in place, issue a violation.

2. Have there been any changes in location, company name, management, or contact information? Yes No

If yes, update the compliance agreement.

¹² Use this checklist if PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage-Airport Caterers, is not available.

- 3.** Has training been conducted since the last visit? Yes No

If no, ensure that no new employees are handling regulated garbage.

If yes, review training materials and records to ensure their adequacy.

Reviewed training Yes No

Reviewed training records Yes No

Is there a written company standard operating procedure? Yes No

- 4.** Are APHIS-approved disinfectants available and used for cleaning spills outside of food handling areas? Yes No

Circle disinfectant(s): Virkon® S Sodium hypochlorite Sodium carbonate

- 5.** Do all vehicles/personnel servicing the conveyance carry sufficient APHIS-approved disinfectant and cleaning equipment to clean up spills? Yes No

If no, how are spills being handled? _____

- 6.** Have there been any spills outside of the company's premises since the last visit? Yes No

Is CBP/PPQ notified of spills outside of the company's premises? Yes No

(Note: CBP/PPQ inspects area of the spill for compliance with spill management requirements.)

- 7.** Was the spill cleaned up according to the [Addendum to Compliance Agreements](#)? Yes No

(Note: If spills are not being handled according to the compliance agreement, review the compliance agreement with the responsible facility personnel and document for the files. Ensure spills that are witnessed by you during the enforcement visit are cleaned up in an approved manner).

- 8.** Is all regulated garbage removed from the conveyance or pickup location in tight leak-proof covered containers (caterers are allowed to use catering carts) or in 4-mil (0.004-inch) thick plastic bags? Yes No

If no, why _____

(Note: If no, a violation may be in order.)

- 9.** Are all outside areas around loading docks and garbage containers kept free of debris? (Note: It is difficult to distinguish regulated garbage from non-regulated garbage; assume all unidentified garbage is regulated) Yes No N/A

10. Are regulated garbage and associated equipment kept separate from non-regulated garbage or clean equipment? Yes No N/A

If yes, how? Designated location Tag or sign on equipment

If no, how is it being handled? _____

11. Have there been any changes in the identified backup system? Yes No N/A

12. Was backup system used since last visit? Yes No N/A

Was CBP/PPQ notified as required by the compliance agreement? Yes No

13. Are all employees aware of the handling requirements? Yes No

14. Regarding aircraft cleaners, are company personnel giving regulated garbage to the caterers or CBP? Yes No

If no, why _____

15. Is regulated garbage stored on the premises? Yes No

If yes, is it stored in covered leak-proof, vermin-proof containers? (4-mil (0.004-inch) thick plastic bags are allowed to be used inside vermin-proof areas; rigid containers are required for outside storage.) Yes No

Is the storage area refrigerated? Yes No

16. Are the records of loads handled being accurately kept by the company and available for review? Yes No N/A

17. As required by the compliance agreement, do the records of loads handled and/or stored match the records of the originating company? For example, if the hauler removes two loads per week from a maritime port, does the processing company have matching records of those loads being dropped off for sterilization or incineration? Yes No

(Note: If no, there may be a violation if the records indicate garbage is not handled according to the compliance agreement).

Cartage Firms/Haulers

1. Are garbage trucks or containers hauling regulated garbage used for non-regulated garbage? Yes No N/A

If yes, are the trucks or containers being cleaned and disinfected under CBP supervision prior to hauling non-regulated garbage? Yes No

(Note: If no, there may be a violation if the unregulated garbage is not being treated as regulated.)

2. If transloading garbage, how is garbage spillage controlled? _____

3. As required by the compliance agreement to specify travel routes, how is this requirement being monitored? _____

4. List pickup companies/locations _____

Processing (Sterilization/Incineration)

1. If equipment is an autoclave or non-pressurized cooker, has it been calibrated by CBP/PPQ within the last 6 months? Yes No

If not, why _____

2. If equipment is an incinerator, is all garbage burned to ash? Yes No

3. As required by the compliance agreement, are individual records maintained (including time/temperature in the case of sterilization)? Yes No

If no, why _____

4. Have there been any equipment malfunctions lasting more than 24 hours since the last visit? Yes No

Was CBP/PPQ notified? Yes No

5. Have there been any major equipment repairs or renovations since the last visit? Yes No

If yes, was a request made for recertification for sterilizing equipment? Yes No

6. Is there new processing equipment in use that has not been certified or calibrated by CBP/PPQ? Yes No

7. Is sterilized/cooked garbage going to a landfill? Yes No

If no, where is it being disposed of? _____

Regulated garbage that has been sterilized/cooked must be landfilled. If not, issue a violation.

All Facilities/Entities

Other deficiencies noted: _____

Deficiencies resolved at the time of inspection: _____

Time allowed to correct deficiencies not resolved: _____

Facility Employee Name and Title

Date

CBP/PPQ Official Name and Title

Date

A copy should be provided to the facility employee.

3

Agricultural
Clearance

Examining Carriers

Clearing Aircraft

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Introduction

The *Clearing Aircraft* section of Examining Carriers provides guidelines for all aspects of inspecting and clearing aircraft.

Materials Needed

You will need these items for inspecting aircraft:

- ◆ Flashlight
- ◆ Hearing protection equipment (ear plugs, headset)
- ◆ Large plastic garbage bags
- ◆ Pill boxes (for large, adult insects)
- ◆ Pocketknife
- ◆ Quarantine tags
- ◆ Vials

Advance Notification of Arrival

You should already have information on the aircraft arrival since the owner/operator or representative is required to provide this information under the provisions of Advance Notification of Arrival as specified in 7 CFR 330.111¹ and reproduced in [Figure 3-2-1](#) below:

The owner, operator, or other representative of any aircraft or watercraft entering the United States from a foreign country, or arriving in the continental United States from Hawaii or any territory or possession of the United States, shall provide every Plant Protection and Quarantine office (PPQ office) serving a port of arrival on the itinerary of the craft while in the United States with advance notification of intent to arrive at that port. This advance notification of arrival shall:

1. Reach the appropriate PPQ office not less than 12 hours before the craft's estimated time of arrival at the port;
2. Be communicated by radio, wire, telephone, or any other means; and
3. Include the following information:
 - a. The name or other identifying feature of the individual craft;
 - b. The date and estimated time of arrival at the port;
 - c. The location of arrival, providing the most site-specific data available, such as the dock, pier, wharf, berth, mole, anchorage, gate, or facility, and;
 - d. The names of all foreign and non-Continental U.S. ports where any cargo, crew, or passenger destined for the continental United States has boarded the craft since its most recent arrival at a port in the United States.
4. If the craft's estimated time of arrival changes by more than one hour, the PPQ office that serves the port of arrival must be notified and provided with updated information immediately.
5. If the craft's site of arrival changes after a PPQ office has received advance notification of arrival, both that PPQ office and the newly affected PPQ office shall be notified of this change immediately. This applies, too, to site-specific changes involving watercraft.
6. If the craft's point of arrival is an anchorage, the PPQ office shall be notified, as soon as possible after the craft's arrival at the anchorage, of the specific site, such as berth, mole, pier, to which the craft will be moving, as well as of its estimated time of arrival at that site.
7. Aircraft and watercraft meeting any of the following conditions are exempt from the provisions in this section, and need not provide advance notification of arrival:
 - a. The craft is not regularly used to carry passengers or cargo for a fee;
 - b. The aircraft is making a flight scheduled in the Official Airline Guide, North American Edition, or the Official Airline Guide, Worldwide Edition, unless the scheduled time of arrival changes by more than one hour or the plane is diverted to another landing port;
 - c. An inspector has precleared the aircraft in Hawaii, a territory or possession of the United States, or a foreign port, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I; or
 - d. Personnel of the United States armed forces, including the U.S. Coast Guard, in Hawaii, a territory or possession of the United States, or a foreign port, have precleared an aircraft, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I.
 - e. The owner, operator, or other representative of the aircraft or watercraft not leaving the United States has been informed in writing by a PPQ inspector that notification of intended arrival is not required at subsequent ports in the United States.

FIGURE 3-2-1: Advance Notification of Arrival of Aircraft and Watercraft

1 Although the CFR refers to PPQ, this authority has been delegated to CBP.

Inspecting the Aircraft

Look for the following when you inspect the aircraft:

- ◆ Hitchhiking pests aboard the aircraft
- ◆ Prohibited stores that might easily be carried off the aircraft by unauthorized personnel
- ◆ Contraband left aboard by crew or passengers
- ◆ Contamination of aircraft by soil, animal secretions, or animal residue (blood, manure, urine)

Consider each of the above when establishing standard operating procedures for inspecting aircraft.

Board the aircraft after all the passengers have deplaned. Unless you authorize other personnel to board, **do not** allow caterers, airline ground service personnel, and other personnel (such as contract cleaners or in-flight movie concessionaire) aboard until you have completed your inspection of the aircraft.

Complete your inspection of the aircraft as quickly as possible so that airline ground handlers, caterers, etc. may begin their jobs. Encourage airlines to have their flight attendants collect and bag fresh fruits for faster clearance. Inspect the following areas aboard the aircraft.

Galley Areas/Stores

Search the galley storage compartments. Bag and remove the following items: whole fruits, fresh vegetables, fresh eggs, and meat that might easily be taken off the aircraft by unauthorized personnel. Mark the flight number, your initials, date, and stores on the bag so identification can be made when examining the contraband. When you suspect fruit is being hidden in sealed liquor stores, you may break airline seals to inspect the cabinets.

If live pests are found, then go to [Taking Action on Contaminants and Pests on page 3-2-4](#).

Passenger/Crew Areas

Search the passenger and crew compartments. Bag and remove the following items: whole fruits, fresh vegetables, fresh eggs, and meat that might easily be taken off the aircraft by unauthorized personnel. Mark the flight number and quarters on the bag so identification can be made when examining the contraband.

Inspect and safeguard cut flowers and plants that are to be used as furnishings on foreign bound or partially cleared flights.

If you find live pests at large in the quarters, then go to [Taking Action on Contaminants and Pests on page 3-2-4](#).

Cargo Holds on Cargo and Military Flights

Cargo and military aircraft are at greater risk for carrying hitchhiking insects. Since cargo holds are generally the most accessible areas for hitchhiking insects, be sure to inspect carefully for flying insects. When inspecting military aircraft, keep all doors and exits closed until the walk-through inspection is completed.

Inspect cargo holds for plant and animal contamination and soil. Generally, the odor of animals is a good indication that animals are, or have been carried aboard. If you suspect there is animal contamination, then question the crew and check the aircraft log to determine if the aircraft previously carried livestock or animal products. Inspect in corners, doorways, etc., for blood, manure, hay, and straw. Also, inspect the cargo closely for animal contamination. Refer to [Table 3-2-1](#). If contamination is found, then go to [Taking Action on Contaminants and Pests on page 3-2-4](#).

If animals regulated by Veterinary Services are aboard the aircraft, then go to [Taking Action on Live or Dead Animals on page 3-2-7](#) for the correct action to take.

TABLE 3-2-1: Action to Take After Determining Whether or Not Contaminants or Plant Pests Were Found

If as a result of your inspection, you have:	Then:
Found contaminants or plant pests	GO to Taking Action on Contaminants and Pests on page 3-2-4
Not found contaminants or plant pests	GO to Documenting Aircraft Clearance on page 3-2-7

Taking Action on Contaminants and Pests

Take action quickly on pests and contaminants found aboard aircraft to prevent risk of pest escape or spread, and to reduce down time of the aircraft for the owner/operator. Use [Table 3-2-2](#) below to determine the action you need to take.

TABLE 3-2-2: Action to Take on Contaminants and Pests

If you find:	Then:
Live pests	HOLD the shipment and consult a CBP Agriculture Specialist (aircraft may require treatment). CBP Agriculture Specialist will mitigate pest risk applying T409, if needed. Do not delay action waiting for pest identification.
Soil	REQUIRE cleaning and removal from the aircraft (consult a CBP Agriculture Specialist for guidance on proper treatment and disposal of soil)
Animal contamination	REQUIRE cleaning and disinfection with Virkon®S or 4 percent sodium carbonate solution with 0.1 percent sodium silicate ¹ (see Cleaning and Disinfecting on page 3-2-5)

- 1 Virkon®S and sodium carbonate with sodium silicate are the **only** disinfectants approved for use in cargo areas of aircraft because of their non-corrosive properties. **Never** use sodium hypochlorite (household bleach) on passenger areas or cargo areas of aircraft as it can corrode sensitive aircraft or electronic parts.

Cleaning and Disinfecting

If any article or surface is contaminated with an animal material or with spillage from regulated garbage, then that article or surface must be cleaned and disinfected. If you detect leaks from packages or containers holding prohibited or restricted animal products, then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products must be cleaned and disinfected before they are reused.



Spills of regulated garbage in food handling and preparation areas should be cleaned and sanitized by the caterer using the caterer's product. The disinfectant used by the caterer should be approved by the Environmental Protection Agency (EPA) for use around food or on surfaces that come into contact with food.

Include the following items in a **disinfectant kit**:

- ◆ Gallon plastic container filled with water
- ◆ Insulated box, such as an ice chest, for holding the materials used to disinfect
 - ❖ Label the box "DISINFECTANT KIT"
 - ❖ Type and affix the directions for its use inside the lid
- ◆ Leakproof, double plastic bags to hold collected material
- ◆ Pint spray bottle
- ◆ Roll of paper towels
- ◆ Scrub brush and a scraping tool
- ◆ Whisk broom and dust pan
- ◆ Material Safety Data Sheets (MSDS) for Virkon®S, sodium hypochlorite, and sodium carbonate

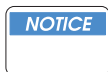
Have the following **protective clothing and safety equipment** available:

- ◆ Disposable, plastic shoe covers
- ◆ Face Shield
- ◆ Pair of rubber gloves or disposable, plastic gloves
- ◆ Safety goggles

Follow these steps to prepare the solution and apply the disinfectant:

Step 1: Prepare Approved Disinfectants

1. Virkon®S - Mix dry powder in sprayer according to package instructions. Store according to package directions.
2. Soda ash - 4% sodium carbonate and 0.1% sodium silicate comes commercially premixed in 5-gallon containers. No testing for active ingredients is needed on commercial preparations.



Virkon®S and sodium carbonate with sodium silicate are the disinfectants of choice for cargo areas of aircraft because of their non-corrosive properties. **Never** use sodium hypochlorite (household bleach) on passenger areas or cargo areas of aircraft, as it could corrode aircraft or electronic parts.

Step 2: Remove Excess Contaminant

Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof, plastic bag for incineration later. Free surfaces from dirt and grease if applicable.

Step 3: Scrub the Contaminated Area

Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.



If the area is **not** effectively scrubbed first, then any viruses protected by the organic material remain untouched and the disinfectant is **not** effective.

Step 4: Flush the Scrubbed Surfaces

Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce its activity.

Step 5: Apply the Disinfectant

If using a premixed solution of disinfectant, agitate it thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant.

Step 6: Incinerate the Refuse

Incinerate all refuse that was swept up or scraped off.

Documenting Aircraft Clearance

Complete PPQ Form 213, Airplane Inspection Report after each aircraft is cleared. You will only need to complete those sections of the form that pertain to the aircraft inspection. (The rest of the form will be completed after all passengers and baggage have been cleared.) See [PPQ Form 213, Airplane Inspection Record on page A-1-68](#) for instructions on completing the form.

If you are partially clearing an aircraft, you will also need to complete PPQ Form 250 if the flight is **not** a normally scheduled flight that proceeds for final clearance at another airport. See [Instructions on page A-1-73](#) for instructions on completing the form.

Taking Action on Contaminated Aircraft

CBP is responsible for safeguarding aircraft contaminated with animal waste such as manure and straw. Notify APHIS Veterinary Services (VS) or the aircraft arrival. VS or their designated representative is responsible for the cleaning and disinfection of these aircraft in accordance with 9 CFR 95.26. Please contact the local Area Veterinarian In Charge as listed in Appendix H of the Animal Products Manual (APM).

Taking Action on Live or Dead Animals

If you find animals, use [Table 3-2-3](#) to determine the action to take.

TABLE 3-2-3: Action to Take if Animals Are Found

If the shipment is:	Then:
Live animals or dead animals that are part of a live animal shipment	GO TO Live Animals on page 3-2-7
Solely dead animals	GO TO Dead Animals on page 3-2-8

Live Animals

Live animals are the responsibility of APHIS VS. Additionally, VS has the responsibility for cleaning and disinfecting the aircraft if it held live animals. Follow the instructions in [Table 3-2-4](#) when VS is **not** present to meet aircraft carrying live animals.

TABLE 3-2-4: Action to Take When VS Is Not Available to Meet Aircraft Carrying Live Animals

If the animal group is:	And the animals are:	Then:
<ul style="list-style-type: none"> ◆ Equine ◆ Ruminant ◆ Swine 	Aboard the aircraft	<ol style="list-style-type: none"> 1. HOLD the animals aboard the aircraft 2. NOTIFY the Area Veterinarian In Charge (AVIC) or VS Port Veterinarian by telephone
	Off-loaded from the aircraft	<ol style="list-style-type: none"> 1. HOLD the animals and the associated feed, bedding, etc., at the point of discovery¹ 2. NOTIFY the AVIC or VS Port Veterinarian by telephone
Birds (includes poultry and pet birds)	→	<ol style="list-style-type: none"> 1. HOLD the birds 2. NOTIFY the AVIC or VS Port Veterinarian by telephone
Canine ² (dogs)	Used with livestock ²	1. HOLD the animals
	With open sore(s) ³	2. NOTIFY the AVIC or VS Port Veterinarian by telephone
	Without open sore(s) or not used with livestock	RELEASE
Other than horses, ruminant, swine, canine, or birds (e.g. primates ⁴ , rodents)	→	<ol style="list-style-type: none"> 1. INSPECT cages for prohibited items and have them removed 2. REFER to FWS

- 1 Consider the welfare of the animals in severe weather. If you authorize movement, supervise cleaning and disinfection performed by an authorized contractor. Ensure all equipment used to move the animals and areas occupied by the animals are cleaned and disinfected. **Do not** allow movement to an area where other animals are present, or away from the immediate area of the point of discovery. Do not allow the aircraft to move prior to VS arrival.
- 2 Dogs kept around livestock may carry tapeworms.
- 3 Could possibly be screwworm, which feeds on living tissue.
- 4 Refer primates to Fish and Wildlife and Centers for Disease Control.

Dead Animals

If only dead birds, horses, ruminants, or swine are discovered, then contact VS. If you find dead animals other than the above, no action is required by CBP or VS.

Taking Action on Animal Contamination

When an aircraft arrives without live or dead animals but you find contamination such as blood, manure, or bedding, contact VS.

Meals Carried as Stores

If unused meals are carried aboard aircraft either in the galley or cargo holds, use [Table 3-2-5](#) to determine the action to take.

TABLE 3-2-5: Determine Action to Take on Unused Meals Carried Aboard Aircraft in Galleys or Cargo Hold

If the aircraft is originating from:	Then:
Canada	ALLOW the meals to be retained aboard the aircraft
Countries other than Canada	REQUIRE the removal of all meals, milk, and dairy products carried as stores at the first port of arrival, except the following: <ul style="list-style-type: none"> ◆ Pre-packaged snacks (such as pretzels, chips, nuts, crackers, cookies) ◆ Beverages (such as alcoholic drinks, soda, coffee, juice, tea, water) ◆ Condiments (such as ketchup, mustard, salt, sugar, pepper, non-dairy creamer) DISPOSE OF all unused meals with the other regulated garbage at that location

In-Flight Meals Aboard Military Aircraft

The purpose of APHIS' policy pertaining to in-flight meals aboard military aircraft is to establish uniform and worldwide policy governing the contents of in-flight meals placed aboard precleared² military aircraft. These in-flight meals are for use by crew and passengers returning to the Customs Territory of the United States (CTUS). Our goals are to protect American agriculture while allowing U.S. military personnel to have healthful and nutritious in-flight meals. Both goals can be achieved through the combination of continued foreign garbage compliance in the CTUS and adherence to the policy and procedures that follow.

2 Military preclearance is the inspection of military passengers and crew members, baggage, cargo, and aircraft airframes outside continental United States to make sure they are in compliance with agricultural regulations prior to their arrival in the U.S. The inspections are carried out by trained and accredited Military Customs Inspectors. Department of Defense regulation DOD 4500.9R Part V. Customs and Border Clearance Policy and Procedures and DOD 4500.54 Foreign Clearance Guide, United States Section authorizes the inspections and preclearance.

Following the procedures below will ensure accountability:

1. APHIS Agricultural Advisor³ initiates a written compliance agreement with the military in-flight kitchen. The agreement must specify the conditions for purchasing and handling produce and certain animal products. This compliance agreement must incorporate conditions A, B, C, as follows:
 - A. Each in-flight meal box must be stamped “USDA APPROVED,” “ALL U.S. PRODUCT,” or some other mutually acceptable label which indicates that the box’s contents meet APHIS requirements for CTUS flights
 - B. If the meals contain beef, lamb, or pork (the meat of any ruminant or swine), then those meals must have been prepared in an accredited flight kitchen. An accredited kitchen must store, handle, and use only beef, lamb, and pork that originated in the United States. Such meat of ruminants and swine may **never** be purchased on the local, foreign market—even if it originated in the U.S.
 - C. The military kitchen must use only U.S. and approved foreign produce and animal products for in-flight meals. Furthermore, approved produce must be stored in separate refrigerated lockers to prevent commingling with nonapproved produce.

The following four decision tables specify what is approved and may be used for in-flight meals. See [Table 3-2-6 on page-3-2-11](#) for fruits, [Table 3-2-7 on page-3-2-12](#) for vegetables (produce), [Table 3-2-8 on page-3-2-13](#) for meat, and [Table 3-2-9 on page-3-2-13](#) for other animal products.



Processed items such as canned goods, cookies, peanuts, popcorn, and potato chips are unrestricted and hence may be used for in-flight meals.

2. Military Customs Inspectors inspect in-flight kitchens weekly. The purpose of the inspection is to ensure compliance with APHIS policy pertaining to in-flight meals. Additionally, the inspectors must spot check the contents of the meals aboard the aircraft to ensure that they contain only approved products. This onboard inspection is to further strengthen compliance.
3. APHIS Agricultural Advisor inspects kitchens quarterly to confirm compliance.
4. CBP officials in the CTUS occasionally inspect precleared arrivals (**never** to exceed 5 percent) to verify the integrity of these procedures and policy.

3 APHIS International Services maintains an Agricultural Advisor in the European Department of Defense Command and is responsible for the MCI program there. APHIS headquarters monitors the preclearance program in the Atlantic, Pacific, and Southern Department of Defense Commands.

**Determine if
Fruits Are
Approved**

To determine which fruits are approved for in-flight meal use, see [Table 3-2-6](#).

TABLE 3-2-6: Determine if Fruits Are Approved for In-Flight Meals

If the fruit originated:	And is:	And the fruit is:	And:	Then the fruit may:
In the United States	Whole	Apples	You can verify it is of continental US (CONUS) origin ¹	Be used in meals
			You can not verify that the fruit is of CONUS origin	Not be used in meals
		Citrus	It is stenciled with a U.S. trademark ²	Be used in meals
			It is not stenciled with a U.S. trademark	Not be used in meals
	Neither citrus nor apples	→		
Peeled, sliced, or diced		→	Be used in meals	
Outside the United States	→	Bananas	It is a recognized Western Hemisphere brand ²	Be used in meals
			It is not a recognized Western Hemisphere brand	
		Not bananas	→	

- 1 When apples and citrus are in their original boxes and undoubtedly of U.S. origin, they may be purchased on the local market.
- 2 For example, Amigo, Banacol, Bananero, Chiquita, Del Monte, Dole, and Turbana.

**Determine If
Vegetables Are
Approved**

To determine which vegetables are approved for in-flight meal use, see [Table 3-2-7](#).

TABLE 3-2-7: Determine if Vegetables Are Approved for In-Flight Meals

If the vegetable originated:	And is to be used for:	And is:	And is:	Then the vegetable may:
Outside the United States	A garnish for sandwiches or in salads	Diced, peeled, or sliced	Broccoli, cabbage, carrot, cauliflower, endive, lettuce, onion, or radish	Be used in meals
		Neither diced, peeled, nor sliced	Other than a vegetable listed in the cell above —————→	Not be used in meals
	Other than a garnish for sandwiches or in salads	—————→		
In the United States	A garnish for sandwiches or in salads	Diced, peeled, or sliced	—————→	Be used in meals
		Neither diced, peeled, nor sliced	—————→	Not be used in meals
	Other than a garnish for sandwiches or in salads	—————→		

Determine Which Fish, Fowl, or Meat Is Approved

To determine if fish, fowl, or meat is approved for in-flight meals, see [Table 3-2-8](#).

TABLE 3-2-8: Determine if Fish, Fowl, or Meat Is Approved for in-Flight Meals

If:	And:	And of:	And:	Then the product may:	
Fish			→	Be used in meals	
Fowl	Thoroughly cooked		→	Be used in meals	
	Uncooked or not thoroughly cooked	U.S. origin	Frozen, prepackaged, and unopened ◆ Not prepackaged ◆ If prepackaged, it is opened		Not be used in meals
		Foreign origin	→		
Beef, lamb, or pork	→	U.S. origin	Frozen, prepackaged, and unopened ◆ Not prepackaged ◆ If prepackaged, it is opened	Be used in meals	
		Foreign origin	→	Not be used in meals	
Luncheon meat	→	U.S. origin	→	Be used in meals	
		Foreign origin	→	Not be used in meals	

Determine if Other Animal Products Are Approved

To determine which other animal products are approved for in-flight meals, see [Table 3-2-9](#).

TABLE 3-2-9: Determine if Animal Products Are Approved for In-Flight Meals

If it is:	And:	And of:	And:	Then the product may:
Eggs		→	Hard boiled or otherwise cooked	Be used in meals
			Uncooked	Not be used in meals
Dairy product	Butter	→	→	Be used in meals
	Cheese, including cottage cheese	→	In milky liquid or brine	Not be used in meals
			Neither in milky liquid nor brine	Be used in meals
	Milk	U.S. origin	→	→
Foreign origin		Reconstituted	Other than reconstituted	Not be used in meals

3

Agricultural
Clearance

Examining Carriers

Clearing Vessels

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Introduction

The *Clearing Vessels* section of Examining Carriers provides the standard procedures and guidelines for vessel clearance. If a Port Director needs to establish boarding and sealing procedures which deviate from those set down in this manual, he or she must get approval from Headquarters CBP-APL through the DFO. Examples of situations which may warrant establishing nonstandard procedures like instream boarding are identified where appropriate in this manual.

Materials Needed

When inspecting vessels, be sure to have the following materials readily available:

- ◆ Agricultural Safeguard Notices (translated version for non-English speaking crew members)
- ◆ *Animal Product Manual*
- ◆ Boarding bag
- ◆ CBP Form AI-288, Ship Inspection Report
- ◆ CBP Form AI-591, Alleged Violation
- ◆ CBP Form AI-592, Notice of Violation
- ◆ Cleaning and disinfecting equipment
- ◆ Flashlight
- ◆ Hand lens
- ◆ Hard hat
- ◆ Knife
- ◆ *Manual for Agricultural Clearance*
- ◆ *Nursery Stock Restrictions (M319.37-A & B)*
- ◆ *Plant Import: Nonpropagative Volume of Manuals*
- ◆ PPQ Form 227, Request for Customs Action
- ◆ PPQ Form 523, Emergency Action Notification
- ◆ Quarantine tags
- ◆ Sealing cord
- ◆ Seals—strip, (Tyden) strap, and button
- ◆ Vials

Advance Notification of Arrival

You should already have information on the vessel arrival since the owner/operator or representative is required to provide this information under the provisions of Advance Notification of Arrival as specified in 7 CFR 330.111¹ and reproduced in [Figure 3-3-1](#) below.

The owner, operator, or other representative of any aircraft or watercraft entering the United States from a foreign country, or arriving in the continental United States from Hawaii or any territory or possession of the United States, shall provide every Plant Protection and Quarantine office (PPQ office) serving a port of arrival on the itinerary of the craft while in the United States with advance notification of intent to arrive at that port. This advance notification of arrival shall:

1. Reach the appropriate PPQ office not less than 12 hours before the craft's estimated time of arrival at the port;
2. Be communicated by radio, wire, telephone, or any other means; and
3. Include the following information:
 - a. The name or other identifying feature of the individual craft;
 - b. The date and estimated time of arrival at the port;
 - c. The location of arrival, providing the most site-specific data available, such as the dock, pier, wharf, berth, mole, anchorage, gate, or facility, and;
 - d. The names of all foreign and non-Continental U.S. ports where any cargo, crew, or passenger destined for the continental United States has boarded the craft since its most recent arrival at a port in the United States.
4. If the craft's estimated time of arrival changes by more than one hour, the PPQ office that serves the port of arrival must be notified and provided with updated information immediately.
5. If the craft's site of arrival changes after a PPQ office has received advance notification of arrival, both that PPQ office and the newly affected PPQ office shall be notified of this change immediately. This applies, too, to site-specific changes involving watercraft.
6. If the craft's point of arrival is an anchorage, the PPQ office shall be notified, as soon as possible after the craft's arrival at the anchorage, of the specific site, such as berth, mole, pier, to which the craft will be moving, as well as of its estimated time of arrival at that site.
7. Aircraft and watercraft meeting any of the following conditions are exempt from the provisions in this section, and need not provide advance notification of arrival:
 - a. The craft is not regularly used to carry passengers or cargo for a fee;
 - b. The aircraft is making a flight scheduled in the Official Airline Guide, North American Edition, or the Official Airline Guide, Worldwide Edition, unless the scheduled time of arrival changes by more than one hour or the plane is diverted to another landing port;
 - c. An inspector has precleared the aircraft in Hawaii, a territory or possession of the United States, or a foreign port, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I; or
 - d. Personnel of the United States armed forces, including the U.S. Coast Guard, in Hawaii, a territory or possession of the United States, or a foreign port, have precleared an aircraft, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I.
 - e. The owner, operator, or other representative of the aircraft or watercraft not leaving the United States has been informed in writing by a PPQ inspector that notification of intended arrival is not required at subsequent ports in the United States.

FIGURE 3-3-1: Advance Notification of Arrival of Aircraft and Watercraft

¹ Although this CFR refers to PPQ, authority has been delegated to CBP.

Once the port has received the notification of arrival, that port must determine if the vessel is on the Garbage Violation List. The current list is available to all port offices. See [Monitoring Garbage](#) on page 3-1-1 for more information.

Determining if a Vessel Requires Boarding on Arrival

The first step in clearing a vessel is to determine if boarding is required. If it is, then determine whether boarding is to be on arrival or can be deferred. (Deferred means to board during regular work hours as time permits.) If you determine that boarding is **not** necessary based on your port policy, then monitoring of the vessel's garbage is required. Monitoring procedures are covered in [Monitoring/ Surveillance](#) on page 3-3-13.



CBP should board all foreign arrivals and coastwise vessels if notified of garbage or sealing problems. CBP is also responsible for boarding foreign vessels transiting Hawaii and Puerto Rico to the mainland. PPQ is responsible for monitoring domestic vessels that go directly from Hawaii and U. S. territories like Puerto Rico to the mainland.

Categories of Vessels Which Require Boarding on Arrival

The following categories of vessels require boarding on arrival:

- ◆ Foreign arrivals that are likely to require sealing based on past experience
- ◆ Certain foreign arrivals that may harbor the Asian gypsy moth (see [Taking Emergency Action for Suspect Asian Gypsy Moth \(AGM\) Ships](#) on page 3-3-24)
- ◆ Foreign flag, foreign arrivals that will depart for another U.S. port before regular working hours
- ◆ Foreign flag, military vessels
- ◆ Vessels on the current Garbage Violation List or khapra beetle infested vessels that sailed foreign without treatment²
- ◆ Passenger cruise vessels with Caribbean, Mexican or Bermuda itineraries — board up to 10% of these vessels to monitor for proper catering/garbage handling and adherence to compliance agreement requirements (see [Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries](#) on page B-1-38).

² Khapra beetle endemic countries include Afghanistan, Algeria, Bangladesh, Burkina Faso, Cyprus, Egypt, India, Iran, Iraq, Israel, Libya, Mali, Mauritania, Morocco, Myanmar, Niger, Nigeria, Pakistan, Saudi Arabia, Senegal, Sri Lanka, Sudan, Syria, Tunisia, and Turkey

- ◆ Passenger cruise vessels with itineraries other than the Caribbean, Mexico or Bermuda (only if eight or more passengers/crew are being landed)
- ◆ Coastwise arrivals with prior notice of sealing, garbage violations, or critical pest risk situations (see [Sealing Stores](#) on page 3-3-14)

Categories of Vessels Which May Warrant Boarding on Arrival



You must have the approval of CBP AI Headquarters to include these nonstandard categories of vessels in the board on arrival category.

The following are categories of vessels that may warrant boarding on arrival:

- ◆ Vessels immediately proceeding to locations where boarding is impractical or unsafe
- ◆ Cargo control procedures which require CBP presence on arrival or during cargo discharge, e.g., restricted meat, fresh fruit, cotton at southern ports
- ◆ U.S. military vessels which historically have recurring quarantine violations
- ◆ Vessels docking in proximity to high-risk, agricultural areas (Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands)

To determine whether to board vessels on arrival, refer to [Table 3-3-1](#).

TABLE 3-3-1: Determine Whether to Board Vessels on Arrival

If the vessel:	And your port:	And your port policy is to:	Then:
Falls into one of the categories for boarding on arrival	_____	_____ →	GO to Inspecting the Vessel on page 3-3-6
Does not fall into one of the categories for boarding on arrival	Has approval from Headquarters CBP-AI to include the category as a board on arrival	_____ →	
	Does not have approval from Headquarters CBP-AI to include the category as a board on arrival	DEFER ¹ boarding of vessel	◆ GO to Categories of Vessels for Deferred Boarding on page 3-3-6
MONITOR vessel		◆ GO to Monitoring/Surveillance on page 3-3-13	

¹ Defer means to board during regular work hours as time permits.

Categories of Vessels for Deferred Boarding

All vessels **not** boarded on arrival are either deferred for boarding or they are monitored for garbage compliance. Use port policy to determine whether to defer boarding or monitor the following categories of vessels. The Port Director or designee determines port policy based on the port's previous experience and workload. If you board the vessel, continue to [Inspecting the Vessel](#) on page 3-3-6. If you monitor the vessel, see [Monitoring/Surveillance](#) on page 3-3-13 for instructions.

The following categories are examples of vessels to be boarded as time permits during regular working hours:

- ◆ U.S. military vessels **not** boarded on arrival
- ◆ U.S. flag vessels
- ◆ Private pleasure boats
- ◆ Fishing vessels
- ◆ Coastwise vessels arriving without notice of problems or sealing requirements
- ◆ Vessel which frequently arrives at a port and has demonstrated low risk based on absence of pest risk, garbage problems, significant pest interceptions, or other quarantine problems requiring corrective action

Boarding Safety

Boarding Instream

Boarding vessels instream is a nonstandard procedure. If instream boarding has been approved, follow safety precautions.



When boarding instream, consider your physical capabilities and use a flotation jacket!

If the vessel leaves your port prior to boarding, then notify the next port on the vessel's itinerary to board vessel.

Inspecting the Vessel

The actions you take during your inspection are going to be determined primarily by two factors:

- ◆ Location of your port (whether you're in a sealing area)

- ◆ Areas of the world the vessel has transited, loaded cargo, and taken on stores (to assess pest risk)

Determining if You Are at a Sealing Port

Use [Table 3-3-2](#) to determine if you're at a location that requires sealing of vessel stores.

TABLE 3-3-2: Determine if You Are at a Sealing Port

If your port is in:	Then:
Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands	<ul style="list-style-type: none"> ◆ CONTINUE in this step, then ◆ GO to Sealing Stores on page 3-3-14
St. Lawrence Seaway or Great Lakes	<ul style="list-style-type: none"> ◆ CONTINUE in this step ◆ CHECK seals and reseal meats if necessary in support of Agriculture Canada's sealing
Other than the locations listed in the two cells above	<ul style="list-style-type: none"> ◆ CONTINUE in this step ◆ DO NOT SEAL

Activities Involved When Inspecting Vessels

Inspecting vessels involves the following activities:

- ◆ Gathering information
- ◆ Inspecting the galley, storerooms, quarters, and deck area
- ◆ Inspecting the condition of the garbage containers
- ◆ Inspecting cargo holds when they contain cargo from khapra beetle areas

Gathering Information

Locate the captain or a responsible vessel's officer to gather information for filling out CBP Form AI-288. See [Table A-1-7](#) on [page A-1-44](#) for instructions on completing the form.

The information on foreign ports transited during the voyage can help you assess the areas in which to focus your inspection. Customs Form 1300 lists the complete foreign itinerary of the vessel. During your discussion with the captain, you can also inform the captain of the garbage regulations to be observed while in port. Ask the captain how many cabins have refrigerators and do they allow fruit and meat in the cabins. If the vessel is coming from Africa, Central America, South America, or Mexico, ask if any bee swarms have been sighted. Give the captain a phone number where CBP can be contacted if any swarms are found.

TABLE 3-3-3: Determine Where to Focus Your Inspection Based on Risk

If the vessel transited or loaded cargo or stores from:	Then:
Afghanistan, Algeria, Bangladesh, Burkina Faso, Cyprus, Egypt, India, Iran, Iraq, Israel, Libya, Mali, Mauritania, Morocco, Myanmar (Burma), Niger, Nigeria, Pakistan, Saudi Arabia, Senegal, Sri Lanka, Sudan, Syria, Tunisia, or Turkey	INSPECT the vessel for khapra beetle
Africa—all countries on the continent, Belize, Brazil, Colombia, Costa Rica, El Salvador, Ecuador, French Guyana, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Peru, Suriname, or Venezuela	INSPECT the deck area for bee swarms; these countries are known to have Africanized honeybees

Inspecting Galley, Stores, Quarters, and Deck

Inspect the galley as follows:

- ◆ Inspect and note the quantity and origin of all fresh fruits and vegetables
- ◆ Inspect the dry provisions (flour, rice, grain cereals) and spices carefully for khapra beetle larvae and cast skins when aboard khapra beetle suspect vessels

Inspect the stores as follows:

- ◆ Inspect and note the quantity and origin of restricted or prohibited fruits and vegetables
- ◆ Inspect the fruits and vegetables using the inspection guidelines given in the *Fruits and Vegetables Import Manual*
- ◆ Inspect the dry provisions (flour, rice, grain cereals) and spices carefully for khapra beetle larvae and cast skins when aboard khapra beetle suspect vessels

Taking Emergency Action on Khapra Beetle

TABLE 3-3-4: Emergency Action to Take When Kaphra Beetle Is Found

If you found:	Then:
Live khapra beetle(s)	1. ISSUE a warning notice to the captain of the vessel 2. SEAL the infested storerooms or safeguard the infested material 3. CONTINUE below
Dead khapra beetle(s) or their cast skins	◆ DO NOT take emergency action unless further inspection reveals live pests ◆ ASK the Captain or ship's agent if the vessel was previously treated to assure yourself that there are no live khapra beetles

If live khapra beetles were found, issue the following warning notice on the CBP Form AI-288:

An insect believed to be khapra beetle, a serious agricultural pest, has been found in your vessel. If identification is confirmed, an Emergency Action Notification will be issued by Customs and Border Protection.

If identification is confirmed as khapra beetle, then issue PPQ Form 523, Emergency Action Notification. See [Table A-1-34](#) on [page A-1-110](#) for instructions on completing the form. Have the captain or the vessel's agent sign the form to acknowledge they have received the Emergency Action Notification, and give a copy to the person signing.

Taking Emergency Action on Quarantine Actionable Pests OTHER THAN Khapra Beetle

Exercise your professional judgment when you find active infestations of known or suspected plant pests (other than khapra beetle) that would require quarantine action if encountered in articles for entry. Consider using the following available tools: sealing, withholding permission to discharge, destruction, and any other safeguard deemed appropriate.

Require treatment to start within 24 hours after receipt of PPQ Form 523 unless the vessel sails foreign or there are insufficient facilities for treatment. You may extend the 24-hour starting period to 48 hours if you determine the reasons for delay to be satisfactory. The Deputy Administrator is the only person authorized to extend delays beyond 48 hours. Notify local PPQ that treatment is required.

Inspect the quarters as follows:

- ◆ Inspect quarters in a fruit fly sealing area to collect all fruit which requires sealing
- ◆ Inspect quarters when you suspect pet birds are being kept by crew, and/or you want to verify the birds are caged and kept inside a cabin (see [Birds Aboard Commercial Vessels](#) on [page 3-3-23](#) for further instructions on pet birds)
- ◆ Inspect high-risk plants or cut flowers used as ship's furnishings

Inspect the deck as follows:

- ◆ Inspect the deck area to check for garbage maintenance aboard the vessel; garbage containers should be as follows:
 - ❖ Inside the railing
 - ❖ **Not** leaking
 - ❖ Covered

If the preceding conditions are **not** present, then go to [Ocean Vessel Garbage Violations](#) on **page 8-1-8** for instructions on assessing civil penalties for a vessel's garbage violations.

Seal to prevent use while in U.S. territorial waters if the vessel's garbage handling equipment includes either of the following:

- ◆ Garbage chutes
- ◆ Garbage containers built into the railing

When checking garbage aboard a vessel, be sure to check for compliance with MARPOL Annex V. Note the “yes” or “no” answers to the following questions:

1. Is a functional incinerator or other disposal method aboard the vessel?
2. Did the responsible vessel representative show you a garbage pickup receipt or other evidence of lawful disposal of plastics ashore?

After answering the above questions, go to [Table 3-3-5](#).

TABLE 3-3-5: Determine if Violation of MARPOL Annex V Exists

If the answers to the above questions were:	Then:
1. No 2. No	A violation of MARPOL Annex V exists; do the following: 1. COMPLETE the Addendum to PPQ Form 288 2. GET the responsible vessel representative to sign the PPQ Form 288 and the Addendum 3. FORWARD PPQ Form 288 with an original signature and Addendum to the local Coast Guard Captain
Other than those listed in the cell above	DO NOT complete the Addendum to PPQ Form 288

Also, if a crew member informs you (volunteers the information without your questioning) that plastics were dumped at sea, then complete the Addendum to PPQ Form 288 and indicate in *Block 25, Remarks* section the crew member's statement. Have the crew member sign the Addendum and indicate the crew member's position (for example, Captain, Chief Mate, etc.)

Plastics for disposal ashore are considered regulated garbage when they are used as wrappers for meats, containers for animal products, or are commingled with the vessel garbage. All other plastic stored separately aboard the vessel may be disposed of ashore without restriction.

Materials Needed When Inspecting for Africanized Honeybees

If the vessel is arriving from or transited a country known to have Africanized honeybees, then make sure you have the phone number of the contractor responsible for bee disposal and proper protective equipment as follows:

- ◆ Bee veil and helmet or bee suit
- ◆ White or tan coveralls
- ◆ Thick gloves to protect your hands from stings
- ◆ Aerosol pesticide (d-phenothrin 10 percent), available from port office³
- ◆ CO₂ fire extinguisher; available from port office

Inspection Procedures for Africanized Honeybees



Do not assign employees known to be sensitive to bee venom to this job.

Inspect the deck area of the vessel for swarms of bees. Look for bees around garbage containers and any water source, such as water faucets. Check any opening on deck or on the bridge for possible colony sites. Pipes, mast crossbars, air vents, and other equipment stored on deck offer excellent colony sites for bees.

If you find bees⁴, then do the following:

1. Advise the agent to contact a local commercial pest control operator that can eliminate Africanized honeybee populations.



Treating for bees can be very dangerous. Do not attempt to destroy a bee colony without the services of a pest control professional.

2. Examine the dead bees to determine if the queen is present.
3. Question personnel in the dock area to locate additional bees that may have escaped detection.
4. Notify the local USDA APHIS entomologist.
5. Submit a written report through channels to QPAS within 2 weeks.
6. Note the fact that you found live bees on CBP Form AI-288, Ship Inspection Report.

³ If stock aerosol pesticide is unavailable, purchase and use a commercial wasp and bee killer.

⁴ Even if you find no live bees, note this fact on the Ship Inspection Report (PPQ Form 288).

7. See [Routine Interceptions](#) on page 7-1-9 for directions on how to submit interceptions.



If you are stung, immediately scrape the stinger off by scraping it in the direction **opposite** where it entered the skin. You may scrape the stinger off by using your fingernail or any straight-edged instrument. **Never** pull the stinger out because this will force more venom into your skin as well as release more alarm pheromone. Since the stinger is barbed, immediate removal can greatly reduce the effect of the sting. To avoid more stings (since the site of the sting is releasing alarm pheromone), get to safety quickly and wash the site of the sting with soap and water.

Documenting Ship Clearance

Complete [CBP Form AI-288, Ship Inspection Report](#) on page A-1-43, to document your inspection. See [Table A-1-7](#) on page A-1-44 for instructions on completing the form.

If the vessel transited or loaded cargo or stores in a country known to have the Africanized honeybee, note whether or **not** live bees were found on the vessel. On PPQ Form 288, *Block 25, Remarks* write a message to the captain requesting “If live bees are sighted on the ship or a container, then call a CBP officer at [port phone number].”

Notifying and Reporting

When a direct vessel is proceeding to another port within the United States, its possessions, or its territories, Agriculture Specialists or Agriculture Specialist Supervisors must notify the Agriculture Operations Specialist in the originating Field Office if they discover certain risk factors. These risk factors include, but are not limited to:

- ◆ Garbage violations
- ◆ Vessels on the Asian Gypsy Moth Alert Lists
- ◆ Stores containing fruit fly host material that require sealing
- ◆ Other identified pest risks

Agriculture Operations Specialists will then notify their counterparts at the subsequent Field Offices by telephone or e-mail of the specific risk factors. Agriculture Operations Specialists will also notify all subsequent coastwise ports in their areas of responsibility, and if possible, will fax a copy of the PPQ Form 288 to these ports as well.

If the port receiving the direct vessel decides not to clear the vessel or if the vessel is deferred and sails coastwise prior to clearance, Agriculture Specialists must notify subsequent ports through the same official channels.

The first port identifying a vessel with identified risk factors has the responsibility to notify all subsequent ports via the Field Office chain of command. For vessels with fruit fly host materials, all subsequent coastwise ports with sealing requirements must be notified. Ports without sealing requirements do not require this notification.

Monitoring/Surveillance

QPAS establishes program policies to ensure that garbage handling and safeguarding of stores on vessels in port are monitored on an unannounced, spot-check basis, as follows:

- ◆ Vessels **not** boarded will be monitored when feasible
- ◆ Vessels boarded—at least 50 percent will be subsequently monitored

The Port Director may use CBP Form AI-288 or a local log to record monitoring activities.

In monitoring, make sure that garbage aboard a vessel is as follows:

- ◆ Inside the railing
- ◆ In a leakproof container
- ◆ In a covered container

If the vessel is **not** complying with these garbage conditions, then require remedial measures and assess a civil penalty. Instructions for assessing civil penalties are contained in [Ocean Vessel Garbage Violations](#) on page 8-1-8.

Purging Stores and Garbage

Vessels may purge their stores and garbage and disinfect if necessary to attain “domestic status.” By purging their stores and garbage, vessel owners are provided an opportunity to reduce their costs associated with garbage removal. This opportunity will most likely be taken by vessels entering mainland U.S. and Canadian service for either an extended period or permanently.



If a United States military vessel, use the directions for [Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels](#) on page 3-1-8.¹ Once purged, the vessel may have its stores and garbage regulated as if it were domestic.

1 These directions are based on NAVSUP (Naval Supply Systems Command) for the Navy or the *Subsistence Manual* for the Coast Guard.

Directions for allowing nonmilitary vessels to purge their regulated stores and garbage are as follows:

1. Monitor the purging of the vessel's regulated stores and garbage.
 - A. The purged material must be incinerated, sterilized, or transferred to another vessel
 - B. If transfer to another vessel is the option selected for purging, see [Transferring Meat or Poultry in a Vessel's Stores](#) on page 3-3-19.
 - C. If the vessel calls only at a U.S. Territory or Hawaiian port, then only the regulated produce needs to be purged; there is no animal disease risk. Otherwise, require the purging of both regulated animal products and produce.
2. Fill in "Purged—now domestic" in PPQ Form 288, *Block 25, Remarks*
 - A. Give a copy of the completed form to the captain.
 - B. Tell the captain to keep the copy of the form as evidence of domestic status until the vessel sails again outside of the continental U.S. or Canada.

Sealing Stores

Sealing stores is a safeguarding practice which prevents the use or movement of fruit fly host materials (fresh fruits and vegetables) aboard a vessel while in U.S. territorial waters.



Putting fruit fly host material in a cardboard box and taping it shut does **not** constitute proper secure sealing!

Make sure the crew **cannot** get into the sealed area.

In climates that can support fruit fly year round, all fruit fly host materials are sealed in vessel stores. See [Table 3-3-6](#) to determine if you are in an area where sealing is standard practice.

TABLE 3-3-6: Determine if You Are in an Area Where Sealing Stores Is Standard Practice

If you are in:	Then:
Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands	GO to Determining What Fruit Fly Material to Seal on page 3-3-15
Other than the locations listed in the above cell	DO NOT SEAL for fruit flies or for the Canadian Food Inspection Agency

Determining What Fruit Fly Material to Seal

Seal all fleshy botanical fruits **except** those listed in [Table 3-3-8](#) and those originating in the “No sealing” areas. However, material that is host to fruit flies, but was grown in the contiguous United States does **not** require sealing. If you’re located in Hawaii, you **do not** need to seal any fruit fly material from Mediterranean⁵ (West) countries. If you’re in Puerto Rico or the U.S. Virgin Islands, then you **do not** need to seal any fruit fly material from the West Indies⁶. If you are interested in an explanation of the reasons for **not** sealing, see [Appendix M](#).

Inspect for and collect all fruit fly host material from the quarters and galley. Combine all the collected material with all fruit fly host materials in the refrigerated stores. Seal excessive amounts of fruit fly host material in a secure compartment within the storeroom. A secure, refrigerated compartment is one which ensures that the only way to gain access to the compartment is by breaking the seal. If you must seal the entire storeroom, then give the chief steward the opportunity to remove all nonhost material from the storeroom for use while in port. Bags or boxes are **not** considered secure compartments within a storeroom. Move the bags or boxes to a secure compartment for sealing, or seal the entire storeroom.

Small Amounts of Fruit Fly Material

In sealing areas, if only a small amount of fruit fly host material is found, give the chief steward the option to destroy the material or seal it in a secure compartment. If the chief steward chooses to have the fruit fly material destroyed, you may seize the material by placing it in a plastic bag for destruction and examination at a later time. Make a note on PPQ Form 288 of all fruit fly materials seized. Use [Table 3-3-7](#) on [page 3-3-16](#) to determine which fruit fly materials require sealing based on the origin of the commodities.

5 Mediterranean (West) countries: Albania, Algeria, France, Greece, Italy, Libya, Morocco, Portugal, Spain, Tunisia, and former Yugoslavia (now Croatia, Bosnia and Herzegovina, Serbia and Montenegro, and Macedonia).

6 West Indies: Annually, Antigua and Barbuda, Bahamas, Barbados, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe (and St. Barthelemy), Haiti, Jamaica, Martinique, Montserrat, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Turks and Caicos Islands, and the British Virgin Islands.

TABLE 3-3-7: Determine Which Fruit Fly Materials Require Sealing Based on Origin of Commodities

If the fleshy botanical fruits are from:	Then:
Africa (not including Algeria, Libya, Morocco, and Tunisia) ¹	SEAL all fleshy botanical fruits
Asia (except for Asian Russia, Japan, Korea, or Mongolia)	
Australia	
Chile	SEAL only tomatoes
Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, or Panama	GO to Table 3-3-8 on page 3-3-17
Hawaii	SEAL all fleshy botanical fruit except papaya (treated) and pineapple
Japan and Korea	SEAL only cucurbits
Mediterranean (West) ²	GO to Table 3-3-8 on page 3-3-17
Mexico or Belize	
Northern Eurasia ³ [not including Mediterranean (West), Japan, or Korea]	SEAL only cherries
Puerto Rico or U.S. Virgin Islands (located in the West Indies)	GO to Table 3-3-8 on page 3-3-17
South America, Tobago, and Trinidad (except Chile)	
West Indies and Lesser Antilles ⁴ (includes Aruba, Bonaire, and Curacao)	
Other than a country or State listed in the cells above	GO to Figure 3-3-2 on page 3-3-18 , which shows the countries for which sealing is not required

- 1 Algeria, Libya, Morocco, and Tunisia are considered to be Mediterranean (West) countries.
- 2 Mediterranean (West) countries: Albania, Algeria, France, Greece, Italy, Libya, Morocco, Portugal, Spain, Tunisia, and former Yugoslavia (now Croatia, Bosnia and Herzegovina, Serbia and Montenegro, and Macedonia).
- 3 Northern Eurasia countries: All countries **north of** Mediterranean (West) and **north of** Turkey, Iran, Afghanistan, and China.
- 4 West Indies: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe (and St. Barthelemy), Haiti, Jamaica, Martinique, Montserrat, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Turks and Caicos Islands, and the British Virgin Islands.

If the seal is broken or removed while in U.S. territorial waters, then complete CBP Form AI-592, Notice of Violation.

TABLE 3-3-8: Determine Which Fleshy Botanical Fruit to Seal

If the country of origin is:	And the fruit is:	Then:
Central America (except Belize) ¹	Banana, cucurbit, eggplant, okra, legume, lemon, lime, pineapple, strawberry	DO NOT seal fruit
	All other fleshy, botanical fruit	SEAL fruit
Mediterranean (West) ¹	Cucurbit, eggplant, legume, lemon, lime (sour), okra, pineapple, strawberry	DO NOT seal fruit
	All other fleshy, botanical fruit	SEAL fruit
◆ Mexico ¹ ◆ Belize ¹	Banana (<i>Musa</i> sp.), breadfruit, cactus fruit, cucurbit, date, grape, legume, lemon, lime (sour), litchi, mangosteen, okra, papaya, pineapple, Solanaceae ² , strawberry	DO NOT seal fruit
	All other fleshy, botanical fruit	SEAL fruit
◆ South America (except Chile) ¹ ◆ Trinidad ¹ ◆ Tobago ¹	Banana, eggplant, legume, lemon, lime (sour), okra, pineapple, strawberry	DO NOT seal fruit
	All other fleshy, botanical fruit	SEAL fruit
West Indies ¹	Avocado, banana, breadfruit, cactus fruit, citrus, cucurbit, date, genip, grape, legume, litchi, mangosteen, okra, papaya, pineapple, Solanaceae ² , strawberry	DO NOT seal fruit
	All other fleshy, botanical fruit	SEAL fruit

1 For an explanation, see [Appendix M](#).

2 The botanical family Solanaceae includes tomato, pepper, and eggplant.

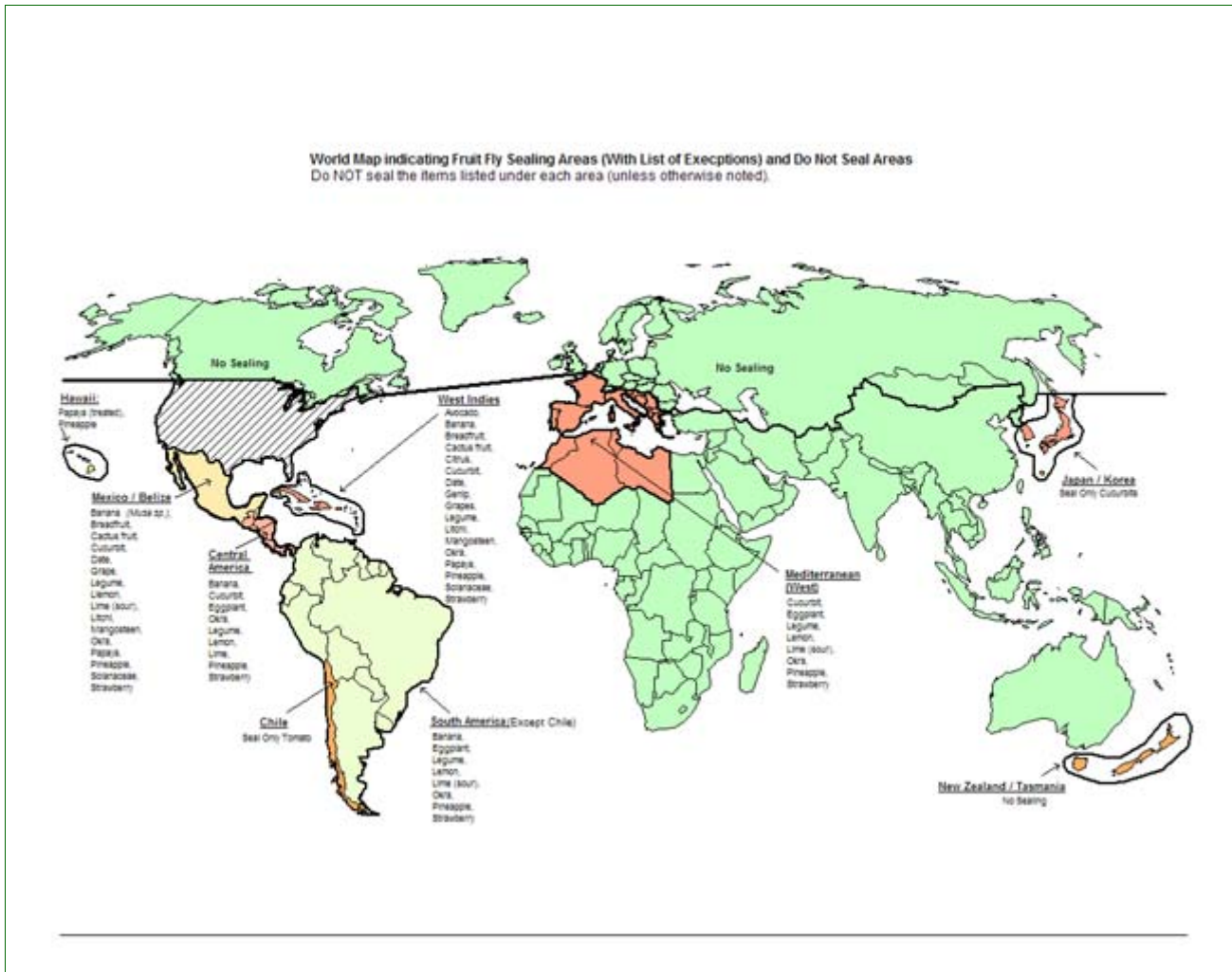


FIGURE 3-3-2: Map of Fruit Fly Seal and Do Not Seal Areas of the World

Animals Aboard Public Vessels

Live ruminant animals or swine should **not** be aboard public vessels given courtesy of the port. If live animals are aboard, notify VS. The vessel's captain is expected to prevent the removal of other animals (including birds) as well as other restricted or prohibited items.

Transferring Meat or Poultry in a Vessel's Stores

Meat, poultry and other edible animal products and by-products in a vessel's stores may be transferred over water from one vessel to another when permission in writing listing the items to be transferred is requested of CBP. The vessel's agent will also request approval from PPQ VRS HQ to transfer these commodities. The transfer will be made under the direct supervision of CBP. Stores must be transferred from one vessel onto a barge or other floating carrier, over water to the receiving vessel.

Stores in sealed, leak proof maritime containers may be moved overland within the port's environs with permission from CBP and VRS. The stores must be off-loaded from the donating vessel in a sealed leak-proof maritime shipping container. The container must not be opened while on land; it must remain sealed at all times. The container cannot leave the port of arrival. The meat or other animal products cannot be held in port for more than 72 hours.

Stores that cannot be transferred under the above conditions must be presented as a cargo shipment and meet all of the requirements for importation by the appropriate government agencies.

Follow these procedures for the transfer of meat:

- ◆ Determine the origin of the meat
- ◆ Determine from the vessel's log the ports the vessel has previously visited since taking on the meat to be transferred

Refer to [Table 3-3-9](#) on [page 3-3-20](#).

TABLE 3-3-9: Transfer of Meat or Poultry in Vessel's Stores

If the meat or poultry originates:	And the vessel:	And it is in:	Then:
In countries free of bovine spongiform encephalopathy (BSE), foot-and-mouth disease (FMD), rinderpest (RP), classical swine fever (CSF), swine vesicular disease (SVD), African swine fever (ASF), HPAI (H5N1), and exotic newcastle disease (END)	Did not transit an infected country	Sealed, leakproof container	<ul style="list-style-type: none"> ◆ ALLOW transfer of meat under the direct supervision of CBP to another vessel or to a cold storage facility within the port environs for a maximum of 7 days ◆ Do not allow meat to be used ashore
	Transited an infected country	Sealed, leakproof container, packed as originally shipped	<ul style="list-style-type: none"> ◆ ALLOW only transfer of meat in unopened containers to another vessel or to a cold storage facility within the port environs for a maximum of 72 hours ◆ Movement must be under direct CBP supervision ◆ Do not allow meat to be used ashore
		Boxes or cartons that were opened (staples or bands removed or flaps unglued)	<p>ALLOW transfer of stores only under the following conditions:¹</p> <ul style="list-style-type: none"> ◆ Direct supervision of a CBP-AS officer ◆ Transfer direct, over water from one vessel onto a barge or other floating carrier, then over water to the receiving vessel
In an infected country	→	→	<ul style="list-style-type: none"> ◆ Require cleaning/disinfection of the barge and equipment following transfer

1 If either of the conditions is **not** practical, then contact the Headquarters VMO.

Special Procedures for Relanding Meat Aboard U.S. Military Vessels Returning from Foreign Countries

Require the following procedures for relanding U.S.-origin meat aboard military vessels having transited infected countries:

- ◆ Conduct movement of all meat under CBP AI supervision
- ◆ Allow only meat in unopened boxes to move
- ◆ Allow movement of meat to take place only within the metropolitan area of the port where the meat is off-loaded.
- ◆ Move meat to refrigeration units
- ◆ Seal refrigeration units with USDA seals until meat is to be loaded on an outbound vessel for use outside the United States
- ◆ Break USDA seals and supervise loading of meat back to vessels' stores when meat sealed in refrigeration units are ready for loading on an outbound vessel
- ◆ Contact PPQ-VRS-AQI or PPQ-VRS-HQ for approval of any deviations from the above procedures

Taking Action on Vessels In Lay-up Status

Vessels going into lay-up status (temporarily removed from commercial activity) are considered in a special category for restricted and prohibited stores.

Because of the unknown duration of lay-up, it is **not** practical to attempt to control the garbage.

Seal aboard ship, or have all restricted and prohibited stores removed before the vessel goes into lay-up. **Seal the entire locker or refrigerator** rather than a portion of a refrigerator from which stores might be removed. Periodically recheck sealed refrigerators to make sure that the seals are intact.

Transfer meat stores as directed in [Transferring Meat or Poultry in a Vessel's Stores](#) on page 3-3-19.

Taking Action on Live or Dead Animals

Use [Table 3-3-10](#) to determine the action to take if animals are found.


TABLE 3-3-10: Determine Action to Take if Animals Are Found

If the shipment is:	Then:
Live animals or dead animals that are part of a live animal shipment	GO to Live Animals on page 3-3-22
Solely dead animals	GO to Dead Animals on page 3-3-23

Live Animals

Live animals are the responsibility of VS. Additionally, VS has the responsibility for cleaning and disinfecting the vessel if it held live animals. Since CBP is often the first to board the vessel, follow the instructions in [Table 3-3-11](#) when VS is **not** present to meet vessels carrying live animals.

TABLE 3-3-11: Action to Take When Live Animals Are Found

If the animal group is:	And the animals are:	Then:
Horse, ruminant, or swine	Aboard the vessel	<ul style="list-style-type: none"> ◆ HOLD the animals aboard the vessel ◆ NOTIFY VS by telephone
	Off-loaded from the vessel	<ul style="list-style-type: none"> ◆ HOLD the animals and the associated feed, bedding, etc., at the point of discovery¹ ◆ NOTIFY VS by telephone
Birds (includes poultry and pet birds)	A commercial shipment	<ul style="list-style-type: none"> ◆ HOLD the birds ◆ NOTIFY VS by telephone
	Birds in baggage	GO to Handling Pet Birds in Baggage on page 4-1-10
	Birds in quarters	GO to Birds Aboard Commercial Vessels on page 3-3-23
Canine ² (dogs)	Used with livestock ²	◆ HOLD the animals
	With open sore(s) ³	◆ NOTIFY VS by telephone
	Without open sore(s) or not used with livestock	RELEASE
Other than horse ruminant, swine, canine, or birds ⁴		<ol style="list-style-type: none"> 1. INSPECT cages for prohibited items and have them removed 2. REFER to Fish and Wildlife Service

1. Consider the welfare of the animals in severe weather. If you authorize movement, then clean and disinfect all areas occupied by, or equipment used to move the animals. Do not allow movement to an area where other animals are present or away from the immediate area of the point of discovery. Do not allow vessels to move prior to VS arrival.
2. Dogs kept around livestock may carry tapeworms.
3. Could possibly be screwworm which feeds on living tissue.
4. Refer primates to Fish and Wildlife Service and Centers for Disease Control.

Dead Animals

If only dead birds, horses, ruminants, or swine are discovered, then contact VS. If you find dead animals other than the above, no action is required by CBP or VS.

Birds Aboard Commercial Vessels

Allow birds to remain aboard vessels under the custody of the captain when the birds are maintained in a secure location throughout travel in U.S. territorial waters. Write the following statement on PPQ Form 288 in the *Remarks* section:

“I agree to keep the bird(s) caged or tethered and kept in a ship’s cabin while in U.S. territorial waters.”

(Captain’s Signature)

Get the captain to sign below the statement (shown above) on PPQ Form 288. If you harbored the vessel and find that the birds are **not** being kept as stated in the agreement, issue a civil penalty (PPQ Form 591) to the captain of the vessel. If you discover a crew member taking a bird off the vessel, then seize the bird and issue a civil penalty (PPQ Form 591) to the crew member. Assess a civil penalty if the crew member has attempted to conceal the bird.

Birds Aboard Noncommercial Vessels (Yachts and Pleasure Vessels)

Make sure that birds are kept aboard yachts and pleasure vessels while at any U.S. port. Write a notice on PPQ Form 288 stating that removal of the bird(s) is prohibited.

If a bird is to be removed from the yacht, it must meet import requirements (quarantine). Notify VS by telephone. After completing quarantine, the bird may move in and out of a port as a U.S. returned bird. U.S. returned birds must have the following:

- ◆ U.S. health certificate issued prior to departure
- ◆ Proper identification (leg band or tattoo)
- ◆ VS veterinary inspection

If a bird has been out of the country for more than 60 days, it must be quarantined at the owner’s residence for 30 days. Notify VS to take action.

Taking Emergency Action for Suspect Asian Gypsy Moth (AGM) Ships

The purpose of the emergency action is to prevent the artificial spread of Asian Gypsy Moth (AGM), *Lymantria dispar*, from high-risk areas including Far East Russian and Japanese ports where AGM populations are at high densities. Inspection and exclusion of contaminated ships will prevent the artificial spread of AGM.

The AGM displays significant behavioral differences compared to the North American gypsy moth (NAGM). The female AGM is an active flyer that is attracted to lights, and capable of flying up to 25 miles. The AGM feeds on larch and other conifers as well as on alder and willow. Oaks and other hardwood species are also acceptable hosts.

The female AGM lays eggs during August and September in Far East Russian and Japanese ports. Attracted by the lights on ships, the females may lay eggs on the superstructure. The larvae can be blown by the wind short distances on silk strands. Due to these characteristics, a list of vessels that called at Far East Russian ports between July 15 and September 30 of the previous year and high-risk Japanese ports (see [Table 3-3-14](#) on [page 3-3-29](#)) has been developed: the AGM Vessel Alert List.

Although APHIS has no regulation prohibiting the entry of AGM high-risk ships, the Plant Protection Act grants the authority to order infested ships to leave U.S. waters.

Determine Status of Arriving Ships

Determine which ships should be excluded entry, which should be boarded on arrival, and which require normal, non-AGM boarding procedures. These procedures use two types of exclusion: (1) If a pest is found, CBP has the authority to order a ship to leave U.S. waters (a mandatory exclusion); and (2) PPQ requests that the following ships have approved certification of freedom from AGM prior to departure during identified high-risk periods when female moths deposit egg masses:

- ◆ Ships that have been in Far East Russian ports between July 15 and September 30 of the previous year
- ◆ Ships that have been in high-risk Japanese ports (see [Table 3-3-14](#) on [page 3-3-29](#))

A narrative description of the main steps involved in determining your action follows. See [Table 3-3-13](#) on [page 3-3-28](#), and [Table 3-3-15](#) on [page 3-3-30](#), which summarize the action.

EXEMPTION: Hawaii, Puerto Rico, and Guam are exempt from excluding entry to ships because the climate and host conditions are **not** suitable for AGM. Therefore, throughout the year, ships from Far East Russian and identified high-risk Japanese ports are allowed to arrive in Hawaii, Puerto Rico, and Guam subject to inspection. If the ship's schedule includes subsequent continental U.S. ports of call, then the ship must be inspected for AGM.



Important

Southern ports need to be more aware of AGM inspection of ships year round. There is a possible risk of larvae hatching in these warmer climates even during the months which are **not** considered the high-risk hatching period.

Step 1: Check the AGM Vessel Alert List

Check the AGM vessel alert list for ports of loading in Russian and Japanese ports at <http://www.aphis.usda.gov/ppq/ispm/gm/index.html> for the ship's name and hull number to determine if the ship is high risk for AGM. The AGM vessel alert list includes ships that called at Far East Russian ports between July 15 and September 30 of the previous year and high-risk Japanese ports during designated periods (see [Table 3-3-14](#) on [page 3-3-29](#)).

If a ship arrives which has a name very similar to one on the alert list, check with the agent to verify the hull number or the itinerary of the ship between July 15 and September 30 of the previous year. The alert list is **not** all inclusive, so apply the ship risk criteria to all arrivals ([Step 3](#)).

The alert list of AGM suspect ships will be entered into the CBP Treasury Enforcement Communication System (TECS) database. This will alert the local CBP office when an AGM suspect ship reports to a port.



Important

A ship's name may change, but a ship's hull number **never** changes.

Step 2: Check the Ship's Itinerary

Check the ship's itinerary for a Far East Russian port that occurs within the range from Posyet to Nikolayevsk. The three most likely ports are Nakhodka, Vladivostok, and Vostochnyy.



Important

If strange names are on the itinerary, get a map of the high-risk area (extreme southeast mainland of Russia) and match any listed ports.

Check the ship’s itinerary for a high risk Japanese port. The list of high risk Japanese ports includes Hachinohe, Hakodate, Hannon, Hiroshima, Ooita, and Sakata.

Refer to definitions in the Introduction for a non-inclusive list of ports of the high risk area. Northern Chinese ports and Korean ports may also be suspect.



Verify when the ship called at the Far East Russian or Japanese port. Did it call at the port between July 15 and September 30?

Step 3: Apply Criteria to Arriving Ships

Refer to [Table 3-3-12](#) on [page 3-3-26](#) to determine the level of risk based on the ship’s date of arrival.

TABLE 3-3-12: Asian Gypsy Moth Inspection Periods at U.S. Ports for Ships Arriving from Far East Russian or High-Risk Japanese Ports

Port Location		Date of Arrival											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Great Lakes, Puerto Rico, and West Coast	Alaska	Low	Low	Low	High	High	High	High	High	Low	Low	Low	Low
	California	High	High	High	High	High	High	High	High	High	High	High	High
	Great Lakes	Low	Low	High	High	High	High	High	High	Low	Low	Low	Low
	Hawaii	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
	Oregon	Low	Low	High	High	High	High	High	High	Low	Low	Low	Low
	Puerto Rico	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
	Washington	Low	Low	High	High	High	High	High	High	Low	Low	Low	Low
Atlantic Coast	Norfolk, VA and northward	Low	Low	High	High	High	High	High	High	High	Low	Low	Low
	South of Norfolk, VA to Jacksonville, FL	Low	Low	High	High	High	High	High	High	High	High	Low	Low
	South of Jacksonville, FL	High	High	High	High	High	High	High	High	High	High	High	High
Gulf Coast	Alabama, Florida, Louisiana, Mississippi, and Texas	High	High	High	High	High	High	High	High	High	High	High	High

 Remote inspection required during this high-risk period
 Remote inspection **not** required during this low-risk period

High-risk Ships—Determine which arriving ships are high risk and are excluded entry. These ships can be boarded instream or at preapproved remote sites.

Consider high risk a ship arriving at a continental U.S. port during the high-risk period identified in [Table 3-3-12](#) on [page 3-3-26](#) and **one** of the following conditions exist:

- ◆ Specifically identified on the AGM vessel alert list
- ◆ Itinerary including a Far East Russian port between July 15 and September 30 of the previous year or a high-risk Japanese port (see [Table 3-3-14](#) on [page 3-3-29](#))
- ◆ Itinerary that **cannot** adequately verify the location of the ship between May 15 and October 15 of the previous year

If you determine an arriving ship to be high-risk, go to [Exclude Entry to High-Risk Ships](#) on [page 3-3-27](#).

Low-risk Ships—Determine which arriving ships are low risk and are allowed to proceed to the intended berth for initial AGM inspection and follow-up monitoring, if necessary.

Consider low risk a ship arriving at a continental U.S. port during the low-risk period identified in [Table 3-3-12](#) on [page 3-3-26](#) and with **one** of the following:

- ◆ **Not** identified on the AGM vessel alert list
- ◆ Itinerary including a Far East Russian port between July 15 and September 30 of the previous year or a high-risk Japanese port (see [Table 3-3-14](#) on [page 3-3-29](#)) with approved certification of freedom from AGM
- ◆ Itinerary that can adequately verify the location of the ship between May 15 and October 15 of the previous year

If you determine an arriving ship to be low-risk, go to [Table 3-3-15](#) on [page 3-3-30](#).

Exclude Entry to High-Risk Ships

Every effort should be made to encourage voluntary exclusion of ships identified as high-risk AGM ships arriving at a U.S. port during the high-risk hatching period.

During the high-risk hatching period, inspection can be accomplished by boarding instream or at preapproved sites. Provide options to inspect or to conduct an initial evaluation at a remote location. This option provides the mutual benefit of reducing the risk or pest introduction and of saving money for the shipping industry by reducing the possibility of a ship being ordered out of U.S. waters after traveling inland waterways. Boarding a ship instream is an option which must be requested by the agent and approved by CBP. All arrangements concerning transportation to the ship and the method of boarding should be confirmed before the trip to the ship begins.

If the ship is found to be free of suspect AGM egg masses and larvae, allow the ship to proceed to its intended berth. While in port, monitor the ship daily for hatching AGM larvae.

See [Table 3-3-13](#) on [page 3-3-28](#), which summarizes the procedures for determining which action to take for ships arriving during the high-risk hatching period.

TABLE 3-3-13: Procedures to Follow for Ships Arriving During High-Risk Period¹

If ship's name is:	And the itinerary:	And called at port:	And certification²:	Then:
Not on the alert list	Includes a Far Eastern Russian port ¹	Between July 15 and September 30	Is absent	PROVIDE options for inspection outside the port area ³
		Other than the time of year above	Is present	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
	Includes a high-risk Japanese port ¹		—————→	—————→
		Does not include a Far Eastern Russian or high-risk Japanese port	—————→	—————→
	Cannot be ascertained	—————→	—————→	PROVIDE options for inspection outside the port area ³
On the alert list	—————→		Is absent	PROVIDE options for inspection outside the port area ³
	—————→		Is present	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise

- 1 High risk ports and dates of risk are subject to annual changes due to trapping data from Russia and Japan.
- 2 Certificate must be from the Federal Service for Veterinary and Phytosanitary Surveillance of the Russian Federation and declare that the vessel is free of Asian gypsy moth (AGM).
- 3 Options for inspection are off-shore inspections or inspections at remote docking locations away from port areas.

TABLE 3-3-14: Procedures to Follow for Ships Calling at High-Risk Japanese Ports

If the port is:	And the ship called at the port:	And the ship:	Then:
Ooita, Hiroshima, or Hannan	Between June 1 and August 15	Has a pre-departure inspection certificate issued by an approved company in Japan ¹	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		Lacks the above certification	PROVIDE options for inspection outside the port area ²
	Other than the time of year above	—————▶	REQUIRE standard, non-AGM boarding procedures
Sakata	Between July 1 and September 15	Has a pre-departure inspection certificate issued by an approved company in Japan ¹	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		Lacks the above certification	PROVIDE options for inspection outside the port area ²
	Other than the time of year above	—————▶	REQUIRE standard, non-AGM boarding procedures
Hachinohe or Hakodate	Between July 15 and October 1	Has a pre-departure inspection certificate issued by an approved company in Japan ¹	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		Lacks the above certification	PROVIDE options for inspection outside the port area ²
	Other than the time of year above	—————▶	REQUIRE standard, non-AGM boarding procedures


- 1 Allow vessels on the 2007 high-risk list to enter U.S. berths for AGM inspection without certification. These vessels visited high-risk ports in Japan in 2006 and do not need certification.

For 2007, vessels from the six high-risk ports during the high-risk periods must have pre-departure inspection certificates issued by the following recognized third-party inspection bodies in Japan. The certificates will include the seal of the company that conducted the certification. The names of the approved and authorized companies are the following:

- ◆ All Nippon Checkers Corporation (ANCC)
- ◆ Japan Cargo Tally Corporation (JCTC)
- ◆ Japan Export Vehicle Inspection Center Co., Ltd. (JEVIC)
- ◆ Japan Grain Inspection Association (JGIA)
- ◆ Nippon Kaiji Kentei Kyokai (NKKK)
- ◆ Shin Nihon Kentei Kyokai (SNKK)

- 2 Options for inspection are off-shore inspections or inspections at remote docking locations away from port areas.

TABLE 3-3-15: Procedures to Follow for Ships Arriving During Low-Risk Period

If ship's name is:	And the ship's itinerary:	Then:
On the alert list		◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
Not on the alert list	Includes a Far East Russian or high-risk Japanese port	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
	Does not include a Far East Russian or high-risk Japanese port	REQUIRE normal, non-AGM boarding procedures
	Cannot be ascertained and it's a Russian or Japanese flag ship	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise

Board Instream—Boarding ships instream is a nonstandard procedure. If instream boarding has been approved, then use the following guidelines:

1. Request the ship's agent or the U.S. Coast Guard (at particular sites) to arrange for and provide boarding and retrieval launch, and a suitable boarding method. U.S. Coast Guard units at ports without sufficient resources to transport CBP officers can provide CBP with a list of certified, commercial marine taxis or launch services.
2. Wear a U.S. Coast Guard approved flotation jacket.
3. Board the ship on arrival, within 1 hour after sunrise and 3 hours before sunset.
4. Board by conventional gangway or another method judged safe by the boarding officers.

Order a Ship to Leave—When ordering a ship to leave U.S. waters, issue PPQ Form 523, Emergency Action Notification (see [Table A-1-34](#) on [page A-1-110](#) for instructions on completing the form). Request the ship's master to prepare for and execute an immediate departure. The notification will instruct the ship's agent to immediately call out necessary tugs, linesmen, and pilots for the ship's departure. The only actions allowed are those that make the ship seaworthy, such as bunkering.

Board Low-Risk Ships

During the low-risk period, board suspect AGM ships on arrival or within 1 hour of sunrise if the ship arrives during the night. Inspect all accessible areas of the ship's super-structure. Use binoculars to inspect unreachable areas of the ship. Inspect the ship's hold(s) when there are indications (physical evidence on the superstructure or ship records) that the ship has been cleaned for AGM. If possible, at least two officers should inspect the ship.

Inspect Suspect AGM Ships

Step 4: Look for Egg Masses

Inspect all accessible areas of the ship's super-structure. Use binoculars to inspect unreachable areas of the ship. Inspect the ship's hold(s) when there are indications (physical evidence on the superstructure or ship records) that the ship has been cleaned for AGM. Egg masses are the most likely life stage to be found on the superstructure of ships. During March through August, hatching larvae can be found. Hatching larvae present an **unacceptable** pest risk any time of the year at any U.S. port.

Use USDA/APHIS Program Aid Number 1329, *Don't Move Gypsy Moth*, for identifying life stages of gypsy moths.

The following points will help you detect gypsy moths:

- ◆ Egg masses normally are deposited in sheltered locations such as in crevices or cavities, under tarps, behind walls and doors, and underneath the hold rims
- ◆ Binoculars may allow you to see unreachable areas of the ship
- ◆ Female AGMs are attracted to light; therefore, the female moths could lay their egg masses on surfaces of the ship that are exposed to night lights. However, if the ship was lit with shore-based flood lights while in a Far East Russian port, egg masses could be found in all locations
- ◆ Viable egg masses on ships may be weathered, darkened, and appear old
- ◆ Look for evidence of fresh paint covering scrapes on walls or painted over egg masses
- ◆ Look for hatching larvae that may be blowing on silk strands from the ship. Peak hatching of eggs is in the morning. Dispersing larvae move toward vertical structures and climb rapidly

Use [Table 3-3-16](#) to determine action to take when inspecting suspect AGM ships or ships with Far East Russian or high-risk Japanese ports of call.

TABLE 3-3-16: Inspect AGM Ships or Ships with Far East Russian or High-Risk Japanese Ports of Call

If the month is:	And you find:	Then:
High-risk hatching period	Egg masses or hatching larvae	CONTACT PPQ, QPAS through appropriate channels, who may instruct you to order the ship to leave ¹ (refer to the guidelines under Order a Ship to Leave on page 3-3-30)
	No life stages of AGM	<ul style="list-style-type: none"> ◆ ALLOW the ship to dock and conduct business ◆ REQUIRE daily monitoring for hatching larvae of AGM until the ship leaves the U.S. port
Low-risk hatching period	Egg masses	CONTACT PPQ, QPAS through appropriate channels, who will determine final regulatory action based on level of infestation and guidance from management
	Hatching larvae	CONTACT PPQ, QPAS through appropriate channels, who may instruct you to order the ship to leave ¹ (refer to the guidelines under Order a Ship to Leave on page 3-3-30)
	No life stages of AGM	<ul style="list-style-type: none"> ◆ ALLOW the ship to dock and conduct business ◆ MONITOR the ship while in port

1 Depending on the life stage found and the host material present at the port, ordering a ship to leave may spread AGM over a larger area than allowing the ship to stay at the berth.

Step 5: Treat Egg Masses

If required by PPQ, QPAS, drench the egg masses with *Golden Pest Spray Oil* registered for gypsy moth. This product is available from Stoller Enterprises, Inc., 4001 W. Sam Houston Pkwy N., Houston, TX 77043-1226 telephone number (713) 461-1493, FAX (713) 461-4467.

Application Technique—Mix equal amounts of *Golden Pest Spray Oil* and water and apply to egg masses as a 50% mix. Make a new mix each day treatments are made. Using a small hand sprayer, apply the mixture to individual egg masses until they are completely saturated. Keep the mixture agitated while treating.

Establish contingency plans for quick availability of commercial spray equipment for large applications. Port Directors should work with port authorities and/or ships' agents to arrange for commercial pesticide applicators to be on standby in the event they are needed to apply the treatment. Commercial application will be at the expense of the agent, ship, or port authority.

If a sample of egg masses is needed for identification, then remove a few egg masses from the ship. Using a knife, paint scraper, or putty knife, scrape a few egg masses from the ship's surface and place into a container. **Be careful not to drop egg masses into the water.**

Properly preserve, package, and send larvae to the Otis CPHST laboratory for confirmation through DNA analysis. Address the interceptions:

Asian Gypsy Moth Analysis
Otis Plant Protection Laboratory
USDA/APHIS
Building 1398
Otis ANGB, MA 02542
Telephone 508-563-9303

Step 6: Monitor Ships

Monitor ships **daily** that have been allowed to dock until they leave the port.



Peak hatching of gypsy moth eggs is in the morning. Check the ship for dispersing larvae. These larvae move toward vertical structures and climb rapidly.

Step 7: Report Inspection Results

To report inspection results, do as follows:

1. Each CBP Office must report inspection results to PPQ, QPAS. **FAX these results within one week** to (301) 734-5269. Please include a copy of CBP Form AI-288 and all pertinent paperwork (like the Certificate of Inspection from Russia and the official itinerary from the Captain).
2. Clearly identify the information with the title, “AGM Ship Inspection.”
3. Include the following information regarding AGM ship inspections:
 - ❖ Ship Name
 - ❖ Flag
 - ❖ Port
 - ❖ Date of Inspection
 - ❖ Result of Inspection—positive (life stage found) or negative (action taken)—brief statement

CBP Form AI-288, Ship Inspection Report on **page A-1-43**, can be used to document the above information. Note in *Remarks* the results of inspection and the action taken.

The Canadian Food Inspection Agency (Ottawa) will notify Quarantine Policy, Analysis and Support (QPAS) of their AGM ship inspection results. QPAS will in turn notify CFIA of U. S. AGM ship inspection results. This information will be used by both countries to update the AGM Vessel Alert List. Updates to the AGM vessel alert list will be posted on the PPQ gypsy moth website (<http://www.aphis.usda.gov/ppq/ispm/gm/>) as changes occur.

3

Agricultural
Clearance

Examining Carriers

Clearing Trains and Busses

Contents

(To be developed)

3

Agricultural
Clearance

Examining Carriers

Clearing Privately Owned Vehicles

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Agricultural
Clearance

Clearing Passengers, Crew, and Baggage

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Introduction

This chapter of the MAC provides policy, methods, and procedures you will need to clear passengers and crew. Inspection can be divided into two phases: screening and inspecting. Screening involves questioning the passenger, reviewing the declaration, and visually observing the passenger's baggage for referral for further examination. Inspecting involves a more detailed questioning of the passenger and, if deemed necessary, a physical examination of the baggage.

Policy

The inspection of passengers and their baggage is necessary since they present a risk for pest introduction. The completion of AQI Monitoring (AQIM) activities on passenger baggage will provide valuable risk information to help create or revise operations strategies for mitigating the pest risk. Because of the risk, CBP must use well established strategies to detect pests and contraband. These strategies include screening, use of detector dogs, and X-ray equipment. Information obtained from the Passenger Analysis Unit (PAU) may help evaluate risk. CBP may also use civil penalties as a method to enhance passenger compliance with regulations.



Caution on diplomatic pouches—never open or X-ray diplomatic pouches without the approval of the affected embassy or consulate. If you have convincing evidence that there are prohibited articles in a diplomatic pouch, then you may contact the affected embassy or consulate to get their approval to open it. If the embassy or consulate gives their approval, most often they will want to be present when the pouch is opened. The Vienna Convention on Diplomatic Relations prohibits our access to diplomatic pouches.

Materials Needed

You will need the following items for clearing passengers:

APHIS Manuals

- ◆ *Animal Product Manual* http://www.aphis.usda.gov/ppq/manuals/pdf_files/APM_Chapters.htm
- ◆ *Regulating the Importation of Cut Flowers and Greenery* http://www.aphis.usda.gov/ppq/manuals/pdf_files/30Flowers_and_Greenery.pdf
- ◆ *Regulating the Importation of Fresh Fruits and Vegetables* http://www.aphis.usda.gov/ppq/manuals/pdf_files/FV_Chapters.htm
- ◆ *Miscellaneous and Processed Products Manual* http://www.aphis.usda.gov/ppq/manuals/pdf_files/50Miscellaneous.pdf
- ◆ *Unprocessed Seeds Not Intended for Propagation* http://www.aphis.usda.gov/ppq/manuals/pdf_files/40Seeds.pdf

Other Materials

- ◆ Guidelines for the Protection of CITES III Timber http://www.aphis.usda.gov/ppq/manuals/pdf_files/Cites_III.pdf
- ◆ Nursery Stock Restrictions (M319.37-A & B) and Nursery Stock, Seeds and Bulbs Regulation http://www.aphis.usda.gov/ppq/manuals/pdf_files/Nursery_Stock.pdf
- ◆ Bolt cutters
- ◆ Brochure handouts
- ◆ Can opener
- ◆ *CBP Form AI-277, Agriculture Inspection Baggage Information on page A-1-40*
- ◆ Container or receptacle with a tight-fitting lid for placing contraband
- ◆ Disinfectants for footwear
- ◆ Disposable gloves
- ◆ Hand lens
- ◆ Lighter for boiling larvae
- ◆ Luggage keys
- ◆ Paper or plastic bags for separating and identifying contraband
- ◆ Paper towels
- ◆ Pocket knife
- ◆ *PPQ Form 309A, Pest Interception Record on page A-1-90*
- ◆ *VS Form 10-4, Specimen Submission on page A-1-122*
- ◆ Tape or twine for resealing packages
- ◆ Vials and pill boxes for making interceptions

Screening Baggage

Screening is the process of selecting baggage for further examination. In practice, screening is a review of the written declaration, an assessment of oral responses to an officer's questions, and a visual assessment for baggage. **Do not** support any system in which the passenger declaration (written or by channel selection) is the only factor in selection of passengers for examination.

A successful screening system should include the following:

- ◆ CBP Agriculture Specialist to conduct a face-to-face interview and review of the written declaration
 - ❖ The interview should take place when the passengers have possession of their baggage
 - ❖ If the interview takes place before the passengers have their baggage, then CBP personnel should screen these same passengers once they have their baggage
- ◆ Opportunity to redirect passengers for more comprehensive inspection

Inspecting Baggage

All persons and baggage are subject to inspection upon arrival.



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 with their baggage. **Do not** lift or open baggage for passengers or crew.

Inspection can consist of as little as detailed questioning or as much as a thorough inspection of the passenger's baggage. High-risk baggage should receive a thorough examination. A passenger carrying low-risk baggage who declares an agricultural item might simply be asked to produce the item for examination. For the procedures in handling foreign diplomats with A-1 or A-2 visas, go to [Courtesy of the Port When Inspecting Diplomats on page 4-1-14](#).

Accompanied Baggage

When inspecting passengers with baggage, do as follows:

1. Review the Customs Declaration and question the passenger about the items declared.
2. Allow the passenger to amend the declaration by restating the agricultural questions on the declaration and allowing the passenger to respond orally.

The initial declaration along with the opportunity to amend the declaration meets the first two criteria for allowing you to assess a civil penalty.

3. Search passenger baggage thoroughly for agricultural items.



Take care **not** to search passenger baggage blindly with your hands due to safety hazards such as sharp objects, razor blades, broken glass, and syringes. Wear rubber gloves for examination due to risk of anthrax.

4. Refer to your *Plant Import: Nonpropagative Volume of Manuals*¹, *Nursery Stock Restrictions*, or *Animal Product Manual* to determine admissibility and any conditions of entry. Inspect these items and seize prohibited or infested items. A careful inspection can have a positive effect on cooperating inspectors and the passenger.
5. Examine the article for soil or manure. If you find the article contaminated with soil, then have the soil removed and disposed of. Soil removal is unnecessary from some areas in Canada. . Refer to the *Miscellaneous and Processed Products Manual* http://www.aphis.usda.gov/ppq/manuals/pdf_files/50Miscellaneous.pdf. If you find contamination with manure, clean the article and disinfect.

Unaccompanied Baggage

Inspect unaccompanied baggage after the carrier has been cleared and when a carrier representative is available to open the baggage. If you discover agricultural contraband, remove it from the baggage for examination and disposal. If you seize contraband, place the *Notice to Arriving Traveler* flyer in the baggage. If resources are available, include a written description of any item that was removed.

¹ *Cut Flowers and Greenery Manual, Fresh Fruits and Vegetables Manual, Miscellaneous and Processed Products Manual, or Unprocessed Seeds Manual*

Taking Action Based on Inspection

The regulatory action you should take is specified in the *Animal Product Manual, Nursery Stock Restrictions*, or the *Plant Import: Nonpropagative Volume of Manuals*¹. See [Table 4-1-1](#) to determine if the information is covered in the Reference Section.

TABLE 4-1-1: Determine Action to Take on Footwear or Pet Bird

If you found:	Which was:	And the farm or ranch is in:	Then:
Footwear	Used on a farm or ranch that has livestock or poultry	Australia, Iceland, or New Zealand	Unless soil must be removed and disposed of, no action is required since these countries are free from animal disease of concern
		Other than above	GO to Disinfecting Footwear on page 4-1-13
	Never used where there was livestock or poultry	—————→	Unless soil must be removed and disposed of, no action is required since there is negligible risk of animal contamination
Pet bird	—————→	—————→	GO to Handling Pet Birds in Baggage on page 4-1-10
Other than footwear or a pet bird	—————→	—————→	GO to Table 4-1-2

TABLE 4-1-2: Material Other Than Footwear or a Pet Bird

If the material:	And:	Then:
Is prohibited	You are holding the material for a decision on enterability from Headquarters	GO to Safeguarding Detained Baggage Items on page 4-1-7
	You are not holding the material	GO to Seizing and Safeguarding Contraband on page 4-1-7
Is enterable ¹	It is propagative plant material	GO to Inspecting Propagative Materials in Baggage on page 4-1-7
	It is nonpropagative plant material	INSPECT and RELEASE ²

- 1 If material has restrictions that cannot be met such as treatment, postentry, special certification, or it is an ESA or CITES plant, then seize the material.
- 2 If it is impracticable or too great a risk to inspect the material in the passenger area, then consider having that material sent to a cargo facility for inspection.

Seizing and Safeguarding Contraband

After referring to the appropriate APHIS manual,² seize the following agricultural items:

- ◆ those that the manual instructs you to refuse entry
- ◆ those that have restrictions that cannot be met

Explain to the passenger the pest risks and the general reason for the seizure. Be diplomatic and polite but firm when taking contraband from passengers. Safeguard all seized material out of the reach of the passenger. Collect and record the information necessary to complete PPQ Form 309A accurately. Ports will establish local Standard Operating Procedure to fulfill these requirements. If the seizure is pet birds, go to [Handling Pet Birds in Baggage on page 4-1-10](#).

Safeguarding Detained Baggage Items

Occasionally, you may need to hold a detained item for a decision on admissibility. Mark the material held with the identity of the importer and an alert to other officers that material is being held. Safeguard the material (refrigerate if necessary) until you receive a decision. If it is determined to be admissible, have the passenger make arrangements to pick up or forward the material.

Inspecting Propagative Materials in Baggage

All propagative materials offered for import must be accompanied by a phytosanitary certificate issued by the country of origin. Some examples of propagative materials include seeds for planting, plants in growing media, flower bulbs, green stalks with nodes, and rooted items. Due to the limited amount of time available during passenger baggage inspection and the less than ideal conditions for inspecting plant propagative materials, use the following guidelines in [Table 4-1-3](#) for determining which shipments of enterable propagative materials to send to the local USDA APHIS Plant Inspection Station. See [Appendix O](#) for a list of Plant Inspection Stations.

² *Animal Product Manual, Nursery Stock Restrictions, Cut Flowers and Greenery Manual, Fresh Fruits and Vegetables Manual, Miscellaneous and Processed Products Manual, or Unprocessed Seeds Manual*

TABLE 4-1-3: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station

If the material:	And the material:	Then:
Is prohibited by Federal Regulation (7CFR300-399)	Is not accompanied by a USDA-APHIS Permit	REFUSE ENTRY
	Is accompanied by a USDA-APHIS Permit	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ³
Is admissible with a written permit issued by USDA-APHIS ⁴	Is not accompanied by a copy of the phytosanitary certificate issued by the country of origin	REFUSE ENTRY
	Is accompanied by a copy of the phytosanitary certificate issued by the country of origin	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ³
Is admissible without a written USDA-APHIS permit	Is not accompanied by a copy of the phytosanitary certificate issued by the country of origin	REFUSE ENTRY
	Is accompanied by a copy of the phytosanitary certificate issued by the country of origin	1. INSPECT 2. RELEASE, if free from pests

- 1 The plant material must be stored in a CBP limited access area.
- 2 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
- 3 See [Appendix O](#) for a list of plant inspection stations.
- 4 The shipment requires a written permit if it contains **any** of the following:
 - ◆ Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants) from anywhere but Canada
 - ◆ Articles that require a Postentry Permit
 - ◆ Plants regulated by CITES or ESA
 - ◆ Articles that require treatment as a condition of entry
 - ◆ Seeds of woody plants (trees or shrubs) from anywhere but Canada
 - ◆ Bulbs of *Allium sativum*, *Crococsmia*, *Gladiolus* and *Watsonia* from New Zealand
 - ◆ Articles of *Cocos nucifera* (coconut)
 - ◆ Articles (except seeds) of *Dianthus* spp. from anywhere but Canada
 - ◆ Articles (except seeds) of *Malus*, *Pyrus*, *Prunus*, *Cydonia*, *Chaenomeles*, and/or *Rubus*, from Canada
 - ◆ Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
 - ◆ Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
 - ◆ Articles of *Ribes* destined to Massachusetts, New York, West Virginia, or Wisconsin
 - ◆ Articles (except seeds) of *Planera* or *Zelkova* from Europe, Canada, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
 - ◆ Seeds of *Prunus* from Canada and destined to Colorado, Michigan, New York, Washington or West Virginia
 - ◆ Articles (except seeds) of *Vitis* from Canada and destined to California, New York, Ohio, Oregon and Washington
 - ◆ Articles (except seeds) of *Corylus* from Canadian provinces east of Manitoba and destined to Oregon or Washington
 - ◆ Articles (except seeds) of *Pinus* from Canada
 - ◆ Articles (except seeds) of *Ulmus* from Canada and destined to California, Nevada or Oregon
 - ◆ *Solanum tuberosum* true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude

Documenting Passenger Clearance

Document on Customs Declarations and agriculture forms all regulatory action and inspection activities you take. The documenting of action on the Customs Declaration is a record that you have inspected and released a passenger that was specifically referred for agricultural inspection. If you seize contraband, then record the quantity and type of materials seized.

Document baggage inspection on CBP Form AI-277 and PPQ Form 213. CBP Form AI-277 is used to record the number of inspections made, the number of inspections resulting in seizures being made, and type of seizures made. Record the number of inspections on CBP Form AI-277 (or by local method) by tallying the number of inspections. PPQ Form 213 is a record of the total number of inspections and seizures made from each flight as well as information pertaining to the flight, such as flight number, tail number, block time, and the number of passengers and crew. Complete PPQ Form 213 after all passengers and crew are cleared. For instructions on how to complete the forms see [CBP Form AI-277, Agriculture Inspection Baggage Information on page A-1-40](#) and [PPQ Form 213, Airplane Inspection Record on page A-1-68](#). For clearing passengers aboard vessels, complete [CBP Form AI-288, Ship Inspection Report on page A-1-43](#) to document your inspection. See [Table A-1-7](#) for instructions on completing the form.

Agricultural Quarantine Activity Systems

Record your inspection data on the AQAS web site:

<https://mokcs14.aphis.usda.gov/aqas/login.jsp>

DHS Online

Or through the DHS web site:

<https://dhsonline.dhs.gov/portal/jhtml/community.jhtml>

This web site includes databases for:

- ◆ WADS (Work Accomplishment Data System)
- ◆ [PPQ Form 280, Web Based Database on page A-1-75](#)
- ◆ AQIM

Examining and Disposing of Contraband

Examine all fruit, vegetables, and other plant material for plant pests (insects, mites, mollusks, nematodes, and diseases).

Dispose of pulpy or fleshy fruits and vegetables by grinding. Incinerate or sterilize any fibrous, hard, or other plant material which cannot be disposed of by grinding.

The preferred method of disposition of seized animal products is by incineration or sterilization. If incineration and sterilization are unavailable, then it is acceptable to grind and discharge into an approved sewage system. However, disposal into the sewage system is not applicable to materials confiscated from passengers due to BSE risk concerns.

If you intercept a plant pest or disease, complete PPQ Form 309A, using the information recorded with the seizure. Submit the interception to the appropriate identifier (see [Preparing Plant Pest Interceptions on page 7-1-1](#)).

Handling Pet Birds in Baggage

All birds (except birds from Canada), as distinguished from poultry or unaccompanied birds, imported into the United States must be quarantined for 30 days at a USDA bird quarantine facility. The importer is responsible for making the necessary arrangements for quarantine as well as obtaining health certificates in the country of origin. Birds (except for budgies and cockatiels) are also subject to U.S. Department of Interior, Fish and Wildlife Service regulations.

VS has the responsibility for the handling of legally and illegally imported pet birds. You will find the regulations governing the importation of birds in 9CFR 93. Pet birds are also regulated by Fish and Wildlife Service (FWS). This service may require CITES or Wild Bird Conservation Act Export/Import Certificates issued by the country of export.



Except for budgies and cockatiels, **all** parrot-like birds (psittacine birds) are protected by CITES.



Workstations may have established guidelines to coordinate the importation of pet birds beyond those published here.

Pet birds are those imported for the personal pleasure of their owners and are **not** intended for resale. Pet birds are regulated since they can carry the following viral and bacterial diseases of concern:

- ◆ Exotic Newcastle disease (viral)
- ◆ Avian influenza (viral)
- ◆ Psittacosis³ (bacterial)

In general, pet birds imported into the United States must be accompanied by a health certificate and a VS issued Import Permit. U.S. origin birds returning to the U.S. need only a health certificate.

Locations of Bird Quarantine Facilities

Quarantine facilities for birds exist at the following locations:

J.F.K. International Airport, New York
Los Angeles, California
Miami, Florida

Responsibilities

VS is responsible for providing personnel during weekends and holidays. In addition, if a bird is **ineligible** for home quarantine, then VS is responsible for inspecting and transporting the bird to a quarantine facility during normal working hours.

VS port veterinarians are responsible for the following:

- ◆ Picking up a bird within 12-24 hours of notification by CBP
- ◆ Determining whether a bird is eligible for entry into the U.S.
- ◆ Inspecting the bird
- ◆ Completing all necessary paperwork
- ◆ Transporting the bird to a quarantine facility

CBP is responsible for the following:

- ◆ Notifying VS (the Port Veterinarian, a field veterinarian, or the AVIC) of a bird's arrival (refer to Appendix H of the APM for the list of AVICs, VRS and VS staff veterinarians)
- ◆ Safeguarding the bird until the VS veterinarian arrives

3 Psittacosis is an infectious disease of parrots and related birds. This bacterial disease is communicable to humans. In humans, the symptoms of psittacosis include a high fever, severe headache, chills, muscle aches and a cough.

If a VS official is unavailable when a bird is presented for entry, CBP personnel will hold the bird until a VS official arrives and can assume responsibility for the bird.

The owner (or importer) is responsible for the following:

- ◆ Obtaining an import permit if necessary
- ◆ Obtaining a health certificate in the country of origin
- ◆ Paying all user fees and costs associated with importing pet birds
- ◆ Arranging for the quarantine of the bird if necessary

Supplies

- ◆ **Cages or carriers:** VS supplies cages or carriers that can accommodate both small and large birds. CBP is responsible for storing these cages at the port of entry. CBP must inventory the cages and let VS know if more are needed. If a cage or carrier is used, VS is responsible for cleaning and disinfecting the cage or carrier before returning it to the port of entry.
- ◆ **Cartons:** CBP supplies the cardboard cartons used to transport the birds in cages or carriers to a quarantine facility. Cartons must be large enough to accommodate the cages or carriers. CBP must ensure the carton is placed in a room with good ventilation and appropriate temperature. The best way to do this is to get cartons specifically made for shipping live animals. Otherwise, cut a sufficient number of air holes out of the two opposite sides of a solid carton. You can buy suitable cardboard cartons from a commercial rental dealer, self-storage business, or moving company.
- ◆ **Air filters:** VS supplies air filters to CBP. These are designed to prevent the spread of viruses and bacteria. **Never** substitute the VS supplied air filters with other types of filters. Place the air filters over the air holes on the **outside** of the carton. Use a sturdy tape such as duct tape to hold the air filters in place.
- ◆ **Bird feed:** CBP supplies feed. Ports of entry are responsible for maintaining a small amount of assorted varieties of bird feed that is available at most pet and grocery stores. To preserve the feed's quality, store the feed in a freezer.

Procedures

TABLE 4-1-4: Decide Which Procedures to Use for Handling Pet Birds

If the pet bird is:	Then:
Entering the United States	1. CONTACT the VS Port Veterinarian or AVIC ¹ to process and inspect the bird 2. SAFEGUARD the bird until the VS veterinarian arrives
Transiting the United States	GO to Table 4-1-5

¹ A list of AVICs is available in Appendix H of the APM.

TABLE 4-1-5: Action to Take on Pet Birds Transiting the U.S.

If the owner has:	Then:
Provided VS with advance notification of arrival	SAFEGUARD the bird until the VS veterinarian arrives
Not provided VS with advance notification of arrival	1. SAFEGUARD the bird 2. CONTACT local VS office or AVIC ¹

¹ A list of AVICs is available in Appendix H of the APM.

Disinfecting Footwear

Follow these directions to disinfect footwear:

1. Before applying disinfectant, clean excess dirt and manure from boots or shoes using a stiff brush, screwdriver, or other blunt object. Be sure to scrape dirt from crevices in shoes and boots. You may have the passenger clean the footwear.
2. Disinfect boots or shoes using chlorine bleach (sodium hypochlorite) solution or Virkon® S disinfectant.



Removing organic material (dirt, mud, soil, manure) contaminating footwear is critical for the disinfectant to work properly. You must remove all organic material from boots or shoes before using the disinfectant to ensure destruction of disease causing agents.

Mixing Disinfectants

Use the following tables for mixing disinfectants. Refer to [Table 4-1-6](#) to mix a bleach solution, and see [Table 4-1-7](#) to mix a solution of Virkon® S.

TABLE 4-1-6: Instructions for Mixing a 0.1% Solution of Sodium Hypochlorite

If the concentration of available chlorine is:	Then:
5.25% ¹	1. ADD 5 tablespoons (2.5 ounces or 75 ml) of bleach to each gallon of water (or 1 gallon of bleach to 50 gallons of water) 2. MIX thoroughly ²
6% ¹	1. ADD 4 tablespoons and 1 teaspoon (2.33 ounces or 65 ml) of bleach to each gallon of water (or 13 cups of bleach to 50 gallons of water) 2. MIX thoroughly ²

- 1 Determine the percent of available chlorine by checking the container's label. Sodium hypochlorite or "bleach" comes in two concentrations: 5.25 or 6 percent available chlorine.
- 2 Warn passengers that the strength of the solution may bleach out color depending on the type of footwear.

TABLE 4-1-7: Instructions for Mixing a 1.0% Solution of Virkon® S

If you need:	Then:
1 gallon of solution	1. ADD 8 teaspoons (1.3 ounces or 37 grams) of Virkon® S to 1 gallon of water 2. MIX thoroughly ¹
1 quart of solution	1. ADD 2 teaspoons (0.3 ounces or 8.5 grams) of Virkon® S to 1 quart of water 2. MIX thoroughly ¹
1 pint of solution	1. ADD 1 teaspoon (0.15 ounces or 4.3 grams) of Virkon® S to 1 pint of water 2. MIX thoroughly ¹

- 1 Mixed solutions of Virkon® S are stable for 7 days, or until yellow color fades, whichever comes first.

Courtesy of the Port When Inspecting Diplomats

Give courtesy of the port privileges to all persons possessing a diplomatic passport with an A-1 or A-2 Visa or a G-1 or G-2 Visa (UN diplomat).

Always be courteous and tactful when clearing diplomats because a misunderstanding may result in embarrassment to the U.S. Government. At the same time, keep in mind that a pest does **not** respect the status or rank of the person with whom it travels.

Tactfully ask the diplomats if they have any material of an agricultural nature. In the absence of evidence that would suggest otherwise, accept a negative declaration.



Always perform inspections in the presence of the diplomats or the diplomats' representatives. **Never** detain or search diplomats, although you may hold the baggage or shipment if you have a serious reason to believe⁴ they contain regulated items.

If the diplomat declares agricultural items or you have serious reason to believe⁴ the diplomat is carrying regulated items, follow the directions below:

- 1.** If the diplomats tell you they are carrying items of an agricultural nature, ask the diplomats to allow you to examine the agricultural items. If the diplomats agree to allow you to examine the articles, examine them. Release all enterable items. If you find prohibited items, explain the pest risk to the United States that could be caused by the item. Then ask the diplomats to surrender the items to you. If the diplomats refuse to allow you to inspect the agricultural articles or refuse to surrender any prohibited articles, then continue to the next step.
- 2.** Try to tactfully get the diplomats to open their baggage for inspection or to surrender any prohibited articles as follows:
 - A.** Explain the pest risk to the United States that could be caused by the item. Inform the diplomats that such action is in violation of Articles 36 and 37 of the Vienna Convention on Diplomatic Relations, and/or Article 50 of the Vienna Convention for Consular Relations Officers. These Articles state that inspections and seizures are allowed for quarantine purposes regardless of a privileged person's status.
 - B.** If the diplomats comply with your request, then proceed as in 1 above. If the diplomats still refuse to cooperate, record all the details of the incident on PPQ Form 591. Although you cannot assess a civil penalty to diplomats carrying a valid A-1, A-2, G-1 or G-2 visa, you will use this form to document the incident.
 - C.** Inform the diplomats that a full report will be forwarded to the Department of State so that the incident can be handled immediately by the appropriate embassy. Notify your supervisor/Port Director who will then telephone the DFO as soon as possible with a description of the incident and follow up with a copy of the written report filled out on PPQ Form 591.

⁴ The term "serious reason to believe" is used here because it is used in the Vienna Convention on Diplomatic and Consular Relations.

Courtesy of the Port for Boarding Military and State Aircraft

The Courtesy of the Port addresses aircrafts that have been given Diplomatic Overflight and Landing Clearance by the Department of State (DOS), Bureau of Political-Military Affairs, and Office of International Security Operations (PM/ISO). Such aircrafts are known as “state aircraft.”

In general, CBP Agriculture Specialists are instructed not to board the foreign government or foreign military aircraft described above. CBP Agriculture Specialists do not board such aircraft out of respect for international agreements between the United States and many foreign countries regarding the sanctity of state aircraft. Also, international custom and practice dictate that, once clearance is given, foreign military aircrafts are exempt from inspection if there is not a specific agreement to the contrary, or unless the right to inspect is asserted in the terms of the diplomatic clearance.

Various international agreements and international custom and practice therefore oblige the United States to protect the sovereignty of state aircraft. These agreements and practices in turn serve to protect the sovereignty and security of the United States and diplomatic aircraft when our President, Diplomats, and soldiers travel abroad. Additionally, the Department of Defense Foreign Clearance Guide gives clear guidance to aircraft commanders that they are not to allow a foreign government official to board their aircraft unless approved by the ambassador or the head of the applicable Service. Foreign governments often have the same expectation of their aircraft commanders.

Contraband on Board

If, however, a CBP Agriculture Specialist has a strong suspicion that the aircraft is being used to transport contraband, or strong suspicion of non-official use of the aircraft, authority to board may be obtained. For example, if CBP officials have credible information regarding contraband on board an aircraft belonging to a foreign nation, DOS may obtain authorization from the government of that foreign country for CBP to board the aircraft. Boarding with permission of the foreign government does not violate principles of sovereignty. If you believe there is a need to board an aircraft that has been granted Diplomatic Overflight and Landing Clearance by DOS, notify the Director of Field Operations (DFO) from your Port of Entry and the Situation Room through your Port chain of command. Notification allows CBP to coordinate with the DOS and that government’s embassy at appropriate levels. CBP may then facilitate a solution to the situation.

Although CBP Agriculture Specialists are not to board such aircraft, all persons equipments, baggage, and cargo that exit the aircraft are subject to normal inspection procedures in accordance with the law, unless separate regulations, agreements, policies, or arrangements apply. For example, heads of state, diplomats, and diplomatic couriers (and their pouches) that are accredited to the United States by the government of that country, may be entitled to certain exceptions. These are addressed in accordance with Directive 3340-032, Processing Foreign Diplomatic and Consular Officials. Regardless of the status of the person or the aircraft, unless prior arrangement is made with CBP, all agricultural products, cut flowers, meat, and garbage must remain on board while the aircraft is in the United States. Therefore, CBP will not ordinarily board nor inspect foreign state aircraft, military or non-military.

Extenuating Circumstances

If circumstances arise in which boarding and inspection are necessary, contact the Director of Field Operations (DFO) from your Port of Entry and the Situation Room at (202) 344-3910, to file a significant incident report (SIR) through your Port chain of command. To verify the issuance of the Diplomatic Overflight and Landing Clearance, contact CBP Headquarters, or PM/ISO at (202) 647-4855 during normal working hours, or their 24-hour operation center at (202) 647-1512.

Courtesy of the Port to Foreign Officials and Vessels

Courtesy of the Port is a privilege granted by CBP and other Federal Agencies to foreign officials and vessels. Courtesy of the Port for boarding foreign public vessels, and garbage safeguarding guidelines to follow when inspecting foreign public Vessels are listed below.

The Department of State considers foreign, public vessels as all foreign commissioned naval vessels, scientific research vessels, and other vessels operated by a foreign government when used in noncommercial service. Generally, you will receive information in advance including the nationality of the vessel, port(s) to be visited, and the approximate date(s) of the visit.

Permission to Board

Unless you receive permission to board the vessel from the captain or another officer, then do not board the vessel. If boarding permission is granted, exercise good judgment in carrying out your inspection. Arrange to board with CBP Officers is encouraged. Be sure to discuss the protocol to be observed during boarding. Once aboard, make a careful assessment of the plant pest and animal disease risk associated with the stores or elsewhere, and of prohibited or restricted agricultural items. You can assess the risk either by questioning the captain or other officer, or by actual inspection. If actual inspection is warranted, then gain the permission and escort of the captain or another officer. If the captain or officer refuses to cooperate, then immediately contact the Director of Field Operations (DFO) from your Port of Entry and the Situation Room through your Port chain of command. Follow up your initial contact by writing an Officer's Statement of the incident describing the problem encountered.

Handling Garbage

Explain and solicit cooperation for maintaining garbage while the vessel is in port. The U.S. Navy usually makes initial arrangements for garbage removal for foreign, military vessels. If approved garbage disposal facilities are available at your Port, inform the captain or officer that an approved garbage disposal company may remove garbage. Make periodic checks to ensure the garbage is being handled properly. See [Monitoring Garbage on page 3-1-1](#) for specific information on garbage control.

Garbage Violations

If you detect a deliberate and flagrant violation of the garbage handling procedures or other safeguard requirements, then make a full report to the Director, Field Operations and the Situation Room through your Port chain of command. Follow up by writing an Officer's Statement of incident.

Animals Aboard Public Vessels

Live ruminant animals or swine should not be aboard public vessels given Courtesy of the Port. If live animals are aboard, the Director, Field Operations and the Situation Room should be notified through your Port chain of command. The vessel's captain is expected to prevent the removal of other animals (including birds) as well as other restricted or prohibited items.

Handling Passengers That Are in Transit

In-transit passengers are travelers who are immediately passing through the United States on their way to another country. In general, such passengers are low risk for introducing plant pests and animal diseases. However, if there is risk of pest escape, **do not** allow articles to transit. **Except** as provided for in the table that follows, **do not** allow prohibited meat to transit the United States. Use [Table 4-1-8 on page 4-1-19](#) to determine your action.

TABLE 4-1-8: Action to Take with In-transit Passengers' Animal Products and Plants or Plant Pests

If the passenger in-transit has:	And it:	And it is in their:	Then:
◆ Meat ◆ Meat product ◆ Animal product	Is ineligible for entry	Baggage checked through to destination	ALLOW transit
		Carry-on baggage	REFUSE to allow transit
◆ Animal by-product	Is eligible for entry	—————→	ALLOW transit
Plant or plant product	Is prohibited or requires treatment as a condition of entry	Baggage checked through to destination	REFUSE to allow transit
		Carry-on baggage	
Plant pest	Is enterable without treatment	—————→	ALLOW transit
	Has a permit	—————→	REFUSE to allow transit
	Lacks a permit	—————→	

If you can safeguard prohibited plant articles and those requiring treatment, then allow those articles to transit. Safeguards include having the passenger check the article through with the airline or ensuring that the passenger moves straight to a secure holding area, and then checking that holding area to make sure prohibited material is **not** left behind.

5

Agricultural
Clearance

Examining United States Postal Service (USPS) International Mail

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Introduction

The *Examining United States Postal Service (USPS) International Mail* chapter of the MAC gives you the information needed to regulate packages and parcels in international mail facilities. See also “Clearing Mail Importations” of the *Special Procedures* section of your *Animal Product Manual*. All mail from foreign locations and U.S. possessions is subject to inspection. Inspection is necessary to minimize the risk of introducing agricultural pests.

Policy

PPQ policy is to clear all foreign parcels of agricultural interest at the first port of arrival into the United States. U.S. Postal Service (USPS) parcels are cleared at the mail inspection facilities recognized by Customs and Border Protection. The completion of AQI Monitoring (AQIM) activities on foreign mail parcels will provide valuable risk information to help create or revise the mitigation strategies of pest risk in foreign mail packages.

Materials Needed

Depending on local cargo holding procedures, you'll need access to some of the following items to control mail:

- ◆ Alcohol
- ◆ *Animal Product Manual*
- ◆ Bags for safeguarding quarantine material
- ◆ Brushes
- ◆ Can opener
- ◆ Forceps
- ◆ Forms (PPQ Form 287, Mail Interception Notice, and other appropriate forms)
- ◆ Hand lens
- ◆ Insect vials and pill boxes
- ◆ Knife or box cutter
- ◆ Personal safety equipment
- ◆ *Plant Import: Nonpropagative Volume of Manuals*
- ◆ *Nursery Stock Restrictions (List of Regulated Propagative Material)*
- ◆ Probe
- ◆ References, as appropriate
- ◆ Sealing tape
- ◆ Table or inspection area with adequate lighting

Local Variations

Because of the differences in CBP procedures, postal facility procedures, and local practices, the methods of inspecting mail may vary from port to port. Search warrants are mandatory for opening domestic mail.

Maintaining Contact with USPS

Port Directors and Supervisors should maintain close contact with their Postal Service counterparts to keep informed of any changes in mail handling procedures. Make sure that whenever procedures change, control is maintained over mail that is at risk for introducing pests and pathogens.

Determining the Thoroughness of Inspection Required

Take into consideration the season of the year and the likelihood of host plants and pests being sent from the country of origin to assess the thoroughness of your inspection. Decide if the package needs to be x-rayed or inspected. Examine profiled parcels to determine their contents. Use these general guidelines to examine parcels:

1. Examine the written Customs Declaration on the outside of the package. Decide if there are articles inside the package that must be examined.
2. Pick up the parcel and evaluate the weight of the box against the items listed. Consider inspecting the parcel if the contents seem heavier or lighter than they should.
3. Evaluate the destination address. Military bases, local ethnic enclaves, and colleges and universities may have resident foreign nationals who may receive foodstuffs from home.
4. Give priority to inspecting parcels from high-risk countries.
5. Be especially alert when you know of local holidays or holidays in the parcel's country of origin.
6. Use canine teams trained for mail inspection to help select packages for examination if available.



Packages arriving from Canada may contain agricultural items that actually originate from a third country. If in doubt, take the most restrictive action. For example, Canada does not grow citrus.

Checking for Permits

Check for permits (see [Appendix A](#) for examples) as follows:

1. Look on the outside of the package for PPQ Form 508 (green and yellow label), PPQ Form 599 (red and white label), or APHIS Form 2051 (blue and white label). These permit labels allow for onward shipment **without inspection** to the address on the label. These regulated packages often move to an APHIS Plant Inspection Station (APHIS PIS) for handling and inspection. They may carry prohibited plant material, genetically engineered material, or serious pests (live insects) from the country of origin.



Do not open packages with any of these three types of labels. Forward the package to the address on the PPQ or APHIS label. There are significant containment concerns because the risk of dissemination of material is great.

2. If additional addresses appear on the package that are not the same as the USDA address on the permit label, expedite the package, using existing mechanisms, to the nearest APHIS PIS. Do not allow the package to be forwarded to any other address. See [Appendix O](#) for a list of Plant Inspection Stations.



Important

CBPOs can make arrangements with USDA-APHIS-PPQ to open the package and examine its contents at a USDA inspection station. The DFO CBP Agriculture Liaison will assist with making these arrangements.

3. Refer to [Appendix A](#) for further specific information about APHIS permits and handling the various types of permit labels.



Important

APHIS issues permits and shipping labels (PPQ Form 508 - green and yellow label) for Small Lots of Seeds. Because seeds entered under this program do **not** require a phytosanitary certificate, you may forward them directly to the APHIS PIS **without inspection**.

Opening Parcels

Open parcels safely. Follow the steps listed below which incorporate the Occupational Safety and Health Administration (OSHA) guidelines for inspecting parcels to avoid airborne and direct skin contact pathogens:

1. Turn off fans, portable heaters, and other equipment that may create air currents.
2. Look out for suspicious parcels (see [Figure 5-1-1 on page 5-1-5](#)).
3. Do **not** open suspicious parcels (see [Figure 5-1-1 on page 5-1-5](#)).
4. Put on latex gloves or other suitable hand protection before opening parcels.
5. Undo parcels so that skin contact with the contents is minimized.
6. Open parcels so you do **not** disturb or damage the contents.
7. **Never** blow into parcels.
8. Keep hands away from nose and mouth while opening and examining parcels.
9. Remove items of agricultural interest for inspection.

10. Wash hands thoroughly after handling parcels.

Characteristics of Suspicious Parcels

Characteristics of suspicious parcels include the following:

- ◆ Crystals, powder, or powder-like residue on the parcel’s surface
- ◆ Suspicious or threatening language on the outside of the parcel
- ◆ Postmark that **does not** match the return address or there is no return address
- ◆ Excessive postage
- ◆ Restrictive endorsements such as “Personal” or “Confidential”
- ◆ Distorted handwriting, handwritten block-printed, or poorly-typed address
- ◆ Title but no name or an incorrect title
- ◆ Misspelled addressee’s name, title, or location
- ◆ Excessive tape or string
- ◆ Rigid, uneven, irregular, or lopsided parcel
- ◆ Soft spots, bulges, or excessive weight parcel
- ◆ Discoloration or an unusual odor

FIGURE 5-1-1: Characteristics of Suspicious Parcels

Determining the Condition of the Shipment

Determine the action to take based on the condition of the shipment, using [Table 5-1-1](#).

TABLE 5-1-1: Determine Action to Take Based on the Condition of the Shipment

If the condition of the parcel’s contents is:	Then:
Satisfactory	CONTINUE to <i>Determining Admissibility</i>
Unsatisfactory as evidenced by decay or rotting of animal or plant materials ¹	<ol style="list-style-type: none"> 1. REMOVE the questionable material 2. DISPOSE of the questionable material

1 If the condition of the parcel is unsatisfactory due to **other than** plant or animal material, turn it over to USPS for disposition.

Determining Admissibility

Categorize the article. Once you know the category, use one or more of the following documents to determine admissibility:

- ◆ *Animal Product Manual*
- ◆ Code of Federal Regulations (7CFR PARTS 300 to 399 and 9CFR Parts 1 to 199)
- ◆ *Plant Import: Nonpropagative Volume of Manuals*¹
- ◆ *Nursery Stock Restrictions* (List of Regulated Propagative Material)
- ◆ Clearing Flower Bulbs-CBP(http://www.aphis.usda.gov/ppq/manuals/port/pdf_files/ClearingFlowerBulbs-CBP.pdf)

Inspecting the Parcel's Contents

Inspect the contents of the parcel as follows:

- ◆ Look for pests (insects, snails, diseases, etc.)
- ◆ Isolate the pests and prepare them for submission or identification
- ◆ Remove any prohibited packing material or contaminants



If the parcel contains 13 or more items, or the seeds weigh 500 grams or more, forward the contents to the Plant Inspection Station listed on the USDA-APHIS permit. Check the permit and follow directions.

Taking Regulatory Action

Determine the correct regulatory action to take on parcels using [Table 5-1-2](#). If the parcels contain propagative plant material, go to [Inspecting Propagative Plant Material in International Mail on page 5-1-7](#).

¹ *Cut Flowers and Greenery Manual, Fresh Fruits and Vegetables Manual, Miscellaneous and Processed Products Manual, or Unprocessed Seeds Manual*

TABLE 5-1-2: Determine the Correct Regulatory Action on Parcels

If the contents are:	And the remaining contents are:	Then:
Admissible or not regulated	→	<ol style="list-style-type: none"> 1. STAMP 'RELEASE' and enter your badge number 2. RECONDITION the parcel and ALLOW it to proceed 3. CONTINUE to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10
Inadmissible or regulated	Uncontaminated	<ol style="list-style-type: none"> 1. REMOVE the inadmissible material 2. COMPLETE PPQ Form 287, Mail Interception Notice and place in the parcel 3. RECONDITION the parcel and ALLOW it to proceed 4. CONTINUE to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10
	Contaminated	<ol style="list-style-type: none"> 1. STAMP 'REFUSED ENTRY' and enter your badge number 2. RECONDITION the parcel 3. COMPLETE PPQ Form 287, Mail Interception Notice, and place in the parcel 4. RETURN the entire parcel to the sender 5. CONTINUE to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10



Most live plant shipments and seeds require a phytosanitary certificate. Check the Nursery Stock Restrictions Manual for permit status, CITES status, or other special requirements. Most animal products require permits from Veterinary Services. A copy must be presented when required.

Inspecting Propagative Plant Material in International Mail

Propagative materials **except seeds entering under the Small Lots of Seed Program** must be accompanied by a phytosanitary certificate issued by the country of origin. Some examples of propagative materials include seeds for planting, plants in growing media, flower bulbs, green stalks with nodes, and rooted items. Use the following guidelines in [Table 5-1-3](#) for determining which shipments of enterable propagative materials to send to the USDA APHIS Plant Inspection Station on the PPQ Form 508 label. See [Appendix O](#) for a list of Plant Inspection Stations.

TABLE 5-1-3: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station

If the material is:	And is:	Then:
Identified with a green and yellow label (PPQ Form 508)	—————→	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, ³ along with all the accompanying documentation ⁴
Prohibited by Federal Regulation (7CFR300-399)	Accompanied by a departmental or plant pest permit	
	Not accompanied by a departmental or plant pest permit	REFUSE ENTRY
A small lot of seed	Accompanied by a small lots of seed permit ⁵	SAFEGUARD ¹ and SEND ² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ⁴
	Not accompanied by a small lots of seed permit	GO to Table 5-1-4 on page 5-1-9
Neither prohibited nor a small lot of seed	—————→	

- 1 The plant material must be stored in a CBP limited access area.
- 2 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
- 3 If additional addresses appear on the package that are not the same as the USDA address on the permit label, expedite the package, using existing mechanisms, to the nearest USDA plant inspection station. For more information on PPQ Form 508, see [Appendix A](#).
- 4 See [Appendix O](#) for a list of plant inspection stations.
- 5 Small lots of seed in compliance with, and accompanied by, a small lots of seed permit do **not** require a phytosanitary certificate.

TABLE 5-1-4: Determine Which Shipments of Non-prohibited Propagative Materials to Send to a Plant Inspection Station

If origin is:	And is:	And is:	Then:
Canadian	Admissible with a written permit issued by USDA-APHIS ¹	Accompanied by the permit and a phytosanitary certificate or one of the following forms (unless the permit states that a phytosanitary certificate is not required): ◆ CFIA Form 5309 ◆ CFIA Form 5289 ◆ PPQ Form 925	INSPECT and RELEASE
		Not accompanied by the permit and phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	REFUSE ENTRY
	Is admissible without a written USDA-APHIS permit	Accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	INSPECT and RELEASE
		Not accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	REFUSE ENTRY
Other than Canadian	Admissible with a written permit issued by USDA-APHIS ²	Accompanied by the original phytosanitary certificate issued by the country of origin	SAFEGUARD and SEND ³ to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation ⁴
		Not accompanied by the original phytosanitary certificate issued by the country of origin	REFUSE ENTRY
	Admissible without a written permit issued by USDA-APHIS	Accompanied by the original phytosanitary certificate issued by the country of origin	INSPECT and RELEASE
		Not accompanied by the original phytosanitary certificate issued by the country of origin	REFUSE ENTRY

- 1 A shipment from Canada requires a written permit if it contains **any** of the following:
 - Articles that require a Postentry Permit
 - Plants regulated by CITES or ESA
 - Articles that require treatment as a condition of entry
 - Articles (except seeds) of *Malus*, *Pyrus*, *Prunus*, *Cydonia*, *Chaenomeles*, and/or *Rubus*
 - Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
 - Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
 - Articles of *Ribes* destined to Massachusetts, New York, West Virginia, or Wisconsin
 - Articles (except seeds) of *Planera* or *Zelkova* destined to California, Nevada, or Oregon
 - Seeds of *Prunus* destined to Colorado, Michigan, New York, Washington or West Virginia
 - Articles (except seeds) of *Vitis* destined to California, New York, Ohio, Oregon and Washington
 - Articles (except seeds) of *Corylus* from provinces east of Manitoba and destined to Oregon or Washington
 - Articles (except seeds) of *Pinus*
 - Articles (except seeds) of *Ulmus* destined to California, Nevada or Oregon
- 2 A shipment from any country **other than** Canada requires a written permit if it contains **any** of the following:
 - Articles that require a Postentry Permit
 - Plants regulated by CITES or ESA
 - Articles that require treatment as a condition of entry
 - Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants)
 - Seeds of woody plants (trees or shrubs)
 - Bulbs of *Allium sativum*, *Crocasmia*, *Gladiolus* and *Watsonia* from New Zealand
 - Articles of *Cocos nucifera* (coconut)
 - Articles (except seeds) of *Dianthus* spp.
 - Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
 - Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
 - Articles (except seeds) of *Planera* or *Zelkova* from Europe, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
 - Solanum tuberosum* true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude
- 3 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
- 4 See [Appendix O](#) for a list of plant inspection stations.

Documenting Action Taken and Submitting Intercepted Pests

Document the action taken and submit intercepted pests as follows:

- ◆ Submit intercepted pests using PPQ Form 309A, Interception Record. Make sure you record 'Mail' in the "Where Intercepted" block of the form (see [PPQ Form 309A, Pest Interception Record on page A-1-90](#)).
- ◆ Complete your local log if the parcel was released
- ◆ File a copy of the completed [PPQ Form 287, Mail Interception Notice on page A-1-82](#) if articles were removed

Agricultural Quarantine Activity Systems (AQAS)

- ◆ Record your inspection data on the PPQ AQAS web site:

<https://mokcs14.aphis.usda.gov/aqas/login.jsp>

DHS Online

Or through the DHS web site:

<https://dhsonline.dhs.gov/portal/jhtml/community.jhtml>

This web site includes databases for:

- ❖ WADS (Work Accomplishment Data System)
- ❖ *PPQ Form 280, Web Based Database on page A-1-75*
- ❖ AQIM

6

Agricultural
Clearance

Preventing the Spread of Pests and Diseases

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Introduction

This chapter gives directions for preventing the spread of pests or diseases when those pests or diseases are found on or with any conveyance, stores, baggage, mail, or importation, or when contamination with disease agents is possible. When selecting a method to kill pests or to apply safeguards, always choose the least severe method. The most common methods, in ascending order of severity, are as follows:

- ◆ Quarantine
- ◆ Safeguarding (measures such as sealing or stopping the off-loading of cargo)
- ◆ Cleaning and disinfecting
- ◆ Treatment
- ◆ Return to shipping point (interstate movement)
- ◆ Reexport
- ◆ Seizure and destruction



Do not use reexport or seizure and destruction methods to kill pests or apply safeguards unless there is no less severe alternative that will prevent the dissemination of the pest.

Emergency Procedures

Taking Action Based on the Pest at Hand

After a pest is submitted to the USDA APHIS Plant Inspection Station with a PPQ Form 309A, you are notified if the pest is actionable or not. Determine the action to take based on the pest at hand. Go to [Table 6-1-1](#).

TABLE 6-1-1: Determine Action to take Based on Pest at Hand

If the pest is:	Then:
Actionable	SAFEGUARD the shipment; collect the paperwork; prepare an EAN
Nonactionable	Emergency measures are unnecessary

Safeguarding Cargo and Giving the Importer an Opportunity to Voluntarily Treat Cargo Pending Issuance of Emergency Order

When a pest is found in a perishable commodity shipment, it may not be feasible to wait 1-3 days for final pest identification. In this situation, treatment can be authorized prior to final pest identification. Prevent any chance of the pests escaping after the inspection and before the cargo is fumigated. Submit the interception as URGENT.

TABLE 6-1-2: Procedures for Voluntary Treatment of Cargo Pending Issuance of Emergency Action Order

If the importer or the importer's agent:	And the pest's identity is confirmed as:	Then:
Wants to have the cargo treated prior to having the pest's identity confirmed	→	ALLOW the cargo to be treated prior to confirmation and continue to Issuing an Emergency Action Notification on page 6-1-3 ¹
Is willing to wait to have the pest's identity confirmed	Actionable	1. REQUIRE that the cargo be treated 2. CONTINUE to Issuing an Emergency Action Notification on page 6-1-3
	Nonactionable	RELEASE the cargo

1 In block 12 of the Emergency Action Notification, enter the statement "Possible quarantine pest."

Issuing an Emergency Action Notification

Fill out PPQ Form 523, Emergency Action Notification (EAN). See [Table A-1-34](#) on [page A-1-110](#) for instructions on completing this form.

Give the importer 24 hours from the time you issue the order to have the cargo treated. You may shorten the deadline, but only if there is an imminent risk of pest escape or dispersal, or if the shipment is presented at a border and it is more practical to re-export the shipment immediately. If 24 hours presents a hardship, and it is safe to do so, you may extend the deadline another 24 hours. Only a supervisor or chief may grant an extension beyond 48 hours. If the importer does not meet the deadline you set, initiate violation procedures. Prevent further dissemination of the pest by applying appropriate measures.

Issue PPQ Form 523, Emergency Action Notification, to the importer or the importer's agent. Make sure an authorized official prints his/her name, signs the form to acknowledge receipt, and includes his/her position (i.e. warehouse manager, truck driver, ship captain, broker, etc). Hold the original of this form for later revocation. Continue to [Deciding if Commodity Has to Be Treated](#).

Deciding if Commodity Has to Be Treated

Cargo that Has Been Discharged

Treat with an approved treatment all identical commodities from the same shipper that were from the same port and that were on the same carrier (consider as a unit for purposes of inspection and fumigation).

Cargo Remaining in the Ship's Hold

In general, treat all cargo in the ship's hold where the infestation was discovered with an approved treatment. Because of the pest's association with the infested material, there is sufficient reason to believe the pest is present throughout the hold. Your authority to require fumigation of all associated cargo is 7CFR 330.106(d).

Experienced CBP Agriculture Specialists, based on their professional judgment, may make exceptions to fumigating all the cargo in the hold. Factors in allowing such exceptions include the following:

- ◆ Character of the cargo (containerized or bulk)
- ◆ Degree of infestation
- ◆ Location of the infested cargo in the hold
- ◆ Practicability of a thorough inspection

If you are hesitant about deciding what to treat, check with your CBP Agriculture Supervisor. Continue to [Preventing Damage to Commodities Being Treated](#).

Preventing Damage to Commodities Being Treated



Identifiers/PIS will prescribe a treatment that will do the least damage to the commodity and still kill the pest. When treating a cargo hold, allow the removal of articles that maybe harmed by the pesticide (fumigant). Before allowing the removal of any article, ensure that the following conditions are met.

Articles that may be harmed by the pesticide (fumigant) may be removed only if the following conditions are met:

- ◆ The article must **not** be infested or show signs of contamination
- ◆ The article's removal must **not** contribute to the spread of the pest
- ◆ The owner or the owner's agent must be willing to remove the articles immediately
- ◆ The owner or the owner's agent must agree to follow directions from the CBP Agriculture Specialist or USDA-APHIS-PPQ Officer



Foam rubber and possibly other parts of an automobile may be harmed by methyl bromide. If all the bulleted conditions described immediately above are met, the officer may allow the removal of the automobile from the hold that is being fumigated.

Revoking the Emergency Action Notification After Cargo Is Treated

Transfer the cargo that requires treatment to PPQ to supervise the treatment. A CBP Form AI-523A (Chain of Custody) must be used to transfer the shipment. The agency taking final action on the shipment is responsible for closing the EAN. If a shipment has been transferred to PPQ for treatment, a CBP Agriculture Specialist may not close that EAN unless instructed to do so by a CBP AI manager. If an EAN remains open questions regarding the status should be directed up the chain of command to a PPQ manager.

Remedial Measures Policy and Procedures

See [PPQ Form 301-R, Remedial Measures Billing \(Statement of Services\)](#) on page A-1-87 for further information.

Cleaning and Disinfecting

Articles That Require Cleaning and Disinfection

If any article or surface is contaminated with animal material, then the article or surface **must** be cleaned and disinfected. If you encounter an importation of prohibited or restricted animal products, and the packaging or containers holding those products have leaked—then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products **must** be cleaned and disinfected before they are reused.



Spills of regulated garbage where food is prepared or handled should be cleaned and sanitized by the caterer using the caterer's product. The disinfectant used by the caterer should be approved by the Environmental Protection Agency for use around food or on food contact surfaces.



CBP is responsible for safeguarding aircraft contaminated with animal waste such as manure and straw. Notify APHIS Veterinary Services (VS) of the aircraft arrival. VS or their designated representative is responsible for the cleaning and disinfection of these aircraft in accordance with 9 CFR 95.26. Please contact the local Area Veterinarian In Charge as listed in Appendix H of the Animal Products Manual (APM).

Materials for Disinfectant Kit

Collect the following materials for a ready-to-use disinfectant kit:

- ◆ Gallon plastic container filled with water
- ◆ Insulated box, such as an ice chest, for holding the equipment used to disinfect; label the box "Disinfectant Kit" and type and affix directions for its use inside the lid
- ◆ Leakproof, double plastic bags to hold collected material
- ◆ Material Safety Data Sheets (MSDS) for Virkon® S, sodium hypochlorite, and sodium carbonate
- ◆ Pint spray bottle
- ◆ Roll of paper towels
- ◆ Scrub brush and a scraping tool
- ◆ Whisk broom and dust pan

Protective Clothing and Safety Materials

Assemble the following protective clothing and safety materials for use while disinfecting:

- ◆ Disposable, plastic shoe covers
- ◆ Pair of rubber gloves or disposable, plastic gloves
- ◆ Coveralls (if you are using a solution of 3% sodium hypochlorite)
- ◆ Rubber apron (if you are using Virkon® S)

Instructions for Cleaning and Disinfecting

Follow the steps listed below for cleaning and disinfecting.

Step 1

Classify the article, using [Table 6-1-3](#) on [page 6-1-6](#).

TABLE 6-1-3: Classify the Article

If the article is:	Then:
Empty semen container	Disinfect with a solution of water that contains 4 percent sodium carbonate with 0.1 percent sodium silicate (see Table 6-1-4 on page 6-1-7)
Aircraft	GO to Cleaning and Disinfecting on page 3-2-5 in the Clearing Aircraft section of Examining Carriers
Footwear	GO to Disinfecting Footwear on page 4-1-13 in the chapter Clearing Passengers, Crew, and Baggage
Other than empty semen container, aircraft, or footwear ¹	Disinfect with a solution of water that contains sodium hypochlorite or Virkon® S (see Table 6-1-4 on page 6-1-7)

¹ For example, storage area, farm machinery, pallet, fork lift, pier, stall, or railroad car.

Step 2

Use [Table 6-1-4](#) on [page 6-1-7](#) for formulas and instructions for mixing disinfectants.

Preparing the Disinfectant

Mix the disinfectant using [Table 6-1-4](#) for formulas and instructions. Prepare fresh batches of disinfectant as practicable.




Never use the disinfectants listed in [Table 6-1-4](#) around food or in areas where food is handled or prepared. When disinfecting such areas, allow the use of a sanitizer that is normally used around foods. The sanitizer must be one approved by the EPA.

TABLE 6-1-4: Formulas and Instructions for Mixing Disinfectants

If you need a solution of:	Then:
4 percent sodium carbonate (common name: soda ash)	<div data-bbox="716 390 820 457" style="border: 1px solid black; padding: 2px; display: inline-block;">NOTICE</div> <div data-bbox="846 373 1458 474" style="background-color: #e0f2f1; padding: 5px; margin-left: 10px;">This solution is only mildly caustic but can dull painted and varnished surfaces.</div> <ol style="list-style-type: none"> 1. ADD 5.33 ounces of the sodium carbonate to each gallon of water (or 1 pound to 3 gallons of water or 15 pounds to 45 gallons of water) 2. MIX thoroughly
4 percent sodium carbonate with 0.1 percent sodium silicate	<ol style="list-style-type: none"> 1. ADD 5.33 ounces of the sodium carbonate to each gallon of water 2. ADD 4 mL of sodium silicate solution to each gallon of water 3. MIX thoroughly
1 percent Virkon®S	<div data-bbox="690 774 794 846" style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <div data-bbox="829 760 1458 999" style="background-color: #e0f2f1; padding: 5px; margin-left: 10px;">Powder is corrosive. Causes skin burns and irreversible eye damage. Harmful if swallowed, absorbed through skin, or inhaled. Do not get in eyes, on skin, or on clothing. Wear protective clothing and rubber gloves. Avoid breathing dust. Wear goggles, face shield, or safety glasses. Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse. Corrosive statement refers to powder only, not solution.</div> <p>When mixing powder:</p> <ol style="list-style-type: none"> 1. PUT on rubber gloves, rubber apron, mask (N95 or better) and face shield 2. ADD 1.3 ounces or 8 teaspoons or 37 grams of Virkon®S concentrate to 1 gallon of water 3. STIR gently; do not stir vigorously (the solution should be yellow in color and will have a slight citrus odor) 4. RESEAL the container holding the Virkon®S powder 5. POUR the Virkon®S solution (using a plastic funnel) into a 1, 2.5, or 5 gallon plastic container 6. CLOSE the container tightly. 7. DISPOSE of solution after 7 days or when yellow color fades, whichever comes first 8. WASH hands and any other areas where the solution may have come in contact with the skin 9. CLEAN the mixing area <div data-bbox="716 1650 820 1717" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">NOTICE</div> <div data-bbox="846 1640 1458 1732" style="background-color: #e0f2f1; padding: 5px; margin-left: 10px; margin-top: 10px;">Do not soak metal objects in Virkon®S for long periods; 10 minutes is the maximum necessary contact time. One gallon of solution is sufficient to treat 135 ft².</div>



TABLE 6-1-4: Formulas and Instructions for Mixing Disinfectants (continued)

If you need a solution of:	Then:
Sodium hypochlorite (household bleach)	<div data-bbox="662 386 769 457"></div> <div data-bbox="805 373 1409 491">This solution will discolor clothing. Therefore, as a precaution, dry the disinfected item or put it in a plastic bag. Wear gloves, eye protection, and an apron when applying bleach.</div> <p data-bbox="646 516 831 541">GO to Table 6-1-5</p>



Formulas and instructions for mixing sodium hypochlorite are for practical use. Calculations are approximate.

TABLE 6-1-5: Formulas and Instructions for Mixing Sodium Hypochlorite

If you need a:	And the concentration of available chlorine¹ is:	Then:
0.1 percent solution of the disinfectant ²	5.25%	<ol style="list-style-type: none"> 1. ADD 5 tablespoons (2.5 ounces) of bleach to 1 gallon of water (or 1 gallon of bleach to 50 gallons of water) 2. MIX thoroughly
	6%	<ol style="list-style-type: none"> 1. ADD 4 tablespoons and 1 teaspoon (2.3 ounces or 65 ml) of bleach to 1 gallon of water (or 13 cups of bleach to 50 gallons of water) 2. MIX thoroughly
1.0 percent solution of the disinfectant ³	5.25%	<ol style="list-style-type: none"> 1. ADD 4 cups (32 ounces) of bleach to 1 gallon of water 2. MIX thoroughly
	6%	<ol style="list-style-type: none"> 1. ADD 3.2 cups (26 ounces) of bleach to 1 gallon of water 2. MIX thoroughly
3.0 percent solution of the disinfectant ⁴	5.25%	<div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> Use personal protective equipment (PPE), i.e. gloves and goggles when applying at this concentration. </div> </div> <ol style="list-style-type: none"> 1. ADD 1.3 gallons (170 ounces) of bleach to 1 gallon of water (or 4 parts bleach to 3 parts water) 2. MIX thoroughly
	6%	<div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> Use personal protective equipment (PPE), i.e. gloves and goggles when applying at this concentration. </div> </div> <ol style="list-style-type: none"> 1. ADD 1 gallon of bleach to 1 gallon of water 2. MIX thoroughly

- 1 Determine the percent of available chlorine by checking the container's label. Sodium hypochlorite or "bleach" comes in two concentrations: 5.25 or 6 percent available chlorine.
- 2 This is the strength to use in baggage or passenger areas.
- 3 This is the strength necessary for **moderately** contaminated areas.
- 4 This is the strength necessary for **heavily** contaminated areas.

Removing Excess Contaminant

Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof, double plastic bag for incineration later. Free surfaces from dirt and grease if applicable.

Scrubbing Contaminated Area

Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.



If the area is **not** effectively scrubbed first, then any viruses protected by the organic material remain untouched and the disinfectant is **not** effective.

Flushing Scrubbed Surfaces

Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce its activity.

Applying Disinfectant

If using a premixed solution of disinfectant, agitate it thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant.

Incinerating Refuse

Incinerate all refuse that was swept up or scraped off.

7

Agricultural
Clearance

Preparing Plant Pest Interceptions

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Introduction

Plant pest interceptions from imported commodities provide documented evidence of the value of plant quarantine activities. Historical records of interceptions are the best evidence of how pests enter the United States. Interception records provide a basis for decision making in Plant Protection and Quarantine (PPQ). The interception records are used in conducting pest risk assessment and in determining the personnel and equipment needs at ports of entry. Pest interception information is available to field managers and identifiers through accessing the Port Information Network (PIN) and the PIN 309 database.

Preparing Specimens for Identification

Use the following procedures for preparing specimens for identification. Treat or safeguard all host material to eliminate pest risk. Rearing intercepted specimens is **prohibited** without the proper authority. **Never** attempt to rear plant pests without authorization from Permits, Registrations, and Imports (PRI) in Riverdale, Maryland.

For guidance in preserving insects, refer to any of the following publications:

- ◆ USDA Miscellaneous Publication No. 1443, *Insects and Mites: Techniques for Collection and Preservation*, edited by G. C. Stayskel, W. L. Murphy, and E. M. Hoover, 1986
- ◆ *An Introduction to the Study of Insects*, Borror, Triplehorn, and Johnson, Sixth edition or any of the previous editions

Arthropods

Use [Table 7-1-1](#) to determine how to preserve your arthropod specimen.

TABLE 7-1-1: Determine How to Preserve Arthropod Specimens

If the taxon of the specimen is:	Then:
<ul style="list-style-type: none"> ◆ Acarina ◆ Coleoptera ◆ Dermaptera ◆ Diptera ◆ Heteroptera ◆ Homoptera¹ ◆ Hymenoptera ◆ Isoptera ◆ Lepidoptera (immatures) ◆ Orthoptera (immatures) ◆ Thysanoptera (adults)² 	PRESERVE specimens in alcohol (see Preserving Arthropod Specimens in Alcohol on page 7-1-3)
Homoptera on host material (scale insects and immature psyllids) Lepidoptera (adults) Orthoptera (adults)	PRESERVE specimens by dry mounting (see Preserving Arthropod Specimens by Dry Mounting on page 7-1-3)

- 1 **Except** whiteflies, scales, and immature psyllids on host material.
- 2 Add a few drops of vinegar (acetic acid) to the alcohol in vial.

Preserving Arthropod Specimens in Alcohol

If, after referring to [Table 7-1-1](#), you have determined that alcohol is the proper method of preservation, then preserve the specimens using an appropriately sized shoulder-type vial or container with a screw-cap lid as follows:

1. For adult specimens, kill by placing them in 70 percent alcohol, as follows:
 - A. Select shoulder-type screw-cap vials over shell vials because they are stronger and provide better protection for the specimens.
 - B. Fill vials three-quarters full with alcohol and make sure the stoppers fit securely.
 - C. Bleed air pressure when necessary.
 - D. For delicate specimens, place wadded paper within the vials to minimize specimen movement.
2. For larvae specimens, kill larvae by doing the following:
 - A. Place the larvae in water.
 - B. Slowly bring the water to boiling point.
 - C. Allow the specimen to cool down.
 - D. Place the specimen in a vial with alcohol.
 - E. Select shoulder-type screw-cap vials over shell vials because they are stronger and provide better protection for the specimens.
 - F. Fill vials three-quarters full with alcohol and make sure the stoppers fit securely.
 - G. Bleed air pressure when necessary.
 - H. For delicate specimens, place wadded paper within the vials to minimize specimen movement.

Preserving Arthropod Specimens by Dry Mounting

Preserve arthropod specimens by dry-mounting using the following steps:

1. Make sure all specimens are dead. If the specimen is **not** dead, you may use one of the following killing agents:
 - ❖ Ethyl acetate
 - ❖ Trichloroethylene



Use killing agents with care and follow the label directions.

Also, you may seek instructions from the Area Identifier for alternative killing measures.

2. Label all killing bottles containing the killing agents above with “**POISON.**”
3. Pin dead adult specimens of Lepidoptera and Orthoptera before shipping, as follows:
 - A. Spread and pin adult Lepidoptera and Orthoptera on styrofoam pinning blocks.
 - B. Pin the styrofoam blocks to the bottom of the pinning box.
 - C. Use small pinning boxes and place these, snugly padded, inside a shipping box.
 - D. Seek instructions from your Area Identifier for additional information.
4. Partially dry host material with insects (for example, scale insects and whiteflies) before placing in the container.
5. Unless the host material is thoroughly dry, pack to permit drying after closure of container without damaging specimens (see [Host or Other Plant Material, Including Noxious Weeds](#) on page 7-1-4). Cut as thin a slice as possible of the fruit or vegetable peel.

Honey Bees



If interception is made during an Africanized Honey Bee Survey, then see [Special Instructions for Honey Bee Specimens](#) on page 7-1-11.

For honey bee specimen identification, do the following:

1. Place at least 10 intact adult bees in 70 percent alcohol.
2. Place about 100 adult bees in 70 percent alcohol for mite examination.
3. Package a sample of honeycomb, if available, carefully so that it is **not** crushed.

Host or Other Plant Material, Including Noxious Weeds

For identification of host or other plant material (including noxious weeds) include as many plant parts as possible with your specimen (for example, fruit, flowers, leaves, buds, stems, roots, bark, wood, or spines). Prepare the specimen as follows:

1. Press and dry all specimens using standard herbarium techniques, if possible.
2. Send pressed and dried plants in newspaper sheets bound between corrugated cardboard.

Preserving Soft Fruits for Identification

3. Place dry seeds in vials or resealable plastic bags. **Never** place seeds in alcohol. If you use vials, tighten vial caps so they don't come off during shipment.

If sending soft fruits for identification, preserve at least one specimen dry and place one to two specimens in alcohol for 48 hours. Drain the alcohol from the jars and pack the fruit firmly in a jar to prevent shifting during mailing.

Complete and submit *PPQ Form 309A, Pest Interception Record* on page A-1-90, for each pest intercepted or host that you want identified. Give each interception a unique number. Also, give an interception number to host material you're sending in for identification. If the host material is associated with a pest, assign numbers to the host and intercepted pest so that either may be cross-referenced.

When completing the PPQ Form 309A, fill in the country of origin as accurately as possible. When completing *Block 2* (pest block) of PPQ Form 309A, enter **one** of the following:

- ◆ Noxious weed
- ◆ Host identification
- ◆ Plant identification
- ◆ Seed identification

On a separate sheet of paper, list the following information when submitting host or other plant material, including noxious weeds:

- ◆ All common names
- ◆ Uses of plant or plant parts (for example, medicinal, tea, spice)
- ◆ Any information which could give clues for identification

Do not type this information on the bottom of the PPQ Form 309A. List it on a separate sheet of paper. Using a paper clip, attach the sheet of paper to the PPQ Form 309A.

If the interception is **not** an URGENT, hold it until the host is identified.

Mollusks

Routine Interceptions of Terrestrial Snails and Slugs Except for Giant African Snails (*Achatina* and *Archachatina* spp.), and Tropical Slugs (*Veronicellidae*)

Use the following procedures for routine interceptions of terrestrial snails and slugs, **except** giant African snails, aquatic snails, and tropical slugs:

1. Place the mollusk in a vial or specimen bottle of water.
2. Hold the vial or specimen bottle under water and seal, making sure that no air bubbles remain inside the container.
3. Put the container containing the specimen in a cool place until the mollusk has relaxed (has died and is fully extended). This relaxation will take between 12 and 24 hours.
4. Transfer the relaxed mollusk to 70% ethanol.
5. Submit the specimen for identification.

Routine Interceptions of Giant African Snails (*Achatina* and *Archachatina* spp.), Aquatic Snails, and Tropical Slugs (*Veronicellidae*)



Because of snail-borne parasitic diseases, wash your hands in hot soapy water or rinse them in a standard disinfectant after handling these mollusks.

Use the following procedures for routine interceptions of Giant African Snails (*Achatina*) and (*Archachantina* spp), Aquatic Snails, and Tropical Slugs (*Veronicellidae*):

1. Place the mollusk directly in a vial or specimen bottle with 70% ethanol.
2. Submit the specimen for identification as follows:

URGENT Interceptions of Terrestrial Snails Except for Giant African Snails (*Achatina* and *Archachatina* spp.), Aquatic Snails, and Slugs Except for Tropical Slugs (*Veronicellidae*)

- A. When shipping Monday through Thursday:
 - i. Place the mollusk in a vial or specimen bottle of water.
 - ii. Hold the vial or specimen bottle under water and seal, making sure that no air bubbles remain inside the container.
 - iii. **Overnight** the urgent interception for identification (the snail will have drowned in transit, hence, there is no pest risk).

B. When shipping Friday through Sunday:

- i. Place the mollusk directly in a vial or specimen bottle 70% ethanol. If there is time (12-24 hours), relax the specimen in water as described for routine interceptions. (Place the mollusk in a vial or specimen bottle and hold the vial or bottle under water and seal, making sure that no air bubbles remain inside the container. Put the vial or bottle containing the specimen in a cool place until the mollusk has relaxed—has died and is fully extended.)
- ii. **Overnight** the urgent interception for identification.

URGENT Interceptions of Giant African Snails (*Achatina* and *Archachatina* spp.), Aquatic Snails, and Tropical Slugs (*Veronicellidae*)



Because of snail-borne parasitic diseases, wash your hands in hot soapy water or rinse them in a standard disinfectant after handling these mollusks.

Prepare the URGENT interception for shipment as follows:

3. Place the mollusk directly in a vial or specimen bottle 70% ethanol.
4. **Overnight** the URGENT interception for identification.

Nematodes

Prepare nematodes for specimen identification as follows:

1. Place material in a plastic bag to prevent the host material from drying if you are forwarding nematode-infested host material.
2. Separate nematodes from infested material and place in a vial of water. Slowly apply heat until the nematodes stop moving. **Do not** overheat.
3. Prepare either one of the fixatives in [Table 7-1-2](#).

TABLE 7-1-2: Determine Fixative Formula for Nematodes

If using fixative:	Then mix together:
3 percent formaldehyde	<ul style="list-style-type: none"> ◆ 1 part commercial Formalin ◆ 12 parts water
TAF	<ul style="list-style-type: none"> ◆ 7 ml Formalin ◆ 2 ml Triethanolomine ◆ 91 ml water

4. Add to the vial containing the specimens a volume of double-strength fixative equal to the volume of water in the vial.

5. Place cysts of *Globodera* spp., mature females of *Meloidogyne* spp., and other non worm-like nematodes directly into single-strength fixative without heating.

Plant Diseases

Selecting Material for Plant Disease Identification

Because diseases have complex life cycles, and specimens of different stages of the disease life cycle are helpful in making identifications, select material showing as many stages of disease life cycle as possible. Early stages of the disease may show important diagnostic signs and symptoms, while older material may have the perfect stage of a fungus. Send an ample amount of diseased material.

Since some diseases may be identified by symptoms, when possible, ship disease specimens in a natural state to the Area Identifier. Symptoms may be modified or destroyed if the host material becomes dried, molded, shriveled, or decayed. When cutting the diseased portions of fruits and vegetables, include a generous margin of healthy tissue. Cut as thin a slice as possible of the fruit or vegetable peel. If the material is soft or pulpy, then partially dry the material and pack between sheets of stiff, absorbent paper to keep the diseased area flat. **Do not** fold leaf specimens. Partially dry succulent leaves before shipping.

Preparing and Preserving Plant Disease Material

Prepare specimens of plant disease material for identification as listed below.

1. Large Specimens

Prepare large specimens of plant disease material for identification as follows:

- A. Pack large specimens to prevent movement in the shipping container.
- B. Place crumpled newspaper around the specimens to prevent movement.

2. Multiple Determinations

When more than one disease is evident, circle the diseased area with India ink or in a way to indicate the diseased area.

3. Soil

Most ports are equipped to sample soil interceptions for nematodes. When it is necessary to ship soil to another office, do as follows:

- A. Place a representative sample of 500 g or less (approximately 1 pound) in a metal can or other suitable container.
- B. **Do not** sift the sample.
- C. Remove rocks, pebbles, and large pieces of debris by hand.
- D. Seal the container lid with nylon reinforced (filament) tape to prevent leakage.
- E. Wrap the entire container in heavy wrapping paper.

Classifying and Routing Interceptions for Identification

Routine Interceptions

Classify an interception as “Routine” when neither foreign cargo nor conveyances are being held and when a quick identification is **not** necessary. You may hold “Routine” interceptions until you have a grouping—a schedule worked out in your work unit (for example, once a week when you have accumulated 10).

Work units are to send “Routine” interceptions to the appropriate PPQ Area Identifier by regular mail (see [List of PPQ Identifiers and Co-Lateral National Specialists in Appendix G](#)). If necessary, the PPQ Area Identifier will then forward the interceptions to a PPQ National Specialist (see [List of PPQ National Specialists for Routine and Prompt Interceptions in Appendix G](#)).

Prompt Interceptions

Classify an interception as “Prompt” when a quick identification is required and no foreign cargo or conveyances are being held. Send “Prompt” interceptions **immediately** by regular mail to the appropriate Area Identifier. No telephone identification results are required for Prompt interceptions. Type “Prompt” on PPQ Form 309.

Work units are to send “Prompt” interceptions to the appropriate PPQ Area Identifier by regular mail (see [List of PPQ Identifiers and Co-Lateral National Specialists in Appendix G](#)). If necessary, the PPQ Area Identifier will then forward the interceptions to a PPQ National Specialist (see [List of PPQ National Specialists for Routine and Prompt Interceptions in Appendix G](#)).

URGENT Interceptions

Classify interceptions as URGENT when quarantine actions depend on host or pest identification or when immediate identification is required for a domestic collection. Your PPQ Area Identifier will determine whether you are to send the URGENT interception to him or her, or directly to the PPQ National Specialist. The decision to send the interception to the PPQ Area Identifier or PPQ National Specialist can be either on a case-by-case basis or by a prior agreement.

When mailing URGENT interceptions, take the following steps:

1. Package the interception as described in [Sending Specimens for Identification](#) on [page 7-1-10](#).
2. Type URGENT on the mailing label and on PPQ Form 309.
3. Put a 2-inch band of yellow and black striped tape around both ends of the mailing container.
4. Mail by a designated **overnight** delivery service.

See [Table G-1-1](#) on [page-G-1-2](#) for the addresses of PPQ Area Identifiers and [Table G-1-4](#) on [page-G-1-15](#) and [Table G-1-5](#) on [page-G-1-17](#) for the addresses of PPQ National Specialists.

Sending Specimens for Identification

Records

Use [PPQ Form 309A, Pest Interception Record](#) on [page A-1-90](#) for forwarding interceptions made in predeparture items and imported items. For instructions on completing PPQ Form 309A, see [Figure A-1-36](#) on [page A-1-92](#) and [Figure A-1-37](#) on [page A-1-93](#).

PPQ employees use PPQ Form 391, Specimens for Determination, for domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification). For more information on PPQ Form 391, contact a PPQ area identifier (see [Appendix G](#)).

Packaging the Specimens

Package specimens in vials as follows:

1. Write or type the interception number on a standard interception envelope.
2. Twist the vial cap until it is secure and place the vial in the envelope.
3. Complete the proper form and paper clip the unfolded form to the outside of each envelope.

Packaging Specimens in Vials

4. Put the envelope and form in either a mailing tube or a box (2" x 4" x 8" cardboard box). **Do not** use padded envelopes because the contents are frequently crushed in transit.
5. Put packing material around the vial so that it will **not** break during shipping. If a live specimen is requested, use a container within a container.
6. Wrap the container securely using reinforced tape.

Packaging Moist Materials

Since moist materials tend to cause the standard interception envelope to stay open, you may use either a paper bag or newspaper instead of the standard envelope, as follows:

1. Write or type the interception number on a paper bag or, if using newspaper, on a separate sheet of paper and then tape to the newspaper.
2. Complete the proper form and paper clip the unfolded form to either the paper bag or the newspaper.
3. Place the paper bag or paper containing the specimen in a mailing tube or box.
4. Wrap the container securely using reinforced tape.

Special Instructions for Pest Interceptions on Irradiated Commodities

If you find pests or diseases inside an irradiated box or carton or associated with irradiated fruits or vegetables, forward a photocopy of both the PPQ Form 203 (Foreign Site Certificate of Inspection and/or Treatment) and the phytosanitary certificate with the PPQ Form 309 or 309A record to the identifier.

Special Instructions for Honey Bee Specimens

Bees taken in the Africanized Honey Bee (AHB) Domestic Survey should be tested using the Fast Africanized Bee Identification System (FABIS). Contact either your Area Identifier or National Identification Services (301-734-8758) for the nearest testing facility. If the FABIS test results indicate European bees, then no additional identification is needed.

If any of the following circumstances exist, then send the bees by **overnight** delivery to the Bee Research Laboratory ([Table G-1-4](#)):

- ◆ Swarms of bees are intercepted on carriers, cargo, or found moving in foreign commerce at U.S. Ports of Entry
- ◆ Swarms of bees are involved in severe stinging incidents
- ◆ Samples test as possible Africanized (average wing length is 9.0 mm or less) by the FABIS screening technique. Send slide-mounted wings and additional bees if possible

Send the following to the laboratory:

- ◆ 10 (minimum) intact adults bees
- ◆ 100 adult bees for mite examination
- ◆ Sample of honeycomb, if available (package to prevent crushing)
- ◆ Note regarding presence or absence of queen or drones in swarm (specimens are **not** necessary)

Contact Mona Chambers at the following address whenever you send bees as URGENT.

Carl Hayden Bee Research Center
200 East Allen Road
Tucson, AZ 85719
520-670-6380 Ext. 105

8

Agricultural
Clearance

Violations

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Introduction

This chapter includes information on assessing civil penalties. See [Appendix A](#) for instructions on completing forms pertaining to violations.

Cargo Violations

When regulated cargo which was held is moved without the proper treatment or inspection and CBP release, PPQ regulations (7 CFR 330.105) have been violated by the individual or party responsible for the movement. The violator (whomever moved the cargo) has moved cargo which has **not** met the requirements of a PPQ regulation. Document cargo violations by completing PPQ Form 518, Report of Violation, and research the incident. Make sure you include the Specialist's statement with all the facts of the violation. See [PPQ Form 518, Report of Violation on page A-1-97](#) and [Sample of CBP Agriculture Specialist's Statement on page C-1-5](#).

Document evidence of any **previous** violations. Immediately after detecting the violation, eliminate the pest risk. You may have to call the CBP office at destination, State regulatory official, agents, shippers, and Headquarters PPQ and VRS as necessary to take action to eliminate the pest risk.

Tell the person or party the nature of the violation. If requested, give the person a copy of the regulation(s) and make note of when the regulation(s) was given to that person.

You can also require that cargo be returned to the port of arrival if doing so does not increase the risk of pest escape. The importer is then required to return the cargo to the first port of arrival. If you need to subpoena documents, see [Subpoenas Under the Plant Protection Act on page N-1-1](#).



APHIS Form 7060, Official Warning, is not issued at the port level. IES will issue APHIS Form 7060 if appropriate.

Collecting Evidence to Assemble a Case File

The purpose of collecting evidence is to substantiate that a violation took place. OGC will decide whether or not to prosecute a violation based upon the results of the investigation and how well you prepared the case file. Only a sound investigation and well prepared case file will result in a successful prosecution.

Once you apply safeguards, investigate and report the violation. Reporting consists of completing and mailing [PPQ Form 518, Report of Violation on page A-1-97](#) (see [Table A-1-28 on page A-1-98](#) for instructions on completing this form.

Conduct your investigation in a fair and impartial manner making every effort to obtain a complete, factual record. Do not prejudge a case or discuss any phase of the investigation with unauthorized persons (non-APHIS/CBP personnel). If you are unsure of whom you may speak with, contact your supervisor.

If you need advice or assistance with a complex or difficult investigation, or have questions about violations, you may contact your Investigative and Enforcement Services (IES) investigator. IES investigators are available to investigate violations that require additional inquiry, documentation, and case preparation. For a list of IES contacts, see [Appendix L](#).

Try to get a written statement from any person who has knowledge of the violation. Statements may be handwritten or use the sample format in [Appendix C](#). Ask witnesses to be specific in writing their statement, specifying all known facts, dates, names, titles, amounts, and descriptions. Ask the witness to sign and date the statement as soon as it is completed. If a witness refuses to sign the statement, make note of the refusal on the statement.

Collect evidence to corroborate the violation. If germane to your case, take photographs or video tapes. Photographs or videos make forceful evidence. If the incident represents a garbage violation, then if appropriate, collect samples from the garbage container, a General Declaration, compliance agreement, warning letters, or statements from employees at the catering firm. If the incident represents a cargo violation, then collect evidence that shows how the article(s) entered the United States and was held, where the article was grown or the animal slaughtered, the carrier who moved the cargo, the owner of the cargo and its quantity, and what the article's destination is. More specifically, collect copies of air waybills, CBP entry papers, invoices, packing lists, and manifest entries. Also collect permits, phytosanitary certificates, photographs, and if appropriate, other physical evidence.

Give each piece of evidence an exhibit number. List the exhibits on a separate piece of paper with the heading "List of Exhibits."

EXAMPLE

List of Exhibits

- Exhibit 1—Agriculture Specialist's Statement
- Exhibit 2—Witness' Statement of Customs Inspector Carlos Colon
- Exhibit 3—Copy of the General Declaration
- Exhibit 4—Any additional documentation with the foreign carrier's logo

Violations:

Seizure of Agricultural Merchandise

Label and assemble your evidence in the following order:

1. Statement from the Agriculture Specialist initiating the action and from any contributive officer, violator’s statement, and witness’ statement.
2. Other documentary evidence related to the **current** violation such as the compliance agreement, air waybill, General Declaration, [PPQ Form 309A, Pest Interception Record on page A-1-90](#) and dates and methods of notifying the violator of APHIS regulations.
3. Physical evidence such as a piece from an empty carton that is labeled, napkins with the airline logo, and photographs. When submitting photographs, write the date, description, and photographer’s name on the back of the photograph or on a piece of paper onto which the photograph is mounted. If the physical evidence presents a risk, then submit it so as to prevent leakage or disease dissemination—put it in tightly closed plastic bags.
4. Documentary evidence of any **previous** violations.

After you complete [PPQ Form 518, Report of Violation on page A-1-97](#), the Port Director writes a warning letter (see [Sample Letters and Statements on page C-1-1](#) for directions).

Submit the case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684, requesting an investigation.

Seizure of Agricultural Merchandise

See *Seizure of Agricultural Importations* on CBP.net.

Assessing Civil Penalties for Breaking Seals

Assess a civil penalty whenever seals are broken without the authorization of CBP. Use [CBP Form AI-592, Notice of Violation on page A-1-56](#) to document such a violation. If possible, collect the broken seal as evidence and submit it with your report of violation.

Refer to [Table 8-1-1](#) to determine whether to assess a spot settlement.

TABLE 8-1-1: Determine if You Should Assess a Spot Settlement for Breaking Seals

If the violation is the:	Then:
First	Fill in \$1,000.00 in Section II of CBP Form AI-592
Second or beyond	Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

If the violation is the first, refer to these points for further guidance:

- ◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.
- ◆ Have the violator carefully read section II of the form before signing
- ◆ Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters
- ◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher.
- ◆ Have the violator sign section IV if the violator elects not to pay the spot settlement
- ◆ If the penalty is not paid on the carrier, send or fax a copy to the carrier's agent. Notify the agent that the penalty must be paid within 3 working days.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Garbage Violations

This section details what you are to do when you detect a violation of the garbage regulations or a compliance agreement.



The decision to revoke an establishment's compliance agreement is made at the APHIS-PPQ-VRS Headquarters level.

When you detect a violation, take the following action:

1. Eliminate the pest risk immediately.
2. Issue a letter stating the alleged violation of the regulation and/or compliance agreement. This letter is used to notify the firm that it is acting in a way that needs to be corrected. Include a copy of this letter in the notification package. Follow the sample letter in [Sample Letters and Statements on page C-1-1](#).
3. Report the violation to Headquarters VRS through the Port Director within 1 work day of discovery.
4. Document violations by completing CBP Form AI-592 and conduct an investigation of the incident. Make sure you include the Specialist's Statement with **all** the facts of the violation. See [CBP Form AI-592, Notice of Violation on page A-1-56](#), and [Sample of CBP Agriculture Specialist's Statement on page C-1-5](#). Send the AI-592 to IES.

If you detect a deliberate and flagrant violation of the garbage handling procedures or other safeguard requirements, then make a full report through appropriate channels to Headquarters CBP-AI. Follow up by writing a Specialist's Statement of incident.

Assessing Civil Penalties

This section is further broken into the following subsections:

- ◆ [Aircraft Garbage Violations on page 8-1-6](#)
- ◆ [Ocean Vessel Garbage Violations on page 8-1-8](#)
- ◆ [Firms Garbage Violations on page 8-1-8](#)
- ◆ [Compliance Agreement Violations on page 8-1-9](#)

Aircraft Garbage Violations

Using CBP Form AI-592, you may assess a civil penalty (spot settlement) when you discover the following violations of 7 CFR 330.400 and 9 CFR 94.5 involving foreign, regulated garbage:

- ◆ Foreign, regulated garbage that is found in open, torn, spilled or leaking containers (any regulated garbage or meals that are exposed) and located at an approved facility in the following areas:
 - ❖ Outside, on dock areas where no loading or unloading activity is occurring
 - ❖ On or around a secure compactor or dumpster that is inside a perimeter fence or controlled by a guard on duty
- ◆ Foreign, regulated garbage that is found in open, torn, spilled or leaking containers (any regulated garbage or meals that are exposed) and located on open, unattended commissary trucks, cleaner trucks, loading bridges, service vehicles, portable stands or similar devices

- ◆ Foreign, regulated garbage that is neither sterilized nor incinerated and being hauled from a quarantine dumpster to a landfill



Important

Use the stipulation (spot settlement) authority **only** for violations of the Plant Protection Act or the Animal Health Protection Act. **Never** use the spot settlement authority for violations of compliance agreements. When a violation of the Plant Protection Act or the Animal Health Protection Act occurs which is a provision of the compliance agreement, then assess a spot settlement for the violation of the Act and **not** the compliance agreement.

To determine if you should assess a spot settlement for a garbage violation, refer to [Table 8-1-2](#).

TABLE 8-1-2: Determine if You Should Assess a Spot Settlement for a Garbage Violation on an Aircraft

If the violation is:	And the violation is:	And:	Then:
Unauthorized removal or handling of garbage (without a compliance agreement)	First	→	FILL in \$1,000
	Second, or committed while operating with a suspended compliance agreement	→	FORWARD the complete case file to IES ¹ with Section II blank
Improper removal or handling of regulated garbage (under compliance agreement)	First	The violator promptly corrects the situation	FILL in \$500
		The violator does not correct the situation and does not adequately explain why	FILL in \$1,000
	Second	→	FILL in \$1,500
	Third	→	FILL in \$2,000
	Fourth or beyond	→	FORWARD the complete case file to IES ¹ with Section II blank

¹ USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737.



Important

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

If you decide to assess a spot settlement, refer to [Spot Settlements on page 8-1-10](#).

**Ocean Vessel
Garbage
Violations**

To determine if you should assess a spot settlement for a garbage violation, refer to [Table 8-1-3](#).

TABLE 8-1-3: Determine if You Should Assess a Spot Settlement for a Garbage Violation on a Vessel

If the violation is:	And the violation is:	And:	Then:
Unauthorized removal or handling of garbage (without a compliance agreement)	First	→	FILL in \$1,000
	Second, or committed while operating with a suspended compliance agreement	→	FORWARD the complete case file to IES ¹ with Section II blank
Improper removal or handling of regulated garbage (under compliance agreement)	First	The violator promptly corrects the situation	FILL in \$500
		The violator does not correct the situation and does not adequately explain why	FILL in \$1,000
	Second	→	FILL in \$1,500
	Third	→	FILL in \$2,000
	Fourth or beyond	→	FORWARD the complete case file to IES ¹ with Section II blank
Improperly maintaining regulated garbage outside rails, leaking, uncovered containers, or loose on deck	First	→	FILL in \$1,000
	Second or beyond	→	1. FORWARD the complete case file to IES ¹ with Section II blank 2. COMPLETE CBP Form AI-592

1 USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737.



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

For spot settlements, refer to [Spot Settlements on page 8-1-10](#).

**Firms Garbage
Violations**

The Port Director (or designee) and PPQ, VRS determine the seriousness of the violation as listed in [Table 8-1-4](#).

TABLE 8-1-4: Determine if Violation Is Considered Serious

If the violation:	And it is the firm's:	Then the Port Director:
Presents an imminent risk (for example, untreated garbage is dumped in a landfill or a caterer removes meat from the aircraft to take home)	→	Classifies the violation as serious
Does not present an imminent risk (for example, a container holding foreign garbage leaks or garbage is held too long before disposal)	Second violation	Classifies the violation as noncritical
	First violation	

If the violation is noncritical, conclude your activities with the forwarding of the Report of Violation.



If the violation is serious, the Port Director must report the violation to the local HQ PPQ VRS within 1 work day of when the violation occurred.

Compliance Agreement Violations

Details of what you are to do when you detect a violation of the compliance agreement are listed below.



The decision to revoke an establishment's compliance agreement is made at the Headquarters level.

Safeguards

If a serious violation of the garbage regulations or a compliance agreement occurs, only HQ PPQ, VRS decides whether to revoke a firm's approval to handle regulated garbage. A serious violation is one that involves an imminent risk or a second, documented violation by a firm within 6 months. The port reports the serious violation to HQ PPQ, VRS who then confers with the Office of the General Counsel (OGC), Investigative and Enforcement Services (IES). PPQ, VRS then decides whether to revoke the firm's approval to handle regulated garbage. If the violation is considered to present an imminent risk to the public health, interest, or safety, the firm's approval is immediately revoked. Otherwise, the firm is notified of the intent to revoke their approval.

Likewise, only HQ PPQ, VRS may approve reinstatement of a firm's compliance agreement to handle regulated garbage. Reinstatement occurs only when the firm found in violation meets all the terms of settlement detailed in the consent agreement or as a result of a hearing.



CBP personnel are **never** to revoke or reinstate a firm's compliance agreement independently. CBP personnel must follow protocol. That protocol is described in the next sections.

Take the following action when you detect a violation:

1. Eliminate the pest risk immediately.
2. Issue a [CBP Form AI-592, Notice of Violation](#). See [Table A-1-13 on page-A-1-58](#) for instructions on how to complete the form.
3. Report the violation to HQ PPQ, VRS through the Port Director within one work day of discovery.

Spot Settlements

If you decide to assess a spot settlement, refer to these points for further guidance:

- ◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.
- ◆ Have the violator carefully read section II of the form before signing
- ◆ Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters
- ◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher.
- ◆ Have the violator sign section IV if the violator elects not to pay the spot settlement
- ◆ If the penalty is not paid on the carrier, send or fax a copy to the carrier's agent. Notify the agent that the penalty must be paid within 3 working days.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Collecting Evidence to Support a Spot Settlement

In addition to discovering the violation, you must have the following supporting evidence:

- ◆ Proof that the garbage came off a particular flight; you might have to go through the garbage to get this proof
 - ❖ Get this evidence from the smallest, contained unit that identifies where the garbage came from
 - ❖ If the evidence was a milk container in a plastic bag—the bag being in a garbage can—the evidence would have to be from the plastic bag and **not** the garbage can that held the bag
 - ❖ As evidence, you need any document that identifies the airline and flight, like discarded boarding passes (a mere napkin will **not** do)
- ◆ If you cannot get the definitive proof required, then document the violation using [CBP Form AI-592, Notice of Violation on page A-1-56](#), but **do not** assess a spot settlement
- ◆ Proof that the caterer, cleaner, or cartage firm was contracted by the carrier to handle regulated garbage; do **either** of the following:
 - ❖ Get evidence from the written contract that provides these services to the airline in question
 - ❖ Have management of the airline holding the contract either tell you or write out which approved caterer, cleaner, or cartage firm serviced the airline in question
 - Document the conversation if you are only given the information orally
 - Make sure you write down the date, the name, and the title of the person giving you the statement

Collecting Evidence to Assemble a Case File

The purpose of collecting evidence is to substantiate that a violation took place. OGC will decide whether or **not** to prosecute a violation based upon the results of the investigation and how well you prepared the case file. Only a sound investigation and well prepared case file will result in a successful prosecution.

Once you apply safeguards, investigate and report the violation. Reporting consists of completing and mailing *CBP Form AI-592, Notice of Violation on page A-1-56* (see *Table A-1-13 on page-A-1-58* for instructions on completing this form).

Conduct your investigation in a fair and impartial manner making every effort to obtain a complete, factual record. **Do not** prejudice a case or discuss any phase of the investigation with unauthorized persons (non-APHIS/CBP personnel). If you are unsure of whom you may speak with, contact your supervisor.

If you need advice or assistance with a complex or difficult investigation, or have questions about violations, you may contact your Investigative and Enforcement Services (IES) investigator. IES investigators are available to investigate violations that require additional inquiry, documentation, and case preparation. For a list of IES contacts, see *Appendix L*.

Try to get a written statement from any person who has knowledge of the violation. Statements may be handwritten or use the sample format in *Appendix C*. Ask witnesses to be specific in writing their statement, specifying all known facts, dates, names, titles, amounts, and descriptions. Ask the witness to sign and date the statement as soon as it is completed. If a witness refuses to sign the statement, make note of the refusal on the statement.

Collect evidence to corroborate the violation. If germane to your case, take photographs or video tapes. Photographs or videos make forceful evidence. If the incident represents a garbage violation, then if appropriate, collect samples from the garbage container, a General Declaration, compliance agreement, warning letters, or statements from employees at the catering firm. If the incident represents a cargo violation, then collect evidence that shows how the article(s) entered the United States and was held, where the article was grown or the animal slaughtered, the carrier who moved the cargo, the owner of the cargo and its quantity, and what the article's destination is. More specifically, collect copies of air waybills, CBP entry papers, invoices, packing lists, and manifest entries. Also collect permits, phytosanitary certificates, photographs, and if appropriate, other physical evidence.

Give each piece of evidence an exhibit number. List the exhibits on a separate piece of paper with the heading "List of Exhibits."

EXAMPLE

List of Exhibits

- Exhibit 1—Agriculture Specialist's Statement
- Exhibit 2—Witness' Statement of Customs Inspector Carlos Colon
- Exhibit 3—Copy of the General Declaration
- Exhibit 4—Any additional documentation with the foreign carrier's logo

Label and assemble your evidence in the following order:

1. Statement from the Agriculture Specialist initiating the action and from any contributive officer, violator's statement, and witness' statement.
2. Other documentary evidence related to the **current** violation such as the compliance agreement, air waybill, General Declaration, [PPQ Form 309A, Pest Interception Record on page A-1-90](#), and dates and methods of notifying the violator of APHIS regulations.
3. Physical evidence such as a piece from an empty carton that is labeled, napkins with the airline logo, and photographs. When submitting photographs, write the date, description, and photographer's name on the back of the photograph or on a piece of paper onto which the photograph is mounted. If the physical evidence presents a risk, then submit it so as to prevent leakage or disease dissemination—put it in tightly closed plastic bags.
4. Documentary evidence of any **previous** violations.

After you complete [CBP Form AI-592, Notice of Violation on page A-1-56](#), the Port Director writes a warning letter (see [Sample Letters and Statements on page C-1-1](#) for directions).

Advance Notification of Arrival Violations

Assessing Civil Penalties for Aircraft

If the operator of the aircraft does not provide advance notification of arrival as specified above, assess a civil penalty and complete [CBP Form AI-592, Notice of Violation on page A-1-56](#).

To determine if you should assess a spot settlement for failure to provide advance notification, refer to [Table 8-1-5](#).

TABLE 8-1-5: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification

If the violation is the:	Then:
First, second, third, or fourth	Fill in \$1,000.00 in Section II of PPQ Form 592
Fifth or beyond	Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684 (see Collecting Evidence to Assemble a Case File on page 8-1-2)



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Violations:

Advance Notification of Arrival Violations

If you decide to assess a spot settlement, refer to these points for further guidance:

- ◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.
- ◆ Have the violator carefully read section II of the form before signing
- ◆ Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters
- ◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher
- ◆ Have the violator sign section IV if the violator elects not to pay the spot settlement
- ◆ If the penalty is not paid on the carrier, send or fax a copy to the carrier's agent. Notify the agent that the penalty must be paid within 3 working days.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Assessing Civil Penalties for Vessels

If the operator of the vessel does not provide advance notification of arrival as specified above, assess a civil penalty and complete [CBP Form AI-592, Notice of Violation on page A-1-56](#).

To determine if you should assess a spot settlement for failure to provide advance notification, refer to [Table 8-1-6 on page-8-1-15](#).

TABLE 8-1-6: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification

If the violation is the:	Then:
First	Fill in \$500.00 in Section II of PPQ Form 592
Second	Fill in \$1,000.00 in Section II of PPQ Form 592
Third or beyond	Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684 (see Collecting Evidence to Assemble a Case File on page 8-1-2)



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

If you decide to assess a spot settlement, refer to these points for further guidance:

- ◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.
- ◆ Have the violator carefully read section II of the form before signing
- ◆ Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters
- ◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher
- ◆ Have the violator sign section IV if the violator elects not to pay the spot settlement
- ◆ If the penalty is not paid on the carrier, send or fax a copy to the carrier's agent. Notify the agent that the penalty must be paid within 3 working days.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Passenger and Crew Violations

Assessing Civil Penalties

Refer to [Table 8-1-7](#).

TABLE 8-1-7: Criteria That Must Be Met to Issue a Civil Penalty

If the person is:	Then the following criteria must be met to assess a civil penalty:
<p>Illegally smuggling contraband into the United States through an unauthorized port of entry, thus eluding making a declaration</p>	<ul style="list-style-type: none"> ◆ You must have the legal authority to assess the civil penalty
<p>Entering through an authorized port of entry</p>	<ul style="list-style-type: none"> ◆ The person must have failed to declare a prohibited or regulated agricultural article ◆ You must have given the person an opportunity to amend his or her declaration orally ◆ You must have the legal authority to assess the civil penalty

Determining Legal Authority for Assessing a Civil Penalty

If you have the authority to refuse entry of an article, then you have the legal authority to assess a civil penalty. Refer to the appropriate import manual (*Animal Product Manual*, *Nursery Stock Restrictions*, *Cut Flowers and Greenery Manual*, *Fresh Fruits and Vegetables Manual*, *Miscellaneous and Processed Products Manual*, or *Unprocessed Seeds Manual*, and determine the regulation that gives you the authority to refuse entry to the smuggled item. You have authority to issue a civil penalty for articles that meet any of the following conditions:

- ◆ Are outright prohibited
- ◆ Require treatment as a condition of entry
- ◆ Require postentry growing
- ◆ Require foreign certification but lack that certification
- ◆ Require a written permit but lack such a permit

You **cannot** issue a civil penalty for the following articles since legislation regulating their entry **lacks** provisions for civil penalties:

- ◆ Live honeybees or honeybee semen
- ◆ Plant or plant products regulated by CITES or ESA that can **not** be refused entry under Title 7CFR



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Assessing Civil Penalties to Crew Members

Since crew members are aware of our regulations and have gained knowledge of Plant Protection and Quarantine through training and frequent travel, they are assessed a higher civil penalty than passengers. Check the crew member’s violation history in TECS. If a second violation occurs, the crew member is given **no** opportunity for a spot settlement. Use [Table 8-1-8](#) to determine the civil penalty to assess to a crew member.

TABLE 8-1-8: Determine Civil Penalties to Assess to Crew Members

If this is a:	Then:
First violation	<ol style="list-style-type: none"> 1. ASSESS a \$500 spot settlement 2. FORWARD a standardized violation letter¹ to the crew member’s employer
Repeat violation	<ol style="list-style-type: none"> 1. DOCUMENT the violation 2. RECOMMEND that the crew member be assessed \$2,000 for the repeat violation 3. FORWARD the case file to IES for review and evaluation

¹ This letter to the employer provides the opportunity to educate employees and, if necessary, provide additional training.

Assessing Civil Penalties to Passengers

Passengers are exempt from civil penalties if **either** of the following apply:

- ◆ Violator is under 18 years old and **not** accompanied by an adult
- ◆ Violator is a foreign diplomat¹ holding an A-1 or A-2 visa or a G-1 or G-2 visa then waive the civil penalty, but still complete CBP Form AI-591

If the foreign diplomat refuses to surrender the contraband, complete a CBP Form AI-591 (see [Table A-1-11 on page-A-1-53](#) for instructions on completing the form). Release the diplomat; however, you may have to detain the baggage.



If you cannot communicate with passengers, then you cannot question them. Therefore, you would be unable to issue a civil penalty. If you encounter a passenger who cannot communicate in English, then get another officer or someone from another Agency or airlines, or Port Authority to assist with translating.

¹ U.S. diplomats are subject to civil penalties.

Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty

TABLE 8-1-9: Determine Whether a Civil Penalty is Appropriate and the Amount of Civil Penalty to Assess

If the individual failed to declare and there is:	And the importation represents a:	And it is a:	Then assess Civil Penalty:
Some evidence of concealment or misrepresentation	Commercial activity ¹ as evidenced by the size of the shipment or an intent to distribute or sell	First violation	ASSESS a \$1,000 spot settlement ²
		Repeat violation	1. DOCUMENT the violation 2. RECOMMEND that a fine of \$5,000 be assessed for the repeat violation 3. FORWARD the case file to IES for review and evaluation
	Noncommercial activity	First violation: commuter lane	ASSESS a \$500 spot settlement ²
		First violation: other than commuter lane	ASSESS a \$300 spot settlement ²
		Second violation	ASSESS a \$500 spot settlement ²
		Third violation or beyond	1. DOCUMENT the violation 2. RECOMMEND that a fine of \$1,000 be assessed for the repeat violation 3. FORWARD the case file to IES for review and evaluation
No evidence of concealment or misrepresentation	Commercial activity ¹ as evidenced by the size of the shipment or an intent to distribute or sell	First violation	ASSESS a \$300 spot settlement ²
		Repeat violation	1. DOCUMENT the violation 2. RECOMMEND that a fine of \$1,000 be assessed for the repeat violation 3. FORWARD the case file to IES for review and evaluation
	Noncommercial activity	First violation: commuter lane	ASSESS a \$500 spot settlement ²
		First violation: other than commuter lane	ASSESS a \$300 spot settlement ^{2, 3}
		Second violation	ASSESS a \$500 spot settlement ²
		Third violation or beyond	1. DOCUMENT the violation 2. RECOMMEND that a fine of \$1,000 be assessed for the repeat violation 3. FORWARD the case file to IES for review and evaluation

- 1 If there is a case where you can **clearly** identify a linkage to a commercial enterprise, then contact SITC or IES for action.
- 2 If the violator refuses to pay the spot settlement, then immediately complete CBP Form AI-591 and forward all documents to your supervisor who will then forward the case to IES. Go to [Refusal to Pay the Civil Penalty on page 8-1-22](#).
- 3 You may mitigate to \$175; for land border pedestrians only, you may mitigate to \$75. Mitigate **only** in cases where the individual demonstrates inability to pay or where paying the full amount would cause undue hardship.



If there is a case of potential **bioterrorism**, refer immediately to your supervisor.

Initiating Seizure Case into SEACATS

Once a determination is made that a civil penalty is appropriate and the amount has been determined, initiate a case into SEACATS using short form option A. The system generates a Fines, Penalties, and Forfeitures (FP&F) case number.

If the violator refuses to pay the civil penalty, the SEACATS incident type for seizure only is "SZ".

If the violator pays the civil penalty, the SEACATS incident type for seizure and penalty is "SP".

Record the FP&F case number in the remarks section of CBP Form AI-591.

Encouraging Violators to Pay

If violators pay civil penalties before leaving the port, administrative costs are lower. This is an advantage because the Department spends no additional time or effort in collection. Therefore, you may give the violator the opportunity to pay the civil penalty on the spot (spot settlement). However, **never** coerce the violator into paying. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what you are offering as a settlement at the port. Follow these steps:

1. Show the violator the back of the Customs Declaration that they signed.
2. Have the violator carefully read Section II of the form.
3. Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters.
4. Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty could be as high as \$1,000 for a first-time violator and significantly higher for a repeat offender.
5. If the violator agrees to pay, have the violator sign the CBP Form AI-591.

Violations:

Passenger and Crew Violations

6. If the violator **does not** have U.S. currency on hand but wants to pay the settlement at the port, then offer the following alternative methods of payment:
 - ❖ Ask if the passenger could get the money from someone waiting outside for them
 - ❖ If the passenger has only foreign currency, then allow him or her to exchange the currency for U.S. dollars
 - ❖ Pay immediately with a money order, traveler's check, or a check drawn on a U. S. bank, made payable to Treasury of the United States
 - ❖ Pay immediately with a credit card; inform the violator that CBP may accept major credit cards for payment of the fine
7. If the violator **does not** have U.S. currency on hand to pay the settlement at the port, but has indicated their willingness to pay after leaving the port, give these instructions:
 - ❖ Encourage the violator to sign the CBP Form AI-591, but the signature is not mandatory
 - ❖ Tell the violator to submit payment with a money order or certified cashiers check drawn on a U. S. bank and made payable to Treasury of the United States
 - ❖ Give the violator the prepared instructions (see [Appendix P, APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page P-1-1](#))
 - ❖ Give the violator a self-addressed envelope so that payment may be mailed to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684



Important

Forward the case to IES for non-collection within 24 hours of violation.

Collecting the Spot Settlement

Once the violator agrees to pay the civil penalty and has signed the CBP Form AI-591, do as follows:

1. Tell the violator that the penalty must be paid to the CBP cashier. In most instances, CBP will accept money orders, traveler's checks, U.S. currency, or checks drawn on U.S. banks. At some locations CBP will accept credit cards.
2. Direct the violator to the CBP cashier. Your port may require you to accompany the violator to the cashier and wait until the penalty is paid.

3. The CBP cashier will complete Section III of the CBP Form AI-591. The money collected will be deposited in the Treasury of the United States.
4. Provide the passenger with a copy of the Form AI-591 and cashier's receipt (from the cash register).



Ports that do not have cash registers must collect penalty payments using CBP Form 368 (Collection Receipt or Informal Entry). Write the SEACATS case number on the 368 form in the remarks section. Enter acct. class code 050. In this case, provide a copy of CBP Form 368 and AI-591 to the passenger.

5. Record the incident type as "SP" in SEACATS.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS at 301-734-8295.

Mitigating the Spot Settlement

Only mitigate the amount of the civil penalty for first time violators who are **not** crew members, where there is no evidence of concealment or misrepresentation, and the importation represents a noncommercial activity. If the passenger claims financial hardship in paying a spot settlement, but wishes to settle the penalty immediately and the circumstances warrant, then you may reduce a \$300 spot settlement to \$175. You may further reduce the \$175 spot settlement to \$75 for land border pedestrians only. Mitigate as a last resort since payment by mail is allowed.

If the violator can pay the mitigated amount, cross out the original amount and write in the mitigated amount. Write the words "mitigated penalty" next to the new amount. **Never** put the mitigated amount on the form until you are sure that the violator is willing and able to pay that amount.



Never mitigate the amount of the civil penalty for repeat violators, crew members, mailed in penalties, commercial importations accompanying passengers, or where there was some evidence of concealment or misrepresentation.

Violations:Passenger and Crew Violations

**Inability to Pay
the Civil Penalty**

If the violator wants to pay, then note on the signed form in the Remarks section, the violator's willingness to pay. If all previous opportunities to pay are exhausted, then give the passenger the opportunity to remit the spot settlement by mail within 3 business days. Provide directions on how to pay by mail, and provide a self-addressed envelope.

**Refusal to Pay
the Civil Penalty**

When a violator refuses to pay the civil penalty, do as follows:

1. Allow the violator to write a statement.
2. Collect all supporting evidence including a copy of the Customs Declaration.
3. Write the following on the back of the Customs Declaration form:
 - ❖ Amount and kind of material seized
 - ❖ Amount assessed
 - ❖ Serial number of CBP Form AI-591
4. Give the violator Copy 2 of CBP Form AI-591 and dismiss the violator.
5. Write a CBP Agriculture Specialist's statement relating all the facts of the incident on a separate piece of paper. See [Sample of CBP Agriculture Specialist's Statement on page C-1-5](#) for directions for writing the Officer's Statement.
6. Record the incident type as "SZ" (seizure only) in SEACATS since the violator refused to pay the penalty.

**Procedures for
Collecting
Delinquent
Payment for
Civil Penalties**

Keep a copy of CBP Form AI-591 for every case sent to IES. Set up a suspense file for the cases sent to IES. Never accept a late payment at the port after CBP has sent CBP Form AI-591 to IES for collection. Explain to the violator how to forward the settlement to IES.

- ◆ Indicate to the violator that a check must be drawn on a US bank (a certified cashier's check or money order)
- ◆ Give the violator the prepared instructions (see [Appendix P, APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page P-1-1](#))
- ◆ Give the violator a self-addressed envelope so that payment may be mailed in

Emphasize that the envelope containing the check or money order must be posted within 3 days. If the port does not receive the payment within 5 business days or the passenger is unwilling to pay the violation, forward the unmitigated penalty to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737.

Procedures for Refunding Overpayment of Civil Penalties

Upon noticing that an overpayment of civil penalty has been made, immediately contact USDA-APHIS-IES at 301-734-8684 and USDA-APHIS-PPQ-QPAS at 301-734-8295.

Collect all documentation, including the original violation form and supporting evidence (statement from officer who originally assessed the civil penalty and statement from violator who overpaid). Record the violator’s current address and phone number. Forward the documentation to IES Headquarters, 4700 River Road, Unit 85, Riverdale, MD 20737. If an overpayment was made, IES Headquarters will coordinate refund of the overpaid amount.

Documents and Evidence

Give your supervisor any receipts, labels, or other papers that can be used as evidence, including a copy of the Customs Declaration and CBP Form AI-591 with the amount, type of seizure, and the amount being assessed written in the appropriate blocks.

Forward all documents to your supervisor as soon as the case is complete. Supervisors must forward the case to IES within 2 weeks of receipt from the officer.

Follow your CBP port policy and procedure on entering violations into the appropriate database.

See [Table A-1-11 on page-A-1-53](#) for instructions on completing the form.

Mail Violations

Determining Whether to Issue a Civil Penalty

To determine if you can issue a civil penalty, see [Table 8-1-10](#).

TABLE 8-1-10: Determine if You May Issue a Civil Penalty

If the parcel is:	Then:
From U.S. Military Mail	CONTINUE to Applying a Civil Penalty on page 8-1-24
Other than U.S. Military Mail	SKIP to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10 . You do not have the authority to issue a civil penalty

Issuing a Civil Penalty

TABLE 8-1-11: Criteria to Issue a Civil Penalty

If:	Then:
<p>All three of the following criteria are met:</p> <ul style="list-style-type: none"> ◆ Sender made a false declaration about the parcel's contents ◆ You have the legal authority to access the civil penalty for the illicit item ◆ Parcel was U.S. Military Mail (APO) 	CONTINUE to the steps that follow
<p>If one or more of the above bulleted criteria are unmet</p>	<p>SKIP to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10. You do not have the authority to issue a civil penalty</p>



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Applying a Civil Penalty

Follow the steps below to apply a civil penalty:

- ◆ Photocopy the applicable PPQ Form 287, Mail Interception Notice
- ◆ Complete PPQ Form 518, Notice of Violation
- ◆ Complete an Agriculture Specialist's Statement. If the intercepted material was meat or a meat product, enter the following additional information:
 - ❖ Specify whether the product is canned, vacuum packed, cured, or dried
 - ❖ State why you determined that the product is **not** shelf stable
 - ❖ State whether there is a certificate present
 - ❖ Identify whether the meat is of poultry, ruminant, or swine origin
- ◆ Include the actual label from the package, the green declaration form from the package, and a copy of the addressee's name and return address (if unable to provide originals, send photocopies)
- ◆ Send the complete case file to Investigative and Enforcement Services

For additional information on civil penalties, see [Handling Pet Birds in Baggage on page 4-1-10](#) in the chapter [Clearing Passengers, Crew, and Baggage](#).



Appendix A

Completing and Distributing Forms

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Introduction

The *Completing and Distributing Forms* appendix covers those forms related to airport and maritime operations which you are responsible for completing (wholly or partially), signing, and distributing. In the interest of legibility, the forms in this appendix have been typed. While it is **not** necessary to type all forms, the following forms **must be** typed:

PPQ Form 227–R, Request for U.S. Customs Action
PPQ Form 280–R, Report of Regulated Importations¹
PPQ Form 519, Compliance Agreement
PPQ Form 523, Emergency Action Notification²

Forms **other than** those listed above may be legibly handwritten in ink.

Instructions for CBP to Order USDA Forms

CBP Field Offices may order USDA forms by following the procedures below:

- 1.** Obtain a Director Field Operations (DFO) Customer Identification Number by providing the following information to the USDA forms point-of-contact via e-mail to Karen.A.Stratchko@aphis.usda.gov:
 - A.** Full name of the person responsible for ordering USDA forms in the DFO Office.
 - B.** Full mailing address of the DFO office (no P.O. box).
 - C.** Telephone number of the point-of-contact in the Field Office.
 - D.** Facsimile number of the point-of-contact in the Field Office.
 - E.** E-mail address of the point-of-contact in the Field Office.
- 2.** A DFO Customer Identification Number will be assigned to the CBP Field Office; and the designated point-of-contact in the CBP Field Office will be notified of the DFO Customer Identification Number.
- 3.** Once the DFO Customer Identification Number has been assigned, the CBP Field Office person responsible for ordering USDA forms is strongly encouraged to order USDA forms via the Internet at <https://www.bsc.usda.gov/newbsc2006/>. As a last resort, the CBP Field Office person responsible for ordering USDA forms may FAX the order to the USDA point-of-contact (Ms. Karen Stratchko, FAX 301/734-5319; phone 301/734-7908); however, ordering USDA forms by FAX could lead to delays.
- 4.** The CBP Field Office person ordering USDA forms must use the same DFO Customer Identification Number for all forms orders. Order only the forms and quantity needed and reorder when necessary. Do not order large quantities of USDA forms. Forms take approximately 5-10 days to arrive after receipt of order.

¹ Use the web-based version to record and submit records.

² The only means of issuing a PPQ 523 is using the National AQAS Emergency Action Database to complete this form.

APHIS Form 94, Record of Public Funds Received

RECORD OF PUBLIC FUNDS RECEIVED <small>USDA-APHIS</small>					1. TRANSMITTAL NO.
INSTRUCTIONS: See reverse side. For detailed instructions refer to APHIS Budget and Accounting Manual.					2. DATE FORWARDED
3. TO				4. FROM	
USDA, APHIS P.O. Box 952180 St. Louis, MO 63195-2180					
5. DATE RECEIVED	6. FOR MRP-BS-ASD. USE ONLY	7. AMOUNT	8. REMITTER	9. PURPOSE/ACCOUNTING CODE	
		\$			
10. TOTAL AMOUNT SENT →					
			RECEIVED <i>(Return copy to sender in Item 4 above)</i>		
11. SENT BY <i>(Signature)</i>			13. AMOUNT	14. RECEIVED BY <i>(Signature)</i>	
			\$		
12. TITLE			15. DATE	16. TITLE	

APHIS FORM 94 (APR 2001) **PART 1 - APHIS**

FIGURE A-1-1: Example of APHIS Form 94, Record of Public Funds Received (blank)


Purpose

APHIS Form 94, Record of Public Funds Received, is used to document the receipt and transmittal of collections, such as funds (postal money order, or company check or certified check drawn on U.S. Bank and made payable to “Treasury of the United States”) accepted to settle civil penalties.

Instructions

After you accept the funds to settle the civil penalty, then complete APHIS Form 94, using [Table A-1-1](#) below.

TABLE A-1-1: Instructions for Completing APHIS Form 94, Record of Public Funds Received

Block	Instructions
1	Enter transmittal number (submitting office enters number to use for tracking APHIS 94)
2	Enter the date you submit the form
3	Enter “USDA, APHIS, PO Box 952180, St. Louis, MO 63195-2180”
4	Enter the complete name, address, (street, city, state, zip code, etc.) of the submitting office (the receipted copy will be mailed back to this address)
5	Enter the date you receive the check or money order
6	Leave blank (MBS use only)
7	Enter the amount of the check or money order; use a separate line for each
8	Enter the name of the remitter
9	<p>Enter your 10-digit accounting code, the budget object code, the agreement number, phytosanitary certificates, Animal By-Product certificates, bill number, or reason for the check (jury duty, travel rebate, etc.)</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Important</p> <p>The 10-digit accounting code and the 4-digit budget object code must be listed for each payment.</p> </div> </div>
10	Add the line amounts from <i>Block 7</i> , and then enter the total amount
11	Sign the form as the APHIS 94 submitter
12	Enter your title and telephone number
13-16	Leave blank (MBS use only)

Distribution

Send the completed APHIS Form 94 along with the funds received from the violator to ARI at either of the following addresses:

U.S. Mail (U.S. Postal Service) Payment: USDA-APHIS-ARI, PO Box 952180, St. Louis, MO 63195-2182

EXPRESS MAIL (FEDEX) Payment: Firststar Bank, Attn: Gov't Box 9521801, 1005 Convention Plaza, St. Louis, MO 63101

Keep a copy of the completed APHIS Form 94 for your files. If you have not received a receipted copy from MRP-MBS within 3 weeks of submitting the APHIS 94, then notify the Accounts Receivable Team.

Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051)

Authority

Federal Statutes BRS derives its authority to write regulations from provisions of the [Plant Protection Act](#), which is a part of the larger [Agriculture Risk Protection Act of 2000](#). Congress authorizes various parts of USDA to regulate specified areas of U.S. Agriculture under these Federal Statutes.

Federal Regulations

The details of what items are regulated, such as organisms and processes, and how both may be regulated (time frames, permitting processes, penalties) are written by each Agency that has the appropriate authority. All formal Federal regulations are published in the Federal Register and also in the [Code of Federal Regulations](#), a large multivolume series. Those regulations for Agriculture and the USDA comprise fifteen volumes and those governing biotechnology as overseen by APHIS-BRS are found in [Volume 7, Section 340](#).

Purpose

APHIS Form 2051, issued by USDA, APHIS, Biotechnology Regulatory Services (BRS), is used for the importation of genetically engineered (GE) organisms into the United States. Importation labels will be addressed to the appropriate USDA APHIS Plant Inspection Station to ensure that all shipments are received and cleared at the appropriate plant inspection stations. The label will include the permit number on the bottom right hand corner and will indicate that a permit has been issued for the plant material. Note the expiration date of the label on the bottom right hand corner directly above the permit number.

BRS Ports of Entry

Expedite shipments with blue and white labels (APHIS Form 2051) to the APHIS plant inspection station listed on the label. Entry is allowed only at a port of entry which is designated by an asterisk in 7CFR319.37-14(b). See [Appendix O](#) for a list of BRS ports of entry.

BRS Contacts

If you have any compliance related questions, contact BRS Compliance at the following:

- ◆ Phone: 301-734-5690
- ◆ FAX: 301-734-7487
- ◆ Email: BRSCompliance@aphis.usda.gov

If you have any general questions regarding procedures for importations or suggestions for process improvements on importations, contact the BRS Permits Chief at the following:

- ◆ Phone: 301-734-5690
- ◆ Email: BRSPermits@aphis.usda.gov

Overview and Instructions for Inspectors

Overview

Permit refers to either a BRS Permit (APHIS Form 2000) or a BRS Notification

BRS importations will come through ports under two types of permits:

1. Regulated article under a BRS permit
2. Non-regulated article under a BRS courtesy permit
(Note that articles imported under courtesy permits are **not** subject to regulatory requirements. The purpose of the courtesy permit is to expedite the entry of non-regulated articles that are similar to regulated articles.)

Each of these two types of permits allows two possible means of movement:

1. Mailing/shipping
The majority of all BRS importations will fall under this category.

2. Hand carry
Usually less than one percent of all BRS importations fall under this category.

DHS-CBP Inspector Instructions

1. Confirm that the imported shipment has a valid blue and white label (APHIS Form 2051) shipping label attached to the exterior for routing to a USDA APHIS Plant Inspection Station. (A valid label will have the permit number, expiration date, label number, and address of a USDA APHIS Plant Inspection Station.)
2. Validate the permit in ePermits using the CBP search feature. 100% of BRS' permits are processed via ePermits.
3. If a blue and white label (APHIS Form 2051) is not attached to the exterior of the package or the label has been covered or is otherwise not legible, then forward to the nearest USDA APHIS Plant Inspection Station.
4. If the address on the international airway bill does not match the address on the blue and white label (APHIS Form 2051), then forward the package to the nearest USDA APHIS Plant Inspection Station. (All costs associated with rerouting misaddressed packages will be assumed by the permit holder.)

5. If the permitted shipment arrives by hand carrying, in personal luggage, or by personal automobile without a hand carry authorization, seize the shipment and forward it to the nearest USDA APHIS Plant Inspection Station.
6. For all hand carry events, a valid blue and white label (APHIS Form 2051) specifying hand carry must be presented. A single blue and white label (APHIS Form 2051) specifying hand carry may be used for multiple GE organisms covered under one permit if applicable at border crossings.
7. If a package contains both a red and white label (PPQ Form 599) and a blue and white label (APHIS Form 2051), and the USDA APHIS Plant Inspection Stations listed are not the same, forward package to the USDA APHIS Plant Inspection Station listed on the red and white (PPQ Form 599).
8. If a package contains both a green and yellow label (PPQ Form 546) and a blue and white label (APHIS Form 2051), and the USDA APHIS Plant Inspection Stations listed are not the same, forward package to the USDA APHIS Plant Inspection Station listed on the green and yellow label (PPQ Form 546).
9. If the package is damaged and/or leaking, there are two possible scenarios:

First Scenario: There is **no** breach of containment for the regulated article.

- A. Repack and secure package and route to nearest PIS.
- B. Contact the Broker/Agent or Owner/Applicant to discuss options.
 - i. Re-export
 - ii. Destroy
 - iii. Repackage and forward

Second Scenario: There is a breach of containment for the regulated article.

- A. Secure package and mitigate accidental release of the regulated article.
 - B. Contact BRS Compliance Unit immediately.
10. For general questions or concerns, contact the USDA APHIS BRS Permit Unit in Riverdale, MD, @ (301) 734-5690.

USDA-PPQ Inspector Instructions for Plant Inspection Stations

If any of the following are not met, **DO NOT CLEAR THE SHIPMENT**. Contact BRS' Headquarters @ (301) 734-5690 to determine subsequent action.

1. Confirm that the package contents are listed on the permit.
2. Confirm that the shipment has the original blue and white label (APHIS Form 2051) with the permit number and label number visible on the exterior of the package.
3. If the blue and white label (APHIS Form 2051) is absent (the label may have become detached during shipping) altered or otherwise illegible, then proceed to step 14 below.
4. Confirm that the blue and white label (APHIS Form 2051) is addressed to your USDA APHIS Plant Inspection Station Address. FYI - hand carry does not list the USDA APHIS Plant Inspection Station Address.
5. Confirm that the delivery address on the package/international airway bill matches the address on the blue and white label (APHIS Form 2051). FYI - hand carry does not list the USDA APHIS Plant Inspection Station Address.
6. Confirm that the permit number on the blue and white label (APHIS Form 2051) matches the actual permit number.
7. All blue and white labels (APHIS Form 2051) have a barcode. Scan the barcode, or enter the permit number and label number into ePermits and log the required shipment information.
8. Confirm that the permit has not expired. Expiration dates are noted on the blue and white label (APHIS Form 2051).
9. Confirm that the final destination of the package is to the same individual and address that appears on the permit.
10. Confirm that the origin of the shipment is authorized on the permit.



BRS' regulated articles (GE organisms) are cleared the same as traditional articles (non-GE organisms) regulated under PPQ permits.

11. Use a biosafety cabinet to inspect shipments of microorganisms.
12. Confirm that the package is adequate to prevent escape of the enclosed organisms.
13. If all permit conditions are met, release the package for subsequent movement to the permit holder's address as noted on the domestic airway bill provided with the shipment.

Instructions for Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. Applicant will obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate USDA APHIS Plant Inspection Station. The Domestic Air Waybill ensures delivery from the USDA APHIS Plant Inspection Station to the final destination.

Applicant places the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the USDA APHIS Plant Inspection Station, the inspector will discard the International Air Waybill and attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.

Address the International Air Waybill as follows:

From: Shipper
To: The USDA APHIS Plant Inspection Station Listed on the Blue & White Import Label

Address the Domestic Air Waybill as follows:

From: The USDA APHIS Plant Inspection Station Listed on the Blue & White Import Label
To: Final Address as Outlined on the Permit

- 14.** Use a biosafety cabinet when appropriate and/or available to open regulated articles.

If the package contains a BRS permit, review the permit for appropriate authority and proceed with clearing the shipment.

If the package does not contain a permit, you can reference the permit number from the importation label and access ePermits for additional information needed to clear the shipment.

If there is no permit and no importation label, contact the Broker/Agent or Owner/Applicant to discuss options.

- A.** Re-export
- B.** Destroy
- C.** Repackage and forward

If the package is damaged and/or leaking, there are two possible scenarios:

First Scenario: There is **no** breach of containment for the regulated article.

- A.** Repack and secure package and route to nearest PIS.
- B.** Contact the Broker/Agent or Owner/Applicant to discuss options.
 - i.** Re-export
 - ii.** Destroy
 - iii.** Repackage and forward

Second Scenario: There is a breach of containment for the regulated article.

- A.** Secure package and mitigate accidental release of the regulated article.
- B.** Contact BRS Compliance Unit immediately.




Imports into the United States may require additional permits/certification outside of BRS authority. A phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents may also be required. Please contact PPQ @ (877) 770-5990 if you are unsure of their requirements.

**Examples of
Guidance/
Information
Provided
Applicants for
Importations**

Please see the following guidance/information provided on every importation to the applicant outlining procedures for importation. This information can be used by ports of entry as guidance to facilitate the importation through the port of entry to the final destination.

Scenario #1: Mailed/Shipped Regulated Articles Under a BRS Permit/Notification



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Biotechnology
Regulatory
Services

4700 River Road
Riverdale, MD
20737

Biotechnology Regulatory Services (BRS)

Shipping Label Guidance for Importation of Genetically Engineered Organism


IMPORTING GENETICALLY ENGINEERED ORGANISMS:

The enclosed permit/notification # _____ authorizes you to receive imported organisms from foreign sources and includes 8 labels for you to provide to your supplier. These labels must be affixed to each shipment and will ensure that your package will be routed to the appropriate PPQ Plant Inspection Station at the respective Port of Entry into the United States.

Failure to Follow the Enclosed Instructions May Result in Your Materials Being Returned to Sender/Shipper or Destroyed.

Directions for Importing Genetically Engineered Organisms under Permit/Notification into the United States:

- All materials covered under this permit/notification require the use of the attached blue-and-white label (APHIS Form 2051).
- Please see the attached blue-and-white label(s) (APHIS Form 2051) provided with this letter.
- Paste securely to the face of each package to be mailed a blue-and-white label (APHIS Form 2051).
- Do not write on the blue-and-white label (APHIS Form 2051).
- Follow the container requirements for the importation of regulated articles in accordance with **7CFR340.8**
- Place in the inside of the package along with the regulated article the following:
 - For Notification(s) - a copy of the acknowledgement letter (CBI Deleted Version if applicable)
 - For Permit(s) – a copy of the approved permit (CBI Deleted Version if applicable)
 - Consignee’s name & address and invoice/packing list.
 - Domestic Air Waybill (if applicable-see below for additional information)
- Follow the marking & identity requirements for the importation of a regulated article in accordance with **7CFR340.7**



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FIGURE A-1-2: Applicant’s Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 1)

Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. You will need to obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate Plant Inspection Station. The Domestic Air Waybill ensures delivery from the Plant Inspection Station to the final destination.

Place the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the Plant Inspection Station, the inspector will attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.

Address the International Air Waybill as follows:

- o From: Shipper
- o To: The Plant Inspection Station Listed on the Blue & White Import Label
 - See example of import label below

Address the Domestic Air Waybill as follows:

- o From: The Plant Inspection Station Listed on the Blue & White Import Label
 - See example of import label below
- o To: Final Address as Outlined on the Permit/Notification

In the event of any accidental and/or unauthorized release of the regulated article, contact BRS Compliance and Inspection Branch by phone (301) 734-5690, fax (301) 734-7487, or e-mail at BRSCompliance@aphis.usda.gov

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

FIGURE A-1-3: Applicant’s Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 2)

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
 - <https://epermits.aphis.usda.gov/epermits>
- Request import labels via email for Notifications, Permits, & Courtesy Permits
 - BRSPermits@aphis.usda.gov
- Request import labels via telephone for Notifications
 - 301-734-8443
- Request import labels via telephone for Permits & Courtesy Permits
 - 301-734-0617

FIGURE A-1-4: Applicant's Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 3)

Example: Import Label (Shipping) for Genetically Engineered Organisms

This Package Contains OMB NO. 0579-0085

GENETICALLY ENGINEERED ORGANISMS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Label #3

Plant Inspection Station:
Miami Inspection Station
3500 NW. 62nd Avenue
Miami, FL 33159


Expires
08/07/2003

PERMIT NO. 07-199-107n

APHIS FORM 2051 (JUN 2004)

FIGURE A-1-5: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Under Permit into the United States (Mailed/Shipped Regulated Articles)

Scenario #2: Mailed/Shipped Non-regulated Articles Under a BRS Courtesy Permit


Biotechnology Regulatory Services (BRS)
Shipping Label Guidance for Courtesy Permits (not subject to regulation under BRS' authority)

IMPORTING GENETICALLY ENGINEERED ORGANISMS NOT SUBJECT TO REGULATION UNDER BRS' AUTHORITY:


The enclosed courtesy permit # _____ authorizes you to import organisms from foreign sources and includes 8 labels for you or your courier. This is a courtesy permit for importation of organisms modified through genetic engineering which are not subject to regulation under BRS' authority. The purpose of the courtesy permit is to facilitate the importation when the importation might otherwise be impeded because of the similarity of the organisms to other organisms that are regulated under BRS' authority. These labels must be affixed to each shipment and will ensure that your package will be routed to the appropriate PPQ Plant Inspection Station at the respective Port of Entry into the United States.

- Please see the attached blue-and-white label (APHIS Form 2051) provided with this letter.
- Paste securely to the face of each package to be mailed a blue-and-white label (APHIS Form 2051).
- Do not write on the blue-and-white label (APHIS Form 2051).
- Place in the inside of the package along with the article the following:
 - A copy of the approved courtesy permit
 - Domestic Air Waybill (if applicable-see below for additional information)

Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. You will need to obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate Plant Inspection Station. The Domestic Air Waybill ensures delivery from the Plant Inspection Station to the final destination.

Place the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the Plant Inspection Station, the inspector will attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.



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FIGURE A-1-6: Applicant's Importation Instructions for Mailing/Shipping Non-regulated GE Organisms (page 1)

Address the International Air Waybill as follows:

- From: Shipper
- To: The Plant Inspection Station Listed on the Blue & White Import Label
 - See example of import label below

Address the Domestic Air Waybill as follows:

- From: The Plant Inspection Station Listed on the Blue & White Import Label
 - See example of import label below
- To: Final Address as Outlined on the Permit/Notification

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
 - <https://epermits.aphis.usda.gov/epermits>
- Request import labels via email for Notifications, Permits, & Courtesy Permits
 - BRSpermits@aphis.usda.gov
- Request import labels via telephone for Notifications
 - 301-734-8443
- Request import labels via telephone for Permits & Courtesy Permits
 - 301-734-0617

FIGURE A-1-7: Applicant's Importation Instructions for Mailing/Shipping Non-regulated GE Organisms (page 2)

Example: Import Label (Shipping) for Genetically Engineered Organisms

This Package Contains OMB NO. 0579-0085

GENETICALLY ENGINEERED ORGANISMS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Label #7

Plant Inspection Station:
Miami Inspection Station
3500 NW. 62nd Avenue
Miami, FL 33159

Expires
08/07/2003


PERMIT NO. **07-199-107n**

APHIS FORM 2051 (JUN 2004)

3

FIGURE A-1-8: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Not Under Permit into the United States (Mailed/Shipped Non-regulated Articles)

Scenario #3: Hand Carried Regulated Articles Under a BRS Permit/Notification



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Biotechnology
Regulatory
Services

4700 River Road
Riverdale, MD
20737

Biotechnology Regulatory Services (BRS) Hand Carry Label Guidance for Importation of Genetically Engineered Organisms


IMPORTING GENETICALLY ENGINEERED ORGANISMS (HAND CARRY):

The enclosed permit/notification # _____ authorizes you to receive imported organisms from foreign sources and includes 8 labels for you or your courier. When you hand carry your organism in lieu of shipping the following conditions apply:

1. At least TWENTY days prior to each hand carry incident, the permit holder or designee must notify the Biotechnology Regulatory Services (BRS) Permit Unit by email, preferred method, (BRSPermits@aphis.usda.gov), or telephone (301-734-5690) to provide specific information on the following:
 - Hand carrier's identity
 - The anticipated first port of arrival into the United States
 - The actual date of arrival
 - The time
 - If travel is by airline, the flight number

The BRS Permit Unit will notify Customs and Border Protection (CBP) Agriculture Inspectors at the port of entry to document and facilitate the entry of the organisms.

2. The hand carrier must indicate that a Genetically Modified Organism(s) (GMO) are being imported under a USDA permit on the Customs Declaration form if such form is required at the port of entry.
3. At the port of entry, individuals carrying permitted GMO's must also present to CBP officers the following articles:
 - U.S. Passport, Visa, or other Acceptable Identification
 - A copy of the BRS Permit (CBI Deleted Copy if Applicable)
 - A valid hand carry blue-and-white label (APHIS Form 2051) corresponding to the permit.
4. Inspection by CBP Officers must confirm that all hand carried articles are securely packaged as per the permit conditions. In the event that a problem is detected, the CBP officer may seize the package and require its movement to the nearest PPQ Inspection Station for processing, clearance or destruction. The permit holder will be responsible for all costs incidental to such forwarding.



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FIGURE A-1-9: Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 1)

5. After CBP confirmation and clearance through the first port of entry into the United States, hand carried GMO's must be transported directly to the destination/containment facility authorized in the permit.

6. Upon arrival at the destination/containment facility, the BRS Permit Unit must be notified within 24 hours that the GMO's arrived. Notification may be by email, preferred method, (BRSPermits@aphis.usda.gov), by telephone (301-734-5690), or by fax (301-734-7487). Failure to notify the BRS Permit Unit may result in loss of hand carry privileges. A BRS or PPQ inspector may also visit the facility to confirm the arrival of the package and its contents.

7. THE ONLY PERSON AUTHORIZED TO HAND CARRY IS/ARE THE PERSON(S) WHOSE NAME(S) IS/ARE PROVIDED AS OUTLINED IN NUMBER 1 ABOVE.

8. You will receive a new blue and white label(s) (APHIS Form 2051) for each hand carry event. You can NOT use a blue and white label(s) described above that was prepared for mailing/shipping. If you use a blue and white label(s) for mailing/shipping while attempting to hand carry, the package will be seized by the Department of Homeland Security and destroyed.

9. Follow the container (shipping & packaging) requirements for the importation of regulated articles in accordance with **7CFR340.8**

10. Package must be identified by the appropriate blue-and-white label (APHIS Form 2051)

11. Follow the marking & identity requirements for the importation of a regulated article in accordance with **7CFR340.7**

In the event of any accidental and/or unauthorized release of the regulated article, contact BRS Compliance and Inspection Branch by phone (301) 734-5690, fax (301) 734-7487, or e-mail at BRSCompliance@aphis.usda.gov

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

FIGURE A-1-10: Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 2)

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
 - <https://epermits.aphis.usda.gov/epermits>
- Request import labels via email for Notifications, Permits, & Courtesy Permits
 - BRSPermits@aphis.usda.gov
- Request import labels via telephone for Notifications
 - 301-734-8443
- Request import labels via telephone for Permits & Courtesy Permits
 - 301-734-0617

FIGURE A-1-11: Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 3)

Example: Import Label (Hand Carry) for Genetically Engineered Organisms

This Package Contains OMB NO. 0579-0085

GENETICALLY ENGINEERED ORGANISMS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Label #4



Hand Carry Permit:
Name of Courier
Port of Entry

Expires
08/07/2003


APHIS FORM 2051 (JUN 2004)

PERMIT NO. **07-199-107n**

4

FIGURE A-1-12: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Under Permit into the United States (Hand Carried Regulated Articles)

Scenario #4: Hand Carried Non-regulated Articles Under a BRS Courtesy Permit



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Biotechnology
Regulatory
Services

4700 River Road
Riverdale, MD
20737

Biotechnology Regulatory Services (BRS)

Hand Carry Label Guidance for Courtesy Permits (not subject to regulation under BRS' authority)

IMPORTING GENETICALLY ENGINEERED ORGANISMS NOT SUBJECT TO REGULATION UNDER BRS' AUTHORITY:


The enclosed courtesy permit # _____ authorizes you to receive imported organisms from foreign sources and includes 8 labels for you or your courier. This is a courtesy permit for importation of organisms modified through genetic engineering which are not subject to regulation under BRS' authority. The purpose of the courtesy permit is to facilitate the importation when the importation might otherwise be impeded because of the similarity of the organisms to other organisms that are regulated under BRS' authority. When you hand carry your organism in lieu of shipping, you must declare this material at Customs. You or the designated courier will be required to follow the directions below when meeting the inspecting officials at the U.S. Port of Entry:

1. Provide a copy of the courtesy permit.
2. The traveler must present his passport or other acceptable form of identification.
3. Package must be identified by the appropriate blue-and-white label (APHIS Form 2051).

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
 - <https://epermits.aphis.usda.gov/epermits>
- Request import labels via email for Notifications, Permits, & Courtesy Permits
 - BRSPermits@aphis.usda.gov
- Request import labels via telephone for Notifications
 - 301-734-8443
- Request import labels via telephone for Permits & Courtesy Permits
 - 301-734-0617



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer

BRS 11-2007

FIGURE A-1-13: Applicant's Importation Instructions for Hand Carrying Non-regulated GE Organisms (page 1)

Example: Import Label (Hand Carry) for Genetically Engineered Organisms

This Package Contains OMB NO. 0579-0085

GENETICALLY ENGINEERED ORGANISMS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Label #4

Hand Carry Permit:
Name of Courier
Port of Entry

Expires
08/07/2003

APHIS FORM 2051 (JUN 2004)

PERMIT NO. **07-199-107n**

2

FIGURE A-1-14: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Not Under Permit into the United States (Hand Carried Non-Regulated Articles)

CBP Form 4613, Order to Destroy

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection

**ORDER TO DESTROY AND RECORD OF DESTRUCTION OF FORFEITED,
 ABANDONED, OR UNCLAIMED MERCHANDISE**

ORDER TO DESTROY	
Seizure or General Order No., Etc.	Quantity and Description of Merchandise
Method of Destruction	
Authorizing CBP Officer _____ X _____ Name Signature	Date
RECORD OF DESTRUCTION	
CBP Officer _____ X _____ Name Signature	Date
Witness to Destruction _____ X _____ Name Signature	
Witness to Destruction _____ X _____ Name Signature	
Location	Method of Destruction

CBP Form 4613 (09/04)

FIGURE A-1-15: Example of CBP Form 4613, Order to Destroy and Record of Destruction of Forfeited, Abandoned, or Unclaimed Merchandise

Purpose

CBP Form 4613 is used to record the destruction of seized property. The completion of a CBP Form 4613 for destroyed agricultural seizures is only necessary when a SEACATS case is initiated.

Instructions

The CBP Form 4613 is issued and signed by the Fines, Penalties and Forfeitures (FP & F) Officer or designee. This form should include the FP & F case number, line item number, accurate description of the property, and accurate number/type/weight of packages. It will also state the method of destruction.

The officer destroying the merchandise, as well as at least one witness, must certify the completion of the destruction by signing this form. Following certification, the completed form will be returned to the issuing FP & F Officer. The FP & F Officer will retain the form in the corresponding FP & F case file.

The FP & F Officer will be responsible for ensuring that SEACATS is updated with current information relating the destroyed merchandise.

Records of destruction can be consolidated: a single CBP Form 4613 can be used to record the destruction of more than one agricultural seizure if the same method of destruction is used. Port operations will dictate how many destructions are recorded per CBP Form 4613.

Distribution

Forward CBP Form 4613 to FP & F. Maintain a copy at the port.

CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection Report of REIMBURSABLE AGRICULTURAL INSPECTION		1. COSS Work Ticket Number							
2. Name		3. Identification Number (19 CFR 24.5)							
Street address		4. Phone Number Ext.							
P.O. Box									
City	State	Zip	5. Port Code (5 digit)						
Airport and Airway Development Act of 1970 (AADA). 7 CFR 354.1 Overtime work at Border Ports, Sea Ports, and Airports.									
6. Place of Service: <input type="checkbox"/> Within Metropolitan Area <input type="checkbox"/> Outside Metropolitan Area									
7a. <input type="checkbox"/> AADA - Commercial <input type="checkbox"/> Non - AADA		7b. <input type="checkbox"/> Cargo <input type="checkbox"/> Aircraft <input type="checkbox"/> Passenger							
<input type="checkbox"/> AADA - Private (\$25 max.) <input type="checkbox"/> Military		<input type="checkbox"/> Crew							
Record quarter hours as 1 for 1/4 hr; 2 for 1/2 hr; 3 for 3/4 hr; and 0 for whole hours.									
8. Date of Service (mm/dd/yyyy)	9. CBP Entry Number or if informal entry, Airway Bill Number, Container Number or Tail Number	10. Overtime		11. Travel Time	12. Hours				
		In	Out		Reg.	Qtr.	Sun.	Qtr.	
13. TOTAL HOURS REIMBURSABLE									
14. Certification: Reimbursable services recorded above have been received.									
Importer/Importer Representative's Name				Signature X					
15. Certification: I certify that services recorded above were performed and certify that I was ordered to report for duty and have so reported as requested by the above party or a representative of the party.									
CBP Agriculture Specialist's Name			Signature X			Date		Telephone Number	
16. Regular Tour of Duty:		Date:		(Use military time)					
				From		to		or <input type="checkbox"/> Day off	
17. Remarks:									
18. (check if applicable) <input type="checkbox"/> Prorated			Submit completed form to: U.S. Customs and Border Protection Revenue Division Debt Management Branch Attn: Reimbursable Team 6650 Telecom Drive, Suite 100 Indianapolis, IN 46278			Distribution: Original - Revenue Division Copy 2 - Customer Copy 3 - Retain at Port			
Privacy Act Statement: This information is needed by CBP to respond to the requestor and initiate follow-up contact with the requestor if required. Requestors are advised that they do not have to furnish the information but failure to do so may prevent their request from being processed. The information requestors furnish is used to process and respond to their request.									

CBP Form AI-89 (03/07)

FIGURE A-1-16: Example of CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

Purpose

CBP Form AI-89 serves the following purposes:

- ◆ Creates a port record of work performed outside normal duty hours when requested by industry
- ◆ Generates a receipt for the industry for billable hours and a dollar amount
- ◆ Creates a contract for the work performed
- ◆ Reimburses the Treasury for work performed by Agriculture Specialists

Instructions

INSTRUCTIONS FOR FILLING OUT CBP Form AI-89 Report of REIMBURSABLE AGRICULTURAL INSPECTION

- Block 1 - Enter the work ticket number provided by COSS; this will be the control number.
Inspectors can put more than one work ticket in COSS a day. They have to prorate the services between companies if there is more than one company involved.
- Block 2 - Use full legal name. Ensure that the address is the *proper billing address*.
- Block 3 - the identification number has been established in ACS. If not, have the company prepare a CBP Form 5106 and fax to Indianapolis on (317) 290-3275 to have a valid Identification number established. The CBP Form 5106 can be found on the CBP website at:
cbp.gov/xpl/cgov/toolbox/forms/
- Block 4 - Ensure that this is a valid phone number for the company.
- Block 5 - CBP 5-digit port code.
- Block 6 - Inspection services performed within the metropolitan area of employee's headquarters or inspection services performed outside the metropolitan area of employee's headquarters.
- Blocks
7 thru 18 - Self Explanatory

Completed forms should be sent to the following address:

U.S. Customs and Border Protection
Revenue Division
Debt Management Branch
Attn: Reimbursable Team
6650 Telecom Drive, Suite 100
Indianapolis, IN 46268

Phone number for assistance: (317) 614-4520
EMAIL address for assistance: reimbsvcs@dhs.gov

CBP Form AI-89 (03 07)

FIGURE A-1-17: Instructions for Filling Out CBP Form AI-89

Distribution

Send completed forms to this address:

Customs and Border Protection
Revenue Division
P.O. Box 68907
Indianapolis, IN 46268

Phone number for assistance: (317) 614-4520

EMAIL address for assistance: reimbsvcs@dhs.gov

CBP Form AI-212, Agriculture Inspection Hold

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection Agriculture Inspection HOLD			1. CARRIER		2. VOYAGE NO.	
			3. DATE ARRIVED		4. DOCK/LOCATION	
			5. DATE ACTIONS COMPLETED		6. OFFICER	
7. MARK/RANGE CONTAINER NO.	8. QUANTITY	9. COMMODITY/COUNTRY OF ORIGIN	10. SHIPPER/IMPORTER	11. ACTION/FINAL DISPOSITION	12. DATE	
REMARKS:						

CBP Form AI-212 (09/05)

FIGURE A-1-18: Example of CBP Form AI-212, Agriculture Inspection Hold

Purpose

CBP Form AI-212 is used to record cargo held or cargo that is of agricultural interest. It also serves as a warning, hold, information, and clearance document when stapled or attached to the front of manifests or other cargo listings used by CBP in releasing shipments. Use of CBP Form AI-212 is optional and is intended for local port use as a worksheet and port record.

Instructions

Information needed for completion will vary from port to port depending on the information needed at each port. Fill in the information as required by local port.

TABLE A-1-2: Instructions for Completing CBP Form AI-212, Cargo Hold and Record

Block	Instructions
1-12	Fill in as required by local port practice

Distribution

Distribute as determined by local practice.

CBP Form AI-244, Quarantine Warning

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

WARNING!

This material is being held in

QUARANTINE

DO NOT OPEN, DESTROY OR REMOVE

SEALED COMPARTMENTS, CONTAINERS, OR MATERIAL MUST
REMAIN SEALED WHILE WITHIN THE UNITED STATES AND ITS
TERRITORIAL WATERS.

CBP FORM AI-244 (09/05)

WARNING : Not for US Commerce, In case of emergency,
contact the local DHS, CBP, AI office at:

CBP FORM AI-244 (09/05)

FIGURE A-1-19: Example of CBP Form AI-244, Quarantine Warning

Purpose

CBP form AI-244 serves the following purpose:

In addition to the yellow DHS, CBP, Agricultural Quarantine tape, this tag can be affixed to boxes, crates, and container doors to clearly show that a shipment is under DHS, CBP, Agricultural Quarantine.

CBP Form AI-250, Aircraft Clearance or Safeguard Order

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection AIRCRAFT CLEARANCE OR SAFEGUARD ORDER	1. AIRCRAFT NO.	2. TRIP/FLIGHT NO.	3. NAME OF CARRIER
	4. FOREIGN ORIGIN <i>(When applicable)</i>		5. PLACE OF DEPARTURE <i>(U.S.)</i>
	6. DESTINATION AIRPORT OR AIR BASE <i>(U.S.)</i>		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND – 7. <input type="checkbox"/> COMPLETELY CLEARED <i>(Including all baggage, personal effects stores, garbage, and cargo.)</i>			
8. <input type="checkbox"/> PARTIALLY CLEARED <i>(Exceptions and safeguard conditions noted in item 11 below.)</i>			
9. SIGNATURE OF CBP INSPECTOR		10. DATE	
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		15. FINAL DISPOSITION ACTION	
12. SIGNATURE OF AIRCRAFT COMMANDER		13. DATE	
14. NAME AND ADDRESS OF ORIGINATING OFFICE		16. SIGNATURE OF CBP INSPECTOR	
AFTER FINAL DISPOSITION ACTION RETURN TO:		17. DATE	

CBP Form AI-250 (09/05)

FIGURE A-1-20: Example of CBP Form AI-250, Aircraft Clearance or Safeguard Order

Purpose

CBP Form AI-250 is used as a Safeguard Order for flights that are partially cleared, **not** regularly scheduled, and proceed beyond the first airport for clearance elsewhere in the United States.

Flights that are regularly scheduled for partial clearance **do not** require CBP Form AI-250.



For preclearance of flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, use **PPQ Form 250, Aircraft Clearance or Safeguard Order** on **page A-1-72**.

Locator for Instructions for Completing CBP Form AI-250

Two sets of instructions follow. See [Table A-1-3](#) below to determine which instructions to use.

TABLE A-1-3: Determine Instructions to Use for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order

If you are using CBP Form AI-250 for:	Then:
Military Use	See Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use on page A-1-37
Commercial Use	See Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use on page A-1-38



Important

After action has been taken, return CBP Form AI-250 to the originating office entered in *Block 17*.

Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use

These instructions are for using CBP Form AI-250 as a Safeguard Order for Military Use. If you partially clear an aircraft and it is **not** a regularly scheduled flight, then you will need to complete CBP Form AI-250.

Ask the military operations authorities to:

- ◆ Identify and include in the load (departure) message the type of quarantine actions that are to be completed at the destination base
- ◆ Telephone the CBP Agriculture Specialist or cooperator to inform him/her of the task to be completed upon aircraft arrival
- ◆ Emergency telephone calls should be made to the CBP office serving the destination base rather than calling the cooperator at those bases **not** covered by CBP

When using CBP Form AI-250 as a Safeguard Order for Military Use, prepare form in **triplicate**. See [Table A-1-4 on page A-1-38](#) for instructions on completing the form.

TABLE A-1-4: Instructions for Completing CBP Form AI-250, Aircraft Clearance and Safeguard Order, When Using as Safeguard Order for Military Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	<ul style="list-style-type: none"> ◆ Describe the clearance activities and safeguards that you have completed ◆ Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies
14	Fill in
15-17	Leave blank (These blocks are to be completed by the CBP Agriculture Specialist or cooperators who complete the aircraft clearance)

Distribution of CBP Form AI-250, Safeguard Order for Military Use

When using CBP Form AI-250 as a Safeguard Order for Military Use, distribute as follows:

1. Give the original to the aircraft commander and instruct the commander to present the form to the CBP Agriculture Specialist or military cooperator upon arrival at the destination base.
2. Send one copy AIRMAIL or FAX to the CBP office serving the base.
3. Keep one copy for port files.

Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use

If you partially clear an aircraft and it is **not** a regularly scheduled flight, and when using CBP Form AI-250 as a Safeguard Order for Commercial Use, follow the instructions in [Table A-1-5 on page A-1-39](#).

TABLE A-1-5: Instructions for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order, When Using as a Safeguard Order for Commercial Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies
14	Fill in
14-17	Leave blank (these blocks are to be completed by the CBP Agriculture Specialist or cooperators who complete the aircraft clearance)

Distribution of CBP Form AI-250, Safeguard Order for Commercial Use

When used as a Safeguard Order for Commercial Use, distribute CBP Form AI-250 as follows:

1. Give the original to aircraft commander and instruct the commander to present the form to the CBP Agriculture Specialist on arrival at the final destination airport.
2. Keep a copy for the port files.
3. Telephone next port.

CBP Form AI-277, Agriculture Inspection Baggage Information

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection

AGRICULTURE INSPECTION BAGGAGE INFORMATION

Location: _____ Date: _____

	a. Airline/ Flight No.	b. Positive Inspections	SEIZURES						j. Clean and Disinfect Shoes	k. Total Secondary Inspections				
			c. Plant Material	d. Ruminant Count	e. Swine Count	f. Poultry Count	g. Animal By Product Count	h. Daily Product Count			i. Equine Product Count			
			Count	Weight	Count	Weight	Count	Weight	Count	Weight	Count	Weight		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

CBP Form AI-277 (03/06)

FIGURE A-1-21: Example of CBP Form AI-277, Agriculture Inspection Baggage Information

Purpose

CBP Form AI-277 is used as an officer's daily tally card to record the number of referrals and quarantine actions taken on passenger/crew baggage at airports.

Instructions

Follow the instructions for recording daily baggage information in [Table A-1-6](#).

TABLE A-1-6: Instructions for Completing CBP Form AI-277, Agriculture Inspection Baggage Information

Column	Instructions
a. Airline/Flight No.	Fill in flight information
b. Positive Inspections	Enter one tick mark for each referral that produces one or more seizures
c. Plant Material	Enter one tick mark for each type of plant material seized during an inspection
d. Ruminant (count/weight)	Enter one tick mark for each ruminant seized and the weight in the adjacent column during an inspection
e. Swine (count/weight)	Enter one tick mark for each swine seized and the weight in the adjacent column during an inspection
f. Poultry (count/weight)	Enter one tick mark for each poultry seized and the weight in the adjacent column during an inspection
g. Animal Byproduct (count/weight)	Enter one tick mark for each type of animal byproduct seized and the weight in the adjacent column during an inspection
h. Dairy Product (count/weight)	Enter one tick mark for each type of dairy product seized and the weight in the adjacent column during an inspection
i. Equine Product (count/weight)	Enter one tick mark for each type of equine product seized and the weight in the adjacent column during an inspection
j. Clean and Disinfect Shoes	Enter one tick mark for each time that you clean and disinfect a pair of shoes
k. Total Secondary Inspections	Count the number of Customs Declaration Cards for passengers inspected by or referred to Ag Secondary

Distribution

CBP Form AI-277 does **not** have to be distributed since the information is for port use.

Retention

CBP Form AI-277 does **not** need to be retained unless it is local practice.

CBP Form AI-280, Report of Regulated Importations

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection REPORT OF REGULATED IMPORTATIONS			Month/Year Covered	Port	Page ____ of ____							
Check If Negative Report <input type="checkbox"/>												
Check Appropriate Activity: <input type="checkbox"/> Maritime <input type="checkbox"/> Airport <input type="checkbox"/> Land Border												
A. Commodity and Country of Origin (If frozen, so state)	B. Number Of Shipments	C. Kilograms/ Stem Counts/ Plant Units	Disposition (Check Only One)									M. Remarks
			Treated				Refused					
			D.	E.	F.	G.	H.	I.	J.	K.	L.	
			Inspected & Released	T & E or DE	Fumigated	Other	Pre-Cleared	Departmental Permit	Destroyed	IE or T & E	Returned	
CBP/AI Officer's Name		Signature X									Date	

CBP Form AI 280 (09/05)

FIGURE A-1-22: Example of CBP Form AI-280, Report of Regulated Importations

Purpose

CBP Form AI-280 is equivalent to PPQ Form 280, which is web based.

Instructions

For instructions on completing CBP Form AI-280, refer to PPQ Form 280, which can be found in Agricultural Quarantine Activity Systems <https://mokcs14.aphis.usda.gov/aqas/login.jsp>.

CBP Form AI-288, Ship Inspection Report

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection													
SHIP INSPECTION REPORT													
1. PORT REPORTING		2. FLAG/NAME OF VESSEL			3. DOCK								
4. FROM (Port and Country)		5. VIA											
6. ARRIVAL DATE		7. ARRIVAL TIME ETA ACTUAL		8. INSPECTION DATE	9. INSPECTION TIME FROM TO								
10. NUMBER PASSENGERS AND CREW CLEARED		11. NUMBER PIECES OF BAGGAGE		12. PROPOSED DEPARTURE DATE									
PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS													
13. COMMODITY		14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED									
<p>SAFEGUARD NOTICE: While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.</p> <p>If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direct of a Customs and Border Protection – Agriculture Inspection Officer.</p> <p>WARNING NOTICE: Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to \$250,000 per violation.</p>													
<p>17. <i>I fully understand the safeguards prescribed above.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">SIGNATURE OF RESPONSIBLE SHIP'S OFFICER</td> <td colspan="2">TITLE</td> <td colspan="2">DATE</td> </tr> </table>						SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		TITLE		DATE			
SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		TITLE		DATE									
<p>18. CONDITION OF GARAGE CONTAINERS WHEN INSPECTED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">COVERED</td> <td style="width: 33%;">INSIDE RAILING</td> <td style="width: 33%;">LEAKPROOF</td> </tr> <tr> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>			COVERED	INSIDE RAILING	LEAKPROOF	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>DEFICIENT CONDITION CORRECTED</p> <input type="checkbox"/> YES <input type="checkbox"/> NO		<p>19. SHIP AREAS NOT INSPECTED</p> <input type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY	<p>HOLDS INSPECTED (<i>identify</i>)</p>	<p>20. LIVE ANIMALS/BIRDS ABOARD</p> <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: _____ NUMBER: _____
COVERED	INSIDE RAILING	LEAKPROOF											
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO											
APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST													
THE FOLLOWING OBSERVATIONS WERE MADE BY CBP-AI PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:													
21. <input type="checkbox"/> YES <input type="checkbox"/> NO		THERE IS A FUNCTIONAL INCINERATOR OR OTHER DISPOSAL METHOD ABOARD.											
22. <input type="checkbox"/> YES <input type="checkbox"/> NO		THE RESPONSIBLE VESSEL REPRESENTATIVE WAS REQUESTED TO SHOW, AND DID PRODUCE A GARBAGE PICKUP RECEIPT OR OTHER EVIDENCE OF LAWFUL DISPOSAL OF PLASTICS ASHORE.			TITLE OF REPRESENTATIVE								
<p>ALERT: REPORT THE PRESENCE OF HONEY BEES (<i>swarms or individual bees</i>) TO THE NEAREST AGRICULTURAL OFFICER. TELEPHONE _____</p>													
23. REMARKS													
24. SUBSEQUENT PORTS OF CALL (<i>Notified</i>)		25. NUMBER PASSENGERS		26. CBP OFFICER'S SIGNATURE									

CBP FORM AI-288 (09/05)

FIGURE A-1-23: Example of CBP Form AI-288, Ship Inspection Report

Purpose

CBP Form AI-288 serves the following purposes:

- ◆ Port record of the ship inspection
- ◆ Order to the Captain or other responsible ship's officer to take or observe designated safeguards and documented agreement to those safeguards
- ◆ Means of notifying subsequent ports of observations made and disposition actions taken during ship boarding
- ◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
- ◆ Warning notice on the vessel when khapra beetle suspects are found
- ◆ Evidence for a garbage violation case

Instructions

To complete this form, follow the instructions in [Table A-1-7](#).

TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report

Block	Instructions
1	List the name of the city and State of your port
2	List the flag (country of registry) and name of vessel (two-letter PINET code/ name of vessel)
3	List the dock
4	List the country of origin
5	Fill in
6	List the date of arrival
7	List the estimated time of arrival (ETA) and the actual time of arrival
8	List the date of inspection
9	List the beginning and ending time of ship boarding
10-11	List the number of passengers disembarking at your port and the number of pieces of baggage; if none, enter 0
12	List the proposed date of departure (important for planning any future reboardings and/or to give the next port advanced notice)
13	<ul style="list-style-type: none"> ◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited ◆ DO NOT list fruits and vegetables which are listed in the <i>Fruits and Vegetables Manual</i> as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition
14	<ul style="list-style-type: none"> ◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings ◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage

TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)



Block	Instructions
15	List the country of origin for each commodity
16	<p>Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:</p> <ul style="list-style-type: none"> ◆ Enter "To remain under seal while in territorial waters of the United States." for items such as fruit fly hosts and meat or meat products which require sealing, or for a garbage violation ◆ Enter other appropriate statements, such as: <ul style="list-style-type: none"> ❖ May be used while in port ❖ To remain under seal pending treatment ❖ Destroyed ❖ See <i>Remarks</i>
17	Have the Captain or highest officer aboard the vessel read the Safeguard Notice, sign, list title, and enter the date signed
18	Check yes or no to indicate whether garbage containers are covered, inside railing, and leakproof
19	<ul style="list-style-type: none"> ◆ Check any ship areas that were not inspected ◆ If holds were inspected, then list
20	<ul style="list-style-type: none"> ◆ Check as appropriate ◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; do not list cats or dogs
21	<p>If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="margin-left: 10px;"> <p>Important</p> <p>The following checks in <i>Block 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</p> <p>21) No</p> <p>22) No</p> </div> </div>
22	<p>Check YES or NO as appropriate and list the title of the ship's representative</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="margin-left: 10px;"> <p>Important</p> <p>The following checks in <i>Blocks 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</p> <p>23) No</p> <p>24) No</p> </div> </div>

TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)

Block	Instructions
23	<p>List any additional information or supplemental data as appropriate, such as the following:</p> <ul style="list-style-type: none"> ◆ If crew member informs you that plastics were dumped at sea, then write the crew member's statement and have crew member sign ◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation ◆ Reference to cargo that CBP at next port of call should know about ◆ Reference to giving a copy to Master or other officer ◆ Warning notice ◆ Dry stores fumigated ◆ Enter number and types of seals applied, serial numbers, and exact locations of seals; e.g., "USDA Tyden seal #4967 on cage locker inside the vegetable reefer" ◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate ◆ Enter a dollar sign (\$) if you have assessed and collected a spot settlement for a garbage violation and state the nature of the violation and the amount of penalty ◆ If a pet bird is aboard the vessel, write the following statement and get the Captain's signature: "I agree to keep the bird(s) caged or tethered and kept in a ship's cabin while in U.S. territorial waters." [<i>Captain's Signature</i>] ◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement: "If live bees are sighted on the ship or a container, then call a CBP Agriculture Specialist at [<i>Port telephone number</i>]."
24	List any subsequent ports of call
25	Record the number of passengers
26	CBP Officer signs

Instructions for Completing CBP Form AI-288 When Using for Documenting Monitoring Activities

When CBP Form AI-288 is used for documenting monitoring activities, then follow the instructions in [Table A-1-8](#).

TABLE A-1-8: Instructions for Completing CBP Form AI-288, When Using for Documenting Monitoring Activities

Block	Instructions
1-3	Fill in
4-7	Leave blank
8-9	Fill in
10-17	Leave blank
18	Fill in
19-22	Leave blank
23	Fill in
24-26	Leave blank

Distribution

Distribute CBP Form AI-288 as follows:

- ◆ Keep the original for the port file
- ◆ Give one copy to Master or other ship officer
- ◆ If requested, give one copy to shipping agent when garbage violation is issued
- ◆ Send one copy to the CBP office at subsequent port when **any** of the following conditions apply:
 - ❖ Stores are sealed
 - ❖ Pest risk is significant
 - ❖ Vessel has a garbage violation
 - ❖ Cargo of CBP interest is to be discharged
 - ❖ PPQ Form 301-R, Remedial Measures Billing (Statement of Services)



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

CBP Form AI-523A, Chain of Custody

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection		Serial Number:	
CHAIN OF CUSTODY EMERGENCY ACTION NOTIFICATION			
1. Port Location:		2. Date Issued:	
3. Name and Quantity of Article(s):		4. Location of Article(s):	
		5. Destination of Article(s):	
6. Shipper:		7. Name of Carrier:	
		8. Shipment ID Number(s):	
9. Owner/Consignee of Article(s) Name:		10. Port of Lading:	11. Date of Arrival:
Address:		12. ID of Pest(s), Noxious Weeds, or Article(s)	
		12a. Pest ID Number:	12b. Date Intercepted:
		13. Country of Origin:	14. Grower Number:
Phone Number:	FAX Number:	15. Foreign Phytosanitary Certificate Number:	
15a. Place Issued:	15b. Date:	15c. Situation Room Report Number:	
Under Section 411, 412 and 414 of the Plant Protection Act (7 USC 7711, 7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an CBP Agriculture Specialist. Remedial measures shall be in accordance within the action specified in item 16 and shall be completed within the time specified in item 17*.			
After receipt of this notification, articles and/or carriers herein designated must be moved except as directed by an Agriculture Officer. The local officer may be contacted at:			
16. Action Required: <input type="checkbox"/> Treatment <input type="checkbox"/> Destruction <input type="checkbox"/> Re-Exportation <input type="checkbox"/> Other		*Should the owner or owner's agent fail to comply with this order within the time specified below, DHS is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.	
17. After receipt of this notification complete specified action within (specify number of hours or number of days): Hours: Days:			
Agriculture Specialist Name:		Agriculture Specialist Signature:	
ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION			
I hereby acknowledge receipt of the foregoing notification.			
Name:	Title (Shipper/Broker/Consignee)	Signature:	Date/Time:
Name:	USDA	Signature:	Date/Time:

CBP Form AI-523A (04/06)

FIGURE A-1-24: Example of CBP Form AI-523A, Chain of Custody

Purpose

CBP Form AI-523A will be used in the event that a shipment must change custody from CBP to PPQ. This form is not a replacement for an EAN, and it may be necessary to issue both an EAN and Chain of Custody. See [Table A-1-9](#) below.

TABLE A-1-9: Determine Which Form(s) to Issue

If a shipment:	Then Issue:
Requires emergency action and the shipment will change custody from CBP to PPQ	<ul style="list-style-type: none"> ◆ PPQ 523 (Emergency Action Notification) ◆ CBP AI 523A (Chain of Custody)
Requires a precautionary/condition of entry treatment and the shipment will change custody from CBP to PPQ	<ul style="list-style-type: none"> ◆ CBP AI 523A (Chain of Custody)
Must be transferred from CBP to a USDA Plant Inspection Station for inspection by PPQ	<ul style="list-style-type: none"> ◆ CBP AI 523A (Chain of Custody)

CBP Form AI-523A will then have the following functions:

- ◆ Create a record of transfer of a shipment from the custody of CBP to the custody of PPQ for action (either treatment or destruction)
- ◆ Create a record of transfer of a shipment from the custody of CBP to the custody of a PPQ Plant Inspection Station for further inspection by PPQ

Instructions

Use the instructions in [Table A-1-10](#) for completing this form. If completing this form in conjunction with an Emergency Action Notification, use the exact information that appears on the EAN.

TABLE A-1-10: Instructions for Completing CBP Form AI-523A

Block	Instructions
Serial Number	Write the serial number from the Emergency Action Notification (PPQ Form 523) If the 523A is created and a 523 is not created, enter the reason for the transfer. For example, if the shipment is being transferred for a precautionary/condition of entry treatment, enter "Precautionary." If the transfer is for inspection at a Plant Inspection Station, enter "PIS."
1.	Enter the port location as found in the AQAS system as well as the port number
2.	Enter the date the CBP Form AI-523A was issued
3.	Enter the name and quantity of manifested articles as described in the AQAS system
4.	Enter the location where the articles were inspected
5.	Enter the location where the shipment is being transferred, for example, the fumigation site or destruction site
6.	Enter the name and address of the shipper

TABLE A-1-10: Instructions for Completing CBP Form AI-523A

Block	Instructions
7.	Enter the entire name of the carrier with no abbreviations
8.	Enter the shipment ID numbers and a description of the number. For example, if a user enters FRE-0293847-1 then also enter Custom's Entry Number as a description.
9.	Enter the name, address, phone, and fax number of the owner/consignee
10.	Enter port of lading
11.	Enter date of arrival
12.	Enter reason for transfer. This will either be "Precautionary," "PIS," or the reason listed in Block 12 of the accompanying EAN.
12a.	Enter Pest ID number if appropriate
12b.	Enter date that the reason for transfer was discovered
13.	Enter the country of origin of the article(s)
14.	Enter the grower number
15.	Enter the phytosanitary certificate information
15a.	Enter the place where the foreign phytosanitary certificate was issued
15b.	Enter the date the foreign phytosanitary certificate was issued
15c.	Enter the Situation Room Report Number
16.	Check the action that has been selected by the responsible party (broker, importer, consignee, etc.), if applicable
17.	Enter the amount of time allowed before the shipment must move to the site of action
Acknowledgment of Receipt of Emergency Action Notification section ¹	<p>The person accepting the form (i.e. truck driver, warehouse manager, broker, etc.) must print his/her name, sign, and date the form so that a Customs and Border Protection (CBP) Agriculture Specialist can authorize the shipment to proceed.</p> <p>The CBP Agriculture Specialist will send a hard, signed copy of the completed 523A with the other documentation accompanying the shipment to the transfer site. The USDA Plant Health Specialist will sign the Chain of Custody and send it via facsimile back to the indicated CBP location. The PPQ units will fax the 523A forms back to CBP AI at the end of every shift.</p>

¹ This will not be used for transfer to PIS.

Keep a hard copy of the CBP Form AI-523A at the Port of Entry for three years.

CBP Form AI-591, Notice of Alleged Violation

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection					Serial Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
NOTICE OF ALLEGED VIOLATION					
TYPE OF VIOLATOR: <input type="checkbox"/> PASSENGER <input type="checkbox"/> CREW <input type="checkbox"/> DECAL <input type="checkbox"/> SERVICE PERSONNEL					
SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION					
1. PORT LOCATION	2. DATE ISSUED	3. TIME ISSUED	4. CARRIER (<i>Name and ID</i>)	5. ARRIVING/DEPARTING FROM	
6. REGULATION VIOLATED			7. IDENTIFICATION NUMBER		
8. NAME OF ALLEGED VIOLATOR (<i>Last name first</i>)			<input type="checkbox"/> SOCIAL SECURITY NUMBER _____ <input type="checkbox"/> DATE OF BIRTH _____ <input type="checkbox"/> PASSPORT NO./COUNTRY _____ <input type="checkbox"/> OTHER _____ <i>(Obtain copies of identifying documents)</i>		
			REPEAT VIOLATOR <input type="checkbox"/>		
9. ADDRESSES (<i>include zip for U.S. addresses</i>) AND TELEPHONE NO.(S)			10. MATERIAL SEIZED		
PERMANENT		WHILE IN THE U.S.			
			a. QUANTITY AND NAME OF ARTICLES		
			b. COUNTRY OF ORIGIN		
11. DECLARATION OF MATERIAL SEIZED		11a. GIVEN OPPORTUNITY TO AMEND			
<input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> NO DECLARATION		<input type="checkbox"/> YES <input type="checkbox"/> NO			
12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL (<i>i.e., labels on material, passenger remarks</i>). IF CASE IS FORWARDED, OFFICER'S STATEMENT MUST BE ATTACHED.					
SAMPLE					
13. SIGNATURE OF OFFICER			14. BADGE NO.	15. DATE	
SECTION II – ALLEGED VIOLATOR (<i>Please read Section I and Section II. If you agree to waive hearing and pay the penalty, sign and date below.</i>)					
<p>The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$50,000 against any individual who violates the Plant Protection Act and any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company, or corporation who knowingly violates the provisions of the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on record.</p> <p>You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.</p> <p>I acknowledge that I have an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$ _____.</p>					
SIGNATURE				DATE	
SECTION III – FOR USE BY U.S. CUSTOMS AND BORDER PROTECTION					
AMOUNT RECEIVED	SIGNATURE OF CASHIER			DATE	
\$					

CBP Form AI-591(09/05)

FIGURE A-1-25: Example of CBP Form AI-591, Notice of Alleged Violation

Purpose

CBP Form AI-591, Notice of Alleged Violation, is used to assess the following:

- ◆ Civil penalties for passengers and crew who attempt to smuggle prohibited or restricted agricultural items in their baggage after failing to declare the items
- ◆ Civil penalties for crew and service personnel who remove regulated articles contrary to regulations, only if service employee works for a company with no compliance agreement
- ◆ Civil penalties for persons who violate the commuter decal lane (DCL)

Complete this form 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.



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Instructions

Use the instructions in [Table A-1-11](#) for completing this form.

TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation

Block	Instructions
Type of Violator	Check the appropriate box at the top of the form. "Passenger" refers to passengers or pedestrians; "Decal" refers to the vehicle decal program on land borders (if the violation is for the decal lane (DCL), then list the decal number or other appropriate information in Block 12); "Crew" refers to persons employed by the owner of the carrier; "Service Personnel" refers to personnel servicing the carrier (caterers or garbage haulers).
Section I	Complete as directed below
1	Fill in
2	Enter date
3	Fill in
4	<ul style="list-style-type: none"> ◆ Enter the name of the airline (do not abbreviate) ◆ Enter the flight number of airplane
5	Enter the name of the last foreign country of departure
6	<ul style="list-style-type: none"> ◆ Enter the CFR(s) that the passenger has violated; be sure to cite the appropriate title, part, and subpart ❖ Animal products—cite the title and part violated (Example: Yams, 7CFR 319.56 and 9CFR 94) ❖ If you do not know the animal regulation, contact a HQ, PPQ, VMO in PPQ, VRS
7	<ol style="list-style-type: none"> 1. Examine available document (passport, Social Security card, birth certificate, etc.) 2. Enter identification number (passport number/country, Social Security number, date of birth or other)
8	<ol style="list-style-type: none"> 1. Examine all available documents (passport, airline ticket) 2. Fill in as complete a name as possible 3. Check the box if the person is a repeat violator
9	<ol style="list-style-type: none"> 1. List the permanent address, include zip code 2. If the permanent address is not in the U.S., then also list the address under the block <i>While in the United States</i>; include zip code
10a	<ul style="list-style-type: none"> ◆ Enter the amount in either kilos or number of items seized ◆ Enter the item for which the civil penalty is being imposed ❖ Enter the common name ❖ If plant material, enter the scientific name
10b	List the name of the country of origin (if known)
11	Check the appropriate box; you can not assess a civil penalty if the material was declared
11a	Check the appropriate box; you can not assess a civil penalty if the passenger did not have an opportunity to amend

TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation (continued)

Block	Instructions								
12	<p>Use this block to explain briefly the information that is not contained in other sections of the form when one of the following applies:</p> <ul style="list-style-type: none"> ◆ If the item was concealed or misrepresented, explain how ◆ If an interpreter was used to obtain the declaration or to interview, list the name and title of the interpreter ◆ If the declaration was checked “yes” in response to the agricultural question and a civil penalty is being imposed, explain why ◆ If permits accompany shipment, describe permits ◆ If CBP obtained the declaration and the amendment and found agricultural items for which you are about to issue a civil penalty, list the name or badge number of the CBP inspector and items found 								
13, 14, 15	Fill in								
Section II	<ul style="list-style-type: none"> ◆ Fill in the amount of the civil penalty before you give the form to the passenger ◆ See <i>Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty</i> on page 8-1-18 to determine the amount of the civil penalty ◆ See <i>Mitigating the Spot Settlement</i> on page 8-1-21 for mitigation procedures ◆ If the civil penalty is for not complying with a commuter lane decal and is the first violation, then assess \$500. Request suspension of lane decal for one year. However, if this is a second violation or beyond, then leave Section II blank and FORWARD the complete case file to IES <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If the violator:</th> <th style="width: 50%;">Then:</th> </tr> </thead> <tbody> <tr> <td>Immediately pays the civil penalty at the port</td> <td>HAVE the violator sign and date Section II</td> </tr> <tr> <td>Agrees to mail the payment within three days to IES Headquarters</td> <td> <ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the <i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i> on page P-1-1 </td> </tr> <tr> <td>Refuses to pay the civil penalty</td> <td>See <i>Refusal to Pay the Civil Penalty</i> on page 8-1-22</td> </tr> </tbody> </table>	If the violator:	Then:	Immediately pays the civil penalty at the port	HAVE the violator sign and date Section II	Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the <i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i> on page P-1-1 	Refuses to pay the civil penalty	See <i>Refusal to Pay the Civil Penalty</i> on page 8-1-22
If the violator:	Then:								
Immediately pays the civil penalty at the port	HAVE the violator sign and date Section II								
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the <i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i> on page P-1-1 								
Refuses to pay the civil penalty	See <i>Refusal to Pay the Civil Penalty</i> on page 8-1-22								
Section III	<ol style="list-style-type: none"> 1. Tell violator to take CBP Form AI-591 to CBP cashier and pay the civil penalty 2. CBP cashier will complete this section (fill in the amount of money received, sign, and date the form) 								

Distribution

Use [Table A-1-12](#) for distribution of CBP Form AI-591.

TABLE A-1-12: Distribution of CBP Form AI-591, Notice of Alleged Violation

If the violator:	Then:
Immediately pays the civil penalty at the port	<ul style="list-style-type: none"> ◆ KEEP Part 1 for port files ◆ GIVE Part 2 to the violator ◆ GIVE Part 3 to CBP Cashier
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> ◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301/734-8684 ◆ GIVE Part 2 to the violator ◆ KEEP Part 3 for port files
Refuses to pay the civil penalty	<ul style="list-style-type: none"> ◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684 ◆ GIVE Part 2 to the violator ◆ KEEP Part 3 for port files

CBP Form AI-592, Notice of Violation

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection					Serial Number A
NOTICE OF VIOLATION					
TYPE OF VIOLATION: <input type="checkbox"/> GARBAGE <input type="checkbox"/> SEALS <input type="checkbox"/> NOTIFICATION					
SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION					
1. PPO LOCATION	2. DATE ISSUED	3. CARRIER (<i>Name and ID</i>)	4. DATE OF ARRIVAL	5. TIME OF ARRIVAL	
6. ARRIVING FROM (<i>List all previous ports</i>)			7. DATE VIOLATION DISCOVERED	8. TIME VIOLATION DISCOVERED	
9. NAME, ADDRESS, AND TAX ID NO. OF OWNER/OPERATOR (<i>last name first</i>)			10. NAME, ADDRESS, AND TAX ID NO. OF AGENT HANDLING CARRIER AT PORT		
11. THE FOLLOWING CONDITION (S), WHICH VIOLATE 7 CFR 330.400 AND 9 CFR 94.5 OR 7 CFR 330.110 AND 330.111 <u>WAS/WERE</u> FOUND ON OR ASSOCIATED WITH THE CARRIER NAMED ABOVE:					
<input type="checkbox"/> GARBAGE OBSERVED BEING DUMPED INTO HARBOR OR INLAND WATERWAY		<input type="checkbox"/> GARBAGE FOUND ON VESSEL WAS NOT PROPERLY SAFEGUARDED			
<input type="checkbox"/> GARBAGE DISPOSED OF IN AN UNAUTHORIZED MANNER (<i>describe in remarks</i>)		<input type="checkbox"/> INADEQUATE NOTIFICATION OF ARRIVAL			
<input type="checkbox"/> GARBAGE REMOVED FROM CARRIER WITHOUT AUTHORIZATION		<input type="checkbox"/> UNAUTHORIZED BREAKING OF AHIS SEALS			
REMARKS (<i>If case is forwarded, officer's statement must be attached.</i>)					
12. SIGNATURE OF OFFICER			13. BADGE NO.	14. DATE	
SECTION II – If you agree to waive hearing and pay the penalty, sign and date below.					
The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$250,000 against any individual who violates the Plant Protection Act and any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company, or corporation who knowingly violates the provisions of the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on record.					
You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.					
I acknowledge that I have an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$ _____.					
Pay by postal money order or Company or certified check drawn ONLY on a U.S. bank, payable to U.S. Treasury, at the office show in Section III. Payment must be made by 3:00p.m. of the third business day after signing this notice.					
SIGNATURE		TITLE		DATE	
SECTION III – FOR USE BY RECEIVING OFFICE					
ADDRESS OF RECEIVING OFFICE		AMOUNT OF CHECK \$ _____		DATE	
		SIGNATURE OF OFFICER			
SECTION IV – ACKNOWLEDGEMENT OF RECEIPT OF FORM (<i>If section II is not signed</i>)					
SIGNATURE		TITLE		DATE	

CBP Form AI-592 (09/05)

FIGURE A-1-26: Example of CBP Form AI-592, Notice of Violation

Purpose

CBP Form AI-592 is used to issue spot settlements and document the following:

- ◆ Garbage violations (foreign) on carriers
- ◆ Improper breaking of CBP seals
- ◆ Failing to provide advance notification of arrival of carriers (aircraft, railroad cars (railcars), and vessels) when advance notification is required
- ◆ Unauthorized breaking of APHIS/DHS seals on vessel stores, galleys, and cargo (**except** meats and animal products and by-products)

This is the only form to use for issuing spot settlements in the instances listed above. A civil penalty is initiated when the form is filled in and may be finalized (if penalty is paid) with this single document.



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Instructions

Use a pen with blue or black ink to complete the form on a hard surface, pressing firmly to assure information will transfer to all copies. Follow the instructions in [Table A-1-13](#).

TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation

Block	Instructions
Type of Violation	Check appropriate box at the top of the form ◆ Garbage refers to garbage regulated by CBP and/or APHIS; see Glossary for definition
1	Fill in city and State or city and country of port
2	Fill in the date the form was issued
3	Fill in the name of carrier and identification information ◆ Vessels—include flag of registry (use the abbreviation list in Appendix F), type, and name; use three-letter country code ◆ Aircraft—enter the flight number ◆ Railroad cars—enter the railroad car number
4	Enter date of carrier arrival
5	◆ Enter docking time for vessels ◆ Enter block time for aircraft
6	◆ Fill in the name of the last foreign port ◆ List all previous coastwise (U.S.) ports
7	Enter the date the violation was discovered
8	Enter the time the violation was discovered
9	◆ Fill in the name (last name first) of the owner/operator (specify) ◆ List the address (may be foreign) of the owner/operator ❖ List the Tax ID number of the owner or operator (specify) Vessels—Customs Form 1300, Masters Oath, lists the name and address of the owner and operator Customs Form 1301, General Declaration, lists the name and address of the agent ◆ If the violation is breaking seals on cargo, then enter name and address of the cargo owner or importer (specify)
10	Fill in the name, address, and Tax ID number of the agent handling clearance formalities at port
11	◆ Check all blocks that apply to the violation ◆ Describe conditions not adequately expressed by one or more of the printed statements under <i>Remarks</i>
Remarks	◆ Fill in information as to how you determined a garbage violation occurred, e.g., orange peels were found scattered on the deck and in uncovered garbage containers ◆ Never use the <i>Remarks</i> section for the Officer's Statement ◆ Attach the Officer's Statement when violation is sent to Riverdale ◆ Identify that off-loaded garbage came off a particular vessel or aircraft ◆ Collect any evidence that shows that the garbage did originate from that vessel or aircraft (any document associated with the garbage showing the carrier's name or line, i.e., napkins, entertainment schedule)

TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation

Block	Instructions
12	Sign the form
13	Enter your badge number
14	Fill in the date
Section II	<ol style="list-style-type: none"> 1. See <i>Inspecting the Aircraft</i> on page 3-2-3, <i>Determining if a Vessel Requires Boarding on Arrival</i> on page 3-3-4, and <i>Assessing Civil Penalties</i> on page 8-1-6, to determine if you should assess the spot settlement or if you must forward the form to IES for assessment 2. If you should assess a spot settlement, then enter the amount specified in the sections above 3. Have the captain, owner, agent, or representative sign Section II and ask the signer to fill in his or her title and the date 4. If the violator signs Section II and pays the spot settlement, then continue to Section III of this table 5. If the violator refuses to sign Section II, then go to Section IV of this table 6. Go to <i>Distribution</i> on page A-1-60
Section III	<p><i>Receiving office/CBP Officer completes at time violator pays civil penalty</i></p> <ol style="list-style-type: none"> 1. Accept the funds to settle the civil penalty (accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States") 2. Enter the address of the receiving office, the check amount, and the date 3. Sign Section III 4. Complete APHIS Form 94, Record of Public Funds Received, and send along with funds received from violator, to ARI: MAIL (U.S. Postal Service) Payment: USDA-APHIS-ARI PO Box 952180, St. Louis, MO 63195-2182 EXPRESS MAIL (FEDEX): Firstar Bank, Attn: Gov't Box 9521801 1005 Convention Plaza, St. Louis, MO 63101 5. GO TO <i>Distribution</i> on page A-1-60
Section IV	<ol style="list-style-type: none"> 1. a. Have the violator who refuses to pay the penalty acknowledge receipt of the form by signing Section IV, and ask the signer to fill in his or her title and date to acknowledge receipt of the form, or b. Have a repeat violator sign here to acknowledge 2. Allow the owner, operator, or representative to write a statement of explanation 3. If the violator pays the penalty within 3 work days, then go to Section III of this table 4. GO TO <i>Distribution</i> on page A-1-60

Distribution

Use [Table A-1-14](#) for distribution of CBP Form AI-592.

TABLE A-1-14: Distribution of CBP Form AI-592, Notice of Violation

If the violator:	And:	Then:
Signs Section II ¹ or Section IV	Pays the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ GIVE Part 1 to the person paying the penalty (at the time of paying) ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)
	Fails to pay the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301/734-8684 ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)
Refuses to sign either Section II or Section IV	→	<ul style="list-style-type: none"> ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684 ◆ KEEP Parts 2 and 3 for the port files

1 If the penalty is **not** paid on the vessel, send or fax a copy of the violation to the vessel's agent.



For any vessel with a new garbage violation continuing to another U.S. port, alert that port of the vessel's recent violation. Additionally, CBP-APL needs to have the vessel information for tracking the garbage violators.

CBP Form AI-625, Sealing Report/Authorization to Proceed

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection			
SEALING REPORT / AUTHORIZATION TO PROCEED			
VESSEL NAME:		DESTINATION:	
PORT OF ARRIVAL:		DATE OF ARRIVAL:	
AGRICULTURE SPECIALIST			
NAME:	BADGE NO.	DATE & TIME OPENED:	PHONE NUMBER:
			FAX NUMBER:
BILL OF LADING	AMOUNT	COMMODITY	
COUNTRY OF ORIGIN:		REFRIG. WAREHOUSE <input type="checkbox"/>	
PORT OF LADING:		OTHER:	
CONTAINER/TRAILER NO./AWB NO.			
TOTAL DELIVERED:	DATE OF INTERCEPTION:	REMARKS:	
SEAL NUMBER: (CHECK ONE) <input type="checkbox"/> APHIS <input type="checkbox"/> CBP	URGENT NUMBER:		
DATE SEALED:	DATE CONFIRMED:		
TIME SEALED:	IDENTIFIED AS:		
SHIPPER:		TRUCKING COMPANY:	
CONSIGNEE:		DRIVER'S PRINTED NAME AND SIGNATURE:	
BROKER:		CAUTION HOLD - SHIPMENT AUTHORIZED TO:	
		NO DIVERSION PERMITTED	
VERIFICATION OF RECEIPT OF CARGO - FAX BACK NUMBER:			
AGRICULTURE SPECIALIST NAME (PRINTED):		BADGE NO.:	
AGRICULTURE SPECIALIST SIGNATURE:		DATE:	

CBP FORM AI-625 (09/05)

FIGURE A-1-27: Example of CBP Form AI-625, Sealing Report/Authorization to Proceed

Purpose

CBP Form AI-625 is used to record a Sealing Report or a shipment that has been authorized to move to another location.

Instructions

To complete this form, follow the instructions in [Table A-1-15 on page A-1-62](#). Print or type the information.

TABLE A-1-15: Instructions for Completing CBP Form AI-625, Sealing Report/Authorization to Proceed

Block	Instructions
Vessel Name, Destination, Port of Arrival, Date of Arrival, Agriculture Specialist Name, Agriculture Specialist Badge Number, Date & Time Opened	Fill in
Phone number, Fax number	Fill in numbers where Agriculture Specialist can be reached
Bill of Lading, Amount, Commodity, Country of Origin, Port of Lading	Fill in
Refrigerated Warehouse	Check box if yes
Container/Trailer No./AWB No.	Fill in
Total Delivered	Enter the total (of shipment) delivered
Date of Interception	Fill in
Seal Number	Check type of seal and enter number
Urgent number	Fill in
Date Sealed, Time Sealed	Enter date and time the Agriculture Specialist sealed the shipment
Date Confirmed	Enter date interception was confirmed
Identified As	Enter the pest's identification
Remarks, Shipper, Trucking Company, Consignee, Driver's Printed Name and Signature, Broker, Caution Hold - Shipment Authorized to, Verification of Receipt of Cargo, Agriculture Specialist Name, Agriculture Specialist Badge Number, Agriculture Specialist Signature, Date	Fill in

CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection	
NOTIFICATION FOR PERISHABLE COOKED RUMINANT or COOKED SWINE MEAT FROM RESTRICTED COUNTRIES	
Fill out one notification form per container.	
Section A: DHS / CBP / AI	
Date Issued:	Port of Arrival:
Phone Number:	FAX Number:
1A. Port Shipment ID(s): Container, Bill, or Truck Entry Number	
2A. Country of Origin	
3A. Meat Certificate Number(s)	
4A. Species	(Check one) <input type="checkbox"/> Ruminant <input type="checkbox"/> Swine
5A. PJT for FMD required at Rapid Defrost Facility?	(Check one) <input type="checkbox"/> Yes (CBP/AI authorized hold) <input type="checkbox"/> No
6A. Container of Cooked meat requiring Pink Juice Test <i>must</i> be sealed	(Check one) <input type="checkbox"/> Foreign <input type="checkbox"/> CBP/AI
7A. Product to be transferred to the following FSIS I-House (identified by Importer/Broker): Name of I-House I-House Establishment Number	
NOTE: Only APHIS approved Rapid-Defrost Facilities are eligible to conduct the Pink Juice Test (PJT). Not all Food Safety Inspection Services (FSIS) I-Houses are Rapid-Defrost Facilities; refer to Foreign Origin Ruminant Meats and Meat Products Section in the Animal Product Manual. Products not from FMD affect countries are not required to go to a Rapid-Defrost Facility but must be forwarded to a FSIS I-House.	
8A. CBP Agriculture Specialist's Name (Printed):	Badge Number:
CBP / AI Office must retain a hard copy for 3 years	
Section B: USDA / FSIS / IID	
Fill out bottom portion <u>ONLY</u> for shipments requiring PJT or for shipments eligible for MIT testing and return entire page to DHS, CBP, AI above.	
NOTE: If Item 1B, 2B and/or 3B (if required) is NO, or pink juice is detected, immediately contact the DHS, CBP, AI office indicated above.	Today's Date:
1B. The shipment was received intact (as specified above):	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
2B. Is the meat boneless?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
3B. PJT performed?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
4B. If test was performed:	(Check one) <input type="checkbox"/> Pink Juice Detected <input type="checkbox"/> Pink Juice Not Detected
5B. Were samples selected for MIT testing?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
6B. FSIS Disposition	(Check One) <input type="checkbox"/> Released <input type="checkbox"/> FSIS Hold <input type="checkbox"/> Referred back to CBP/AI
7B. FSIS Inspector:	Badge Number:
CBP Form AI-629 (06/06)	

FIGURE A-1-28: Example of CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

Purpose

CBP Form AI-629 is used to notify the United States Department of Agriculture, Food Safety and Inspection Service (USDA-FSIS) on a shipment of perishable cooked ruminant or cooked swine meat from restricted countries at a port of entry.

Instructions

Section A

DHS/CBP/AI fills out this part of the form.

TABLE A-1-16: Instructions for Completing CBP Form AI-629

Block	Instructions
Date Issued, Port of Arrival, Phone and Fax Numbers of the Port of Arrival	Print or type the entries
1A, 2A, 3A	Fill in
4A, 5A	Check one of the boxes
6A	Enter the seal number, then check one of the boxes
6	Enter the name and address of the shipper
7A	Enter the name of the importer/broker, name of the I-house and the establishment number
8A	Enter the Agriculture Specialist's name and badge number

After completion, e-mail the form to the appropriate FSIS-IID address as listed below:

1. Outlook:\\Public Folders\\All Public Folders\\OIA\\IID\\Detroit Region
2. Outlook:\\Public Folders\\All Public Folders\\OIA\\IID\\Los Angeles Region
3. Outlook:\\Public Folders\\All Public Folders\\OIA\\IID\\Miami Region
4. Outlook:\\Public Folders\\All Public Folders\\OIA\\IID\\Philadelphia Region

Section B

FSIS-IID fills out blocks 1B through 7B and returns the form to CBP-AI via facsimile or e-mail.



It is **mandatory** to use on-line communication as the transmittal medium.

Keep a hard copy of this form at the POE for 3 years.

PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE FOREIGN SITE CERTIFICATE OF INSPECTION AND/OR TREATMENT		1. CERTIFICATE NO. 111	2. COUNTRY OF ORIGIN Guatemala
		3. DATE LOADED June 10, 1997	4. FOREIGN PORT OF EXPORT Santo Tomas de Castilla
5. CARRIER IDENTIFICATION Sealand Lines "Ship X" Voy. #123		6. U. S. PORT OF ENTRY Port Everglade, FL.	
7. SHIPPER (Name & Address) MANGOESAM 97 Calle 1234 Zona 17 Guatemala PH; 502-3-4567		8. CONSIGNEE (Name & Address - Include Zip Code) Mangoman 7575 NW. 99th Avenue Miami, FL 33333 PH: 305-999-9999	
9. COMMODITY	10. NO. CONTAINERS (Identify as box, sack, y. Bruce box, flat, card- board box, etc.)	11. CONTAINER IDENTIFICATION MARKS	
Mangifera indica (fresh mango fruit)	3,333 cardboard boxes	Container # SEAV 555 443 USDA Seal # APHIS 090909	
12. LOCATION OF INSPECTION AND/OR TREATMENT MANGOESAM, Villa Nueva, Guatemala		13. DATE June 10, 1997	
This certifies that the shipment described above has been inspected and/or treated in accordance with agricultural requirements for entry into the United States.			
14. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER <i>J. M. Ann Inspector</i>		15. DATE ISSUED June 11, 1997	
PPQ FORM 203 (AUG 78)			

FIGURE A-1-29: Example of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

Purpose





PPQ Form 203 verifies that PPQ has precleared the commodity it accompanies (either through inspection or treatment) at the foreign site.

Instructions

The Agriculture Specialist at Port of Entry (POE) examines this form when a precleared commodity arrives at your port.

The APHIS officer completes this form at the foreign site where the commodity is inspected or treated. The form may either be handwritten in ink or typed. Use [Table A-1-17](#) to decide what paperwork should be presented upon the arrival of a precleared commodity.

TABLE A-1-17: Determine Paperwork to Be Presented upon Arrival of a Precleared Commodity

If arriving from:	And by:	Then the exporter or the exporter's agent must provide the following paperwork:
Australia, Japan, Korea, or the Republic of South Africa		<ul style="list-style-type: none"> ◆ Original (yellow or white) PPQ Form 203 for the commodity ◆ Copy of the master PPQ Form 203 or original Phytosanitary Certificate, specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203
Chile	Vessel	<ul style="list-style-type: none"> ◆ Original Chilean Phytosanitary Certificate ◆ E-mail notification of the cargo on board and its status from the IS Region II office to the POE <p>NOTE: No PPQ Form 203 will accompany the commodity</p>
	Air	<ul style="list-style-type: none"> ◆ Original (yellow or white) PPQ Form 203 for the commodity ◆ Original Chilean Phytosanitary Certificate
India or Thailand		<ul style="list-style-type: none"> ◆ Original (yellow or white) PPQ Form 203 for the commodity ◆ Original Indian or Thailand Phytosanitary Certificate
New Zealand		<ul style="list-style-type: none"> ◆ Original (yellow or white) PPQ Form 203 for the commodity, or a copy of the master 203 ◆ Original New Zealand Ministry of Agriculture forms specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203, Final Balances-Balance Sheet for USA-Passed Product in Coolstore and Details of Loading Certificate
Other than a country listed above		<ul style="list-style-type: none"> ◆ Original (yellow or white) PPQ Form 203 for the commodity

Verify that any seals listed on the form are still intact. Also, confirm that the information and conditions described on the form agree with the cargo manifest, invoice, or other CBP entry documents. Contact QPAS at 301/734-8295 if **any** of the following occurs:

- ◆ PPQ Form 203 is missing
- ◆ Seals are broken
- ◆ Information on the PPQ Form 203 does **not** match the entry documents



Refer to your *Plant Import: Nonpropagative Volume of Manuals* for the commodity being shipped. The commodity may be undergoing in-transit cold treatment. If it is, you need to ensure that the commodity meets the time and temperature requirements.

Instructions for Issuing Officer

The APHIS Issuing Officer will complete PPQ Form 203, as follows:

1. Type the form or write in ink.
2. Number the certificate using the numbering system assigned by the Area Office with responsibility for the program.
3. If the commodity was treated, mark the form with the plant's approved stamp.
4. Fill in the remaining, self-explanatory information.

Distribution

Issuing Officer

The APHIS Issuing Officer will distribute PPQ Form 203 using [Table A-1-18](#) as a guide.

TABLE A-1-18: Distribution of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

If:	Then:
Original and first copy	GIVE to the exporter (the original must be presented at the first POE)
Copy	SEND to the Area Office, IS, with responsibility for the program
Copy	RETAIN by the certifying APHIS officer
Copy (through the office of cooperator) ¹	FAX a copy to the U.S. Port of Arrival
Copy	ATTACH to trip report

¹ This does **not** apply to all programs. Check the technical packet or with the IS Field Office in Charge.

Agriculture Specialist

The CBP Officer at the first POE will retain the original PPQ Form 203 and all accompanying documents.

PPQ Form 213, Airplane Inspection Record

AIRPLANE INSPECTION RECORD										AIRPORT Houston Intercontinental				LOCATION Houston, TX				DATE 04/20/02	
DATE	BLOCK TIME	PLANE	FROM	NUMBER		INSPECTIONS		SHOES C & D		SEIZURES		QTRS		STORES		OPTIONAL USE		INSPECTOR	
				PAX	BAGG	TOTAL	POS	C & D	P	A	WGT	P	A	WGT	P	A	WGT	PL	P
1. 04/20	0020	Air Mexico Flight 219	Cancun/MX	86	258	15	2	0	1	1	1	0	2	0	0	Cargo Manifest checked	N	P	
2.	0019	CO #173	Mexico City	119	271	8	3	0	1	2	4	0	1	0	0	5 lines-stores	C	N	
3.	1059	PA 15	Mexico City	271	542	22	2	1	2	3	2	1	3	1	5		R	JS	
4.																			
5.																			
6.																			
7.																			
8.																			
9.																			
10.																			
11.																			
12.																			
13.																			
14.																			
15.																			
16.																			
17.																			
18.																			
TOTALS				476	1071	45	7	1	4	6	17	1	6	1	5				
REMARKS																			

PPQ FORM 213 (AUG 96) Previous edition obsolete.

FIGURE A-1-30: Example of PPQ Form 213, Airplane Inspection Record

Purpose

PPQ Form 213 is designed to be used to record information associated with air traffic. The form is a worksheet for local port use.

Instructions

Since PPQ Form 213 is a worksheet for port use, follow any modifications in completing the form that are required by local needs. You can find some of the information needed to complete this form on the Customs General Declaration. Information concerning referrals and seizures can be obtained from CBP Agriculture Specialists responsible for clearing the flight. Complete this form after the aircraft, passengers, and crew are cleared. See instructions in [Table A-1-19](#).

TABLE A-1-19: Instructions for Completing PPQ Form 213, Airplane Inspection Record

Block	Instructions
Airport	Fill in
Location	Fill in
Date	Fill in
Block Time	<ul style="list-style-type: none"> ◆ Enter arrival time ◆ Include time passenger inspection was completed (if required)
Plane	Fill in the country of registry, plane number, and flight number as needed
From	<ul style="list-style-type: none"> ◆ Fill in where the flight is coming from (last departure location) ◆ “From” may be changed to “To” for preflight inspections; include U.S. ports where partial clearance occurred
Number	NOTE: This section does not need to be completed if it is local practice to obtain periodic figures from Customs
Number	PAX—Enter the number of passengers on the flight
	BAGG—Enter the number of bags
Inspections	TOTALS—Enter the total number of passenger inspections conducted on the flight
	POS—Enter the total number of inspections that resulted in seizures of prohibited or restricted agricultural products
Shoes C&D	Enter the number of pairs of shoes cleaned and disinfected from the flight

TABLE A-1-19: Instructions for Completing PPQ Form 213, Airplane Inspection Record (continued)

Block	Instructions
Seizures	<p>P—Enter the total number of plant seizures (each kind of fruit or plant material seized counts as a separate plant seizure per inspection)</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant material seizures)</p> <p>A—Enter the total number of classes of animal seizures (each animal class counts as a separate animal seizure per inspection)</p> <p>WGT—Enter the total weight (in kilos) of the animal products seized</p> <p>Example 10 ham (swine) sandwiches @ 2 kilos (swine) and 4 hamburgers (ruminant) count @ 1 kilo count as 2 animal seizures at 3 kilos</p>
QTRS	<p>◆ Enter the number of animal and plant seizures made in quarters/cabin (each animal class counts as a separate animal seizure per seat and each kind of fruit or plant material seized counts as a separate seizure per seat)</p> <p>◆ Draw a line to divide the box in two when you have both plant and animal seizures to separate the entries</p> <p>Example 5 limes taken from 2 seats and 1 apple taken from 1 seat count as 3 seizures</p> <hr/> <p>2 ham (swine) sandwiches taken from 2 seats and 1 hamburger (ruminant) taken from 1 seat count as 3 seizures</p> <p>So you would enter 3 animal products and 1 plant material</p>
Stores	<p>P—Enter the total number of kinds of plant material seized in stores/galley</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant materials)</p> <p>A—Enter the total number of animal products seized in stores</p> <p>Example 10 ham sandwiches (swine) and 4 hamburgers (ruminant) count as 2 animal products seized (10 ham sandwiches + 4 hamburgers = 2 animal products)</p> <p>WGT—Enter the total weight (kilos) of the animal products seized</p>
Optional Use and Remarks	<p>Fill in any appropriate remarks (e.g., hitchhiking pests found in baggage hold—treated using T409 and released)</p>
Inspector	<p>PL—Fill in the initials of the officer clearing the aircraft</p>
Totals	<p>Total columns</p>
Remarks	<p>Fill in if needed</p>

Distribution

Since PPQ Form 213 is a local worksheet, there is no distribution outside the port.



Important

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

PPQ Form 250, Aircraft Clearance or Safeguard Order

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE AIRCRAFT CLEARANCE OR SAFEGUARD ORDER		FORM APPROVED - OMB NO. 0579-0094		
		1. AIRCRAFT NO. N5879	2. TRIP/FLIGHT NO. V92	3. NAME OF CARRIER U.S. National Guard
		4. FOREIGN ORIGIN (When applicable) Spain		5. PLACE OF DEPARTURE (U.S.) McGuire AFB, NJ
		6. DESTINATION AIRPORT OR AIR BASE (U.S.) Edwards AFB		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND -				
7. <input type="checkbox"/> COMPLETELY CLEARED (Including all baggage, personal effects, stores, garbage, and cargo.)		8. <input checked="" type="checkbox"/> PARTIALLY CLEARED (Exceptions and safeguard conditions noted in Item 11 below.)		
9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER			10. DATE 2/10/02	
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		14. FINAL DISPOSITION ACTION		
1. Foreign garbage to be removed and properly disposed of on arrival at Edwards AFB		Garbage removed and incinerated		
2. Cargo subject to agriculture inspection after discharge		Cargo inspected and released		
		15. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	16. DATE 2/11/02	
AFTER FINAL DISPOSITION ACTION RETURN TO:				
I agree to see that the conditions in Item 11 are carried out.		17. NAME AND ADDRESS OF ORIGINATING OFFICE USDA-APHIS-PPQ Box 1215 McGuire AFB, NJ 07039		
12. SIGNATURE OF AIRCRAFT COMMANDER <i>Jefferson J. Smith</i>	13. DATE 2/10/02			
PPQ FORM 250 (NOV 91) (Previous editions may be used.)		*U.S. Government Printing Office 2002-717-371		

FIGURE A-1-31: Example of PPQ Form 250, Aircraft Clearance or Safeguard Order

Purpose

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



For flights that are partially cleared, **not** regularly scheduled, and proceed beyond the first airport for clearance elsewhere in the United States, use **CBP Form AI-250, Aircraft Clearance or Safeguard Order** on page A-1-36.

Instructions

You need to complete an original of PPQ Form 250 when it is issued as a preclearance certificate to the aircraft commander or representative when departing from Hawaii, Puerto Rico, the U.S. Virgin Islands³; a foreign airbase in the case of certain military airlifts; and certain foreign commercial preclearance sites to indicate that agriculture preclearance has been completed. See [Table A-1-20](#) for instructions.

TABLE A-1-20: Instructions for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order, When Used as a Preclearance Certificate

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

Distribution

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

³ CBP is not responsible for agriculture inspection of carriers moving interstate.

PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE				NAME OF ESTABLISHMENT							
QUARTERLY INSPECTION CHECKLIST FOR HANDLING OF REGULATED GARBAGE -- AIRPORT CATERER				DATE OF INSPECTION		INSPECTION THIS FISCAL YEAR					
				<input type="checkbox"/> 1st		<input type="checkbox"/> 2nd		<input type="checkbox"/> 3rd		<input type="checkbox"/> 4th	
For each item, "X" one column only indicating yes, no, or not applicable. Inspector must explain "No" answers and list suggestions for correction in item 26. Cite item number.	YES	NO	Not Appl	For each item, "X" one column only indicating yes, no, or not applicable. Inspector must explain "No" answers and list suggestions for correction in item 26. Cite item number.	YES	NO	Not Appl				
1 During the previous quarter was PPQ at the airport notified immediately when a malfunction occurred with the sterilizer or incinerator?				15 Dumpsters and compactors containing regulated garbage are clearly marked with letters a minimum of 4 inches high							
2 Sterilization cycle is such that it will assure garbage is held at 212° F (100° C) internal temperature or higher for 30 minutes. In the case of an incinerator, the garbage is reduced to ash				16 In-house containers, e.g., trash barrels, clearly marked with letters at least 2 inches high							
3 A thermocouple probe is available for determination of an adequate sterilizer temperature cycle				17 Compactor activated after each load of garbage is emptied into it							
4 Heating cycle verification is supervised by PPQ 2 times/year				18 Procedures for handling regulated garbage are posted conspicuously in the work area							
5 Recalibration of recording thermometer is done a minimum of twice per year				19 Regulated garbage awaiting sterilization or incineration is separated from domestic origin garbage							
6 Recording charts for time and temperature are initialed and dated by the operator for each batch and signed by supervisory personnel of the concern				20 Sterilized garbage is removed to a sanitary landfill							
7 Recording charts are available to USDA, APHIS inspector				21 Establishment's trucks normally meet arriving aircraft within 15 minutes following passenger departure							
8 Recording charts are retained for 6 months by the establishment				22 An APHIS approved disinfectant is present at the catering establishment							
9 The sterilizer/incinerator and area around the sterilizer/incinerator are clean and free of spillage				23 Is area around container/compactor holding regulated garbage for incineration cleaned and disinfected each time container is removed.							
10 Sterilizer drain is cleaned between each batch (cycle)				For each item, "X" one column only indicating Poor, Good, or Excellent.				Poor	Good	Excellent	
11 All regulated garbage is removed from the aircraft in covered leakproof containers				MANAGEMENT							
12 Aircraft galley equipment identified as foreign origin prior to removal from the truck or immediately on removal from aircraft, as applicable				24 General attitude and cooperation							
13 Sterilization or incineration is done daily				25 Knowledge of responsibility							
14 Outside holding of uncleaned aircraft galley equipment (trays, silverware, plates, etc.) is in closed containers				EMPLOYEES							
				26 General attitude and cooperation							
				27 Knowledge of responsibility							
26. REMARKS (if more space is needed continue on reverse)											

NAME OF PERSON AT CATERER PROVIDED COPY OF THIS CHECKLIST	SIGNATURE OF PPQ OFFICER
PPQ FORM 252-R (Local Reproduction Authorized) (Previous editions are obsolete) (AUG 91)	

FIGURE A-1-32: Example of PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

PPQ Form 280, Web Based Database

This form is now web-based. The paper form is obsolete.

Purpose

The PPQ 280 is used to track the disposition of plants and plant products into and out of the United States. It is used to identify import problems with specific plant products and track trends that exist with respect to specific plant imports. PPQ 280 data are probably used more than any other data collected. Listed below are examples of how the PPQ 280 data are used and who uses the data.

- ◆ When a quarantine pest is found on an enterable item, the Pest Risk Analysis unit needs to know where and how much of that commodity came in.
- ◆ PPQ 280 data support the Border Cargo Release and the National Cargo Release programs. These data are critical for risk analysis.
- ◆ PPQ 280 data support the Cargo AQIM program. Target fruits and vegetables are selected using PPQ 280 data.
- ◆ PPQ 280 data are provided to support the North American Free Trade Agreement (NAFTA) requirements.
- ◆ When a regulation is proposed that affects Quarantine 56, an economic risk analysis is needed. That information comes from the PPQ 280 data.
- ◆ State, local authorities, universities, and APHIS contractors doing risk analysis use PPQ 280 data.
- ◆ Other country authorities may request import information. This information may come from the PPQ 280 reports.
- ◆ Congressional inquiries may require that PPQ report on the import of commodities.
- ◆ Legal entities and the general public file requests through the Freedom of Information Act (FOIA) requesting import information from the PPQ 280 database.
- ◆ Program Policy and Development staff uses PPQ 280 data to support program initiatives.
- ◆ Since the Harmonized Tariff System (HTS) codes lump commodities, PPQ 280 data provide the only source of import data for a selected number of commodities.
- ◆ Other government agencies such as the Foreign Agriculture Service or the Economic Research Service request PPQ 280 data.
- ◆ PPQ 280 data are provided to the Deputy Administrator as requested.

Refer to [Table A-1-21](#) to determine which commodities to report and which not to report on PPQ 280.

TABLE A-1-21: Reporting Requirements for PPQ 280

Commodities to Report	Do Not Report
◆ Fresh fruits & frozen fruits and vegetables	◆ Dried fruits, vegetable, and herbs used for consumption
◆ Fresh cut flowers	◆ Flower or vegetable seeds used for consumption
◆ Propagative plant materials	◆ Processed wood products such as Plywood and veneer except for CITES
◆ Prohibited plant products	◆ Preserved or processed fruits or vegetables (i.e. jars of fruit salad)
◆ Cotton/Cotton Products	◆ Fruit juices or purees
◆ Lumber, Logs, Wood Chips, and CITES Plywood, Veneers, and products made from CITES woods	◆ Animal products
◆ CITES plants and plant products	

The PPQ 280 does not include reports of soil, machinery, dunnage, bagging or other non-plant related products that may be contaminated with soil and/or infested with pests. These reports are taken from other databases such as the EAN (Emergency Action Notification) and PIN 309 databases.

Instructions

1. Commodity types that can be selected:
 - A. Fresh fruits and vegetables - FV
 - B. Fresh cut flowers - CF
 - C. Propagative material - PM
 - D. Cotton/Cotton Products - CT
 - E. Logs/firewood - LO
 - F. Lumber - LU
 - G. Wood chips - WC
2. For fruit and vegetables use the BOLD term found in the Fruit and Vegetable Glossary or Vegetable Guide. Do not use the broad terms such *Brassica*, but break down to the individual fruit or vegetable such as broccoli. The System Administrator must be contacted to add names to the pick list.
3. Report cut flowers (except bouquets) using genus names.
4. Report propagative materials by scientific names and genus.

5. Report propagative material types as follows:
 - A. Bonsai
 - B. Bulbs, Corms, Rhizomes
 - C. Nonpermit Seed
 - D. Other Propagative Material – Permit Required
 - E. Permit Seed
6. Record lumber and logs using the genus names. If the product is a CITES lumber or log, select the genus and species name.
7. Listed under lumbers, you will report CITES plywood, veneer, and other manufactured products such as, *Gonystylus* sp., plywood, *Gonystylus* sp., veneer, and *Gonystylus* sp., other manufactured.
8. We no longer use the MC code to report miscellaneous products.

Units of Measure

1. Report FV in kilograms.
2. Report CF in stems. Convert cartons to stems.
3. Report PM in kilograms and plant units.
4. Report CT in kilograms and metric tons.
5. Report LU in cubic meters. Report LU-CITES plywood and veneers in square meters. Report other manufactured, such as dowels, moldings, music instruments, etc., in kilograms.
6. Report LO in cubic meters.
7. Report WC in cubic meters.

Use only whole numbers, rounding up or down. **Do not use commas.** Report PM in decimals for small amounts, such as .001 kilograms.

Condition of Product

1. Fresh
2. Frozen

Number of Shipments

This refers to how many times a given commodity was presented for entry. Each commodity in a mixed shipment of produce would be counted individually. Do not confuse the unit of inspection (i.e. bill of lading, airway bill, entry, or truck manifest entry) with the “# of shipments/entries”. For example, a truck manifest may have seven commodities on it. This would be one regulated inspection with a total of seven shipments, one for each commodity.

Remarks This field is for applicable information about the record being created.

When the **Disposition** indicates a **Contaminated**, then enter the identity of the contaminant, i.e. “Wheat Seed” or “Soil”.

309# Enter the PPQ 309 number whenever actionable pests are found.
Use these **Dispositions**: DEAP, FUAP, OTAP, RXAP.

Exported to Name the country to which the product is sent when the Disposition is “TEOC” or “IEND”.

Enter the reports in real time to the database through the web based system. Enter each month by the 4th of the next month. The Port Director should close the month. Data can be corrected by editing the data. To correct data for months that have been closed, the PD must open and then close the months again.

Negative Monthly Reports Ports having a negative report for the month should report negative and close the month.

Disposition The action taken on the product when presented for entry into or through the United States. Use the following codes in [Table A-1-22](#):

TABLE A-1-22: Codes for Recording Disposition of Products

Code	Definition
CCNA	Cargo Clearance; No further Action taken.
CTPT	Sent to Cold Treatment facility in U.S.; Precautionary Treatment to meet entry requirements.
DPRP	Entered with a Departmental Permit; Restricted Product.
DEAP	Destroyed; Actionable Pest found on/with product ¹ .
DECC	Destroyed; Container Contaminated with non-enterable products such as citrus leaves, soil, blood, or noxious weed seeds.
DEPD	Destroyed; Phyto Discrepancy (including lack of phyto). A discrepancy may be defined as wrong phyto, lack of an AD, wrong quantity, weight, or commodity.
DEPC	Destroyed; Product Contaminated with another non-enterable product such as citrus leaves, soil, or noxious weed seeds.
DEPP	Destroyed; Product Prohibited.
ESRC	Endangered Species. Sent to Rescue Center.
ENPE	Entered under Post Entry requirements.
FUAP	Fumigated; Actionable Pest was found associated with the product ¹ .
FUCC	Fumigated; Container Contamination.
FUPT	Fumigated as a Precautionary Treatment to meet entry requirements.
FUPC	Fumigated; Container Contamination.
ITNE	IT Avocados entering into the U.S. for destination to 31 Northern States.
IEND	Immediate (DIRECT) Export, No Diversion allowed.

TABLE A-1-22: Codes for Recording Disposition of Products

Code	Definition
IRAR	Inspected and Released under the Agricultural Release Program.
IRMR	Inspected and Released; Meets U.S. entry Requirements
IRPD	Inspected and Released; Phyto Discrepancy has been Reconciled to meet U.S. entry requirements. A superseded phyto or new phyto was issued for the commodity.
OTAP	Other Action Taken on product because of Actionable Pest so that product meets U.S. entry requirements ¹ .
OTCC	Other Action Taken on product because of Carrier Contamination . Product transferred and allowed to enter. Carrier refused entry.
OTPD	Other Action Taken on product because of Phyto Discrepancy .
OTPC	Other Action Taken on product because of Product Contamination so that product meets U.S. entry requirements.
PPRP	Plant Pest Permit Regulated Product .
PCIR	Precleared in another country. Inspected and Released to monitor preclearance program.
RXPD	Re-exported due to Phyto Discrepancy .
REAR	Released under the Agricultural Release Program.
RXAP	Re-exported to country of origin because Actionable Pest was found ¹ .
RXCC	Re-exported to country of origin because of Carrier Contamination .
RXPC	Re-exported to country of origin because of Product Contamination with non-enterable products such as blood, citrus leaves, manure, etc.
RXPP	Re-Exported to country of origin because Product is Prohibited entry into the U.S.
TEOC	Transits from one U.S. port to another U.S. port then Exported to Other Country .

1 309# is required.

Canadian Origin Plant Material

The following plant material (PM) is listed as requiring a Canadian Permit or Postentry Permit in addition to a Phytosanitary Certificate (PC). CBP should enter these articles in the PPQ 280 report except for articles that are referred on to a Plant Inspection Station. The Plant Inspection Station would record these items in the PPQ 280 report.

- ◆ *Abelmoschus* spp. & *Hibiscus* spp. (seeds only) – in addition to the permit, a treatment is required.
- ◆ *Allium sativum* (bulbs only).
- ◆ *Berberis* spp., *Mahoberberis* sp. & *Mahonia* spp. – Postentry permit material must also go to the closest PIS. If destined to IL, IN, IA, KS, MN, MO, MT, NE, ND, OH, SD, WV, WI and WY the plants are prohibited. Seeds of all three genera are prohibited.
- ◆ Plants in the family Bromeliaceae destined to HI are Postentry and must go to the closest Plant Inspection Station.
- ◆ *Castanea* sp. – (PM) prohibited entry into the U.S. from all countries including Canada.
- ◆ *Castanopsis* sp. – requires a Canadian Permit when destined to CA & OR.

- ◆ *Chaenomeles* sp., *Cydonia* sp., *Malus* sp. *Prunus* sp., & *Pyrus* sp.
- ◆ *Corylus* sp. – requires a Canadian Permit only when from provinces east of Manitoba and is destined to OR & WA.
- ◆ *Humulus* spp. – Postentry permit material and must go to the closest Plant Inspection Station.
- ◆ *Pinus* spp. (all pines) when destined to CA, ID, MT, OR & UT and 5 needle pines when destined to WI.
- ◆ *Planera aquatica*, *Ulmus* spp. & *Zelkova* spp.- when destined to CA, NV & OR.
- ◆ *Prunus* spp. (seeds) – when destined to CO, MI, NY, WA & WV
- ◆ *Ribes* spp. – when destined to MA, NY, WV & WI
- ◆ *Rubus* spp. – Postentry permit material unless the appropriate additional declaration is on the PC.
- ◆ *Vitis* spp. – when destined to CA, NY, OH, OR & WA.
- ◆ *Zea mays* (seed).

Refer to [Table A-1-23](#) summarizing the average number of stems or bunches that AMS uses to convert box counts.

TABLE A-1-23: Stems or Bunches of Flowers to Convert to Box Counts

Flower	Stems/Bunches Per Box
<i>Alstroemeria</i>	300 Stems
<i>Aster</i>	400 Stems
Bouquets	30 Bunches
<i>Calla</i>	300 Stems
Carnations	600 Stems
Carnations Mini	50 Bunches
Chrysanthemums	300 Stems
Pompons	50 Stems
<i>Delphinium</i>	300 Stems
Daisies	280 Stems
<i>Freesia</i>	300 Stems
<i>Gerbera</i>	250 Stems
<i>Gladiolus</i>	300 Stems
<i>Gypsophila</i>	40 Bunches
<i>Iris</i>	500 Stems
<i>Liatris</i>	500 Stems
Lilies	200 Stems
<i>Lisianthus</i>	400 Stems
Roses	300 Stems
Statice (<i>Limonium</i>)	35 Bunches
Tulip	300 Stems
Others	300 Stems



Orchid – Cymbidium is counted by BLOOMS. All Orchids – Other are counted as stems.

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 <p style="text-align: center; font-size: 1.2em;">JFKIA</p>			
		2. DATE <p style="text-align: center; font-size: 1.2em;">07/26/02</p>			
3. REFERENCE					
<p>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.</p>					
4. TO (Addressee) <p style="font-size: 1.2em;">A. Kathryn Nicomette 104 East Mason St. Newburyport, MA</p>		5. FROM (Addressor) <p style="font-size: 1.2em;">Pascal Nicomette Lamipeau Aka Aka BP 84 Mata Utu, Wallis</p>			
6. INTERCEPTED MATERIAL <p style="font-size: 1.2em;">Roast pork, mangoes, papaya</p>					
7. POSTMARK <p style="font-size: 1.2em;">Wallis Futuna Islands</p>		8. DATE <p style="font-size: 1.2em;">07/11/02</p>			
9. MAIL REGISTRY NO. <p style="font-size: 1.2em;">None</p>					
10. BREAKAGE <p style="font-size: 1.2em;">None</p>	11. RECONDITIONING REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	12. QUARANTINE OR REGULATION IN VIOLATION <p style="font-size: 1.2em;">9CFR 94; 7CFR 39.56</p>			
13. DISPOSITION <input checked="" type="checkbox"/> Prohibited material removed and destroyed. <input type="checkbox"/> Container and contents destroyed. <input type="checkbox"/> Package returned to origin.					
14. REASON FOR DISPOSITION 1. <input type="checkbox"/> Addressee, after due notice, failed to apply for permit required by law. 2. <input checked="" type="checkbox"/> Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States. For follow-up cases fill out the below: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> <td style="width: 33%; vertical-align: top;"> c. Country of origin per label <p style="font-size: 1.2em; text-align: center;">unlabeled</p> d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar </td> <td style="width: 33%; vertical-align: top;"> e. Other animal products: <p style="font-size: 1.2em; text-align: center;">None</p> f. Reason considered not to be shelf stable (Specify below in Remarks) </td> </tr> </table>			a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Country of origin per label <p style="font-size: 1.2em; text-align: center;">unlabeled</p> d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar	e. Other animal products: <p style="font-size: 1.2em; text-align: center;">None</p> f. Reason considered not to be shelf stable (Specify below in Remarks)
a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Country of origin per label <p style="font-size: 1.2em; text-align: center;">unlabeled</p> d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar	e. Other animal products: <p style="font-size: 1.2em; text-align: center;">None</p> f. Reason considered not to be shelf stable (Specify below in Remarks)			
3. <input type="checkbox"/> Material infested or infected and treatment not feasible. Insect pests and plant diseases in fruits, vegetables, or other plant material could become established and threaten U.S. agriculture. 4. <input checked="" type="checkbox"/> Material not authorized entry. 5. <input type="checkbox"/> Material in or contaminated with soil. Soil can carry many plant pests and diseases. 6. <input type="checkbox"/> Other (Specify below in Remarks)					
15. REMARKS (Include any pertinent information, i.e. condition of material, condition of cans which indicates not shelf stable, etc.) <p style="font-size: 1.2em;">Pork appeared to be home prepared - roasted and put in a jar</p>					
16. OFFICER (Signature) <p style="font-size: 1.5em; font-family: cursive;">Hong Theau</p>					

FIGURE A-1-33: Example of PPQ Form 287, Mail Interception Notice

Purpose

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

- ◆ Notify the individual (addressee) receiving the mail package that unauthorized animal products, animal by-products, plants, plant products, plant pests, or soil were removed
- ◆ Inform the sender (addressor) of the reason for removing the animal products, animal by-products, plants, plant products, plant pests, or soil
- ◆ Record the regulatory action CBP takes when intercepting mail
- ◆ Provide information for preparing monthly and quarterly reports

Instructions

Complete PPQ Form 287 using the instructions in [Table A-1-24](#).

TABLE A-1-24: Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
1	Enter your port of entry
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 (addressor)
6	Describe in detail the animal product, animal by-product, plant, plant product, plant pest or soil you have removed, destroyed, or returned (the intercepted material)
7	Enter the location where the package was postmarked
8	Enter the date of the postmark
9	Enter the mail registry number recorded on the package, if any
10	<ul style="list-style-type: none"> ◆ If contents were broken, leaked, or skilled, then list ◆ If there was no breakage, enter "NONE"
11	<ul style="list-style-type: none"> ◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check "Yes" ◆ If reconditioning of the package was not required, check "No"
12	<ul style="list-style-type: none"> ◆ Enter the regulation that governs the unauthorized animal product, animal by-product, plant, plant product, plant pest, or soil ◆ If you do not know the regulation, then refer to
13	<ul style="list-style-type: none"> ◆ Check the block that states what regulatory action you took—removed, destroyed, or returned ◆ Do not seek advice from the individual receiving the package as to whether the animal product, animal by-product, plant, plant product, or plant pest should be destroyed or returned to origin

TABLE A-1-24: Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
14	<ul style="list-style-type: none"> ◆ Check the block that states the reason why you took regulatory action ◆ If the reason is not specifically listed, then check the “Other” block and list the reason
15	<ul style="list-style-type: none"> ◆ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why <p>Example Pork appeared to be home prepared–roasted and put in a jar.</p> <ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ When some items are removed from a package, it is good policy to list the remaining contents and their condition on the reverse side of this form ◆ Note who handled the repackaging and wrapping of the package before the package was returned to the mail is advisable (this information will be useful to answer any complaints of missing items or breakage)

TABLE A-1-25: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests

If the product is:	And it is:	Then the regulation is:
Animal product or animal by-product	Semen or embryos	9CFR Part 98
	Edible products such as: <ul style="list-style-type: none"> ◆ Meat and meat products ◆ Milk and milk products ◆ Eggs 	9CFR Part 94
	Inedible by-products such as: <ul style="list-style-type: none"> ◆ Bones ◆ Hay or straw ◆ Hides ◆ Skins 	9CFR Part 95
	Casings	9CFR Part 96
	Biological products such as viruses, serum, toxins that are intended for use in treating animals	9CFR Part 104
	Organisms and vectors	9CFR Part 122

TABLE A-1-25: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests (continued)

If the product is:	And it is:	Then the regulation is:
Plant or plant products	Citrus canker and other citrus diseases	7CFR Part 319.19
	Citrus fruit (and peel)	7CFR Part 319.28
	Coffee (beans into Puerto Rico and Hawaii)	7CFR Part 319.73
	Corn diseases	7CFR Part 319.24
	Cotton, cottonseed, etc. (Hawaii, Puerto Rico, and Virgin Islands)	7CFR Part 318.47
	Cut flowers	7CFR Part 319.74
	Exotic bee diseases and parasites	7CFR Part 319.76
	Foreign cotton and covers	7CFR Part 319.8
	Fruits & vegetables (Puerto Rico and Virgin Islands)	7CFR Part 318.58
	Hawaiian fruits and vegetables	7CFR Part 318.13
	Honeybees and honeybee semen	7CFR Part 322
	Indian corn or maize, broomcorn, and related plants	7CFR Part 319.41
	Kaphra beetle	7CFR Part 319.75
	Logs, lumber, and other unmanufactured wood articles	7CFR Part 319.40
	Nursery stock, plants, roots, bulbs, seeds, and other plant products	7CFR Part 319.37
	Packing materials	7CFR Part 319.69
	Plants and plant products in mail	7CFR Part 351
	Rice (grain, straw, hulls, plants)	7CFR Part 319.55
	Sugarcane	7CFR Part 319.15
	Sugarcane (Hawaii, Puerto Rico)	7CFR Part 301.87
Sweet potatoes (Hawaii, Puerto, Rico, and Virgin Islands)	7CFR Part 318.30	
Wheat diseases (grain, straw, plants)	7CFR Part 319.59	
Other Regulations	Endangered Species Convention	50CFR Part 23
	Safeguard Regulations	7CFR Part 352
	Soil	7CFR Part 330.300
	Plant Pests	7CFR Part 330.200

Distribution

Distribute PPQ Form 287 as follows:

1. Use [Table A-1-26](#) to determine where to send the original PPQ Form 287.

TABLE A-1-26: 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
	Unrestricted	Sent to the postal official

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



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

PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE REMEDIAL MEASURES BILLING <i>(Statement of Services)</i>		1. ORIGINATING OFFICE AND TELEPHONE NO.	2. LOCATION CODE <i>(4 Digits)</i>		
		3. SERVICE DATE	4. IRS TAX ID NO./SS NO.		
5. OWNER/AGENT NAME	6. OWNER/AGENT ADDRESS	7. OWNER/AGENT TELEPHONE NO.			
NOTE: Partial units must be in quarter increments (e.g., 15 minutes = 1; 30 minutes = 2; 45 minutes = 3)					
8. REIMBURSABLE TIME <i>(2 hour minimum)</i>	9. UNIT COST		10. NUMBER OF UNITS		11. TOTAL DOLLARS
	FOR HOURS	FOR QUARTERS	FOR HOURS	FOR QUARTERS	
Normal Tour of Duty	\$84.00	\$21.00			
Outside Normal Tour of Duty					
Sunday/Holiday	\$112.00	\$28.00			
Other than Sunday/Holiday	\$100.00	\$25.00			
Commuted Travel Time <i>(If applicable under 7 CFR § 354.2)</i>	\$65.00	\$16.25			
					12. TOTAL REIMBURSABLE CHARGE \$ _____
13. ADDITIONAL COSTS <i>(See Attached Invoice(s))</i> <input type="checkbox"/> Destruction \$ _____ <input type="checkbox"/> Treatment \$ _____ <input type="checkbox"/> Handlino \$ _____ <input type="checkbox"/> Transit \$ _____ <input type="checkbox"/> Other \$ _____					14. TOTAL ADDITIONAL COSTS \$ _____
15. IDENTIFICATION OF CARGO Carrier _____ Entry No. _____ Airway Bill/ Bill of Lading No. _____ Broker Reference No. (If Applicable) _____					16. TOTAL AMOUNT DUE \$ _____
17. REMARKS					
CERTIFICATION: I CERTIFY THAT SERVICES RECORDED ABOVE WERE PERFORMED.					
18. PLANT PROTECTION AND QUARANTINE OFFICER'S SIGNATURE					19. SIGNATURE DATE
PPQ FORM 301-R APR 2007					

FIGURE A-1-34: Example of PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

Purpose

PPQ Form 301-R, Remedial Measures Billing (Statement of Services), is used to record costs incurred when CBP arranges and takes remedial action for articles (import cargo) after the importer or agent fails to comply with prescribed remedial measures.

Instructions

TABLE A-1-27: Instructions for Completing PPQ Form 301-R

Block	Instructions
1	Enter the issuing office's city, state, and telephone number (including area code)
2	Enter the fourth through seventh digits of your local accounting code
3	Enter the date the service is provided. If the service extends over two or more days, enter the beginning date
4	Enter the IRS-assigned taxpayer identification number (TIN) or the individual's Social Security number; all Federal Agencies are required to obtain a TIN from each person doing business with the Agency
5	Enter the company or agent's name
6	Enter the company or agent's complete mailing address
7	Enter the company or agent's telephone number (including area code)
8	Enter a two-hour minimum time, regardless of when the service is provided; the two-hour minimum includes the Officer's time, time spent making all necessary arrangements, and time spent completing paperwork
9	<i>Current hourly and quarter cost for services are already listed on the form</i>
10	Enter the number of units next to the service provided EXAMPLE If service is provided outside the normal tour of duty on a Sunday, and takes 2-3/4 hours, then enter a 2 in the Hours column and enter a 3 in the Quarters column. Complete the Commuted Travel Time column following 7CFR 354.2.
11	1. Multiply the cost per unit by the number of units 2. Enter the total amount for that particular line
12	1. Add all the dollar amounts in <i>Block 11</i> 2. Enter the total dollar amount
13	1. Check the appropriate boxes 2. Enter the actual costs for each service 3. Attach supporting documentation (invoices, etc.) to the PPQ Form 301-R to substantiate the claim
14	1. Add all the amounts in <i>Block 13, Additional Costs</i> 2. Enter the total dollar amount
15	Enter applicable information to identify the specific cargo abandoned or seized
16	1. Add the amounts in <i>Block 12</i> and <i>Block 14</i> 2. Enter the total dollar amount
17	List any additional comments
18	CBP Officer performing the service signs this block
19	Enter the date the CBP Officer signed <i>Block 18</i>

Distribution

After the PPQ Form 301-R is complete, distribute it as follows:



- ◆ Forward the billing worksheet (Form 301-R) and copies of all associated bills, invoices, EAN, VISA purchase card receipts, statements, etc., to the Marketing and Regulatory Program Business Site (MRPBS):

USDA, APHIS, MRPBS, FMD
Billing and Collections Team
100 N Sixth Street
Suite 510C
Minneapolis, MN 55403

The Billing and Collections Team (BCT) will collect the money from the owner/agent and reimburse the funds to the national accounting code. The contact number is 1-877-777-2128. It is a Help Line voicemail system on which you need to leave a message requesting assistance from BCT member. The fax number is (612) 370-2083.

- ◆ Keep a copy for the port file

PPQ Form 309A, Pest Interception Record

 Plant Protection & Quarantine PEST INTERCEPTION RECORD			Interception Number: <small>(Database Generated) For PPQ Use</small> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Location:		Forward To: <small>For PPQ Use</small> <input type="checkbox"/> None <input type="checkbox"/> PPQ <input type="checkbox"/> SEL <input type="checkbox"/> Other					
Port Reference Number:		Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Prompt <input type="checkbox"/> Routine <input type="checkbox"/> CRA-Tally					
Interception Date:	Pathway: <input type="checkbox"/> Airport <input type="checkbox"/> Maritime <input type="checkbox"/> SITC <input type="checkbox"/> Land Border <input type="checkbox"/> Foreign Site <input type="checkbox"/> Rail <input type="checkbox"/> Pre-Departure <input type="checkbox"/> Inspection Station		Mode of Transportation: <input type="checkbox"/> Aircraft <input type="checkbox"/> Vessel <input type="checkbox"/> Railcar <input type="checkbox"/> Vehicle <input type="checkbox"/> Truck <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Pedestrian				
Inspector: <small>(Last Name, First Name Middle Initial)</small>	Overtime: <input type="checkbox"/>	Origin:		Unsure: <input type="checkbox"/>			
Destination: <small>(City, State, Zip Code)</small>		Airline / Ship Name:		Flight # / Ship #:			
Inspected Host: <small>(Imported Commodity + Host Part)</small>		Imported As: <input type="checkbox"/> Fruit <input type="checkbox"/> Leaf <input type="checkbox"/> Stem <input type="checkbox"/> Root <input type="checkbox"/> Bulb <input type="checkbox"/> Seed <input type="checkbox"/> Soil <input type="checkbox"/> Cut Flower <input type="checkbox"/> Plant <input type="checkbox"/> Cutting <input type="checkbox"/> Wood Product		Shipment Identification #: Shipment Type: <input type="checkbox"/> Air Waybill <input type="checkbox"/> Entry # <input type="checkbox"/> Bill of Lading <input type="checkbox"/> Container # <input type="checkbox"/> Other			
Host Quantity: <small>(Shipment Size)</small> NUMBER: <input type="text"/> UNITS: <input type="text"/>	Material For: <input type="checkbox"/> Consumption <input type="checkbox"/> Propagation <input type="checkbox"/> Non-Entry		NARP: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Biological or Pest Host:		Where Intercepted: <input type="checkbox"/> General Cargo <input type="checkbox"/> Baggage <input type="checkbox"/> Stores <input type="checkbox"/> Holds <input type="checkbox"/> Permit Cargo <input type="checkbox"/> Mail <input type="checkbox"/> Quarters <input type="checkbox"/> Miscellaneous					
Pest Proximity: <input type="checkbox"/> In <input type="checkbox"/> On <input type="checkbox"/> With		Pest Stage: <small>(Insects, Mites, & Nematodes)</small>	Immature	Pupae	Adults	Eggs	Cysts
Pest Type: <input type="checkbox"/> Botany <input type="checkbox"/> Disease <input type="checkbox"/> Insect <input type="checkbox"/> Mite <input type="checkbox"/> Mollusk <input type="checkbox"/> Nematode		Alive	Dead	Pest Order:	Quarantine Status: <small>For PPQ Use</small> <input type="checkbox"/> Action <input type="checkbox"/> No Action <input type="checkbox"/> Check Regs		
Final: <input type="checkbox"/>	Pest Determination:	Reportable: <input type="checkbox"/> Yes <input type="checkbox"/> No	Determined By:		Date:		
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Remarks:							

PPQ Form 309A (September 2007)

Previous versions are obsolete.

FIGURE A-1-35: Example of PPQ Form 309A, Pest Interception Record

Purpose

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

Instructions

Cargo Instructions

Submit interceptions on the basis of a shipment. The term shipment usually refers to commodities from a single exporter entering under a single Customs entry number. Shipments may be one or more plants, plant parts, plant products, or other articles arriving individually or as parts of a group, usually received at one time from a single exporter (even though the material may have been assembled from several sources). Material under separate APHIS permits may be included in a single shipment, and several shipments may arrive under one Customs entry. Remember the key words “from a single exporter entering under a single Customs entry number.”

Complete a separate PPQ Form 309A for interceptions made on each shipment. If a shipment is covered by multiple permits, you may prepare separate forms for interceptions made from items under different permits within the shipment.

Prepare a separate PPQ Form 309A for each origin when infested materials in the same shipment are from different origins.

Complete a separate PPQ Form 309A for each infested host in a shipment, including each host family (if only family is known), genus (if only genus is known), or species. Submit specimens with the accompanying form for identification.

Never submit multiple forms for what is obviously the same pest species in the same shipment. See [Figure A-1-36](#) for more guidance.

Other Interceptions

Submit from sources **other than** cargo (i.e. baggage, interception, stores, quarters, holds, ship’s deck, etc.) if differences occur in any of the following:

- ◆ Pest
- ◆ Host
- ◆ Origin
- ◆ Carrier

EXAMPLE

Anastrepha sp. fruit fly larvae are found in a mombin and in a mango in passenger baggage off the same airline flight from Jamaica. Because two different hosts are involved, submit two interceptions of *Anastrepha* sp.

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

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

- 1. Location** – Select the appropriate location from the drop down list and confirm that your selection reflects the appropriate agency affiliation (CBP, PPQ).
- 2. Port Reference Number** – Include a user-defined reference number following any locally established protocols.
- 3. Priority** – Indicate the priority of the interception:
 - Urgent** – Immediate attention required, cargo on hold pending identification.
 - Prompt** – Identification desired within two weeks.
 - Routine** – Identification desired within 30 days.
 - CRA-Tally** – Indicates interception of a pest covered under the Cargo Release Authority Program.
- 4. Interception Date** – Enter the date on which the interception was made.
- 5. Inspector** – Indicate the inspector(s) involved in the interception (Last Name, First Name Middle Initial) and indicate if the interception was made during an overtime shift.
- 6. Origin** – Select the country of origin from the drop down list. If the origin is questionable, check the Unsure box.
- 7. Pathway** – Indicate the pathway through which the interception was made.

- Airport** – All interceptions made at airports
- Maritime** – All interceptions made at seaports
- SITC** – All interception associated with PPQ Smuggling Interdiction & Trade Compliance activities
- Land Border** – All interceptions made from pedestrians and personal or commercial vehicles inspected at the Canadian and Mexican borders
- Foreign Site** – All interceptions made during Preclearance or other offshore activities
- Rail** – All interceptions made from rail freight of foreign origin

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

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

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

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

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

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

FIGURE A-1-36: Instructions for Completing PPQ Form 309A, Pest Interception Record (page 1)

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

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

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

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

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

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

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

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

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

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

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

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

Baggage – Passenger baggage.

Mail – Mail packing and mail bags.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FIGURE A-1-37: Instructions for Completing PPQ Form 309A, Pest Interception Record (page 2)

Distribution

Send the completed, single-page, PPQ Form 309A along with the specimen to the appropriate identifier or specialist for identification. See [Sending Specimens for Identification](#) on page 7-1-10.

PPQ Form 508, Green and Yellow Label for Mailing Plant Quarantine Material



FIGURE A-1-38: Example of PPQ Form 508, Green and Yellow Label without Bar Code



FIGURE A-1-39: Example of PPQ Form 508, Green and Yellow Label with Bar Code

Purpose

PPQ Form 508 is a green and yellow shipping label issued by USDA, APHIS, Permit Services. It serves to designate a package as containing a regulated plant product covered by an APHIS permit. The G&Y label includes the APHIS permit number and the address where inspection is authorized, typically at an APHIS Plant Inspection Station (APHIS PIS). It authorizes movement of an intact package to the address on the label. No other delivery addresses can appear on the package exterior unless it matches the address on the PPQ Form 508 label.

The permitted material falls into one of the following categories:

- ◆ Live plants, including those requiring post entry quarantine
- ◆ CITES material
- ◆ Soil
- ◆ Prohibited plant material authorized by a Departmental permit
- ◆ Certain regulated seeds

USDA APHIS inspects these articles and confirms that the permit conditions are met.

Instructions

Expedite containers with these labels to the APHIS plant inspection station listed on the label (see [Appendix O](#)).



For USPS mail, if additional delivery addresses are on the package that do **not** match the green and yellow label address, forward the package to the local APHIS Plant Inspection Station, using existing transfer mechanisms.


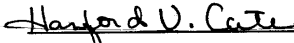


For Express Courier packages, if the courier delivery label on the outside of the package bears an address that is different from the address on the PPQ Form 508 shipping label, explain the problem to the courier agent. The courier may choose to return the package to origin, or, if the location has a local APHIS PIS, the package may be allowed to move to the local APHIS PIS for inspection. Coordinate the transfer of packages using existing mechanisms.

See [Appendix O](#) for a list of APHIS PIS locations.

PPQ Form 518, Report of Violation

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

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLAN PROTECTION AND QUARANTINE		SERIAL NO. A3998345	
REPORT OF VIOLATION		1. DATE VIOLATION DISCOVERED 10/5/02	2. VIOLATED - REG/COMPL. AGREEMENT 7CFR 330.400 & 9CFR 94.5 *
3. WHERE INTERCEPTED (City or port, and State; also county if domestic) San Francisco, CA		4. ORIGIN OF ARTICLE (Include county if domestic) China, People's Republic of	
5. ARTICLE MOVED IN VIOLATION OF REGULATIONS Regulated garbage		6. IDENTITY OF ARTICLE (Serial No., Waybill No., description, etc.) Milk cartons listed China as the country of origin	
7. NAME AND BUSINESS ADDRESS OF VIOLATOR (Shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. Identify which) Sky Chefs (caterer) 9600 Camino Road San Mateo, CA 96472		8. VIOLATOR HAD Compliance agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. NAME AND BUSINESS ADDRESS OF CARRIER China Air PO Box 9700 San Francisco, CA 95731		9. IF NO, VIOLATOR WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? Sky Chefs' manager Doug Ho was informed orally of the garbage regulation and signed, **	
12. IDENTITY OF CARRIER PLANE Acft. No. RG 1123 Flight No. 1250 SHIP Flag Name ROAD VEHICLE License No.		11. CARRIER WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? Carrier signed compliance agreement SF 15 on April 1, 2002.	
13. NAME AND BUSINESS ADDRESS OF CONSIGNEE Not applicable			
14. DISPOSITION OF PEST RISK (i.e., articles named in item 5 were fumigated, destroyed, etc) Foreign garbage was picked up, taken to the US Air incinerator, and incinerated.			
15. REMARKS (Attach additional sheet, if needed) (Block 2) * Compliance agreement number SF 7. (Block 9) ** and was given a copy of compliance agreement number SF 7 on 4/1/02. The compliance agreement specified the requirements for handling regulated garbage.			
16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION (Attach additional sheet, if needed. Identify who gave statement) See the attached "Violator's Statement."			
17. OFFICER'S STATEMENT: Must attach a detailed, signed, and dated statement. State how the action violated the regulations or compliance agreement cited in item 2. Describe fully the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.			
18. SIGNATURE OF INITIATING OFFICER 		19. PRINTED NAME OF OFFICER AND WORK UNIT Heather Gross San Francisco	
		20. DATE REPORT COMPLETED 10/5/02	
21. OFFICER IN CHARGE COMMENTS (Attach additional sheet, if needed) List Previous Violations RSS-CP-62-01 (given warning letter), RSS-CP 95-01 (assessed \$750 fine) Recommendations Assess \$2,000 fine			
22. SIGNATURE OF OFFICER IN CHARGE 		23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT Hanford V. Cate San Francisco	
		24. DATE SIGNED 10/5/02	

PPQ FORM 518
AUG 2002

Previous editions are obsolete

FIGURE A-1-40: Example of PPQ Form 518, Report of Violation

Purpose

PPQ Form 518 is used to report the following:

- ◆ Smuggled or misrepresented merchandise
- ◆ The violator's **not** presenting the required certificates or permits
- ◆ Violations for unauthorized movement of regulated cargo

Together with statements from the officer, violator, and witnesses, and documentary and physical evidence, PPQ Form 518 becomes a part of the total case file. This form is also used for violations of domestic quarantines including Hawaii and Puerto Rico.

Instructions

Use the instructions in [Table A-1-28](#) for completing PPQ Form 518. The person who first detects the violation initiates the PPQ Form 518 and the subsequent investigation. Investigate the violation (before or while completing PPQ Form 518) by interviewing violators and witnesses to get their statements, by collecting physical evidence, and by obtaining documentary evidence.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS at 301-734-8295.


TABLE A-1-28: Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions	
1	<ul style="list-style-type: none"> ◆ Enter date violation was discovered ◆ If violation was discovered after it occurred, EXPLAIN in <i>Block 15</i> 	
2	Specify as follows:	
	If:	Then:
	Violation of compliance agreement	Enter C.A.
	Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56
	Animal regulation that has been violated is unknown (you don't know the regulation)	Contact PPQ, VRS in Riverdale at 301/734-7633
3	Fill in the name of the port where the cargo that was moved in violation of the regulation was discovered or where the garbage violation was observed	
4	Cargo—fill in the name of the country where the cargo originated or was grown	

TABLE A-1-28: Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
5	Fill in the name of the cargo moved, e.g., "5 cases of yams"
6	Enter the air waybill number, bill of lading, etc.
7	<ol style="list-style-type: none"> 1. Fill in the violator's name 2. Indicate the person's position in parentheses after the violator's name (such as caterer, shipper, cleaner, etc.) 3. List the violator's business address
8, 9	Check and fill in as appropriate
10	Fill in the name and the business address of the carrier
11	Check and fill in as appropriate
12	Fill in as appropriate
13	Fill in the name and the business address of the consignee
14	List the action(s) taken to eliminate the pest risk, e.g., foreign garbage was picked up and incinerated; area where garbage was lying on the ground was cleaned and disinfected with sodium hypochlorite
15	Fill in any pertinent remarks
16	<ul style="list-style-type: none"> ◆ Ask the violator to provide an explanation of the incident ◆ Get a written statement if possible ◆ Get statements from the carrier agent, importer, caterer, or any other involved party, as follows: <ul style="list-style-type: none"> ❖ The statement may be written on a separate sheet of paper or you may use the sample format in Appendix C ❖ Title the statement using a description of the person's designation, e.g., "Violator's Statement," "Agent's Statement," etc. ❖ Give the statement an exhibit number ◆ If a person refuses to write a statement <ul style="list-style-type: none"> ❖ Ask that person to tell you what happened relative to the violation ❖ Write down exactly what the person tells you ❖ Indicate that the statement was transcribed by you, the officer ❖ Use your transcription as the statement ❖ If the person gives you only a few brief remarks, enter these directly in <i>Block 16</i> ◆ If you got a written statement, enter "See attached [<i>Violator/Carrier Agent/Importer, Caterer, etc.'s</i>] Statement."

TABLE A-1-28: Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
17	<p>An Officer's Statement must be written and accompany each PPQ Form 518 submitted.</p> <ul style="list-style-type: none"> ◆ Write your explanation of the violation on a separate sheet of paper titled "Officer's Statement" ◆ Give this statement an exhibit number ◆ Describe all the facts that resulted in the article listed in <i>Block 5</i> being in violation of the regulation listed in <i>Block 2</i> ◆ State all facts including who, what, when, where, and how ◆ Include the following information where appropriate: <ul style="list-style-type: none"> ❖ State when and where the violation occurred ❖ Describe how the violation occurred ❖ Identify the carrier from which the garbage was removed and where the garbage came from ❖ Identify the owner of the cargo ❖ Identify the employer of the violator ❖ Refer to your exhibits and explain their relevance to the case ❖ State if you witnessed the violation ◆ Sign and date the Officer's Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement
18-20	Fill in
 Important	<p><i>Blocks 21, 22, 23, and 24 are to be completed by the Port Director.</i></p>
21	<ul style="list-style-type: none"> ◆ Fill in any additional information¹ that may help to substantiate the case such as previous warning letters and the dates sent, signed compliance agreements, any known previous civil penalties, case numbers, dates, and amounts of penalties assessed; such as, Case #RSS-CP-62-01 fined \$1,000 on 9/11/01 ◆ Enter your recommendation for one of the following: <ul style="list-style-type: none"> ❖ Warning letter ❖ Civil penalty ❖ Criminal penalty
22-24	Fill in

1 This information will help determine if the case warrants civil or criminal penalties and the amount of the spot settlement.

Distribution

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

TABLE A-1-29: Distribution of PPQ Form 518, Report of Violation

- ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to Investigative and Enforcement Services (IES) at the following address:

USDA-APHIS-IES
4700 River Road, Unit 85
Riverdale, MD 20737
Phone 301/734-8684

- ◆ KEEP Parts 2 and 3 for the port files

PPQ Form 519, Compliance Agreement

(Fillable versions: pdf: <http://www.aphis.usda.gov/library/forms/pdf/ppq519.pdf>
 Word: <http://www.aphis.usda.gov/library/forms/pdf/ppq519.dot>)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for this information collection are 0579-0054, 0088, 0129, 0198, 0238, 0257, 0306, 0310. The time required to complete this information collection is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED
OMB NUMBER 0579-
0054/0088/0129/0198/
0238/0257/0306/0310

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		COMPLIANCE AGREEMENT	
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM		2. LOCATION	
3. REGULATED ARTICLE(S)			
4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS			
5. I/WE AGREE TO THE FOLLOWING:			
6. SIGNATURE		7. TITLE	8. DATE SIGNED
The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.			9. AGREEMENT NO.
			10. DATE OF AGREEMENT
11. PPQ/CBP OFFICIAL (NAME AND TITLE)		12. ADDRESS	
13. SIGNATURE			
14. U.S. GOVERNMENT/STATE AGENCY OFFICIAL (NAME AND TITLE)		15. ADDRESS	
16. SIGNATURE			

PPQ FORM 519 (MAY 2007) Previous editions are obsolete.

FIGURE A-1-41: Example of PPQ Form 519, Compliance Agreement

Purpose

PPQ Form 519, Compliance Agreement, provides a signed, written agreement with shippers, dealers, carriers, garbage handlers and processors to indicate their understanding of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, and airport garbage processors. The PPQ Form 519 is also used to submit as evidence for a violation case.



A compliance agreement for aircraft garbage caterers (kitchens) may be granted **only** to kitchens on, or immediately adjacent to the international airport.

Instructions

Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate. Any compliance agreement may be cancelled, either orally or in writing, by an inspector whenever the inspector finds that the person who has entered into the compliance agreement has failed to comply with the conditions of the agreement. However, **never** cancel an agreement made with an establishment that handles regulated garbage without consultation with the State Plant Health Director or the CBP Port Director and VRS HQ. These compliance agreements may be revoked only by the APHIS Administrator.

If you cancel a compliance agreement orally, confirm it in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals must be made to the APHIS Administrator.

Complete PPQ Form 519 as instructed in [Table A-1-30](#). See also Appendix B, *Completing Compliance Agreements* on page B-1-1.

TABLE A-1-30: Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
1	Fill in
2	Fill in the location of the specific property(s) for which the Agreement is signed
3	Fill in the specific regulated articles to which the Agreement applies, e.g. "Regulated garbage"
4	List the titles, parts, and subparts, e.g. for regulated garbage — "7 CFR 330.400 – 330.403 and 9 CFR 94.5"

TABLE A-1-30: Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
5	<p>If completing a Compliance Agreement for regulated garbage:</p> <ul style="list-style-type: none"> ◆ Write “See Attached Compliance Agreement (# pages) and Addendum to Compliance Agreement” ◆ See Completing Compliance Agreements on page B-1-1 <p>If completing a Compliance Agreement for other than regulated garbage:</p> <ul style="list-style-type: none"> ◆ See Completing Compliance Agreements on page B-1-1 ◆ Outline stipulations which apply to the establishment for each quarantine or regulation affecting the establishment ◆ Make clear to the establishment that stipulations in the Compliance Agreement do not preclude compliance with other sections of a quarantine or regulation ◆ If space in <i>Block 5</i> is inadequate for listing the stipulations, then write “See Attached Sheets”
6	Have a responsible official of the establishment sign
7	Fill in
8	Fill in
9	Assign a compliance agreement number
10	Fill in
11	Fill in name of PPQ or CBP Official
12	Fill in
13	Have the PPQ or CBP Official sign
14	Fill in name of the U.S. Government or State Agency Official
15	Fill in
16	Have the U.S. Government or State Agency Official sign

Distribution

Use [Table A-1-31](#) when distributing PPQ Form 519.

TABLE A-1-31: Distribution of PPQ Form 519, Compliance Agreement

If Compliance Agreement:	Then:
Affects one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ KEEP a copy for port files in the area where the establishment is located
Affects more than one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ GIVE copies to all work units affected by the compliance agreement ◆ KEEP a copy for port files in the area where the establishment is located

PPQ Form 523, Emergency Action Notification

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

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE EMERGENCY ACTION NOTIFICATION		SERIAL NO. 1339-POE	
		1. PPQ LOCATION FL Miami Sea CBP	2. DATE ISSUED 09/14/2006
3. NAME AND QUANTITY OF ARTICLE(S) Article Name Chemicals Quantity 100 Each Description Industrial Cleaning Solution In Barrels		4. LOCATION OF ARTICLES Maersk Line	
		5. DESTINATION OF ARTICLES Custom Broker's Warehouse 1093 Indian Spring Drive Plantation FL 39284 United States of America	
6. SHIPPER London Freight 3827 Queensway Boulevard London RHY3029 United Kingdom of Great Britain and N. Ireland		7. NAME OF CARRIER M/V Trinidad 32948	
		8. SHIPMENT ID NO.(S) Airway Bill, B/L, Etc. 439548574643 Tariff Number 34022011 Container Num CNRU39284 Customs Entry Num 94837562847	
9. OWNER/CONSIGNEE OF ARTICLES Name United Supply Company Address 3928 Overland Park Lane City Orlando State FL Zip 39485 Country United States of America		10. PORT OF LADING Pembroke United Kingdom of Great Britain and N. Ireland	11. DATE OF ARRIVAL 09/10/2006
		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) Lacking Ispm 15 Marking	
		12a. PEST ID NO.	12b. DATE INTERCEPTED 09/13/2006
PHONE 482-555-4938 FAX 482-555-0938	13. COUNTRY OF ORIGIN United Kingdom of Great Britain and N. Ireland		14. GROWER NO.
SS NO. TAX ID NO.	15. FOREIGN PHYTOSANITARY CERTIFICATE NO. Certificate Status Not Required		
		15a. PLACE ISSUED	15b. DATE
Under Sections 411.412 and 414 of the Plant Protection Act(7 USC 7711,7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in Item12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in Item 16 and shall be completed within the time specified in Item 17.*			
AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT: 847-555-0283			
16. ACTION REQUIRED <input type="checkbox"/> TREATMENT <input type="checkbox"/> RE-EXPORTATION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> OTHER			
The Wood Packing Material (WPM) with this shipment is in violation of adopted international standards. The WPM must be exported out of North America. Please contact an Agriculture Officer for further explanation. Note: No cost in the remedial measures for this shipment will be incurred by The United States Government. 7 CFR 319.40			
* Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.			
17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days): 24 Hours		18. SIGNATURE OF OFFICER Gretchen L. Rector	
ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION <i>I hereby acknowledge receipt of the foregoing notification.</i>			
SIGNATURE AND TITLE Tom Kincaid Yard Master		DATE AND TIME 09/14/2006	
19. REVOCATION NOTIFICATION			
ACTION TAKEN Reexported			
SIGNATURE OF OFFICER Gretchen L. Rector		DATE 09/16/2006	

FIGURE A-1-42: Example of PPQ Form 523, Emergency Action Notification (Miscellaneous)

Appendix A: Completing and Distributing Forms
PPQ Form 523, Emergency Action Notification

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

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		SERIAL NO. 1336-POE	
EMERGENCY ACTION NOTIFICATION		1. PPQ LOCATION TX Laredo CBP	2. DATE ISSUED 10/02/2006
3. NAME AND QUANTITY OF ARTICLE(S) Article Name Asparagus, FV Quantity 1,000 Kilogram		4. LOCATION OF ARTICLES World Trade Bridge Cargo 715 Bob Bullock Loop	
6. SHIPPER Albatros Truckline 9384 Los Alamos Mexico City Mexico		7. NAME OF CARRIER Albatros Trucks Mx32932	
9. OWNER/CONSIGNEE OF ARTICLES Name Food Lion Address 309 Seashore Drive City Galveston State TX Zip 94837 Country United States of America		8. SHIPMENT ID NO.(S) Airway Bill, B/L, Etc. 39284756347 Tariff Number 07092010 ISPM 15 Marking MX932HT Customs Entry Num 48372584938	
PHONE 329-555-3847 FAX 329-555-3291		10. PORT OF LADING Mexico City Mexico	11. DATE OF ARRIVAL 09/30/2006
SS NO. TAX ID NO.		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) Contaminant - Other	
		12a. PEST ID NO.	12b. DATE INTERCEPTED 10/01/2006
		13. COUNTRY OF ORIGIN Mexico	14. GROWER NO. 236587
		15. FOREIGN PHYTOSANITARY CERTIFICATE NO. Certificate Status Not Required	
		15a. PLACE ISSUED	15b. DATE

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

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT: **621-555-4784**

16. ACTION REQUIRED

<input type="checkbox"/> TREATMENT	A contaminant was found on this shipment. The shipment must be re-exported or destroyed. Please discuss options with an Agriculture Officer. Note: No cost in the remedial measures for this shipment will be incurred by The United States Government.
<input type="checkbox"/> RE-EXPORTATION	
<input type="checkbox"/> DESTRUCTION	7 CFR 319.56
<input type="checkbox"/> OTHER	

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

17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days): 24 Hours	18. SIGNATURE OF OFFICER Gretchen L. Rector
--	---

ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION

I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE Jose Salvador Truck Driver	DATE AND TIME 10/02/2006
--	------------------------------------

19. REVOCATION NOTIFICATION

ACTION TAKEN Reexported	DATE 10/02/2006
SIGNATURE OF OFFICER Gretchen L. Rector	

FIGURE A-1-43: Example of PPQ Form 523, Emergency Action Notification (Plant)

Purpose and Scope

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

The document also serves other critical needs. Use of the EAN information assists in determining risks and identifying trends. Through data compilation and analysis PPQ will use the information to update regulations, inform trade partners of areas of concern in foreign countries, and help with domestic emergencies. Targeting is another use for the information. CBPAI will be better able to determine which shipments may need closer inspection.

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



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

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

Issue an EAN when:

- ◆ The Agriculture Specialist finds an actionable pest, potential quarantine pest, a contaminant, or prohibited product
- ◆ The Agriculture Specialist needs to record a commercial seizure
- ◆ The shipment lacks proper documentation
- ◆ The shipment contains non-compliant WPM
- ◆ The shipment is in the express courier environment (i.e. FedEx, UPS, DHL, etc.).

An EAN must **not** be issued for the following reasons:

- ◆ Condition of Entry/Precautionary Treatments - An EAN is **not** to be issued for a shipment requiring treatment as a condition of entry.
- ◆ Holding a Shipment - An EAN is only for taking immediate action. Do **not** use an EAN as a hold or supplemental hold for a shipment for any other reason than immediate treatment.
- ◆ Quality Issues - An EAN is **not** to be issued for the quality of a shipment. If the shipment does not pose a pest risk do not write an EAN.
- ◆ No inspection - An EAN is only to be issued if a shipment has been inspected (either a physical inspection of the goods or a paperwork inspection when that is the requirement) and an agricultural problem has been found. Do **not** write an EAN in lieu of inspection.
- ◆ Mail - Do **not** issue an EAN for any USPS mail. A Mail Interception Notification (PPQ 287) must be used for these shipments.
- ◆ Selected Animal Products - EANs are **not** to be issued on shipments of live animals or live animal products that are regulated by Veterinary Services. Refer to the Animal Products Manual for instructions on these products.
- ◆ Other Agencies' regulations - EANs are **not** to be issued for a violation of other agencies regulations. The only regulations that may be cited on an EAN are chapters 7 CFR and 9 CFR.

Refer to [Table A-1-32](#) and [Table A-1-33](#) below for further guidance.

TABLE A-1-32: Determining if an EAN is the Correct Form to Issue

If the shipment is presented in:	Then issue:
Air Cargo, Maritime Cargo, Rail Cargo, Truck/ Vehicle Cargo	PPQ 523 (EAN) GO to Table A-1-33 on page A-1-109
United States Postal Service Mail	PPQ 287 (Mail Interception Notification) GO to Table A-1-24 on page A-1-83
Express Courier (ex: FedEx, DHL, UPS, etc.)	PPQ 523 (EAN) GO to Table A-1-33 on page A-1-109

TABLE A-1-33: Determining Documents to Issue When Taking Action on a Shipment

If:	And:	And:	Then:
The shipment needs a paperwork inspection only	The shipment lacks the required documents	The shipment will be transferred from CBP-AI custody to PPQ custody	ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)
		The shipment will not change custody. The inspecting agency will complete final action.	ISSUE PPQ 523 (EAN)
	The shipment has all of the required documentation	→	Continue clearing/inspecting the shipment as needed. No documents need to be issued at this time.
A physical inspection is performed in addition to a paperwork inspection	A pest is found and action will be taken	The shipment will be transferred from CBP-AI Custody to PPQ custody	ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record)
		The shipment will not change custody. The inspecting agency will complete final action.	ISSUE PPQ 523 (EAN) and PPQ 309A (Interception Record)
	A contaminant seed is found and action will be taken	The shipment will be transferred from CBP-AI Custody to PPQ custody	ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record)
		The shipment will not change custody. The inspecting agency will complete final action.	Issue PPQ 523 (EAN) and PPQ 309A (Interception Record)
	The WPM with the shipment is not properly marked with the accepted ISPM 15 symbol	→	ISSUE PPQ 523 (EAN)
	The shipment contains a manifested, but prohibited product or prohibited animal product	The shipment will be transferred from CBP-AI Custody to PPQ custody	ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)
		The shipment will not change custody. The inspecting agency will complete final action.	ISSUE PPQ 523 (EAN)
	The shipment is found with a contaminant that does not need to be submitted to an identifier	The shipment will be transferred from CBP-AI Custody to PPQ custody	ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)
		The shipment will not change custody. The inspecting agency will complete final action.	ISSUE PPQ 523 (EAN)
	The shipment contains smuggled merchandise	→	<ul style="list-style-type: none"> ◆ ISSUE PPQ 523 (EAN) and PPQ 518 (Report of Violation) ◆ INITIATE seizure case in SEACATS ◆ SEE Important box below



Seize smuggled agricultural merchandise. Re-export or treatment are not options for such shipments. Do **not** provide a copy of the EAN to the importer because the importer will be given notice through the issuance of the Notice of Seizure by the Fines, Penalties and Forfeitures Officer (FPFO). In order to inform USDA of the seizure, the CBPAS must reference the SEACATS case number (which will also reflect the Notice of Seizure) in Block #16 of the EAN being transmitted to USDA.

Instructions

The instructions in [Table A-1-34 on page A-1-110](#) are for initiating an EAN. The electronic version of PPQ Form 523 which is located in the National Agricultural Quarantine Activity System (AQAS) at <https://mokes14.aphis.usda.gov/aqas/login.jsp> is the only method by which an Emergency Action Notification may be initiated.

Emergency Action Notifications MAY NOT be issued in any other format, either manual or electronic.

TABLE A-1-34: Instructions for Initiating an EAN

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

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
3 Name and Quantity of Manifested Article	Article Category* Article Name*	<p>This block is to determine the commodity of the shipment. Only one commodity is allowed to be listed per EAN. Do NOT list pallets, crates, dunnage, etc. as the Name of Article unless they are the actual commodity being shipped.</p> <p>Article Category - Select a category (Animal Product, Plant Product, or Miscellaneous). The user must select the appropriate category as the other fields in this block are dependent upon it.</p> <p>Animal Products</p> <p>Animal Classification - Select the classification of the shipment. The classification selected will determine the drop down list for the classification category in the next field. See the Animal Products Manual (APM) contents page for further clarification.</p> <p>Classification Category - Select the classification category. The classification category will determine if a classification subcategory is required. To decide on a classification category see the APM classification selected in the previous field.</p> <p>Classification Subcategory - Select the classification subcategory. This information can be found in shipment documentation.</p> <p>* The drop down lists in this category have come directly from the Animal Products manual. If you need assistance with this menu, see the APM.</p> <p>Plant Products</p> <p>This selection is for fresh cut flowers, fresh fruits and vegetables, logs, lumber, and propagative materials only. Any processed plant products (mulch, handicrafts, potpourri, Chinese Teas, etc.) will be found in the Miscellaneous Category.</p> <p>Miscellaneous Products</p> <p>This category is for all products that do not fit into either Animal Products or Plant products as defined above. Select the category that best fits the commodity. If there is not a category that fits your item please contact the help desk, National Coordinator, or Regional Coordinators before continuing. If the user selects miscellaneous, a description of the article must be entered. The description should be as accurate as the information available. For example, brake pads, bolt screws, linen fabric, stuffed toys, etc. If the product is agricultural but processed, the user must give an exact description of the article. For example, wooden birdhouses with grass roofs, dried whole apricots, wood carvings with bark edging, etc.</p> <p>Article Name - This drop down list has been determined by the user's previous selections. If the user does not find the article name in the drop down list please contact the help desk.</p>

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
3 Name and Quantity of Manifested Article (continued)	Quantity* Unit of Measure*	Enter the numerical quantity of the shipment. When determining the article quantity, use the most specific number. For example, kilograms is a better selection than box count when dealing with most produce or meat products, but square meter is a better selection for veneer. “Boxes/Crates” may not be used if another option is available.
	APHIS Permit Number	APHIS Permit Number - If the shipment has any kind of APHIS permit, enter the number here.
	Wood Packing Material*	Check the appropriate boxes. If the user selects none or non-compliant only one box may be selected, but if the wood is non-compliant the user may chose both non-compliant for timber pest and no markings. If wood is not marked with an acceptable symbol, then it is considered unmarked.
4	Location of Articles*	The location of articles is the place where the shipment is located when it is inspected. For example, US Air Warehouse, 123 Airplane Way, Butte, MT 12345. Each port will have a local drop down list so that users will not have to type addresses that have already been added to the system. If using the drop down list, ensure that the correct location has been selected. If the location that the user needs to select is not on the default list, it may be added by port users and supervisors by selecting "Set Defaults". All locations must contain the name of the facility, the physical address, city, state, and zip code.
5 Delivery Address of Articles	Name*	Enter the name of the company/individual accepting the goods as destination of the articles (delivery address). Do not use the broker as destination. Do not automatically assume that the consignee address and delivery address is the same.
	Address where the articles will be delivered*	Enter the address where the goods are intended to be delivered including street address, city, state (within the US), country, and zip/postal code. If the shipment has multiple destinations, the officer should include the destination to which the majority of the shipment is being delivered. If the shipments will be distributed evenly then choose the location to which the product could potentially cause the greatest risk. When determining the address to select the officer should use his/her best judgment. Additional delivery addresses should be entered into the “Comments” field on page 4 of the data entry screens. Questions regarding this should be directed to the officer’s first line supervisor.
6 Shipper	Name*	Enter the name of the shipper.
	Address of Shipper*	Enter the address of the shipper including street address, city, and country. Enter state/province and postal code if known. This must be a foreign address.

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
7 Name of Carrier	Name*	Enter the name of the carrier company. For example, Northwest Airlines, M/V Panama, Canadian Pacific, Yellow Freight. On the land borders independent trucks frequently cross. If the truck is independent use the name of the owner of the tractor. Do not enter vehicle numbers in this field. Do NOT enter abbreviations for the name of carrier including airline codes.
	Flight/ Voyage/ Trip Number*	Enter the appropriate number based on pathway. For trucks use the trailer license number.
8 Shipment Identification Numbers	Airway Bill, Bill of Lading, PAPS Code*	Enter the bill of lading number. If the cargo is border cargo and does not have a bill number, use the PAPS code. This is a mandatory field. Every shipment will have this number at the time that shipment is presented for inspection.
	Tariff Number*	Enter the 10 character tariff number as provided in ACS or ATS. This is indicated in ATS as the HTS number. Do not add any punctuation, numbers only. If the user cannot find the tariff number in ATS or ACS then use this link to look up the number: http://dataweb.usitc.gov/scripts/tariff_current.asp
	Customs Entry Number*	Enter the Customs Entry Number. Do not add any punctuation, numbers only. *If the entry has not yet been filed at the time of inspection, enter "Not Yet Filed" *If the shipment is of low value (under \$2000 as of 09/2006) it is considered informal and no entry number will ever be processed, enter "Informal" Do not enter N/A or Not Available. If the user doesn't have an entry number other than listed above, describe why.
	Container Number	Enter the complete container number. This is usually a 4-letter code followed by 5 or 6 numbers. Include the check digit.
	ISPM Markings	Enter the complete information from the ISPM Marking (IPPC wood marking). If the officer finds a pest in marked wood, this is a required field.
	Other Identifying Number	This field is available to include another number that there is either not a field for or can be used for a number collected for port policy. Examples include invoice number, shipment number, etc. If the pathway is air cargo, the House Airway Bill must be entered here.
	Other Identifying Number Description	If the user enters an "Other Identifying Number" then this field must be completed. The entry should clearly identify what the "Other Identifying Number" is. Do not use abbreviations in the description other than HAWB for "House Airway Bill."

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
9 Consignee of Articles	Name*	Enter the name of the Consignee. This will be a company name most of the time. If the shipment owner is an individual, enter the name of the individual. The Consignee is the owner of the shipment. The broker is usually not the consignee.
	Address of Consignee*	Enter the street address of the consignee. Street address, city, and country must be entered. Enter the state/province and postal code if known.
	Phone and Fax Numbers	Enter the phone and fax numbers of consignee if known
10 Port of Lading	City*	Enter the foreign city where the shipment was last loaded onto a vessel, plane, railcar, or vehicle.
	Country*	Enter the foreign country where the shipment was last loaded onto a vessel, plane, railcar, or vehicle.
11	Date of Arrival*	Enter the date that the shipment entered the port.
12	Reason for EAN*	Select the reason(s) that the EAN is being issued. The following is a guideline to help determine the reason. Pest - If a pest or disease is found on, in, or with a shipment. Do not to enter a tentative ID. A national AQAS Pest ID number will be required. Lacks Documentation or Certification - Shipment is missing documentation or the documentation is not acceptable. Documents may include but are not limited to health certificates, FSIS paperwork, permits, phytosanitary certificates, etc. Contaminant- Seed - Shipment is found to have seed or seed heads that are contaminants, but not part of the manifested commodity. A national AQAS Pest ID number is required. Contaminant-Other - Shipment is found to have any contaminant that does not need to be sent to an identifier. Examples include blood, soil, manure, etc. Lacking ISPM15 Marking - Shipment was found to have unmarked or improperly marked WPM. Prohibited Animal Product - Shipment was found to be prohibited by a 9 CFR. Prohibited Product - Shipment was found to be prohibited by 7 CFR regulation.

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
12a	Pest ID Number*	Enter the Pest ID number generated by the Pest ID system. This number must be provided by the identifier or an APHIS employee acting on behalf of an identifier. If pest or seed contaminant is selected as the reason for the EAN then the user will have to enter the 17 digit Pest ID number. If the user does not have the Pest ID number the EAN may be saved and printed, however the EAN can not be closed in the system until this information has been added. The system will not accept local pest ID numbers in any form.
12b	Date Intercepted*	Enter the date that the reason for writing the EAN was found. This date must match the date that is entered on the Pest ID record (309A).
13	Country of Origin	Enter country of origin. The country of origin is not necessarily the country from which it is being shipped. The country of origin is the location where the commodity was grown, manufactured, or produced. For example, a shipment of handicrafts might be shipped from Canada, but were made in China. China is the country of origin. Canada is the country of lading.
14	Grower/Facility Number	Enter the number of the foreign facility in which the product was processed or the foreign grower number. This number is frequently found on the invoice. It may also be available in ATS.
15	Foreign Sanitary Certificate Status*	Select the status of the certificate. If a certificate is not required continue to Block 16.
15a	Foreign Sanitary Certificate Number	Enter the certificate number.
15b	Place Issued	Enter City/Country where the certificate was issued. This will be a foreign address.
	Date Issued	Enter the date on which the certificate was issued.
Contact Number	Phone Number*	Enter the phone number at which the user issuing the EAN can be reached.
16	Treatment Schedule	Using the drop down menu, if treatment is available , select the appropriate treatment schedule. The treatment schedule MUST be provided by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier. CBP AI should not select a treatment schedule that has not been approved by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier.
	Explanation Text*	Select the explanation text that best matches the scenario for this EAN. This explanation tells the acceptor of the EAN two things: 1) what the problem is and 2) how to correct the situation. This is where the options are given. DO NOT use the "check boxes" printed on the form.
	Phyto-Fumigation Disclaimer	If fumigation is an option, the phyto disclaimer must be selected.

TABLE A-1-34: Instructions for Initiating an EAN

Block Number	Field Name	Instructions
16 (continued)	CFR Regulation*	Select the CFR under which the shipment is being regulated. More than one CFR can be selected. To look up a CFR use this link: http://ecfr.gpoaccess.gov
	Seal Text	If the shipment must be transferred to another location under seal, select the text that is appropriate to scenario. If the shipment is being sent for treatment by PPQ the quantity of the shipment being transferred (preferably in box count) must be included. NOTE: If the PPQ Officer supervising the treatment does not know the quantity to be treated the shipment will not be treated until that information is provided from CBP.
	Comments	If the user has any additional comments to make, they should be recorded in the Comment field. Do not repeat information that has previously been provided. Do not enter any pest name in this location. It may be helpful on a local level to enter a local ID number or broker information here. NOTE: These comments will print on the paper EAN.
17	After Receipt of Notification Complete Specified Action Within:	The user should select the amount of time allowed before treatment begins. For example, if the shipment is to be re-exported then the user should select the amount of time before the shipment must be on the conveyance back to country of origin.
18	Name of Inspecting Officer	Enter the name of the officer that inspected the shipment. DO NOT enter the name of the data enterer unless it is the same individual.
Acknowledgement of Receipt of Notification	Name of Recipient	Enter the first and last name of the person accepting the EAN. The user MUST have this person print their name next to the signature. The only acceptable entry in this field is the first and last name of the person accepting the EAN. DO NOT enter "On File."
	Title of Recipient	Enter the title of the person accepting and signing the EAN. Preferably enter name of their company as well. Example: Dispatcher, American Shipping
	Date Signed	Enter the date the EAN was signed and accepted.
19 Revocation Notification	Reason for Action Taken*	Enter the reason that the EAN was written. This should match the data entered in block 12.

TABLE A-1-34: Instructions for Initiating an EAN

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

Special Instructions for Infested Vessels Sailing Foreign Without Treatment

When an infested vessel is allowed to sail foreign without treatment, type the following statement in the "Comments" field on the EAN.

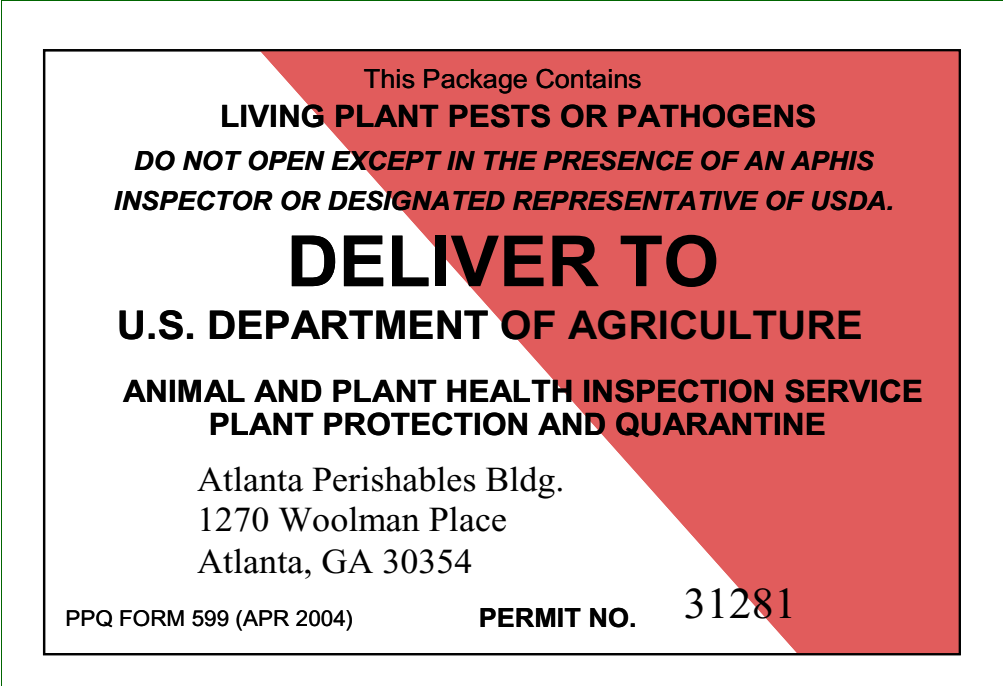
The requirements of the Emergency Action Notification are suspended upon condition that this vessel shall leave the territorial limits of the United States within *[list number]* of hours after receipt of this notice. This vessel shall **not** re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is **not** presented to the CBP officer when arriving at a port in the United States, or if the CBP officer for any other reason is **not** satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.

Distribution

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

Routinely sending the EAN to any other parties is not required. Sharing courtesy copies between PPQ and CBP should continue for local, regional or national projects. Ports may also keep their own hard copies.

PPQ Form 599, Red and White Label for Mailing Living Plant Pests or Pathogens




This Package Contains
LIVING PLANT PESTS OR PATHOGENS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Atlanta Perishables Bldg.
1270 Woolman Place
Atlanta, GA 30354

PPQ FORM 599 (APR 2004) PERMIT NO. 31281

FIGURE A-1-44: Example of PPQ Form 599, Red and White Label without Bar Code



This Package Contains
LIVING REGULATED ORGANISMS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*

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

Label # 9 Exp 05/11/2009

Miami Inspection Station
3500 N.W. 62nd Avenue
P.O. Box 59-2136
305-526-2825
Miami, FL 33159 USA

PPQ FORM 599 (SEP 2006) PERMIT NO. P330-07-00281

FIGURE A-1-45: Example of PPQ Form 599, Red and White Label with Bar Code

Purpose

APHIS Form 599 is a red and white shipping label issued by the USDA, APHIS, PPQ Permit Unit. It serves to designate a package as containing living organisms regulated under an APHIS PPQ permit (APHIS Form 526). These organisms usually fall into one of the following categories: Live insects, biological control agents, plant pathogens, select agents, worms, snails, bees, parasitic plants or noxious weeds.

The R&W label includes the APHIS permit number and the address where inspection is authorized. Often, but not always, the inspections occur at an APHIS Plant Inspection Station (APHIS PIS). These red and white labeled packages are not to be opened, except under controlled laboratory conditions. The label authorizes movement of a secure and intact package to the address on the label. Six APHIS PIS sites have Biosecurity Cabinets for Class II Type A materials. These include Miami, Linden NJ, JFK, San Francisco, Los Angeles and Beltsville MD.

Under no circumstances should permitted material be shipped via diplomatic pouch. Contact the local PPQ office (or APHIS PIS) if you have any concerns.

Instructions

Expedite containers with these labels to the APHIS PIS listed on the label (see [Appendix O](#)). No other delivery addresses can appear on the package's exterior unless it matches the address on the PPQ Form 599 label. These packages should only be opened and examined under a Class II biosafety cabinet. If the PPQ Form 599 is addressed to other than an APHIS PIS, contact the APHIS Permit Services compliance officer at 301-672-3608 with the addressing details.

If this is a hand carried package, follow the directions for handling in the Passenger Clearance section of this manual. Note the conditions on the permit for the CBP inspector's information. Review the information below, as needed, concerning red and white permits and applicable background information. All hand carried organisms moving under APHIS Plant Pest Permits require prior notice from APHIS to CBP.

Contact CBP APL headquarters before opening any red and white labeled package. An APHIS PPQ representative will need to be present. If the PPQ Form 599 or Form 526 is discovered AFTER opening the permitted package, reseal it and contact the local PPQ or APHIS PIS. CBP needs to provide a written record explaining who opened the package, when it was opened, where it was opened, the circumstances, and any problems. Forward the explanatory letter via email to: pest.permits@aphis.usda.gov. Please include shipment details, as well.

For USPS mail packages, if additional delivery addresses appear on the package that are different than the PPQ Form 599 label, forward the package to the local APHIS PIS using existing mail transfer mechanisms.

For Express Courier packages, if the courier delivery label is addressed differently than the PPQ Form 599, explain the problem to the courier's agent. They may have a policy about handling and delivery of mislabeled packages. The Express Courier may readdress the package to match the red and white label and allow the package to continue, or refuse to accept the costs of onward delivery to the address on the red and white label. If there is a mechanism to move the package to a local APHIS PIS, contact them to accept the package. This will assist PPQ in determining if our import procedures need to be modified for shipments of plant pest organisms.



Express Courier companies must not conceal PPQ permit labels by placing pouches, stickers, tape, or other material over the permit labels. If this practice is evident, contact the APHIS PPQ Compliance officer at 301-672-3608.

See [Appendix O](#) for a list of APHIS PIS locations.

VS Form 10-4, Specimen Submission

FORM APPROVED: OMB NUMBER 0579-0090				PAGE	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE NATIONAL VETERINARY SERVICES LABORATORIES P.O. BOX 684, 1800 DAYTON AVENUE AMES, IOWA 50010 (515) 631-7212				INSTRUCTIONS: Use a separate form for each species and each owner/broker. See instructions for completing VS FORM 10-4 for definitions (Item 12) and instructions for identification (Item 20).	
SPECIMEN SUBMISSION				1 OF 1	
1. NAME OF SUBMITTER			2. NAME OF OWNER		
Geth Holmes					
MAILING ADDRESS (Street, City, State, and Zip Code)			CITY		STATE
Int'l Arrivals Wing - BWI BWI Airport Work Station Baltimore, MD 21240					
Phone No. 410/865-2120 FAX No. 410/865-2122			3. LOCATION OF ANIMALS		STATE
			COUNTY		
4. PAYMENT METHOD (*X* applicable item and provide information)				EXP. DATE:	
<input type="checkbox"/> USER FEE ACCOUNT NO.:					
<input type="checkbox"/> CHECK/MONEY ORDER ENCLOSED (Made payable to "USDA" in U.S. Dollars)				<input type="checkbox"/> MC/VISA NO.:	
5. HERD/FLOCK SIZE		8. EXAMINATIONS REQUESTED		9. COLLECTED BY	
		Examination requested is for the concentration of sodium carbonate and sodium silicate.		Seth Holmes	
6. NO. IN HERD/FLOCK AFFECTED				10. DATE COLLECTED	
				4-18-02	
7. NO. IN HERD/FLOCK DEAD				11. AUTHORIZED BY	
				S. Williams	
12. PURPOSE OF SUBMISSION (*X* one) (See instructions for definitions)				13. COUNTRY OF ORIGIN/DESTINATION	
<input type="checkbox"/> General Diagnostic <input type="checkbox"/> Surveillance <input type="checkbox"/> Import <input type="checkbox"/> Interstate Movement <input type="checkbox"/> FAD/EP Diagnostic <input type="checkbox"/> Developmental Research <input type="checkbox"/> Export <input checked="" type="checkbox"/> NVSL Intralab Diagnostic <input type="checkbox"/> Reagent Evaluation <input type="checkbox"/> TB				USA	
14. REFERRAL NUMBER					
15. PRESERVATION (*X* applicable item(s))				17. TOTAL NUMBER OF SPECIMENS SUBMITTED	
<input checked="" type="checkbox"/> None <input type="checkbox"/> Ice Pack <input type="checkbox"/> Dry Ice <input type="checkbox"/> Formalin <input type="checkbox"/> Borax <input type="checkbox"/> Alcohol <input type="checkbox"/> Other (specify)				402. sample	
16. SPECIMENS SUBMITTED (*X* applicable item(s))				19. NUMBER OF ANIMALS SAMPLED	
<input type="checkbox"/> Blood <input type="checkbox"/> Feces <input type="checkbox"/> Parasite <input type="checkbox"/> Serum <input type="checkbox"/> Tissue <input type="checkbox"/> Whole Bird <input checked="" type="checkbox"/> Other (specify) disinfectant solution <input type="checkbox"/> Culture <input type="checkbox"/> Feed <input type="checkbox"/> Plant <input type="checkbox"/> Soil <input type="checkbox"/> Urine <input type="checkbox"/> Fetus <input type="checkbox"/> Extract <input type="checkbox"/> Milk <input type="checkbox"/> Semen <input type="checkbox"/> Swab <input type="checkbox"/> Water					
18. SPECIES OR SOURCE (*X* one)					
<input type="checkbox"/> Cattle <input type="checkbox"/> Goat <input type="checkbox"/> Environment <input type="checkbox"/> Chicken <input type="checkbox"/> Bison <input type="checkbox"/> Deer <input type="checkbox"/> Other (specify) <input type="checkbox"/> Swine <input type="checkbox"/> Horse <input type="checkbox"/> Reagent <input type="checkbox"/> Turkey <input type="checkbox"/> Dog <input type="checkbox"/> Elk <input type="checkbox"/> Sheep <input type="checkbox"/> Donkey <input type="checkbox"/> Pet Bird <input type="checkbox"/> Cat <input type="checkbox"/> Fish					
20. IDENTIFICATION (See instructions)				IDENTIFICATION (See instructions)	
Sample ID	Animal ID/Breed	Age	Sex	Sample ID	Animal ID/Breed
21. ADDITIONAL DATA (History, clinical signs, post mortem findings, remarks, tentative diagnosis, etc. Use additional sheets if necessary.)					
22. SIGNATURE OF SUBMITTER AND DATE					
Geth Holmes				4-18-02	
NVSL USE ONLY					
CONDITION	PRIORITY	DISTRIBUTION	RECEIVED BY	NVSL ACCESSION NO	
VS FORM 10-4 (JULY 97)					

FIGURE A-1-46: Example of VS Form 10-4, Specimen Submission (front)

ITEM 12 - Definitions of Diagnostic Case Categories

General Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a domestic disease, and/or the analysis of environmental products that may be contributing to an existing disease condition.

FAD/EP Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a foreign disease, or for the eradication of a foreign disease that has gained entrance into the U.S.

NVSL Intralab Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a disease condition, analyzing environmental products that may be contributing to a disease condition or for analyzing chemical products for another laboratory of NVSL.

Surveillance/Monitor Case - a case in which the tests conducted are for the purpose of monitoring for a specific disease, for a specific insect or insect vector, or for analyzing specific products that are used in treating animals or poultry or for decontamination of animal or poultry facilities.

Developmental/Research Case - A case in which the tests conducted are for the purpose of supporting a developmental or research project conducted by another laboratory of NVSL, by staff or field personnel of VS or by other laboratories, institutions, or agencies.

Reagent Evaluation Case - A case in which the tests conducted are the purpose of evaluating a reagent produced by another laboratory of NVSL or by other laboratories, institutions, or agencies.

Import Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal or poultry products for importation into the U.S.

Export Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal and poultry products for exportation to a foreign country.

TB - A case with a specific request for diagnosis of TB.

Item 20 - Identification

Identify Samples with Consecutive Numbers - Record animal identification (number or name) adjacent to appropriate sample number. Laboratory results will be reported by sample identification number. Indicate approximate age in years(y), months(m), weeks(w), or days(d), and indicate sex of each animal. See sample below. When more than 0 samples, use VS Form 10-4A.

Sample	IDENTIFICATION		AGE	SEX	Sample	IDENTIFICATION		AGE	SEX
	Animal					Animal			
1	12ABC0000		3y	F	6	12ABC0005		10d	F
2	12ABC0001		2y	M	7	12ABC0006		10m	F
3	ABC002		1y	F	8	12ABC0007		8m	M
4	ABC0003		6m	F	9	12ABC0008		21/2y	F
5	12ABC0004		3w	M	10	12ABC0009		15m	M

Send a copy of the VS 10-4 to the Veterinarian-in-Charge (in submitter's State, Retain a copy for your records.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0090. The time required to complete this information collection is estimated to average . 5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Agriculture, Clearance Officer, Stop 7602, 1400 Independence Ave., S.W., Washington, DC 20250-7602.

VS 10-4 (Reverse)

FIGURE A-1-47: Example of VS Form 10-4, Specimen Submission (back) (continued)

Purpose

VS Form 10-4 accompanies samples sent to NVSL in Ames, Iowa, for laboratory testing needed to determine disinfectant concentration, tick identification, or other tests needed to establish enterability of a product. In addition, use VS Form 10-4A, a continuation sheet, when sending 10 or more samples for testing.

Instructions

See [Table A-1-35](#) to complete the form.

TABLE A-1-35: Instructions for Completing VS Form 10-4, Specimen Submission

Block	Instructions
1	Enter your name, duty station, and office telephone number
2	Enter the name and address of the consignee, broker, or agent
3, 4, 5, 6, 7	Leave blank
8	<ul style="list-style-type: none"> ◆ Enter the test procedure you are requesting; for CBP purposes this would be one of the following: animal species, disinfectant percentage, internal temperature (protein coagulation), pH level, tick identification ◆ When submitting samples of sodium carbonate with sodium silicate: <ul style="list-style-type: none"> ❖ Specify that the examination requested is for concentrate of sodium ❖ Submit samples in plastic containers; never use glass containers ❖ DO NOT refer to any specific disease (such as FMD) when submitting samples to determine pH level or internal temperature
9	Enter the name of the CBP officer who collected the sample from the importer
10	Enter the date collected
11	Enter "HQ, PPQ, VMO"
12	Mark the <i>Import</i> box
13	Enter the country of origin
14	Leave blank
15	Mark the appropriate preservation used (preserved condition of product as imported)
16	<ul style="list-style-type: none"> ◆ Mark the appropriate specimen being submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
17	Enter the total number of specimens submitted
18	<ul style="list-style-type: none"> ◆ Mark the appropriate species or source submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
19	Leave blank
20	<ul style="list-style-type: none"> ◆ Enter the sample identification as consecutive numbers beginning with 1 ◆ Enter the animal identification with a sequence of numbers legible by laboratory personnel; e.g., all or the last part of the air waybill would be a good identification number ◆ Mark all containers (not lids) with the identification numbers ◆ Leave blank the columns <i>Age</i> and <i>Sex</i>



TABLE A-1-35: Instructions for Completing VS Form 10-4, Specimen Submission

Block	Instructions
21	<ul style="list-style-type: none"> ◆ Enter any information about the history of submission, sex of importation, number of containers, number sampled, and additional information ◆ Indicate the articles being submitted for disinfectant samples ◆ Add the statement “Please phone or FAX the results to the CBP office that submitted the request” for all other submissions
22	Sign and date the form

Distribution

Distribute VS Form 10-4 as directed in [Table A-1-36](#).

TABLE A-1-36: Distribution of VS Form 10-4, Specimen Submission

If:	And it:	Then:
Parts 1–3	Includes a specimen sample for identification of disinfectant percentages	SEND using overnight mail to: USDA–APHIS National Veterinary Services Laboratories Chemistry Section PO Box 844 Ames, IA 50010
	Specimen sample is for other than disinfectant percentages	CONSULT with PPQ, VRS at 301/734-7633
Part 4		USDA–APHIS–PPQ–VRS 4700 River Road, Unit 129 Riverdale, MD 20737-1236
Part 5		File

Results of Tests

The test results will be telephoned or faxed to PPQ, VRS. PPQ, VRS will inform the origination office. Exception: Test results of disinfectant samples will be mailed directly to the port. If test results **other than** for disinfectant are **not** received within 4 working days of submission, contact PPQ, VRS by telephone at 301/734-7633.

Appendix A: Completing and Distributing Forms

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE VETERINARY SERVICES REPORT OF ENTRY, SHIPMENT OF RESTRICTED IMPORTED ANIMAL PRODUCTS AND ANIMAL BY-PRODUCTS, AND OTHER MATERIAL		1. CASE NO.	
		2. PORT OF ENTRY New Orleans, LA	
A. REPORT OF ENTRY, AND FORWARDING OF SHIPMENT FROM FIRST PORT OF ARRIVAL			
3. NAME AND ADDRESS OF IMPORTER OR SHIPPER <i>(Include Zip Code)</i> International Casein 2024 Swan Street Slidell, LA 70460		4. COUNTRY OF ORIGIN France	5. CUSTOMS ENTRY NO. 140-93-19606
		6. PRODUCT OR MATERIAL Casein	7. DATE OF ARRIVAL 10/30/02
8. VETERINARIAN IN CHARGE IN STATE WHERE APPROVED ESTABLISHMENT IS LOCATED <i>(Include Zip Code)</i> Area Veterinarian in Charge USDA, APHIS, VS 5825 Florida Blvd., Room 1140 Baton Rouge, LA 70806-9985		9. NAME OF VESSEL Am. Sealand Express	
		10. NAME OF CARRIER <i>(Include R.R. Car No. or Truck License No.)</i> LA Trucking, Inc. LA 45389	
		11. SEAL NOS. OR QUARANTINE TAPE USDA 8369, 48370	
12. TOTAL QUANTITY RECEIVED AT PORT OF ARRIVAL <i>(Lbs. only)</i> 450,000 lbs.	13. NO. UNITS RECEIVED AT PORT OF ARRIVAL <i>(Specify Carton, Boxes, Bundles, etc.)</i> 300 casks		
14. NAME AND ADDRESS OF APPROVED ESTABLISHMENT <i>(Include Zip Code and phone no.)</i> International Casein 2024 Swan Street Slidell, LA 70460 985/643-0315		FROM PORT OF ENTRY TO APPROVED ESTABLISHMENT	
		15. NO. LBS. 450,000 lbs.	16. NO. UNITS 300 casks
17. REMARKS Invoice #IC383154			
18. PRINTED NAME AND SIGNATURE OF INSPECTOR Ronald Rockefeller <i>Ronald Rockefeller</i>		19. PPQ STATION France Road Work Station New Orleans	20. DATE 10/30/02
B. REPORT OF RECEIPT AND TREATMENT BY ESTABLISHMENT <i>(To be completed by Approved Establishment)</i>			
21. DATE RECEIVED	22. NAME OF APPROVED ESTABLISHMENT	23. WAS SHIPMENT INTACT <i>(If "No" explain in Item 30)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
24. DATE TREATMENT COMPLETED	25. WERE R.R. CARS, TRUCKS, ETC. CLEANED AND DISINFECTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	26. DISINFECTANT USED	
27. METHOD OF TREATMENT	28. DISPOSITION OF REFUSE		
29. REMARKS			
30. PRINTED NAME OF APPROVED ESTABLISHMENT OWNER	31. SIGNATURE OF APPROVED ESTABLISHMENT OWNER	32. DATE	
VS FORM 16-78 (FEB 2002) Previous editions are obsolete. PART 1 - ORIGINAL			

FIGURE A-1-48: Example of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

Purpose

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material, is used to accompany all restricted animal products moving from the port of entry to APHIS-approved establishments or APHIS-approved storage facilities.



Important

VS Form 16-78 is **not** to be used for foreign shipments of cooked beef or for transiting shipments. Use USDA, PPQ/FSIS Notification Sheet for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries.

Instructions

Complete VS Form 16-78 (FEB 2002) using the instructions in [Table A-1-37](#). Previous editions of the form are obsolete.

TABLE A-1-37: Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material

Block	Instructions
1	Optional—used for identification by the port of entry if needed
2	List the port of arrival (city, State)
3	List the name and address of the importer or shipper
4	List the name of the country of origin
5	List the Customs Entry Number (if applicable) or air waybill number
6	List the product or material (be as specific as possible; such as wart hog hides, wildebeest skull, etc.); continue in <i>Block 17</i> as needed
7	List the date of arrival
8	List the name of the AVIC in the State where the approved establishment is located (in the Animal Product Manual see List of VS-AVIC in Figure H-1-4 and Appendix E)
9	List the name of the incoming vessel/carrier
10	List the name of the carrier moving the importation/shipment to the address listed in <i>Block 14</i>
11	Identify the seal numbers and whose they are, e.g., USDA, Customs
12	List in pounds only , the total quantity received at the port of arrival
13	List the number of units and type of units (box, bundle, carton, cask, etc.) received at the port of arrival
14	If the importation is for animal products or by-products moving to an approved establishment, then list the name, address, zip code, and phone number of the approved establishment (see Appendix E in the Animal Product Manual)
15	List in pounds the total weight of the shipment moved from the port of entry to the approved establishment
16	List the total number of units and type of units moved from the port of entry to the approved establishment


TABLE A-1-37: Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material (continued)

Block	Instructions
17	List items such as air waybill number and detailed description of each animal product; for trophies or other personal shipments, list the importer's passport number and driver's license State, number, and expiration date and list the product or material (be as specific as possible; such as wart hog hides, wildebeest skull, etc.)
18	Print the name of the inspector and sign
19	List the name and location of the work station
20	List the date
21-32	Leave blank; these blocks will be completed by the approved establishment

Distribution

Distribute VS Form 16-78 as directed in [Table A-1-38](#).

TABLE A-1-38: Distribution of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal Products, and Other Material

If:	Then:
Part 1	MAIL to the address in Block 14
Part 2	SEND with the importation/shipment by attaching to the form to the shipping documents or to the cargo or give the form to the importer <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Important</p> <p>If the importation is trophies or a personal shipment, then verify the identity of the transporter or person picking up the trophies or personal shipment for movement to the approved establishment by listing the driver's license number in Block 17.</p> <p>If a commercial courier service is used, then list the name of the service.</p> </div> </div>
Part 3	FAX ¹ to the Area Veterinarian in Charge in the State where the approved establishment is located (in the Animal Product Manual see List of VS-AVIC in Figure H-1-4 and Appendix E)
Part 4	KEEP for the port files

1 Do **not** mail Part 3, even though the form directs you to do so. Be sure to FAX the form to the AVIC.

VS Form 17-8, Agreement of Pet Bird Owner

This report is authorized by law (9 CFR 92). Failure to complete and sign form will result in abandonment of birds.		See reverse side for additional OMB information.		FORM APPROVED OMB NO. 0579-0040	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGREEMENT OF PET BIRD OWNER			1. NAME AND ADDRESS OF OWNER (Include Zip Code) Barry Brown 119 Meadowlark Drive Kansas City, MO 64123		
INSTRUCTIONS: Complete items 1 through 6 and the applicable Agreement A, B, or C. Distribute copies as identified.			2. PASSPORT NO. (If none, give Social Security No., or Driver's License No.) SS#371-82-2117		3. DATE OFFERED FOR ENTRY March 16, 2002
4. NO. OF BIRDS 2			5. KIND OF PET BIRDS Parrots		
6. FROM (Country of Origin) Guatemala			7. OWNER'S AGREEMENT - SIGN A - B - C OR D BELOW (Refusal to sign this form, automatically places option D into effect)		
<p>A I do hereby declare that the pet birds identified above will be maintained in my personal possession, separate and apart from all other birds and poultry at the location indicated in item (1) below for a minimum of 30 days until released by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. If the birds must be moved, I agree to contact the official in item (2) below prior to such movement.</p> <p>I hereby agree the bird(s) will be available for inspection during the aforementioned period of confinement at the address in item (1) below and at such times as deemed necessary by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. I further agree to immediately notify the Federal Official in item (2) below if any signs of disease are noted or if the bird(s) die during the confinement period.</p> <p>I understand if a laboratory specimen is taken and if found to contain the virus of Newcastle disease that the birds will be disposed of by the Animal and Plant Health Inspection Service of the United States Department of Agriculture.</p>					
(1) LOCATION WHERE BIRDS WILL BE HELD 119 Meadowlark Drive Kansas City, MO 64123			(2) NAME AND ADDRESS OF FEDERAL OFFICIAL TO CONTACT Area Veterinarian in Charge USDA-APHIS-PPQ 1442 Aaron Court P.O. Box 104418 Jefferson City, MO 65110		
STATE Missouri			PHONE NUMBER (Include Area Code) 573/636-3116		
<input checked="" type="checkbox"/> LABORATORY SPECIMEN TAKEN					
SPECIMENS SUBMITTED BY (Name) A. Smith			REFERRAL NO. 006-02		
<p>B Section B applicable to Canadian pet birds and U.S. birds that have been outside the U.S. for less than 60 days (9 CFR 92.2(c)(1) & (2)(i))</p> <p>I certify that the birds have been in my possession for at least 90 days; that they are apparently healthy; and that they have not been exposed to any other birds during those 90 days.</p>					
SIGNATURE OF OWNER		DATE SIGNED		OWNER'S TELEPHONE NO.	
		3/16/02		AREA CODE 555	
				PHONE NO. 555-1212	
WITNESSED BY (Signature)		TITLE		DATE	
		PPQ Officer		3/16/02	
<p>C In lieu of A above, I agree to export my birds to (Country)</p>					
SIGNATURE OF OWNER			DATE SIGNED		
<p>D In lieu of any of the above options, I hereby abandon my bird(s) to the Animal and Plant Health Inspection Service of the United States Department of Agriculture for disposal.</p>					
SIGNATURE OF OWNER			DATE SIGNED		
Barry Brown			3-16-02		
8. PORT OF ENTRY		9. CARRIER AND FLIGHT NO.		10. POST-ENTRY NO.	
11. DETAINING OFFICIAL (Signature)		12. TITLE		13. AGENCY	14. DATE
I certify that I have, this day, inspected the birds identified above offered for importation, and have found them to be free of evidence of communicable disease or exposure thereto, and release them for the purpose as stated above.					
15. PORT RELEASING OFFICIAL (Signature)		16. TITLE		17. DATE RELEASED	
I have inspected the birds inspected above, and find that all applicable provisions of 9 CFR Part 92 as amended have been met.					
18. FINAL RELEASING OFFICIAL (Signature)		19. TITLE		20. DATE RELEASED	
VS FORM 17-8 (JAN 90)			Previous edition may be used.		
STATE OF DESTINATION					

FIGURE A-1-49: Example of VS Form 17-8, Agreement of Pet Bird Owner

Purpose

VS Form 17-8, Agreement of Pet Bird Owner, is used for the following importations:

- ◆ Canadian origin pet birds which were in the owner's possession for 90 days or more
- ◆ U.S. origin pet birds reentering the country without a health certificate, and the owner chooses to abandon the birds for VS disposition
- ◆ Foreign origin pet birds entering the country and the owner chooses to return the birds to the country of origin or abandon the birds for VS disposition
- ◆ Foreign origin pet birds accompanied by their owners and in transit directly to Canada

The form is only to be completed for pet birds; **do not** complete for poultry or pigeons.

Instructions

Complete VS Form 17-8 using the instructions in [Table A-1-39](#).

TABLE A-1-39: Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner

Block	Instructions ¹
1-6	Fill in
7	<ol style="list-style-type: none"> 1. The pet bird owner must complete and sign either Box A, B, C, or D 2. If the owner refuses to sign the form, then advise the owner that option D is automatically placed in effect 3. Attach a note to the form explaining the circumstances 4. Let VS know if the owner is going to contact VS
7A	<ol style="list-style-type: none"> 1. Fill address where the birds will be held for 30 days 2. List the name, address, and telephone number of the VS Area Veterinarian in Charge for the State where the bird will be held (see Appendix H of the <i>Animal Product Manual</i>) 3. Have the owner sign and date the form and list a phone number (if there is not an owner's signature block space or date space on the version of VS Form 17-8 being used, have the owner sign and date in any available space in block 7A)
7B	<ol style="list-style-type: none"> 1. Fill in if appropriate 2. Have the owner sign, date, and provide home phone number 3. The person witnessing signs, dates, and provides title information
7C	<ol style="list-style-type: none"> 1. Have owner fill in the name of the country to which the birds are being exported 2. Have the owner sign and date the form
7D	Have owner sign and date the form when the owner abandons the birds to APHIS
8-9	Fill in
10	If postentry by carrier, enter postentry number
11-14	Fill in
15-20	Leave blank; VS will complete

1 To obtain applicable information while the owner is available, and before the owner may have to depart the area, appropriate blocks on this form are to be filled in by the CBP Agriculture Specialist or CBP Officer if VS personnel are not readily available.

Distribution

Distribute VS Form 17-8 as instructed in [Table A-1-40](#).

TABLE A-1-40: Distribution of VS Form 17-8, Agreement of Pet Bird Owner

If:	Then:
Original	GIVE to VS
Second copy	GIVE to pet bird owner
Other copies	GIVE to VS as arranged locally between CBP and VS

B

Agricultural
Clearance

Appendix B

Completing Compliance Agreements

Contents

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Introduction

This appendix provides detailed instructions for compliance agreements specifically attached to PPQ Form 519, Compliance Agreement. A compliance agreement is a signed, written agreement CBP has with shippers, dealers, carriers, and all other entities handling regulated garbage to indicate their understanding of methods, conditions, and procedures necessary for compliance with APHIS regulations.

PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, garbage processors, and other entities responsible for handling or processing regulated garbage. PPQ Form 519 is also used as evidence for a violation case. All compliance agreements should be reviewed by the local PPQ AQI Veterinary Medical Officer (see [Compliance Agreement Violations](#) on [page 8-1-9](#)) before signing if the compliance agreement deviates from the appropriate template.

Procedures

If an establishment or company fails to abide by the conditions of the agreement, then the CBP/PPQ Official is responsible for documenting the violations and should work with his/her supervisor to provide the appropriate information to HQ, PPQ, VRS (see [Compliance Agreement Violations](#) on [page 8-1-9](#)). Only VRS HQ, may cancel the agreement, which must be done in writing. Review compliance agreements with the company or facility management to ensure accuracy and understanding at least annually, but preferably twice a year. Amend compliance agreements as appropriate¹. Use [Table B-1-1](#) on [page-B-1-3](#) to determine which standards to use for the compliance agreement. All compliance agreements should include the company telephone number(s) as well as the address of the company's main office and the address of the facility where the activities are being undertaken. Be sure to number each page of the compliance agreement and include the number of pages on the PPQ Form 519. The bottom of each page should be initialed and dated by a company representative. For a fillable pdf version of this form, go to <http://www.aphis.usda.gov/library/forms/pdf/ppq519.pdf>. For a fillable Word version of this form, go to <http://www.aphis.usda.gov/library/forms/pdf/ppq519.dot>.

-
- 1 Change the compliance agreement when any of the following events take place:
- ◆ The company changes its name
 - ◆ The facility management changes
 - ◆ The facility location changes
 - ◆ The sterilizer is recalibrated/new standards for settings are developed (can be accomplished with an addendum to the compliance agreement)
 - ◆ Other procedural changes occur

TABLE B-1-1 Determine Which Standards to Use for Compliance Agreement

If the compliance agreement ¹ is with a:	And the garbage is moving through an area that is:	Then:
Caterer	→	See <i>Uniform Standards for Compliance Agreements for Caterers</i> on page B-1-4
Garbage hauler Cartage firm	Sparsely-settled or having farms, ranches, or estates which may have farm animals, domestic or wild ruminants or swine	See <i>Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas</i> on page B-1-12
	Characterized by cities and densely populated, with no farm animals, domestic or wild ruminants or swine (non agricultural)	See <i>Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas</i> on page B-1-19
Processing establishment	→	See <i>Uniform Standards for Compliance Agreements for Regulated Garbage Processing</i> on page B-1-25
Aircraft cleaning firm Fixed base operator ²	→	See <i>Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms</i> on page B-1-33
Military bases/ facilities	→	Use the appropriate template for Aircraft cleaning firms, caterers, and/or regulated garbage processing
Cruise ship	→	See <i>Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries</i> on page B-1-38

- 1 If the disposal facility is operated by the same firm as the cartage firm, then make a single agreement attaching both the criteria for the operation of incinerators or cooker and for cartage. If the disposal facility is under separate ownership or management, then execute a compliance agreement.
- 2 Depending on the services provided, you may need to modify the template to include other facets of their operation.

Uniform Standards for Compliance Agreements for Caterers

Use this example of Uniform Standards for Compliance Agreements with a Caterer (regulated garbage as defined in 7CFR 330.400 or 9CFR 94.5) as an attachment to any compliance agreement (PPQ Form 519) you complete with a caterer. Fill in appropriate information where required. Delete information **not** applicable to the specific establishment.

Example of Caterer Attachment to PPQ Form 519, Compliance Agreement

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.²

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement, are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

² Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant³ or animal⁴ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.
- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

3 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

4 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

2. Regulated Garbage Handling Procedures

Regulated garbage removed from foreign arriving aircraft will be:
(check appropriate boxes)

Separated from domestic garbage at the same catering kitchen (if separation occurs, all the conditions of item **E.** must be met).

Incinerated; incinerator located at

(Name, Address, Phone number)

Steam sterilized and contracted for landfill burial without diversion; sterilizer located at

(Name, Address, Phone number)

If sterilized, location of landfill

(Name, Address, Phone number)

Transported by an approved garbage hauler for incineration or sterilization. (Records must be retained for one (1) year from the date of transportation and must contain the following information: date, flight numbers, time, number, type, and weight of the garbage/containers. Company must assure that these records can be used to validate the inventory control system at the point of destination).

(Name, Address, Phone number)

Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR 330.400 or 9CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

A. The caterer will meet aircraft originating from a foreign location (foreign flight) on arrival for the purpose of decatering the aircraft. The caterer will immediately notify the local Customs and Border Protection (CBP) office at _____ (insert phone number) if unable to meet a flight on arrival, in which case the caterer will provide control over regulated garbage through assigned caterer airline personnel in a manner acceptable to CBP (insert contingency plan here).

- B.** Garbage removed from the aircraft will be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in a CBP/APHIS-approved manner. Regulated garbage must not be transported on top of catering carts. It must be bagged or placed inside a cart during transportation. The garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.
- C.** The caterer is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use or consumption.
- D.** The dock area and the area around garbage sterilizers, incinerators, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

- E.** If the caterer separates domestic from regulated garbage at the same catering kitchen, then the following conditions must be met:
 - i.** The caterer must identify foreign flight galley equipment to prevent its association with domestic flight equipment and/or garbage (either by tag, label, or designated location).
 - ii.** Tags should be at least 3 x 5 inches, printed with 1-inch high lettering that reads "REGULATED GARBAGE".
 - iii.** The caterer must use easily identifiable containers for foreign garbage. Rigid leak-proof containers shall be lettered with the words "REGULATED GARBAGE" or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage.

- iv. The caterer must keep regulated garbage segregated from domestic garbage in a segregated area marked for foreign garbage until incinerated, sterilized, or removed by an approved cartage firm unless all garbage is treated as regulated garbage.
- v. If stored outside, the garbage must be in sealed plastic bags in a rigid leak-proof container (marked per [E. iii.](#)) with a tight-fitting lid and maintained to prevent tampering and access by birds, rodents, and other vermin. The container must be capable of being locked. Storage of regulated garbage must not exceed 48 hours without prior approval from PPQ VRS or their designee.

F. Spills and Routine Disinfection

CBP will be notified at _____ (insert phone number) of spillage outside of the facility. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept at the catering facility for garbage spills and routine surface disinfections including areas around the sterilizers, dumpsters, and compactors and must be used after thorough pickup and cleaning. The caterer must provide trained personnel and equipment for immediate clean up (see [Addendum to Compliance Agreements](#)).

A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);
- ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of concentration of bleach used;
- iv. Location of spills.

The record or log book should be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Bleach must not be used inside the aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.

- G.** The caterer must conspicuously post regulated garbage-handling procedures in the work area. The procedures must be in English and other appropriate languages.

3. Equipment

- A.** If a sterilizer or non-pressurized cooker is used, it will be as follows:

- i.** Capable of heating garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for at least 30 minutes. To achieve this, the sterilizer will be calibrated for the following time/temperature setting.

Temperature setting _____ PSI _____

Minimum cooking cycle _____

A maximum load of _____ (units - bags, carts, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.

- ii.** A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the sterilization cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the sterilizer and of typical composition for the location. Tests will be monitored by an employee of CBP/APHIS. The adjusted sterilization cycle will be included in an addendum to this compliance agreement and will be followed. The facility is responsible for supplying additional calibration equipment for the recalibrations.
- iii.** The time and temperature record of each batch of foreign garbage shall be dated and initialed by the sterilizer operator and signed by the supervisor. It shall be retained at the establishment for at least one (1) year from the end of the month in which the processing occurred.

- iv. The bottom rear drain of the sterilizer unit will be cleared as needed to assure proper steam circulation and drainage. The equipment shall be properly maintained to ensure each load of regulated garbage is processed at a minimum internal temperature of 212°F for at least 30 minutes.
- v. If the sterilizer or non-pressurized cooker and associated equipment (such as the time and temperature recorder) malfunctions, then immediately report the malfunction to the local CBP office at _____ (insert phone number).

Equipment must be recalibrated after major repairs or malfunction.

- B. If an incinerator is used, it must reduce incinerated materials to an ash. Glass and metal shall be the only residue in the ash.
 - i. The equipment shall be properly maintained to ensure each load of regulated garbage is incinerated to ash as required.
 - ii. The establishment will maintain records which will include the name of the approved cartage firm (if applicable), date, time, number of units (bags, bins, containers) and quantity of garbage (weight) incinerated. The records must be retained for a minimum of one (1) year from the end of the month in which the incineration occurred. If the incinerator malfunctions, then immediately report the malfunction to the local CBP office at _____ (insert phone number).

An incineration must be observed by CBP/APHIS officials after major repairs or malfunction.

4. Backup System

In the event the primary garbage disposal system is inoperable, the local CBP office must be notified immediately at _____ (insert phone number) and be advised, in advance, as to use of the following prearranged approved backup system: *(check one)*

- Sterilizer located at

(Name, Address, Phone)

Incinerator located at

(Name, Address, Phone number)

Non-pressurized water cooker located at

(Name, Address, Phone number)

Regulated garbage is to be retained aboard the aircraft.

5. Training

- A.** The establishment shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).
- B.** The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
 - i.** Definition of regulated garbage;
 - ii.** Explanation of the regulations and the purpose of the regulations;
 - iii.** Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
 - iv.** Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
 - v.** This compliance agreement;
 - vi.** Presentation in English and other appropriate languages.
- C.** The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas

Use this example of Uniform Standards for Compliance Agreements with Cartage Firms Moving Regulated Garbage Through Sparsely-settled, Farm, or Ranch Areas (as contrasted with areas that are densely populated or characterized by cities) with cartage firms that move regulated garbage through areas that are sparsely-settled or that have farms or ranches. Regulated garbage is defined in 7CFR 330.400 and 9CFR 94.5. Attach these standards to any compliance agreement (PPQ Form 519) you execute with a cartage firm. Fill in appropriate information where required. Delete information **not** applicable to the specific establishment.

Example of Cartage Firms Moving Regulated Garbage Through Sparsely-settled, Farms or Ranch Areas Attachment to PPQ Form 519, Compliance Agreement

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.⁵

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

⁵ Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant⁶ or animal⁷ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, "Regulated garbage" is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.
- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

6 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

7 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

2. Regulated Garbage Handling, Transportation, and Storage Procedures

- A.** The cartage firm must place its garbage into individual, small containers. The containers must be both leak-proof and securely closed. These individual containers must then be put into a shipping or handling container that is also leak-proof. The garbage must be inaccessible to birds, rodents, and other vermin.
- B.** The garbage must be clearly indicated so that it can be identified as regulated garbage. The following are considered as appropriate indicators:
 - i.** Garbage bagged in specific unique color (_____) bags
 - ii.** Shipping or handling containers permanently marked with conspicuous, 2- to 4-inch high lettering that reads “REGULATED GARBAGE”
 - iii.** Containers tagged with at least a 3 x 5 inch tag that is printed with 1-inch high lettering that reads “REGULATED GARBAGE”
 - iv.** Other _____
- C.** The handling containers must be put into an enclosed, rigid, leak-proof vehicle. A canvas top or tarp covering is unacceptable. Since the vehicle will move through rural areas, it must be secured by a seal, lock, or similar device.
- D.** The cartage firm manipulates, handles, or stores regulated garbage in a manner approved by the local CBP office and in a designated area before transporting it for disposal as outlined below:

- E.** Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage. The truck/ container to be used for a purpose other than hauling foreign garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under CBP supervision prior to such use.
- F.** All regulated garbage is to be kept completely separate from domestic garbage, unless all garbage is treated as regulated. The cartage firm must have previously arranged for immediate, priority incineration or sterilization at destination, unless otherwise approved by the local APHIS AQI VMO.

G. Garbage will be processed at (check appropriate box):

Sterilizer located at

(Name, Address, Phone number)

Incinerator located at

(Name, Address, Phone number)

Non-pressurized water cooker located at

(Name, Address, Phone number)

H. The cartage firm will be responsible for all foreign food waste and other regulated garbage in its possession and will not allow its unauthorized diversion, removal, use, or consumption.

I. The vehicle transporting the garbage should take a direct or expedient route. The closest available approved incinerator or cooker sterilizer should be used unless otherwise approved by CBP/APHIS. The allowed route is as follows: _____

Any deviation from this route must have prior approval from CBP in writing. Please contact the CBP office at: _____
(insert phone number).

J. To facilitate monitoring, the cartage firm must provide the following:

- i.** Records which will include the origin, approved carrier name, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) transported and disposed of, and the name of the vehicle's driver. The records must be retained for a minimum of one (1) year from the end of the month in which the transport occurred.
- ii.** Assurance that these records can be used to validate the inventory control system at the point of origin.

- K.** In order to store regulated garbage, the following conditions must be met:
 - i.** Material to be stored must be adequately containerized and marked (per Section **2. B.**). Storage of regulated garbage must not exceed 48 hours without prior approval from PPQ VRS or its designee.
 - ii.** Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a container with a tight-fitting lid.
 - iii.** Container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents, and other vermin.
 - iv.** Regulated garbage must not be stored for longer than 48 hours unless with prior approval from PPQ VRS or its designee.
 - v.** The management of the cartage firm must maintain logs or records of regulated garbage that is stored (see **J. i.**). These records must be kept for a minimum of one (1) year from the end of the month that the storage began.

- L.** The dock area and the area around storage facility, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

- M.** The cartage firm must conspicuously post regulated, garbage-handling procedures in the work area or another area to which all employees handling regulated garbage have access. The procedures must be in English and other appropriate languages.

3. Spills and Disinfection

- A.** The cartage firm must provide personnel, equipment, and disinfectant to control the regulated materials in the event of a spill or other emergency. There must be an adequate supply of APHIS-approved disinfectant on each vehicle in order to clean up and disinfect spills. A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i.** The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);
- ii.** If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii.** If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of concentration of bleach used;
- iv.** Location of spills.

The record or log book should be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

- B.** If spillage occurs during the cartage process, CBP must be notified immediately. The firm must contact either the CBP office at point of origin _____ (insert phone number) or at destination _____ (insert phone number), whichever is most convenient.
- C.** APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

4. Backup System

In the event that the cartage firm is unable to pick up or transport regulated garbage, the local CBP office must be notified immediately at _____ (insert phone number).

5. Training

- A.** The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).
- B.** The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
 - i.** Definition of regulated garbage;
 - ii.** Explanation and purpose of the regulations;
 - iii.** Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
 - iv.** Specific outline—by demonstration, illustration, or picture—of proper regulated garbage handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
 - v.** This compliance agreement;
 - vi.** Presentation in English and other appropriate languages.
- C.** The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas

Use this example of Uniform Standards for Compliance Agreements for Cartage Firms **Other Than** Those Moving Through Sparsely-settled, Farm or Ranch Areas (regulated garbage as defined in 7CFR 330.400 or 9CFR 94.5) as an attachment to a compliance agreement (PPQ Form 519). Fill in appropriate information where required. Delete information **not** applicable to the specific establishment.

Example of Cartage Firm Attachment to PPQ Form 519, Compliance Agreement for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm, or Ranch Areas

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.⁸

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

⁸ Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant⁹ or animal¹⁰ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.
- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

⁹ Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

¹⁰ Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

2. Regulated Garbage Handling, Transportation, and Storage Procedures

A. Check the appropriate box or boxes:

- The cartage firm transports regulated garbage directly to a central place for further compacting or sorting and then directly to an approved disposal facility; if different location from the approved disposal facility, fill in below:

(Name, Address, Phone number)

- The cartage firm manipulates, handles, or stores regulated garbage in a manner approved by the local CBP office and in a designated area before transporting it for disposal as outlined below:

- The cartage firm transports regulated garbage directly from the APHIS/CBP- approved catering establishment or carrier to the disposal facility in closed, leak-proof containers.

- B.** The garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.
- C.** The cartage firm shall use easily identifiable containers for foreign garbage. Rigid leak-proof containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.
- D.** Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage. The truck/ container to be used for a purpose other than hauling foreign garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under CBP supervision prior to such use.
- E.** The cartage firm will be responsible for all foreign food waste and other regulated garbage in its possession and will not allow its unauthorized diversion, removal, use, or consumption.
- F.** The vehicle transporting the garbage should take a direct or expedient route. The closest available approved incinerator or cooker sterilizer should be used unless otherwise approved by CBP/APHIS. The authorized route is as follows: _____

Any deviation from this route must have prior approval from CBP in writing. Please contact the CBP office at: _____
(insert phone number).

- G.** All regulated garbage is to be kept completely separate from domestic garbage, unless all garbage is treated as regulated. The cartage firm must have previously arranged for immediate, priority incineration or sterilization at destination.
- H.** Garbage will be processed at (check appropriate box):
 - Sterilizer located at _____
(Name, Address, Phone number)
 - Incinerator located at _____
(Name, Address, Phone number)
 - Non-pressurized water cooker located at _____
(Name, Address, Phone number)
- I.** To facilitate monitoring, the cartage firm must provide the following:
 - i.** Records which will include the origin, approved carrier name, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) transported and disposed of, and the name of the vehicle's driver. The records must be retained for a minimum of one (1) year from the end of the month in which the transport occurred.
 - ii.** Assurance that these records can be used to validate the inventory control system at the point of origin.
- J.** In order to store regulated garbage, the following conditions must be met:
 - i.** Material to be stored must be adequately containerized and marked (per Section 2. C.).
 - ii.** Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a container with a tight-fitting lid.
 - iii.** The container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents and other vermin.
 - iv.** Regulated garbage must not be stored for longer than 48 hours unless with prior approval by PPQ VRS or its designee.

- v. The management of the cartage firm must maintain logs or records of regulated garbage that is stored (See [I. i.](#)). This information must be kept for one (1) year from the end of the month the storage was initiated.
- K. The dock area and the area around storage facility, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

- L. The cartage firm must conspicuously post regulated garbage-handling procedures in the work area or another area to which all employees handling regulated garbage have access. The procedures must be in English and other appropriate languages.

3. Spills and Disinfection

- A. CBP will be notified of any spillage outside of the facility or along the cartage route at _____ (insert phone number). Cleaning and disinfecting will be accomplished immediately. APHIS-approved disinfectant must be available on each vehicle for garbage spills and used after thorough pickup. The company must provide trained personnel and equipment for immediate clean-up (see [Addendum to Compliance Agreements](#)).
- B. A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);
- ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;
- iv. Location of spills.

The record or log book should be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

- C.** APHIS-approved disinfectant is **not** to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

4. Backup System

In the event that the cartage firm is unable to pick up or transport regulated garbage, the local CBP office must be notified immediately at _____ (insert phone number).

5. Training

- A.** The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).
- B.** The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
 - i.** Definition of regulated garbage;
 - ii.** Explanation and purpose of the regulations;
 - iii.** Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
 - iv.** Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
 - v.** This compliance agreement;
 - vi.** Presentation in English and other appropriate languages.
- C.** The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

Uniform Standards for Compliance Agreements for Regulated Garbage Processing

Use this example of Uniform Standards for Compliance Agreements for Regulated Garbage Processing (regulated garbage as defined in 7CFR 330.400 or 9CFR 94.5) only as an attachment to any compliance agreement (PPQ Form 519) you complete with a processing establishment. Fill in appropriate information where required. Delete information **not** applicable to the specific establishment.

Example of Processing Establishment Attachment to PPQ Form 519, Compliance Agreement

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local APHIS/DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.¹¹

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspection by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request. Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

¹¹ Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant¹² or animal¹³ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, "Regulated garbage" is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.
- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

¹² Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

¹³ Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

2. Regulated Garbage Handling Procedures

A. Regulated garbage is processed by (*check appropriate box*)

Sterilizer located at

(Name, Address, Phone number)

Non-pressurized water cooker located at

(Name, Address, Phone number)

If sterilized or cooked, location of landfill

(Name, Address, Phone number)

Incinerator located at

(Name, Address, Phone number)

B. Status of Garbage (*check one*)

Regulated garbage will be separated from domestic garbage by (circle one)

Location (clearly designated by signs)

Labeled container (marked per **C.** below)

All garbage in facility will be handled as regulated garbage.

C. The establishment must use rigid leak-proof containers with tightly-fitting covers if not separating garbage by location. The containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Containers used for regulated garbage shall **not** be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage.

The container to be used for a purpose **other than** hauling foreign garbage must have markings obliterated and must be disinfected with APHIS-approved disinfectant under APHIS/ CBP supervision prior to such use.

Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR 330.400 or 9CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

- D.** The dock area and the area around garbage sterilizers, cookers, incinerators, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

- E.** The company is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will **not** allow its unauthorized diversion, removal, use, or consumption.

F. Spills and Routine Disinfection

APHIS/CBP will be notified of any spillage outside of the facility at _____ (insert phone number). Cleaning and disinfecting will be accomplished immediately. APHIS-approved disinfectant must be kept at the processing facility for garbage spills and routine surface disinfections including areas around the sterilizers, incinerators dumpsters and compactors and must be used after thorough pickup and cleaning. The caterer must provide trained personnel and equipment for immediate clean up (see [Addendum to Compliance Agreements](#)).

A log or record book containing information on the amounts and concentrations of disinfectants used will be kept in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i.** The number of disinfection treatments performed (including by designation-routine surface disinfections and cleaning of spills);
- ii.** If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii.** If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;
- iv.** Location of spills.

The record or log book must be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is **not** to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

3. Equipment

Equipment for steam sterilization or non-pressurized water cooking is used. For a water cooker, the water level must reach within three (3) inches of the garbage level.

A. If a sterilizer or non-pressurized water cooker is used, it will be as follows:

- i.** Must be capable of heating regulated garbage to a minimum **internal** temperature of 212°F and maintaining it at that temperature for 30 minutes. To achieve this, the sterilizer will be calibrated for the following time/temperature setting.

Temperature setting _____ PSI _____

Minimum cooking cycle _____

A maximum load of _____ units (bags, carts, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.

- ii.** A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the sterilization cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the sterilizer and of typical composition for the location. Tests will be monitored by an employee of CBP/APHIS. The facility will supply additional calibration equipment needed to perform the re-calibrations. The adjusted sterilization cycle will be included in an addendum to this compliance agreement and will be followed.
- iii.** The time and temperature record of each batch of foreign garbage shall be dated and initialed by the sterilizer operator and signed by the supervisor. The records must be retained for a minimum of one (1) year from the end of the month in which the processing occurred.

iv. The bottom rear drain of the sterilizer unit will be cleared as needed to assure proper steam circulation and drainage.

B. Non-pressurized cooking equipment shall have a time/temperature recording device and be held to the same standards as the sterilizer with the exception of the PSI (water cooker probe must be below surface of water) in that it is capable of heating garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for at least 30 minutes. To achieve this, the non-pressurized cooking equipment will be calibrated for the following time/temperature setting:

Temperature setting _____

Minimum cooking cycle _____

A maximum load of _____ units (bags, carts, containers etc.) of garbage per cooking cycle is allowed.

i. A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the cooking cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the cooker and of typical composition for the location. Tests will be monitored by an employee of Department of Homeland Security, CBP/APHIS personnel. The adjusted cooking cycle will be included in an addendum to this compliance agreement and will be followed.

ii. The time and temperature record of each batch of foreign garbage shall be dated and initialed by the cooker operator and signed by the supervisor. The records must be retained at the establishment for a minimum of one (1) year from the end of the month in which the processing occurred.

C. If the sterilizer, the cooker or associated equipment (such as the time and temperature recorder) malfunctions, then immediately report the malfunction to the local CBP office at _____ (insert phone number). The equipment shall be properly maintained to ensure that each load of regulated garbage is processed at an internal temperature of 212°F for a minimum of 30 minutes.

- D.** If an incinerator is used, it must reduce incinerated materials to an ash. Glass and metal shall be the only residue in the ash. The establishment will maintain records which will include the name of the approved cartage firm, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) incinerated. The records must be retained for a minimum of one (1) year from the end of the month in which the incineration occurred.
- E.** The sterilizer or non-pressurized cooking equipment must be recalibrated after major repairs or malfunction. The incinerator must be observed after major repairs or malfunction to ensure that regulated garbage is properly incinerated to ash.
- F.** In order to store regulated garbage, the following conditions must be met:
 - i.** Material to be stored must be adequately containerized and marked (per Section 2.B.). Location of storage facility if not in the same building/area as the processing equipment: _____
 - ii.** Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a rigid leak-proof container with a tight-fitting lid. The container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents, and other vermin. Storage of regulated garbage must not exceed 48 hours without prior approval from PPQ VRS or its designee.
 - iii.** The processing firm must maintain logs or records of regulated garbage that is stored. This information must be kept for one (1) year from the from the end of the month the storage was initiated.
- G.** The company must conspicuously post regulated garbage-handling procedures in the work area. The procedures must be in English and other appropriate languages.

4. Backup System

In the event the primary garbage disposal system is inoperable, the local APHIS/CBP office will be notified immediately at _____ (insert phone number) and be advised, in advance, as to use of the following prearranged approved backup system: *(check one)*

Sterilizer located at

(Name, Address, Phone number)

Incinerator located at

(Name, Address, Phone number)

Non-pressurized water cooker located at

(Name, Address, Phone number)

5. Training

- A.** The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).
- B.** The training package must be approved by the local APHIS/ CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
 - i.** Definition of regulated garbage;
 - ii.** Explanation and purpose of the regulations;
 - iii.** Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
 - iv.** Specific outline—by demonstration, illustration, or picture—of proper regulated garbage handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
 - v.** This compliance agreement;
 - vi.** Presentation in English and other appropriate languages.
- C.** The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms

Use this example of a Compliance Agreement with Aircraft Cleaning Firms as an attachment to any compliance agreement (PPQ Form 519) you complete with an aircraft cleaning firm. Fill in appropriate information where required. Delete information **not** applicable to the specific establishment.

Example of Aircraft Cleaning Firm Attachment to PPQ Form 519, Compliance Agreement

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.¹⁴

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

¹⁴ Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant¹⁵ or animal¹⁶ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, "Regulated garbage" is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.
- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

¹⁵ Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

¹⁶ Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

2. Regulated Garbage Handling Procedures

- A.** The cleaners will meet aircraft originating from a foreign location (foreign flight) on arrival for the purpose of cleaning the aircraft.
- B.** The cleaning firm must transport the regulated garbage directly from the carrier in closed, leak-proof plastic bags which are easily identifiable by either tags with "REGULATED GARBAGE" or by unique color _____ (specify color) to an approved disposal facility, to a caterer or cartage firm, or directly to CBP for disposal (mark appropriate procedure).

Sterilizer located at

(Name, Address, Phone number)

Incinerator located at

(Name, Address, Phone)

Non-pressurized water cooker located at

(Name, Address, Phone number)

Caterer or Cartage firm

(Name, Address, Phone number)

Delivered to CBP

C. Backup System

The cleaner will immediately notify the local Customs and Border Protection (CBP) office at _____ (insert phone number) if unable to meet a flight on arrival, in which case the cleaner will provide control over regulated garbage through assigned caterer personnel in a manner acceptable to CBP (insert contingency plan here):

D. Spills and Disinfection

CBP will be immediately notified of any spillage outside of the aircraft at _____ (insert phone number). Cleaning and disinfecting will be accomplished immediately.

APHIS-approved disinfectant must be available for garbage spills and used after thorough pickup. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. The company must provide trained personnel and equipment for immediate clean-up (see [Addendum to Compliance Agreements](#)).

A log or record book containing information on the amounts and concentrations of disinfectants used will be kept in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i.** The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);
- ii.** If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii.** If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;
- iv.** Location of spills.

The record or log book should be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is **not** to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Do not use bleach inside the aircraft; use only EPA-approved sanitizers. Records of these instances will also be maintained.

- E.** While cleaning international arrival flights, the cleaning firm is responsible for all regulated garbage including food waste, loose trays of food, and unused meals and will not allow its unauthorized diversion, removal, use, or consumption.

F. The cleaning firm must use easily identifiable plastic bags (see **2. B.**) for all food waste/regulated garbage removed from the international arrival aircraft. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized. Storage of regulated garbage is not allowed without prior approval from PPQ VRS or its designee.

3. Training

- A.** The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).
- B.** The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
- i.** Definition of regulated garbage;
 - ii.** Explanation and purpose of the regulations;
 - iii.** Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
 - iv.** Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
 - v.** This compliance agreement;
 - vi.** Presentation in English and other appropriate languages.
- C.** The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries

Use this Uniform Standards for Compliance Agreements for Cruise Ships for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries as an attachment to a compliance agreement (PPQ Form 519) that you complete with cruise ships having Caribbean, Mexico, or Bermuda itineraries.

On cruise ships under compliance, passengers and baggage will not be routinely inspected. Board cruise ships with itineraries from other countries according to the guidance provided in this manual. Cruise lines that do not comply with the requirements of the compliance agreement will revert back to normal passenger clearance.

Periodically monitor the clearance of passengers and baggage to evaluate the risk of prohibited agricultural articles that may be associated with passengers and baggage. Inspect, unannounced, the passengers and baggage on up to 10 percent of the cruise ships with Caribbean, Mexico, or Bermuda itineraries. If possible, use x-ray or canine teams. Clearance of vessels (garbage and stores) will continue to be done according to current ship boarding guidelines.

Example of Cruise Ships With Caribbean, Mexico, or Bermuda Itineraries Attachment to PPQ Form 519, Compliance Agreement

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____ (insert local contact phone number) of any management changes which may void this Compliance Agreement.¹⁷

¹⁷ Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) mils (0.004-inch) thick.

1. Definitions

- A. Regulated garbage** - As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant¹⁸ or animal¹⁹ (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, "Regulated garbage" is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.
- B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty

¹⁸ Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

¹⁹ Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

- C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Passenger Clearance

- A.** Passengers and baggage on cruise ships with Caribbean, Mexico, or Bermuda itineraries will **not** be routinely inspected. CBP/APHIS will periodically monitor the clearance of passengers and baggage to evaluate the risk of prohibited agricultural articles that may be associated with passengers and baggage.
- B.** Officials of the cruise ship are responsible for educating passengers and crew members concerning the requirements for bringing agricultural articles off the ship at the U.S. Port of Entry. Information should be provided using signs at all exits from the vessel, audio and/or video presentations, and amnesty bins. Information provided to passengers and crew must be approved by CBP/APHIS prior to distribution.

3. Regulated Garbage Handling Procedures

- A.** Regulated garbage must be in covered, leak-proof containers inside the railing, according to 7CFR 330.400 and 9CFR 94.5.
- B.** The CBP office at the port of arrival must receive advance notification of the landing of regulated garbage. Removal of regulated garbage from the cruise ship must be supervised by a CBP Officer or by a trained employee of a company that is under compliance with CBP. Advance notification should be provided to the local CBP office at _____ (telephone number) or (fax number).
- C.** Regulated garbage removed from a ship can only be transported by a CBP/APHIS-approved cartage or hauling company. No foreign food waste or other regulated garbage will be allowed unauthorized diversion, removal, use, or consumption.

Storage of regulated garbage off the ship is not allowed without prior approval from PPQ VRS or its designee.

D. Spills and Disinfection

CBP will be notified immediately of any spillage outside of the ship at _____ (phone number). Cleaning and disinfection will be accomplished immediately either under direct supervision by CBP or by a trained employee of the company under compliance with CBP. APHIS-approved disinfectant must be available for garbage spills and used after thorough pickup (see [Addendum to Compliance Agreements](#)).

A log or record book containing information on the amounts and concentrations of APHIS-approved disinfectants used will be provided to CBP/APHIS upon request in order to fulfill EPA reporting requirements.

Reporting requirements include:

- i.** The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);
- ii.** If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
- iii.** If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;
- iv.** Location of spills.

The record or log book should be kept for three years. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

Disinfectant is not to be used in food handling areas. Cleanup in food handling areas will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances must be maintained.

4. Arrival Notification

- A.** The agent, owner operator, or vessel representative must provide CBP advance notification of arrival at least 12 hours prior to vessel arrival, according to 7CFR 330.111.

Arrival notification must include the following information:

- i.** Name and registration of vessel
 - ii.** Date and estimated time of arrival at the port
 - iii.** Docking location
 - iv.** Last two foreign ports
 - v.** Next port
 - vi.** Number of passengers disembarking
- B.** Failure to comply with advance notification requirements could result in the issuance of a violation.

Addendum to Compliance Agreements

Cleaning and Disinfection

1. Articles Requiring Cleaning and Disinfection

Any article, means of conveyance, or other surface contaminated with animal origin material or spillage from USDA regulated garbage must be cleaned and disinfected with one of the USDA APHIS-approved disinfectants listed below.

Contaminated carts, pallets, machinery, handling containers, trucks or railroad cars used for transporting USDA regulated garbage and any dock or warehouse surfaces contaminated with leakage from such garbage must be cleaned and disinfected before the items are reused. Cleaning of portable items shall be accomplished over a drain leading to an approved sewage system.

2. Materials and Equipment

When a spill occurs, the following items must be immediately available to workers tasked with cleaning up the spill:

- A.** APHIS-approved disinfectant
 - i.** Virkon® S (either in bulk or pre-measured for mixing or a premixed solution for immediate use); or
 - ii.** Household bleach (sodium hypochlorite) in either full strength for mixing or premixed for immediate use
- B.** A gallon container filled with clean water
- C.** A detergent solution (facility choice)
- D.** Spray bottle to apply disinfectant
- E.** Whisk broom and dust pan or shovel
- F.** Paper towels or other absorbent material
- G.** Plastic leak-proof bags to hold collected material

It is suggested that a disinfection kit, incorporating the above required items as well as the equipment listed below, be available at the work site and if applicable on each conveyance transporting regulated garbage. This allows for immediate cleaning and disinfection of any spillage of regulated garbage.

The additional items recommended for inclusion in the disinfection kit are:

- H.** A scrub brush and scraping tool
- I.** Disposable plastic shoe covers
- J.** A box for holding the equipment which can be labeled “Disinfection Kit” (it is recommended that the disinfection procedures are affixed to the inside of the box)
- K.** Appropriate personal protective equipment such as rubber or latex gloves and safety goggles and/or other equipment as required by the facility

Disinfectant Information

- 1.** Virkon® S - Is available through many Internet sources. Follow the directions on the label. Premixed Virkon® S is effective for seven (7) days from the date of mixing. Write the date the solution was mixed on the container holding the solution.
- 2.** Household bleach (Chemical name: sodium hypochlorite). Off-the-shelf bleach is 5.25% or 6% sodium hypochlorite.

The minimum effective dilution for a garbage spill is 3% sodium hypochlorite.

Directions for use:

- ❖ With 5.25% sodium hypochlorite, mix the solution of 1.5 cups of bleach to 1 cup of water to make a 3% solution.
- ❖ When larger quantities are needed mix at a ratio of 3 parts bleach to 2 parts water, such as 3 gallons of bleach to 2 gallons of water to make a 3% solution.
- ❖ With 6% sodium hypochlorite, mix at a ratio of 1 part bleach to 1 part water, such as 1 cup of bleach with 1 cup of water or 1 gallon of bleach to 1 gallon of water to make a 3% solution.

A premixed solution of bleach and water is only effective for a 24-hour period post mixing. A date/time should be applied to the bulk container holding the solution.

Disinfectant Procedures

1. Sweep up or scrape off as much of the contaminant as possible. Apply absorbent material if needed. Place the sweeping, scrapings and absorbent material in a leak-proof plastic bag for incineration or sterilization. Free surfaces of grease or dirt when applicable.
2. Scrub the contaminated area or area where spilled occurred. Use a good detergent solution of the facility's choice.



If the area is not effectively scrubbed first, remaining debris will protect viruses embedded below the surface, where they will remain untouched by the disinfectant.

3. Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce the disinfectant's activity.
4. If using a premixed solution of disinfectant, then agitate the solution thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant generously covering the entire area.
5. Incinerate or sterilize all refuse, sweepings and scrapings that are in the plastic bag.



Do **not** use sodium carbonate, sodium silicate, or Virkon®S around food, in areas where food is handled, prepared, or transported such as inside a catering kitchen, galley areas aboard aircraft, or in trucks used to transport food and supplies to an aircraft. When disinfecting in these areas, allow the use of a sanitizer/disinfectant approved by the Environmental Protection Agency (EPA) for use around food or on food contact surfaces.



Do not use sodium hypochlorite (household bleach) or Environ in cargo areas of aircraft as they can corrode sensitive aircraft or electronic parts. Virkon®S is the disinfectant of choice for cargo areas of aircraft. Sodium hypochlorite (household bleach) and Virkon®S may damage carpets or seat covers in passenger areas; for these areas, use disinfectants approved by the Environmental Protection Agency (EPA).

Contact the local CBP Agriculture Specialist at _____
when a spill occurs inside an aircraft.

Fillable PPQ Form 519

For a fillable version of this form in pdf, go to the following site:

<http://www.aphis.usda.gov/library/forms/pdf/ppq519.pdf>.

Or go to this site for a fillable version in Word:

<http://www.aphis.usda.gov/library/forms/pdf/ppq519.dot>



Appendix C

Sample Letters and Statements

Contents

Sample Letter to Notify a Firm that a Garbage Violation Has Occurred	page C-1-1
Sample Letter to Notify a Firm or Company that a Violation was Issued to an Employee or Crew Member	page C-1-2
Sample of Witness Statement	page C-1-4
Sample of CBP Agriculture Specialist's Statement	page C-1-5

Sample Letter to Notify a Firm that a Garbage Violation Has Occurred

Use the format in [Figure C-1-1](#) to notify a firm or company that a garbage violation has occurred.

[Date]

Dear [Fill in]:

It has been reported by a U.S. Department of Agriculture officer that on [Date], [Name of Firm or Company] did [Describe violation].

This is in violation of Federal Regulations 7CFR 330.400 and 9CFR 94.5 which require that regulated garbage be disposed of by incinerating, sterilizing, or grinding into an approved sewage system.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater. This puts you on notice that approval of your facility to handle regulated garbage may be withdrawn as a result of noncompliance with regulations.

To prevent the entry into the United States of unwanted plant and animal pests and diseases, disposal of regulated garbage must be in accordance with the requirements of Federal Regulations (7CFR 330.400 and 9CFR 94.5). If you have any questions, please contact [Local PPQ Officer and PD of CBP] at [Phone Number].

[Signature of Port Director]

Port Director
Plant Protection and Quarantine

FIGURE C-1-1: Sample Letter to Notify a Firm that a Garbage Violation Has Occurred

Sample Letter to Notify a Firm or Company that a Violation was Issued to an Employee or Crew Member



Important

Do **not** forward a letter to notify a firm or company that a violation was issued to an employee or crew member, prior to final adjudication of the violation.

The purpose of the violation letter is to let the company know that violations are occurring.

An employee or crew member may wish to settle a violation immediately. Once payment is made and the violator's signature is affixed to the violation form, then the matter is considered adjudicated.

An employee or crew member may exercise the right to dispute the violation and seek to resolve the matter through approved channels. **Only** after the violation has been properly adjudicated may the notification letter be forwarded.

Contact IES if you have any concerns or questions as to the adjudication status of a violation. After final adjudication of the violation, the location port where the violation occurred will issue the violation letter to the firm or company. All violation letters will be printed at the port where the violation occurred and forwarded to the U.S. Postal Service for mailing. A return receipt may be utilized to validate that the letter was delivered and who received the letter.

Do **not** communicate to the firm or company that a violation has occurred, by electronic mail (e-mail), express mail, voice mail, fax, answering machine, etc. **Only** use the U.S. Postal Service for mailing the letter.

In the violation letter, you may disclose the following:

- ◆ Date the violation occurred
- ◆ Description of the violation
- ◆ Violator is an employee of the firm or company
- ◆ Total number of violations that have occurred by employees or crew members of the firm or company

In the violation letter, do **not** disclose to the firm or company the name of the violator or the name of other employees or crew members who were present at the time. The key here is to let the company know that violations are occurring.

The sample letter in **Figure C-1-2** is to notify a firm or company that a violation was issued to an employee or crew member. Complete the italicized items and omitting brackets and italics in your letter of notification.

[Date]

Dear *[Fill in]:*

On *[Date]*, an employee of *[Name of firm or company]* did *[Describe violation]*.

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

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

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

If you have any questions, please contact *[Local PPQ Officer and PD of CBP]* at *[Phone number]*.

[Signature]

[Name and position]

Plant Protection and Quarantine

FIGURE C-1-2: Sample Letter to Notify a Firm or Company that a Violation Was Issued to an Employee or Crew Member

Sample of Witness Statement

STATEMENT

Date _____

I, [witness' name] voluntarily make the following statement to [CBP Inspector's name] who has identified himself/herself to me as a Federal Officer of Customs and Border Protection, Department of Homeland Security, knowing that it may be used as evidence.

[Statement—use as many pages as necessary.]

(NOTE: Do **not** use the following paragraph if the statement is handwritten, only use if the statement is typed.)

I have read the foregoing statement and vouch that the information contained therein is true to the best of my knowledge. I have been offered an opportunity to add to, delete from, or change anything herein that I feel is erroneous or incorrect. I have been offered no remuneration for making this statement and make it of my own free will.

Signature of CBP Inspector

Signature of Person Making Statement

Address

City, State, Zip Code

Sample of CBP Agriculture Specialist's Statement

Agriculture Specialist *[Specialist's Name]*
 CBP Form AI-591# *[Fill in]* Date *[Fill in]*

Violator *[Violator's Name]* Date of Violation *[Fill in]* Port *[Fill in]*

Declaration

TABLE C-1-1: Locator for Agriculture Question 11 on Customs Form 6059B

If Agriculture Question 11 was marked:	Then:
Yes	1. Go to 1., below 2. Continue to 2., below
No	Go to 2., below, then continue to 3
Not Marked	Go to 2., below, then continue to 3

1. The agricultural items declared on Customs Form 6059B are as follows: *[list agricultural items]*.
2. There was no written declaration. I/other officer *[list name]* asked the agriculture question. The violator answered *[list answer]*.
3. I/other officer *[list name]* asked the question again. The violator answered *[list answer]*.

Prohibited Material

Complete the following:

Quantity _____ Plant/animal/other material (plant part; kind of meat) _____

Origin: *[list origin]*

Prohibited material found in: *[suitcase/handbag/other]*.

Attempt to Conceal

The prohibited material was concealed in/by/under/inside *[list location]*.

Permit/Certificate

Did you ask if there was a permit or certificate? Yes ___ No ___ (check)

The prohibited material was or was not (circle one) accompanied by a valid APHIS permit/certificate.

Remarks: Describe any unusual actions taken by the violator.

EXAMPLE

[Describe any unusual actions taken by the violator.] "Mr. Gamtha grabbed the mango out of my hand and threw it against the wall," or "Mrs. Wallace grabbed my arm and yelled an obscenity at me."

[Signature of CBP Inspector] Badge # _____



Appendix D

Cooperation with Other Federal Agencies

Contents

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Fish and Wildlife Service of the Department of the Interior (FWS)	page D-1-5
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Introduction

Sometimes regulations of different Federal agencies govern the same importations. As a result, Customs and Border Protection (CBP) cooperates with the following Federal Agencies at ports of entry regarding importations of animals, animal products, animal by-products, plants, plant products, and plant by-products.

Federal Agencies Cooperating with CBP

The cooperation CBP receives from other Federal Agencies helps accomplish the mission of preventing the introduction of agricultural pests and diseases. All inspectors must have a clear understanding of the requirements and arrangements for safeguarding and disposing of seized agricultural contraband. Procedures for CBP cooperation with other Federal Agencies follow.

Department of Agriculture (USDA)

CBP cooperates with USDA to accomplish the agriculture mission. Listed below are several important agencies within USDA.

APHIS

The Animal and Plant Health inspection Service (APHIS) is responsible for protecting and promoting U.S. agricultural health, administering the Animal Welfare Act, and carrying out wildlife damage management activities. For more information, see <http://www.aphis.usda.gov/>.

Plant Protection and Quarantine (PPQ) safeguards agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. Fulfillment of its safeguarding role ensures an abundant, high-quality, and varied food supply, strengthens the marketability of U.S. agriculture in domestic and international commerce, and contributes to the preservation of the global environment. For more information on PPQ, see <http://www.aphis.usda.gov/ppq/index.html>.

Veterinary Services (VS) protects and improves the health, quality, and marketability of our nation's animals, animal products and veterinary biologics by preventing, controlling and/or eliminating animal diseases, and monitoring and promoting animal health and productivity.

VS regulations control domestic and foreign commerce of live animals, live poultry, and their products. Since 1971, VS and PPQ have shared the responsibility for implementing, enforcing, and administering animal product and foreign garbage regulations and policies to prevent the introduction of foreign animal diseases.

Refer the following to the local VS office:

- ◆ Animal semen, ova, or embryo shipments (empty containers are handled by PPQ)
- ◆ Dogs imported to handle livestock, **except** dogs from Canada, Mexico, Central America, and the West Indies; require freedom from tapeworm (*Taenia eoenurus*)



For all dogs, require freedom from tapeworm, *Taenia eoenurus*.

- ◆ Live animals, live birds, and hatching eggs
- ◆ Abandoned pet birds (also contact FWS)

When receiving a question relating to animal disease exclusions, consult your *Animal Product Manual*. If you cannot answer the question, use [Table D-1-1 on page-D-1-3](#) to determine where to refer questions in VS.

TABLE D-1-1: Determine Where to Refer Questions in Veterinary Services (VS) and Veterinary Regulatory Support (VRS)

If the question relates to:	And the APM does not answer the question, then refer the question to:
<ul style="list-style-type: none"> ◆ Live animals including birds ◆ Hatching eggs ◆ Animal semen, ova, and embryos 	<ol style="list-style-type: none"> 1. The appropriate VS Field Office 2. If the question cannot be answered locally, then refer the question through normal channels to VS Import-Export Animals Staff at 301/734-8364
<ul style="list-style-type: none"> ◆ Organisms and vectors 	<ul style="list-style-type: none"> ◆ PPQ, VRS at 301/734-7633 ◆ VS Technical Trade Services Products Staff (TTSPS) at 301/734-3277
<ul style="list-style-type: none"> ◆ Permit renewals for veterinary biological products 	The Center for Veterinary Biologics (VS, CVB) at 301/734-8245
<ul style="list-style-type: none"> ◆ VS permit renewals 	VS, TTSPS at 301/734-3277
<ul style="list-style-type: none"> ◆ Meat ◆ Animal products ◆ Animal by-products ◆ Associated materials 	<ol style="list-style-type: none"> 1. Your supervisor 2. If the question cannot be answered locally, then refer the question to PPQ, VRS at 301/734-7633 or your local AQI, VMO listed in Appendix H of the Animal Products Manual (APM)

For more information on VS, see <http://www.aphis.usda.gov/vs/>.

AMS

The Agricultural Marketing Service (AMS) includes six commodity programs—Cotton, Dairy, Fruit and Vegetable, Livestock and Seed, Poultry, and Tobacco. The programs employ specialists who provide standardization, grading, and market news services for those commodities. They enforce such Federal Laws as the Perishable Agricultural Commodities Act and the Federal Seed Act. For more information on AMS, see <http://www.ams.usda.gov/>.

FSIS

The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged. Refer all imported meat and meat products, and shell eggs for breaking to FSIS.¹ Refer importations of shell eggs for breaking to FSIS to issue FSIS Form 5200-8, Import Request Egg Products.

¹ For commercial shipments only, FDA and FSIS require that the food product's label show the container's ingredients and weight of the product in English. If a commercial shipment lacks this information, contact the appropriate agency. This might save you time determining enterability since the product may be rejected by another agency.

FSIS makes sure that the meat and meat products are safe, wholesome, and pure products for human consumption (**except** wild ruminant and wild fowl—see FDA). Foreign countries must have FSIS approval that their foreign inspection service is the equivalent of FSIS. The foreign country is then allowed to issue certificates for the commercial importation of meat and meat products. In addition, FSIS inspects and samples imported meat and meat products for meeting APHIS requirements and regulations designed to prevent the spread of animal diseases.

For more information on FSIS, see <http://www.fsis.usda.gov/>.

Department of Defense (DOD)

The Department of Defense (DOD), Army, Navy, Air Force, and Marine Corps, works with APHIS to prevent the introduction of foreign agricultural and public health threats into the continental United States (CONUS). This cooperation includes the following:

- ◆ Removing or cleaning all soil and other debris from military equipment and vehicles from outside CONUS
- ◆ Preventing the possible military importation of unwanted animals, such as snakes, insects, snails, and various crustaceans that are present in most of the world-wide areas frequented by DOD
- ◆ Preclearing (before they return to the United States) military personnel, baggage, and equipment used overseas (done with the cooperation of APHIS employees and military Customs inspectors)
- ◆ Informing military personnel of clearance procedures, exemptions, restrictions, and prohibitions before arriving in CONUS
- ◆ Providing advance notification for military aircraft and vessel arrivals at the point of entry
- ◆ Ensuring that household goods, personnel effects, and outdoor equipment are carefully examined and cleaned prior to packing and shipping to CONUS
- ◆ Dissuading personnel from mailing or shipping restricted or prohibited agricultural items
- ◆ Notifying PPQ of large-scale movement of military personnel and equipment to the United States

Food and Drug Administration of the Department of Health and Human Services (FDA)

Refer the following importations to Customs for referral to an FDA inspector:

- ◆ Any drug, medication, or food intended for animals that FDA has indicated an interest in; consult your local FDA inspector for specific items of interest
- ◆ Betel nuts
- ◆ Canned ackees
- ◆ Catha edulis (khat)
- ◆ Commercial importations of food products
- ◆ Crude papain
- ◆ Mung beans from Thailand
- ◆ Various herbs
- ◆ Wild fowl meat
- ◆ Wild ruminant meat

Fish and Wildlife Service of the Department of the Interior (FWS)

Refer the following to an FWS officer:

- ◆ Nonfarm animals, including birds, but excepting cats, cattle, dogs, goats, horses, pet birds, sheep, and swine
- ◆ Animal by-products such as coats, game trophies, ivory products, pelts, skins, tortoise shell products, and egg importations if from an endangered or threatened bird
- ◆ Abandoned pet birds (also contact VS who is the first concern)

Public Health Service of the Department of Health and Human Services (PHS)

Refer the following importations to the local Public Health Service (PHS) inspector:

- ◆ Dogs, cats, and monkeys (non-human primates)
- ◆ Lather brushes made from hair and bristles
- ◆ Human disease agents and their vectors
- ◆ Human vaccines and biologics, including human tissues, serum, blood, secretions, and excretions.

If you question whether an importation imported for biological use is of animal origin, ask your supervisor or a HQ, PPQ, VMO in PPQ, VRS.



Appendix E

List of Airports Approved by USDA to Remove Regulated Garbage

Contents

Introduction [page E-1-1](#)
Contact Information [page E-1-1](#)
List of Airports [page E-1-1](#)

Introduction

The airports listed in this appendix are all approved to handle garbage removal. If an airport is **not** listed, contact QPAS to determine what port is responsible for coverage.

Contact Information

Use the following contact information for airports approved by USDA to handle removal of regulated garbage.

Duty Hours

For duty hours contact information, go to <http://www.cbp.gov/> and click on the “ports” link on the top tool bar.

After Duty Hours

For after duty hours contact information, call **1-800-XSECTOR** (973-2867).



Important

Do **not** call this phone number indiscriminately. Use only when you have a legitimate need for after-duty-hours contact information.

List of Airports

TABLE E-1-1: Airports Approved by USDA to Remove Regulated Garbage

State	City	Airport
AK	Anchorage	Anchorage International Airport
AK	Anchorage	Elmendorf Air Force Base

TABLE E-1-1: Airports Approved by USDA to Remove Regulated Garbage (continued)

State	City	Airport
AK	Fairbanks	Fairbanks International Airport
AL	Birmingham	Birmingham Municipal Airport
AL	Huntsville	Huntsville International Airport
AR	Little Rock	Little Rock Air Force Base
AZ	Phoenix	Phoenix (Sky Harbor) International Airport
AZ	Tucson	Tucson International Airport
CA	Fairfield	Travis Air Force Base
CA	Los Angeles	Los Angeles International Airport
CA	Oakland	Oakland International Airport
CA	Sacramento	Sacramento International Airport
CA	San Diego	Lindbergh Field
CA	San Francisco	San Francisco International Airport
CA	San Jose	San Jose International Airport
CO	Denver	Denver International Airport
CT	Windsor Locks	Bradley International Airport
DE	Dover	Dover Air Force Base
FL	Daytona Beach	Daytona Beach International Airport
FL	Ft. Lauderdale	Ft. Lauderdale/Hollywood International Airport
FL	Ft. Myers	Southwest Florida International Airport
FL	Ft. Pierce	St. Lucie County Airport
FL	Jacksonville	Jacksonville International Airport
FL	Key West	Key West International Airport
FL	Melbourne	Melbourne International Airport
FL	Miami	Miami International Airport
FL	Orlando	Orlando International Airport
FL	Sanford	Orlando-Sanford Airport
FL	Sarasota	Sarasota-Bradenton International Airport
FL	St. Petersburg	St. Petersburg-Clearwater International Airport
FL	Tampa	Tampa International Airport
FL	West Palm Beach	Palm Beach International Airport
GA	Atlanta	Atlanta International Airport
Guam	Tamuning	Guam International Airport
HI	Honolulu	Honolulu International Airport
IL	Chicago	Midway International Airport
IL	Chicago	O'Hare International Airport
IL	Mascoutah	MidAmerica St. Louis Airport
IL	Rockford	Northwest Chicagoland Regional Airport
IN	Fort Wayne	Fort Wayne International Airport
IN	Indianapolis	Indianapolis International Airport
IN	Terre Haute	Hulman Regional Airport

TABLE E-1-1: Airports Approved by USDA to Remove Regulated Garbage (continued)

State	City	Airport
KS	Topeka	Forbes Field, KANG
KS	Wichita	Boeing Field, Wichita Division
KS	Wichita	McConnell Air Force Base
KY	Erlanger	Cincinnati/No. Kentucky International Airport
KY	Standiford Field	Louisville International Airport
LA	New Orleans	New Orleans International Airport
MA	Boston	Logan International Airport
MA	Chicopee	Westover Air Force Base
MD	Baltimore	Baltimore–Washington International Airport
MD	Maryland 20332	Andrews Air Force Base
ME	Bangor	Bangor International Airport
MI	Detroit	Detroit Metro Wayne County Airport
MN	Duluth	Duluth International Airport
MN	St. Paul	Minneapolis/St. Paul International Airport
MO	Kansas City	Kansas City International Airport
MO	St. Louis	St. Louis International Airport
MT	Great Falls	Great Falls International Airport
NC	Charlotte	Charlotte/Douglas International Airport
NC	Goldsboro	Seymour Johnson Air Force Base
NC	Greensboro	Piedmont Triad International Airport
NC	Havelock	Cherry Point MCAS
NC	Raleigh	Raleigh–Durham International Airport
NC	Wilmington	New Hanover International Airport
ND	Grand Forks	Grand Forks Air Force Base
ND	Minot	Minot Air Force Base
NE	Omaha	Eppley Airfield
NJ	Morristown	Morristown International Airport
NJ	Newark	Newark International Airport
NJ	Teterboro	Teterboro Airport
NJ	Wrightstown	McGuire Air Force Base
NM	Albuquerque	Albuquerque International Airport
NV	Las Vegas	McCarran International Airport
NV	Reno	Reno/Tahoe International Airport
NY	Buffalo	Buffalo International Airport
NY	Jamaica	J. F. Kennedy International Airport
NY	Newburgh	Stewart Airport
NY	Niagara Falls	Niagara Falls International Airport
NY	Rochester	Rochester International Airport
NY	Syracuse	Syracuse Hancock International Airport
NY	White Plains	Westchester County Airport

TABLE E-1-1: Airports Approved by USDA to Remove Regulated Garbage (continued)

State	City	Airport
OH	Cincinnati	Lunken Airport
OH	Cleveland	Cleveland Hopkins International Airport
OH	Columbus	Columbus International Airport
OH	Dayton	James M. Cox Dayton International Airport
OH	North Canton	Akron–Canton Regional Airport
OR	Portland	Portland International Airport
PA	Allentown	Lehigh Valley International Airport
PA	Avoca	Wilkes Barre/Scranton International Airport
PA	Middletown	Harrisburg International Airport
PA	Philadelphia	Philadelphia International Airport
PA	Pittsburgh	Pittsburgh International Airport
PR	Ponce	Mercedita Airport
PR	San Juan	Luis Munoz Marin International Airport
SC	Charleston	Charleston Air Force Base
SD	Rapid City	Ellsworth Air Force Base
TN	Memphis	Memphis International Airport
TN	Nashville	Nashville Metropolitan Airport
TX	Austin	Austin Bergstrom International Airport
TX	Brownsville	Brownsville International Airport
TX	Dallas FTW	Dallas/Ft. Worth International Airport
TX	El Paso	Biggs Army Airfield
TX	El Paso	El Paso International Airport
TX	Houston	Ellington Field Airport
TX	Houston	Houston Bush International
TX	Laredo	Laredo International
TX	McAllen	Miller International Airport
TX	San Antonio	San Antonio International Airport
UT	Salt Lake City	Salt Lake City International Airport
VA	Chantilly	Dulles International Airport
VA	Newport News	Newport News–Williamsburg International Airport
VA	Norfolk	Norfolk International Airport
VA	Richmond	Byrd International Airport
VA	Richmond	Richmond International Airport
WA	Everett	Payne Field/Snohomish Co. Airport
WA	Seattle	Boeing Field/King County International Airport
WA	Seattle	Sea–Tac International Airport
WA	Tacoma	McChord Air Force Base
WI	Milwaukee	General Mitchell Field
WI	Racine	John H. Batten International Airport



Appendix F

Lists of Codes for States, U.S. Affiliated Islands, and Other Countries

List of Two-Letter State Codes

State	Code	State	Code
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

FIGURE F-1-1: Two-letter State Codes

List of Codes (ISO 3166) for Countries and Dependencies and Other Areas of Special Interest to PPQ

Three-letter codes (ISO 3166) are listed for countries and dependencies. Two-letter codes are listed in italics for other areas of special interest to PPQ. These codes are used for PINET.

Country/Dependency/Area	Code	Country/Dependency/Area	Code
Afghanistan	AFG	Botswana	BWA
<i>Africa Country Unknown</i>	AK	Bouvet Island	BVT
Albania	ALB	Brazil	BRA
Algeria	DZA	Br. Indian Ocean Terr.	IOT
<i>Ameland Island</i>	IA	Brunei Darussalam	BRN
American Samoa	ASM	Bulgaria	BGR
Andorra	AND	Burkina Faso	BFA
<i>Andros Island</i>	XI	Burundi	BDI
Angola	AGO	Cambodia	KHM
Anguilla	AIA	Cameroon	CMR
Antarctica	ATA	Canada	CAN
<i>Antigua Island</i>	XD	<i>Canary Islands</i>	CB
Antigua & Barbuda	ATG	<i>Canton Island</i>	CT
Argentina	ARG	Cape Verde	CPV
Armenia	ARM	<i>Caroline Islands</i>	CD
Aruba	ABW	<i>Carriacou Islands</i>	CE
<i>Ascension Island</i>	AC	Cayman Islands	CYM
<i>Asia Country Unknown</i>	AH	<i>Cedros Island</i>	CJ
Australia	AUS	<i>Celebes</i>	CP
Austria	AUT	Central African Rep.	CAF
Azores	XZ	<i>Central Am. Co. Unknown</i>	CZ
Azerbaijan	AZE	Chad	TCD
Bahamas	BHS	<i>Channel Islands</i>	CQ
Bahrain	BHR	Chile	CHL
<i>Balearic Islands</i>	BL	China	CHN
Bangladesh	BGD	Christmas Island	CXR
<i>Banks Island</i>	BC	Cocos (Keeling) Islands	CCK
Barbados	BRB	Colombia	COL
<i>Barbuda Islands</i>	XF	Comoros	COM
<i>Batavia</i>	BK	Congo, Democratic Republic of the	COD
Belarus	BLR	Congo, Republic of the	COG
Belgium	BEL	Cook Islands	COK

FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ

Appendix F: Lists of Codes for States, U.S. Affiliated Islands, and Other Countries
List of Codes (ISO 3166) for Countries and Dependencies and Other Areas of Special Interest to PPQ

Country/Dependency/Area	Code	Country/Dependency/Area	Code
Belize	BLZ	Costa Rica	CRI
Benin	BEN	Cote d'Ivoire	CIV
Bermuda	BMU	Crete	CW
Bhutan	BTN	Croatia	HRV
Bolivia	BOL	Cuba	CUB
Bosnia & Herzegovina	BIH	<i>Curacao</i>	XT
Cyprus	CYP	Guadeloupe	GLP
Czech Republic	CZE	Guam	
Denmark	DNK	Guatemala	GTM
<i>Diego Garcia Island</i>	<i>DG</i>	Guernsey	GJ
Djibouti	DJI	Guinea	GIN
Dominica	DMA	Guinea-Bissau	GNB
Dominican Republic	DOM	Guyana	GUY
East Timor	TMP	Haiti	HTI
Ecuador	ECU	Heard & McDonald Islands	HMD
Egypt	EGY	Holy See	VAT
El Salvador	SLV	Honduras	HND
<i>Eniwetok</i>	<i>EN</i>	Hong Kong	HKG
Equatorial Guinea	GNQ	Hungary	HUN
Eritrea	ERI	Iceland	ISL
Estonia	EST	India	IND
Ethiopia	ETH	Indonesia	IDN
<i>Europe Country Unknown</i>	<i>EU</i>	Iran, Islamic Republic of	IRN
<i>Fanning Island</i>	<i>FA</i>	Iraq	IRQ
Falkland Islands (Malvinas)	FLK	Ireland	IRL
Faroe Islands	FRO	<i>Ireland, Northern</i>	<i>IF</i>
Fiji	FJI	<i>Isle of Man</i>	<i>IM</i>
Finland	FIN	<i>Isle of Wight</i>	<i>IW</i>
France, Metropolitan	FRA	<i>Israel</i>	<i>IR</i>
French Guiana	GUF	Italy	ITA
French Polynesia	PYF	Jamaica	JAM
French Southern Territory	ATF	Japan	JPN
Gabon	GAB	<i>Jersey</i>	<i>JE</i>
<i>Galapagos Islands</i>	<i>GC</i>	<i>Johnston Island</i>	<i>JT</i>
Gambia	GMB	Jordan	JOR
Georgia	GEO	<i>Jost Van yke</i>	<i>JV</i>
Germany	DEU	Kazakhstan	KAZ
Ghana	GHA	Kenya	KEN
Gibraltar	GIB	Kiribati	KIR

FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ (continued)

Appendix F: Lists of Codes for States, U.S. Affiliated Islands, and Other Countries
List of Codes (ISO 3166) for Countries and Dependencies and Other Areas of Special Interest to PPQ

Country/Dependency/Area	Code	Country/Dependency/Area	Code
<i>Gilbert Island</i>	XG	Korea, Democratic People's Republic of North	PRK
Greece	GRC	Korea, Republic of South	KOR
Greenland	GRL	Kuwait	KWT
Grenada	GRD	<i>Kwajalein</i>	<i>KJ</i>
<i>Guadalcanal</i>	GG	Kyrgyzstan	KGZ
Lao People's Democratic Republic	LAO	Namibia	NAM
Latvia	LVA	Nauru	NRU
Lebanon	LBN	Nepal	NPL
Lesotho	LSO	Netherlands	NLD
Liberia	LBR	Netherlands Antilles	ANT
Libyan Arab Jamahiriya	LBY	<i>Nevis</i>	<i>NV</i>
Liechtenstein	LIE	<i>New Britain</i>	<i>NB</i>
Lithuania	LTU	New Caledonia	NCL
Luxembourg	LUX	<i>New Guinea</i>	<i>NH</i>
Macau	MAC	<i>New Hebrides</i>	<i>NJ</i>
Macedonia, the former Yugoslav Republic of	MKD	New Zealand	NZL
Madagascar	MDG	Nicaragua	NIC
<i>Madeira Islands</i>	XZ	Niger	NER
<i>Majuro Island</i>	<i>MJ</i>	Nigeria	NGA
Malawi	MWI	Niue	NIU
Malaysia	MYS	Norfolk Island	NFK
Maldives	MDV	No. Mariana Islands	MNP
Mali	MLI	Norway	NOR
Malta	MLT	<i>Okinawa</i>	<i>OK</i>
<i>Manua Islands</i>	<i>MB</i>	Oman	OMN
<i>Marquesas Islands</i>	<i>ME</i>	<i>Pacific Islands</i>	<i>PC</i>
Marshall Islands	MHL	Pakistan	PAK
Martinique	MTO	Palau	PLW
Mauritania	MRT	Palmyra Island	PD
Mauritius	MUS	Panama	PAN
Mayotte	MYT	Papua New Guinea	PNG
Mexico	MEX	Paraguay	PRY
Micronesia, Federal State of	FSM	<i>Penang</i>	<i>PI</i>
<i>Middle East Country Unknown</i>	<i>XM</i>	Peru	PER
<i>Midway</i>	<i>MI</i>	Philippines	PHL
Moldova, Republic of	MDA	Pitcairn	PCN

FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ (continued)

Appendix F: Lists of Codes for States, U.S. Affiliated Islands, and Other Countries
List of Codes (ISO 3166) for Countries and Dependencies and Other Areas of Special Interest to PPQ

Country/Dependency/Area	Code	Country/Dependency/Area	Code
Monaco	MCO	Poland	POL
Mongolia	MNG	Portugal	PRT
Montserrat	MSR	<i>Providence Island</i>	<i>PJ</i>
Morocco	MAR	Puerto Rico	PRI
Mozambique	MOZ	Qatar	QAT
Myanmar	MMR	Reunion	REU
<i>Rhodes, Island of</i>	<i>RH</i>	Spain	<i>ESP</i>
Romania	ROM	Sri Lanka	LKA
Russian Federation	RUS	Sudan	SDN
Rwanda	RWA	Suriname	SUR
<i>Ryukyu Islands</i>	<i>RY</i>	Svalbard and Jan Mayen Islands	SJM
<i>Saba Island</i>	<i>SF</i>	<i>Swan Islands</i>	<i>XB</i>
Saint Barthelemy	BLM	Swaziland	SWZ
St. Croix	XA	Sweden	SWE
<i>St. Eustatius</i>	<i>SJ</i>	Switzerland	CHE
<i>St. Helena</i>	<i>SH</i>	Syrian Arab Republic	SYR
<i>St. John</i>	<i>JS</i>	<i>Tahiti</i>	<i>TA</i>
<i>Saint Kitts</i>	<i>SK</i>	Taiwan, Providence of China	TWN
Saint Kitts & Nevis	KNA	Tajikistan	TJK
Saint Lucia	LCA	Tanzania, United Republic of	TZA
St. Martin	MAF	<i>Tasmania</i>	<i>TS</i>
St. Pierre & Miquelon	SPM	Thailand	THA
<i>St. Thomas</i>	<i>SQ</i>	Togo	TGO
<i>Saint Vincent</i>	<i>SS</i>	Tokelau	TKL
Saint Vincent and the Grenadines	VCT	Tongo	TON
<i>Saipan</i>	<i>SI</i>	<i>Tortola</i>	<i>TL</i>
Samoa	WSM	Trinidad and Tobago	TTO
San Marino	SMR	Tunisia	TUN
Sao Tome and Principe	STP	<i>Turk Islands</i>	<i>TU</i>
Saudi Arabia	SAU	Turkey	TUR
Senegal	SEN	Turkmenistan	TKM
Seychelles	SYC	Turks and Caicos Islands	TCA
Sierra Leone	SLE	Uganda	UGA
Singapore	SGP	Ukraine	UKR
Slovakia	SVK	<i>Union Islands</i>	<i>XU</i>
Slovenia	SVN	United Arab Emirates	ARE
<i>Society Islands</i>	<i>SW</i>	United Kingdom	GBR
Solomon Islands	SLB	United States	USA

FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ (continued)

Appendix F: Lists of Codes for States, U.S. Affiliated Islands, and Other Countries
 List of Codes (ISO 3166) for Countries and Dependencies and Other Areas of Special Interest to PPQ

Country/Dependency/Area	Code	Country/Dependency/Area	Code
Somalia	SOM	United States Minor Outlying Islands	UMI
South Africa	ZAF	<i>Unknown</i>	XX
<i>South Africa Unknown</i>	SX	Uruguay	URY
South Georgia and the South Sandwich Islands	SGS	Uzbekistan	UZB
Vanuatu	VUT	<i>West Indies Country Unknown</i>	WI
Vatican City State (Holy See)	VAT	<i>West Pacific Country Unknown</i>	WP
Venezuela	VEN	Western Sahara	ESH
Viet Nam	VNM	<i>Yap Island</i>	YI
Virgin Islands (British)	VGB	Yemen	YEM
Virgin Islands (U.S.)	VIR	Yugoslavia	YUG
<i>Wake Island</i>	WK	Zambia	ZMB
Wallis and Futuna Islands	WLF	Zimbabwe	ZWE

FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ (continued)



Appendix G

Lists of PPQ Area Identifiers and PPQ National Specialists

Contents

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List of PPQ Identifiers and Co-Lateral National Specialists	page G-1-2
List of PPQ National Specialists for Mailing URGENT Interceptions Only	page G-1-15
List of PPQ National Specialists for Routine and Prompt Interceptions	page G-1-17

Introduction

This appendix contains a list of area identifiers and a list of national specialists.

Work units are to use the *List of PPQ Identifiers and Co-Lateral National Specialists* to determine the appropriate area identifier to send “Routine” (no foreign cargo or conveyances are being held and a quick identification is **not** necessary) and “Prompt” (quick identification is required and no foreign cargo or conveyances are being held) interceptions.

If necessary, the Area Identifier will then forward the interceptions to a National Specialist. The *List of PPQ National Specialists for Mailing URGENT Interceptions Only* is included for use after the Area Identifier has determined an interception as URGENT (quarantine actions depend on host or pest identification or immediate identification is required) and whether you are to send the interception directly to the Area Identifier or the National Specialist (either on a case-by-case basis or by prior agreement).

List of PPQ Identifiers and Co-Lateral National Specialists

Refer to the following tables for detailed information:

- ◆ **Table G-1-1** on page-G-1-2 for Eastern Region PPQ Identifiers
- ◆ **Table G-1-2** on page-G-1-8 for Western Region PPQ Identifiers
- ◆ **Table G-1-3** on page-G-1-14 for Domestic Identifiers

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Atlanta, GA	Charles Olsen, Entomologist USDA-APHIS-PPQ Atlanta Perishables Building 1270 Woolman Place Atlanta, GA 30354		◆ Georgia—all ports except Savannah	COM: 404/765-3821 FAX: 404/763-7644
Atlanta, GA	Cesar Calderone, Plant Pathologist USDA-APHIS-PPQ Atlanta Perishables Building 1270 Woolman Place Atlanta, GA 30354 or P.O. Box 45408 Atlanta, GA 30320		◆ Alabama ◆ Georgia ◆ Kentucky ◆ Mississippi ◆ Tennessee ◆ Virginia	COM: 404/765-3821 FAX: 404/763-7644
Baltimore, MD	Susan Broda-Hydorn, Entomologist (<i>National Thysanoptera Specialist</i>) USDA-APHIS-PPQ 2200 Broening Hwy, Suite 140 Baltimore, MD 21224		◆ Maryland ◆ Virginia	COM: 410/631-0076 FAX: 410/631-0083 HOME: 240/568-9040 FAX: 240/568-0433
Boston, MA	Jonathan L. Bruschi, Entomologist USDA-APHIS-PPQ 10 Causeway Street Suite 518 Boston, MA 02222	Canada— Montreal, Toronto	◆ Connecticut ◆ Massachusetts ◆ Rhode Island	COM: 617/565-7034 FAX: 617/565-6933
Charleston, SC	Glenn Landau, Entomologist USDA-APHIS-PPQ 4600 Goer Drive, Suite 104 North Charleston, SC 29406	Africa, Europe, Near East	◆ Georgia—Port of Savannah ◆ North Carolina ◆ South Carolina	COM: 843/746-2950 FAX: 843/746-2954

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Chicago, IL	William Winnie, Entomologist (Vacant), Entomologist USDA-APHIS-PPQ O'Hare International Arrivals P. O. Box 66192 Chicago, IL 60666 For overnight delivery (UPS, FedEx, DHL, etc.) use the following address: USDA-APHIS-PPQ O'Hare International Airport Terminal 5, Lower Level Room 305 Chicago, IL 60666		<ul style="list-style-type: none"> ◆ Illinois ◆ Indiana ◆ Minnesota ◆ Ohio—except Cincinnati Airport ◆ Wisconsin 	<p>COM: 773/894-2920 Ext. 5000</p> <p>FAX: 773/894-2935</p>
Columbus, OH	Steven C. Passoa, Entomologist <i>(Regional Domestic Identifier and National Lepidoptera Specialist)</i> USDA-APHIS-PPQ The Ohio State University Museum of Biological Diversity 1315 Kinnear Road Columbus, OH 43212-1192		<ul style="list-style-type: none"> ◆ Eastern Region 	<p>COM: 614/688-4471</p> <p>FAX: 614/292-7774</p>
Detroit, MI	James Zabloutny, Entomologist <i>(Emerald Ash Borer Specialist)</i> USDA-APHIS-PPQ 11200 Metro Airport Center Dr. Suite 140 Romulus, MI 48174		<ul style="list-style-type: none"> ◆ Michigan 	<p>COM: 734/942-9005</p> <p>FAX: 734/942-7691</p>
Fort Lauderdale, FL	Cathy Sue Katsar, Entomologist USDA-APHIS-PPQ 1800 Eller Drive, Suite 414 Fort Lauderdale, FL 33316	Chile (Coleoptera & Hemiptera)	<ul style="list-style-type: none"> ◆ Florida—all maritime and international airports except Miami and Key West 	<p>COM: 954/356-7072</p> <p>FAX: 954/356-7110</p> <p>Emergency entomology cell phone: 954/553-7420</p>
Gulfport, MS	Randall L. Pingel, Entomologist USDA-APHIS-PPQ 3505 25th Avenue Building 16, Room 5 Gulfport, MS 39501	Argentina	<ul style="list-style-type: none"> ◆ Alabama ◆ Kentucky ◆ Mississippi ◆ Ohio—Cincinnati Airport only ◆ Tennessee 	<p>COM: 228/822-3134</p> <p>FAX: 228/822-3132</p>

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
JFK International Airport, NY	John Arcery, Botanist (<i>Eastern CITES Specialist</i>) USDA-APHIS-PPQ Plant Inspection Station JFK International Airport 230-59 International Airport Centers Blvd. Building C, Suite 100, Rm 109 Jamaica, NY 11413		<ul style="list-style-type: none"> ◆ Connecticut ◆ Maine ◆ Massachusetts ◆ New Hampshire ◆ New York—JFKIA and all ports except Brooklyn ◆ Rhode Island ◆ Vermont <p>CITES Issues:</p> <ul style="list-style-type: none"> ◆ All ports east of the Mississippi River 	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
JFK International Airport, NY	Keith Clancy, Botanist USDA-APHIS-PPQ Plant Inspection Station JFK International Airport 230-59 International Airport Centers Blvd. Building C, Suite 100, Rm 109 Jamaica, NY 11413	Bermuda	<ul style="list-style-type: none"> ◆ Connecticut ◆ Maine ◆ Massachusetts ◆ New Hampshire ◆ New York—JFKIA and all ports except Brooklyn ◆ Rhode Island ◆ Vermont 	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
JFK International Airport, NY	Dan Lee, Entomologist Harry Rasmussen, Entomologist James Korecki, Entomologist USDA-APHIS-PPQ Plant Inspection Station JFK International Airport 230-59 International Airport Centers Blvd. Building C, Suite 100, Rm 109 Jamaica, NY 11413	Middle East	<ul style="list-style-type: none"> ◆ New York—JFKIA and all ports except Brooklyn 	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
JFK International Airport, NY	Alan Towson, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station JFK International Airport 230-59 International Airport Centers Blvd. Building C, Suite 100, Rm 109 Jamaica, NY 11413	Europe, Africa, Middle East	<ul style="list-style-type: none"> ◆ Connecticut ◆ Maine ◆ Massachusetts ◆ New Hampshire ◆ New York—JFKIA and all ports except Brooklyn ◆ Rhode Island ◆ Vermont 	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Linden, NJ	Ana Margina, Botanist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036		◆ Delaware	COM: 908/862-2012
			◆ Illinois	FAX: 908/862-2095
			◆ Indiana	
			◆ Kentucky	
			◆ Maryland	
			◆ Michigan	
			◆ Minnesota	
			◆ New Jersey	
			◆ New York—Port of Brooklyn	
			◆ Ohio	
			◆ Pennsylvania	
			◆ Virginia	
			◆ West Virginia	
◆ Wisconsin				
Linden, NJ	Bob Tracy, Entomologist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036		◆ Maine	COM: 908/862-2012
			◆ New Hampshire	FAX: 908/862-2095
			◆ New Jersey	
			◆ New York—Port of Brooklyn	
			◆ Vermont	
Linden, NJ	Marty Feinstein, Plant Pathologist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036	Argentina, Brazil	◆ Illinois	COM: 908/862-2012
			◆ Indiana	FAX: 908/862-2095
			◆ Michigan	
			◆ Minnesota	
			◆ New Jersey	
			◆ New York—Port of Brooklyn	
			◆ Ohio	
◆ Wisconsin				

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Miami, FL	Leo Castaneda, Botanist USDA-APHIS-PPQ Plant Inspection Station 3500 NW 62nd Avenue P. O. Box 660520 Miami, FL 33266		<ul style="list-style-type: none"> ◆ Alabama ◆ Florida—all ports except Orlando ◆ Georgia ◆ Kentucky ◆ Mississippi ◆ North Carolina ◆ Puerto Rico ◆ South Carolina ◆ Tennessee ◆ Virgin Islands 	COM: 305/526-2825 FAX: 305/871-1562 or 305/871-4205
Miami, FL	Charles Brodel, Entomologist <i>(National Coleoptera Specialist)</i> Tad Dobbs, Entomologist <i>(National Heteroptera Specialist)</i> Fernando Lenis, Entomologist Thomas Skarlinsky, Entomologist Margarita Vegas, Entomologist USDA-APHIS-PPQ Plant Inspection Station 3500 NW 62nd Avenue P. O. Box 660520 Miami, FL 33266	Tad Dobbs: Colombia, Costa Rica, Ecuador, Guatemala, Nicaragua, Peru, Venezuela	<ul style="list-style-type: none"> ◆ Florida—Miami Plant Inspection Station, Miami Cargo 	COM: 305/526-2825 FAX: 305/871-1562 or 305/871-4205
Miami, FL	Hernan Ruiz, Plant Pathologist Fred Zimmerman, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 3500 NW 62nd Avenue P. O. Box 660520 Miami, FL 33266	Fred Zimmerman: Colombia, Costa Rica, Ecuador, Guatemala, Nicaragua, Peru, Venezuela	<ul style="list-style-type: none"> ◆ Florida—Miami Plant Inspection Station, Airport & Seaport ◆ North Carolina ◆ South CarolinaC 	COM: 305/526-2825 FAX: 305/871-1562 or 305/871-4205
Miami, FL	Ramon Dones, Entomologist USDA-APHIS-PPQ 5600 North West 36th Street Suite 391 Miami, FL 33159		<ul style="list-style-type: none"> ◆ Florida—Miami Airport 	COM: 305/526-2794 FAX: 305/526-2807
Miami, FL	William Tang, Entomologist USDA-APHIS-PPQ 2915 Biscayne Blvd., Ste. 304 Miami, FL 33137		<ul style="list-style-type: none"> ◆ Florida—Ports of Miami (Maritime) and Key West 	COM: 305/536-4083 FAX: 305/536-4058

TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Orlando, FL	Metwaly Sheta, Plant Pathologist Plant Inspection Station USDA-APHIS-PPQ 9317 Tradeport Drive Orlando, FL 32827	Chile	<ul style="list-style-type: none"> ◆ Delaware ◆ Florida—all ports except Miami ◆ Maryland ◆ Pennsylvania ◆ West Virginia 	<p>COM: 407/825-4237</p> <p>FAX: 407/648-6859</p>
Philadelphia, PA	Stacey Boyd, Entomologist USDA-APHIS-PPQ PNBC, Building 6, Suite 320 4900 South Broad St. Philadelphia, PA 19112	Brazil, Chile (except Coleoptera & Hemiptera)	<ul style="list-style-type: none"> ◆ Delaware ◆ Pennsylvania ◆ West Virginia 	<p>COM: 215/334-0300 334-0777</p> <p>FAX: 215/334-9799</p>
Ponce, PR	Lourdes Saez, Entomologist USDA-APHIS-PPQ Ponce Work Unit II P.O. Box 45 Mercedita Airport Ponce, PR 00715-0045		Puerto Rico—Ports of Mayaguez and Ponce	<p>COM: 787/806-1087 through 1089</p> <p>FAX: 787/806-1219</p>
San Juan, PR	Leon Praetorius, Entomologist USDA-APHIS-PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 or P.O. Box 37521 Airport Station San Juan, PR 00937-0521	Aruba, Bahamas, Bermuda, Haiti, Jamaica	<ul style="list-style-type: none"> ◆ Puerto Rico ◆ U.S. Virgin Islands 	<p>COM: 787/253-4699</p> <p>FAX: 787/253-7837</p>
San Juan, PR	Wilfredo Garcia, Plant Pathologist USDA-APHIS-PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 or P.O. Box 37521 Airport Station San Juan, PR 00937-0521	Aruba, Bahamas, Bermuda, Haiti, Jamaica	<ul style="list-style-type: none"> ◆ Puerto Rico ◆ U.S. Virgin Islands 	<p>COM: 787/253-4699</p> <p>FAX: 787/253-7837</p>

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Blaine, WA	William H. Carlson, Entomologist USDA-APHIS-PPQ 100 Peace Portal Drive Room 222 Peace Arch Border Station Blaine, WA 98230		◆ Canadian border ports of entry in Idaho, Montana, North Dakota, and Washington	COM: 360/332-1767 FAX: 360/332-1395
Dallas/Fort Worth, TX	Richard P. Elliott, Entomologist USDA-APHIS-PPQ P. O. Box 610063 Dallas/Fort Worth Airport, TX 75261-0063 or FedEx: 1639 West 23rd Street, Suite 190 Dallas/Ft. Worth Airport, TX 75261		◆ Texas—Austin, Dallas, San Antonio, Victoria	COM: 972/574-2344 FAX: 972/574-2342
El Paso, TX	Franklin Davis, Entomologist USDA-APHIS-PPQ Cordova Border Station 3600 E. Paisano Dr. Bldg. A, Room 147 El Paso, TX 79905		◆ Texas—El Paso, Fabens, Presido ◆ New Mexico— Santa Teresa	COM: 915/872-4733 FAX: 915/351-6246
El Paso, TX	Harald E. Grieb, Plant Pathologist USDA-APHIS-PPQ Cordova Border Station 3600 E. Paisano Dr. Bldg. A, Room 147 El Paso, TX 79905		◆ Texas—El Paso, Fabens, Presidio ◆ New Mexico— Santa Teresa	COM: 915/872-4731 FAX: 915/351-6246
Honolulu, HI	Mark Towata, Botanist USDA-APHIS-PPQ Plant Inspection Station Honolulu International Airport 300 Rodgers Blvd., #58 Honolulu, HI 96819-1897		◆ Hawaii ◆ Guam	COM: 808/861-8494 FAX: 808/861-8500
Honolulu, HI	Reynold Ito, Entomologist Thomas Watanabe, Entomologist USDA-APHIS-PPQ Plant Inspection Station Honolulu International Airport 300 Rodgers Blvd., #58 Honolulu, HI 96819-1897		◆ Hawaii ◆ Guam	COM: 808/861-8494 FAX: 808/861-8500
Honolulu, HI	Matthew Goo, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station Honolulu International Airport 300 Rodgers Blvd., #58 Honolulu, HI 96819-1897		◆ Hawaii ◆ Guam	COM: 808/861-8494 FAX: 808/861-8500

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Houston, TX	Norma Diaz, Botanist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		<ul style="list-style-type: none"> ◆ Arkansas ◆ Iowa ◆ Kansas ◆ Louisiana ◆ Missouri ◆ Nebraska ◆ Oklahoma ◆ South Dakota ◆ Texas 	COM: 281/233-7100 FAX: 281/230-7203
Houston, TX	Eric McDonald, Entomologist <i>(National Acarology Specialist)</i> Mark Segall, Entomologist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		◆ Texas—Corpus Christi, Houston, Galveston, Port Arthur	COM: 281/233-7100 FAX: 281/230-7203
Houston, TX	Maria Perez, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		◆ Texas—Austin, Corpus Christi, Dallas, Galveston, Houston, Port Arthur, San Antonio	COM: 281/233-7100 FAX: 281/230-7203
Laredo, TX	Donald J. Provencher, Entomologist Nathan Cottrell, Entomologist USDA-APHIS-PPQ 120 San Francisco Bridge II Complex Building 5, Room 505 Laredo, TX 78040 Mailing: USDA-APHIS-PPQ P. O. Box 277 Laredo, TX 78042		◆ Texas—Del Rio, Eagle Pass, Laredo	COM: 956/726-2225 Ext. 25 Don Provencher Ext. 27 Nathan Cottrell FAX: 956/726-2322
Laredo, TX	Willis E. Gentry, Plant Pathologist USDA-APHIS-PPQ 120 San Francisco Bridge II Complex Building 5, Room 505 Laredo, TX 78040 Mailing: USDA-APHIS-PPQ P. O. Box 277 Laredo, TX 78042		◆ Texas—Del Rio, Eagle Pass, Laredo	COM: 956/726-2225 Ext. 26 Willis Gentry FAX: 956/726-2322
Long Beach, CA	Kristin Kaser, Botanist USDA-APHIS-PPQ 11 Golden Shore, Suite 210 Long Beach, CA 90802		◆ California—Long Beach	COM: 310/762-2829 FAX: 310/762-2827 562/499-6000

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Long Beach, CA	Liana Maller, Entomologist USDA-APHIS-PPQ 11 Golden Shore, Suite 210 Long Beach, CA 90802	Philippines	◆ California—Long Beach	COM: 562/628-8980 FAX: 562/499-6058
Los Angeles, CA	Jamal Al-Henaid, Botanist Andrew Lee, Botanist USDA-APHIS-PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250	Ontario, Canada	◆ California—Los Angeles, Port Hueneme ◆ Nevada—Las Vegas	COM: 310/725-1923 Ext. 213 FAX: 310/725-1922
Los Angeles, CA	Nabil Armanious, Entomologist Greg Bartman, Entomologist Bert Lindsey, Entomologist USDA-APHIS-PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250		◆ California—Los Angeles, Port Hueneme ◆ Nevada—Las Vegas	COM: 310/725-1923 Ext. 216 FAX: 310/725-1922
Los Angeles, CA	Musa Abdelshife, Plant Pathologist Tsfaye Tedla, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250	Ontario, Canada; New Zealand; Philippines	◆ California—Los Angeles, Port Hueneme ◆ Nevada—Las Vegas	COM: 310/725-1923 Ext. 218 FAX: 310/725-1922
Los Indios, TX	Oscar Mireles, Botanist, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 100 Los Indios Blvd. P.O. Box 39 Los Indios, TX 78567-0393		◆ Texas—Brownsville, Harlingen, Hidalgo, Los Indios, Pharr, Progreso, Rio Grande City, Roma	COM: 956/399-2085 FAX: 956/399-4001
Los Indios, TX	David McCoy, Entomologist (Vacant), Entomologist USDA-APHIS-PPQ Plant Inspection Station 100 Los Indios Blvd. P.O. Box 393 Los Indios, TX 78567-0393		◆ Texas—Brownsville, Harlingen, Hidalgo, Los Indios, Pharr, Progreso, Rio Grande City, Roma	COM: 956/399-2085 FAX: 956/399-4001

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
New Orleans, LA	Eric White, Entomologist USDA-APHIS-PPQ Plant Inspection Station 900 East Airline Highway Service Road A Kenner, LA 70063		<ul style="list-style-type: none"> ◆ Arkansas ◆ Iowa ◆ Kansas ◆ Louisiana ◆ Missouri ◆ Nebraska ◆ North Dakota (except Canadian border ports) ◆ Oklahoma ◆ South Dakota 	<p>COM: 504/464-8863</p> <p>FAX: 504/465-0968</p>
New Orleans, LA	Tony Di Vittorio, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 900 East Airline Highway Service Road A Kenner, LA 70063		<ul style="list-style-type: none"> ◆ Arkansas ◆ Iowa ◆ Kansas ◆ Louisiana ◆ Missouri ◆ Nebraska ◆ North Dakota (except Canadian border ports) ◆ Oklahoma ◆ South Dakota 	<p>COM: 504/464-8863</p> <p>FAX: 504/465-0968</p>
Nogales, AZ	Jusus A. Castro, Entomologist USDA-APHIS-PPQ Plant Inspection Station 9 N. Grand Avenue, Rm 120 Nogales, AZ 85621		<ul style="list-style-type: none"> ◆ Arizona ◆ New Mexico 	<p>COM: 520/287-4462</p> <p>FAX: 520/397-0138</p>
Nogales, AZ	Allen Dawson, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 9 N. Grand Avenue, Rm 120 Nogales, AZ 85621		<ul style="list-style-type: none"> ◆ Arizona ◆ New Mexico 	<p>COM: 520/287-4462</p> <p>FAX: 520/397-0138</p>
Portland, OR	Kenneth S. Ball, Plant Pathologist USDAAPHIS-PPQ Airport Business Center 6135 NE 80th Avenue, Ste. A-5 Portland, OR 97218		<ul style="list-style-type: none"> ◆ Oregon 	<p>COM: 503/326-2814</p> <p>FAX: 503/326-2969 503/326-5899</p>

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
San Diego, CA	Cain Gaona, Entomologist Patrick Marquez, Entomologist USDA-APHIS-PPQ Plant Inspection Station 9777 Via De La Amistad, Room 140 San Diego, CA 92154	Australia	◆ California—San Diego, Calexico	COM: 619/661-3316 FAX: 619/661-3047
San Diego, CA	Vickie Brewster, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 9777 Via De La Amistad, Room 140 San Diego, CA 92154		◆ California—San Diego, Calexico	COM: 619/661-3029 FAX: 619/661-3047
San Francisco, CA	Timothy J. Torbett, Botanist <i>(Western CITES Specialist)</i> USDA-APHIS-PPQ Plant Inspection Station 389 Oyster Point Blvd., Suite 2 S. San Francisco, CA 94080		◆ California—Port of Oakland, San Francisco, San Jose, Travis AFB ◆ Nevada—Reno (only) CITES Issues: ◆ All ports west of the Mississippi River	COM: 650/876-9093 FAX: 650/876-9008
San Francisco, CA	John W. Dooley, Entomologist <i>(Homoptera Specialist)</i> USDA-APHIS-PPQ Plant Inspection Station 389 Oyster Point Blvd., Suite 2 S. San Francisco, CA 94080		◆ California—Port of Oakland, San Francisco, San Jose, Travis AFB ◆ Nevada—Reno (only)	COM: 650/876-9093 FAX: 650/876-9008
San Francisco, CA	Philip S. Johnson, Entomologist USDA-APHIS-PPQ Plant Inspection Station 389 Oyster Point Blvd., Suite 2 S. San Francisco, CA 94080	Japan, Korea	◆ California—Fresno, Port of Oakland, Sacramento, San Francisco, San Jose, Stockton, Travis AFB ◆ Nevada—Reno (only)	COM: 650/876-9093 FAX: 650/876-9008
San Francisco, CA	Fengru Zhang USDA-APHIS-PPQ Plant Inspection Station 389 Oyster Point Blvd., Suite 2 S. San Francisco, CA 94080	Japan, Korea	◆ California—Port of Oakland, San Francisco, San Jose, Travis AFB ◆ Nevada—Reno (only)	COM: 650/876-9093 FAX: 650/876-9008

TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

Port	Identifier's Name/Address	Preclearance	Area of Coverage	Telephone/FAX
Seattle, WA	Margaret Smither-Kopperl, Botanist USDA-APHIS-PPQ Plant Inspection Station 835 S. 192nd St., Ste. 1600 Sea-Tac, WA 98148-2394		<ul style="list-style-type: none"> ◆ Alaska ◆ Colorado ◆ Idaho ◆ Montana ◆ North Dakota (Canadian border ports only) ◆ Oregon ◆ Utah ◆ Washington ◆ Wyoming 	<p>COM: 206/878-6600</p> <p>FAX: 206/870-8043</p>
Seattle, WA	Nancy Matteson, Entomologist USDA-APHIS-PPQ Plant Inspection Station 835 S. 192nd St., Ste. 1600 Sea-Tac, WA 98148-2394		<ul style="list-style-type: none"> ◆ Alaska ◆ Colorado ◆ Idaho ◆ Montana ◆ Oregon ◆ Utah ◆ Washington ◆ Wyoming <p>except Canadian Border ports covered by Blaine</p>	<p>COM: 206/878-6605</p> <p>FAX: 206/870-8043</p>
Seattle, WA	Gayle Van de Kerckhove, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 835 S. 192nd St., Ste. 1600 Sea-Tac, WA 98148-2394		<ul style="list-style-type: none"> ◆ Alaska ◆ Colorado ◆ Idaho ◆ Montana ◆ North Dakota (Canadian border ports only) ◆ Utah ◆ Washington ◆ Wyoming 	<p>COM: 206/878-6600</p> <p>FAX: 206/870-8043</p>

TABLE G-1-3: List of Domestic Identifiers

City	Identifier's Name/Address ¹	Area of Coverage	Telephone/FAX
Gainesville, FL	Julieta Brambila, Entomologist USDA-APHIS-PPQ P.O. Box 147100 Gainesville, FL 32614-7100 Physical Address: 1911 SW 34th Street Gainesville, FL 32608	Eastern Region	COM: 352/372-3505 x 438 or 165 FAX: 352/494-5841
Manhattan, KS	Craig A. Webb, Plant Pathologist USDA-APHIS-PPQ Dept. of Plant Pathology Kansas State University 4024 Throckmorton Plant Sciences Manhattan, KS 66506-5502	Western Region	COM: 785/532-1349 4726 Throckmorton Cell: 785/633-9117 FAX: 785/532-5692
University Park, PA	Grace O'Keefe, Plant Pathologist USDA-APHIS-PPQ 105 Buckhout Lab. Penn State University University Park, PA 16802	Eastern Region	Lab: 814/865-9896 Cell: 814/450-7186 FAX: 814/863-8265
West Lafayette, IN	Robert Brown, Entomologist USDA-APHIS-PPQ Department of Entomology Purdue University – Smith Hall 901 W. State Street West Lafayette, IN 47907	Eastern Region/ Western Region	COM: 765/496-9673 FAX: 765/494-0420

1 Please check with your regional survey coordinator before routing specimens to domestic identifiers.

List of PPQ National Specialists for Mailing URGENT Interceptions Only

The following is an alphabetical listing for mailing URGENT interceptions by area of specialty (e.g., aphids, honey bees, mollusks), with the appropriate address to the right. Use this list for URGENT interceptions **only**.

TABLE G-1-4 : List of PPQ National Specialists for Mailing URGENT Interceptions Only

If the URGENT interception is:	And it:	Then:
Aquatic Noxious Weeds	→	Rodney Young or David Bitzel URGENT USDA-APHIS-PPQ Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350 CALL (301) 504-8605
Honey Bees	→	Carl Hayden Bee Research Center URGENT 2000 E. Allen Rd. Tucson, AZ 85719 CALL (520) 670-6380
Host Material	→	Rodney Young or David Bitzel URGENT USDA-APHIS-PPQ Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350 CALL (301) 504-8605
All Insects not listed under insects and Mites below	Includes Coleoptera, Lepidoptera, Diptera, Hymenoptera, Heteroptera, Homoptera: Auchenorrhynca (cicadas, leafhoppers, treehoppers, spittlebugs), Neuropteroid orders	Location leader URGENT Systematic Entomology Laboratory, USDA c/o National Museum of Natural History NHB 168 10th & Constitution Ave., NW Washington, DC 20004 <i>To inquire about progress of URGENT reports call: (301) 734-5312</i> National Identification Services ¹
Insects and Mites	Includes Mites, Homoptera:Sternorrhyncha (scales, aphids, adelgids, phylloxerans, whiteflies, and psyllids), Thrips, Orthopteroids (Orthoptera, Blattaria, Grylloblattodea, Phasmida, Mantodea, Dermaptera, Isoptera, Embiidina, Zoraptera), Psocoptera, and Collembola	URGENT Systematic Entomology Laboratory Attn: Communication and Taxonomic Services Unit Building 005, Room 137, BARC-West 10300 Baltimore Avenue Beltsville, MD 20705 CALL (301) 504-7041
Nematodes	→	Dr. David J. Chitwood URGENT USDA-ARS Nematology Laboratory Bldg. 011A, Room 159, BARC-West 10300 Baltimore Ave. Beltsville, MD 20705-2350 (301) 504-6666

TABLE G-1-4 : List of PPQ National Specialists for Mailing URGENT Interceptions Only (continued)

If the URGENT interception is:	And it:	Then:
Noxious Weed Seeds	→	Rodney Young or David Bitzel URGENT USDA-APHIS-PPQ United Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350 (301) 504-8605
Plant Diseases (morphological identifications)	→	Dr. John McKemy or Dr. Joe Bischoff URGENT USDA-APHIS-PPQ Bldg. 011A, Rm. 331, BARC – West 10300 Baltimore Ave. Beltsville, MD 20705-2350 (301) 504-5280, (301) 504-5327 Fax: (301) 504-5810
Plant Diseases (molecular confirmations)	→	Dr. Mary E. Palm URGENT USDA-APHIS-PPQ National Identification Services PPQ Molecular Diagnostics Lab B-580, BARC-East Powder Mill Road Beltsville, MD 20705 (301) 504-7154, (301) 504-5700 x 327 Fax: (301) 504-6124
Snails and other mollusks	→	Dr. David Robinson URGENT Malacology Identification Specialist USDA-APHIS-PPQ Academy of Natural Sciences 1900 Benjamin Franklin Parkway Philadelphia, PA 19103 CALL (215) 299-1175
Ticks	→	Dr. James W. Mertins URGENT USDA-APHIS-VS National Veterinary Services Lab. 1800 Dayton Road Ames, IA 50010 COM: (515) 663-7919

1 National Identification Services (NIS) tracks the progress of URGENTS and will inquire for the field if **URGENT** reports have **not** been received in a timely manner.

List of PPQ National Specialists for Routine and Prompt Interceptions

An alphabetical listing for mailing Routine and Prompt interceptions by area of specialty follows. Use the list for Routine and Prompt interceptions only.

TABLE G-1-5: List of PPQ National Specialists for Routine and Prompt Interceptions

If the Routine and Prompt interception is:	And it is:	Then send Routine and Prompt interceptions to:
Aquatic Noxious Weeds	→	Rodney Young or David Bitzel USDA-APHIS-PPQ Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Coleoptera Families, Bostrichidae, Meloidae, Scrabaeidae—all life stages	→	Chuck Brodel Coleoptera Identification Specialist USDA-APHIS-PPQ Plant Inspection Station 3500 NW. 62nd Avenue PO Box 59-2136 Miami, FL 33159
Host Material	→	Rodney Young or David Bitzel USDA-APHIS-PPQ Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Insects and Mites	Homoptera: Sternorrhyncha (scales, aphids, adelgids, phylloxerans, whiteflies, and psyllids), mites, orthopteroids (Orthoptera, Blattaria, Grylloblattodea, Phasmida, Mantodea, Dermaptera, Isoptera, Embiidina, Zoraptera), Psocoptera, and Collembola, Diptera, Hymenoptera, Heteroptera, Momoptera: Auchenorrhyncha (cicadas, leafhoppers, treehoppers, spittlebugs), and the neuropteroid orders: plus Coleoptera or lepidoptera families (do not include Coleoptera families Bostrichidae, Meloidae, Scarabaeidae)	Systematic Entomology Laboratory Attn: Communication and Taxonomic Services Unit Building 005, Room 137, BARC-West 10300 Baltimore Avenue Beltsville, MD 20705
Lepidoptera Families	Geometridae, Noctuidae, Notodontidae, Saturniidae—all life stages	Steven Passoa Lepidoptera Identification Specialist The Ohio State University Museum of Biological Diversity 1315 Kinnear Road Columbus, OH 43212-1192
Nematodes	→	Dr. David J. Chitwood USDA-ARS Nematology Laboratory Bldg. 011A, Room 159, BARC-West 10300 Baltimore Ave. Beltsville, MD 20705-2350 (301) 504-6666

TABLE G-1-5: List of PPQ National Specialists for Routine and Prompt Interceptions (continued)

If the Routine and Prompt interception is:	And it is:	Then send Routine and Prompt interceptions to:
Noxious Weed Seeds	→	Rodney Young or David Bitzel USDA-APHIS-PPQ United Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Plant Diseases	→	Dr. Mary Palm USDA-APHIS-PPQ Bldg. 011A, Rm. 329, BARC – West 10300 Baltimore Ave. Beltsville, MD 20705-2350
Scale Insect Families Aleyrodidae and Diaspididae	→	John W. Dooley USDA-APHIS-PPQ 389 Oyster Point Blvd., Suite 2A South San Francisco, CA 94080
Snails and other mollusks	→	Dr. David Robinson Malacology Identification Specialist USDA-APHIS-PPQ Academy of Natural Sciences 1900 Benjamin Franklin Parkway Philadelphia, PA 19103
Thrips	→	Dr. Susan Broda-Hydorn Thysanoptera Identification Specialist USDA-APHIS-PPQ 2200 Broening Highway, Suite 140 Baltimore, MD 21224
Ticks	→	Dr. James W. Mertins USDA-APHIS-PPQ National Veterinary Services Lab. 1800 Dayton Road Ames, IA 50010



Appendix H

List of Military Sealift Command Vessels

Introduction

Handle garbage aboard the following Military Sealift Command vessels in the same manner as you would for U.S. Navy vessels.

TABLE H-1-1: List of Military Sealift Command Vessels

Vessel Name	Vessel Name	Vessel Name
USNS Albert J. Myer	USNS Mars	USNS Tippecanoe
USNS Andres J. Higgins	USNS Marshfield	USNS Truckee
USNS Apache	USNS Maury	USNS Vanguard
USNS Athena	USNS Mercury	USNS Vega
USNS Athena II	USNS Mercy	USNS Victorious
USNS Audacious	USNS Mississinewa	USNS Walter S. Diehl
USNS Bent Silas	USNS Mohawk	USNS Waters
USNS Bighorn	USNS Narragansett	USNS Yukon
USNS Bowditch	USNS Navajo	USNS Zeus
USNS Catawba	USNS Navasota	
USNS Comfort	USNS Neosho	
USNS Concord	USNS Neptune	
USNS Effective	USNS Observation Island	
USNS Glover	USNS Passumpsic	
USNS Guadalupe	USNS Pathfinder	
USNS Hayes	USNS Patuxent	
USNS Henry J. Kaiser	USNS Pawcatuck	
USNS Impeccable	USNS Pecos	
USNS John Ericsson	USNS Range Sentinel	
USNS John Lenthall	USNS Redstone	
USNS John McDonnell	USNS Rigel	
USNS Joshua Humphreys	USNS San Diego	
USNS Kanawha	USNS San Jose	
USNS Kawishiwi	USNS Saturn	
USNS Kilauea	USNS Sioux	
USNS Laramie	USNS Sirius	
USNS Lauren	USNS Spica	
USNS Leroy Grumman	USNS Sumner	
USNS Littlehales	USNS Tanner	



Appendix I

Lists of Military Bases and Approved Garbage Facilities

Contents

Introduction	page I-1-1
Establishment and Maintenance of the Military Cooperator Program	page I-1-1
Clearance of Carriers Arriving from Foreign Points	page I-1-2

Introduction

This appendix contains a detailed list of military bases, stations, fields, etc., where clearance of carriers arriving from foreign points may be obtained. Most, but **not** all, locations have approved garbage facilities.

Establishment and Maintenance of the Military Cooperator Program

The Military Cooperator Program (MCP) was established for the military to provide clearance at military installations outside the normal agriculture work unit limits or where it would be beneficial to agriculture for other reasons.

Base Commanders wishing to establish MCPs should submit a request in writing to the local CBP Port Director (PD). The PD should ensure the Base Commander is provided the procedures necessary to clear arrivals and assist in the preparation of a Base Order which outlines the procedures, responsible parties, and training requirements. The PD should provide cooperators with the CBP office telephone number and an after-hours telephone number so contact may be made at any hour. The PD should establish an accurate and timely reporting system which will reflect the work accomplished on a monthly basis to the CBP office. Contact APL for further details or suggestions. Inform APL immediately of any changes in approving bases or removing them from approval.

Approval for Garbage and Refuse Disposal

The facilities approved to handle and dispose of refuse from international flights are listed in [Table I-1-1](#), under the column "Name of Approved Garbage Facility."

At airbases or airfields **not** identified as approved for garbage and refuse disposal, permission to land will **not** be refused. However, garbage and other meal remnants or scraps will **not** be allowed to be removed and **must** remain aboard the incoming aircraft, and then taken to one of the airbases listed as approved or taken out of the country.

As other bases comply and upon notification from Riverdale, the list of other military air bases or fields with acceptable facilities will be expanded. Changes in status should be submitted as quickly as possible so that all ports can be alerted. To ascertain the type of coverage and PPQ port responsibility, see [Appendix K](#).

Clearance of Carriers Arriving from Foreign Points

[Table I-1-1](#) lists locations for clearance of carriers arriving from foreign points. Notify the CBP office listed under the column “CBP Contact” and inform CBP of the flight’s arrival and for further information on arrangements.



In [Table I-1-1](#) under the column “Cleared By” the notation “Military” means that clearance is normally given by military cooperators.

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
AK	Anchorage	Elmendorf AFB Command Center 907-552-3120 US Air Force [PAED]	Anchorage	CBP	Elmendorf TRO 132 Airlift Dr Elmendorf AFB 907-552-3480	24 hours (travel time)	CBPAS Compliance Officer 907-271-1236
AK	Anchorage	Kulis ANG Base Commanding Officer 907-249-1240 US Air Force [PANC]	Anchorage	CBP	Swissport P.O. Box 190408 Anchorage, AK 907-243-3310	24 hours (travel time)	CBPAS Compliance Officer 907-271-1236

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
AK	Fairbanks	Eielson AFB Mission Support 907-377-3258 US Air Force [PAEI]	Fairbanks	CBP/ Military MCI	Eielson 354th MSG and B&P Waste	24 hours (travel time)	Fairbanks CBP PD Anchorage Compliance 907-271-1236
AK	Kodiak	USCG Air Station Kodiak Operations 907-487-5888 USCS/Military [PADQ]	Anchorage	CBP	City of Kodiak 710 Mill Bay Rd Kodiak AK Lon White 907-486-8080	72 hours (travel time)	Anchorage CBPAS Compliance Officer 907-271-1236
AL	Birmingham	117th Air Refueling Wing Command Post 205-714-2441 US Air Force [KBHM]	Pelham	CBP	Birmingham International Airport Incinerator	48 hours	CBP Officer 205-731-1464
AL	Huntsville	Redstone Army Airfield Airfields Flight Operations 256-876-1916 256-876-4290 US Army [KHUA]	Huntsville	CBP	Redstone Arsenal Incinerator	24-48 hours	CBP Officer 256-772-3986
AL	Montgomery	Maxwell Airforce Base Base Ops Officer 334-953-6961 US Air Force [KMXF]	Birmingham	CBP	Maxwell AFB/ CBP	12 hours	CBP Officer 205-731-1464
AR	Jacksonville	Little Rock AFB NCOIC of Installations Security 501-987-6210 US Air Force [KLRF]	Little Rock	Military MCI	Haz-Mat	12 hours	CBPAS 501-324-5269 901-544-0290

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
AZ	Glendale	Luke AFB Base Commander 623-856-5601 US Air Force [KLUF]	Phoenix	CBP	Stericycle, Inc.	12 hours	PD 602-914-1400 602-392-4440
AZ	Phoenix	Arizona ANG Base Comm 602-302-9201 US Air Force [KPHX]	Phoenix	CBP	LSG Sky Chef	24 hours	PD 602-914-1400 602-392-4440
AZ	San Luis	Yuma MCAS Port Ops Gunnery SGT 928-269-2325 USCS [KYUM]	San Luis	CBP	None	24 hours	PD 928-627-2836
AZ	Sierra Vista	Ft. Huachuca Dept. Public Safety Lt. 520-533-2716 Military [KFHU]	Douglas	CBP	Approved Facility Fort Huachuca	Not listed	PD 520-364-8486
AZ	Tucson	Davis-Monthan AFB Base Comm 520-228-3551 US Air Force [KDMA]	Tucson	CBP	Stericycle, Inc.	6 hours	PD 520-799-8348
CA	Coronado	North Island NAS North Island Ops 619-545-8233 [KNZY]	San Diego	CBP	Public Work Center, 32 St Naval Station	24 hours	CBP Ops 619-557-5370 ext 104 or 140
CA	Fairfield	Travis AFB ATOC 707-424-3705 US Air Force [KSUU]	Sacramento	CBP	On base autoclave; backup Marine Express, Alameda	12 hours	CBP Supervisor 916-649-3671
CA	Fresno	Air Nat'l Guard	No direct foreign flights				

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
CA	Lompoc	Vanderberg AFB Duty Officer Base Ops 805-606-1110 US Air Force [KVBG]	Los Angeles	CBP	Not listed	24 hours	CBP Compliance 310-215-2685
CA	Long Beach	Seal Beach Naval Weapons St. Not listed Air Nat'l Guard	Los Angeles	CBP	Not listed	12 hours	CBP Compliance 310-215-2685
CA	Marysville/ Yuba City	Beale AFB Base Commander 530-634-2002 US Air Force [KBAB]	Sacramento	CBP	Hospital autoclave on base	24 hours	CBP Supervisor 916-649-3671
CA	Merced	Castle AFB	Closed				
CA	Miramar	USMC Air Station Miramar Air Ops 858-577-4283 858-577-4284 858-577-4285 [KNKX]	San Diego	CBP	Not listed	Not listed	CBP Ops 619-557-5370 ext 104 or 140
CA	Mojave	Edwards AFB Duty Officer Base Ops 661-277-1110 US Air Force [KEDW]	Los Angeles	CBP	Not listed	24 hours	CBP Compliance 310-215-2685
CA	Mountain View	Moffet Field NAS	Closed				
CA	Norton	Norton AFB US Air Force	Not listed	Not listed	Not listed	Not listed	Not listed
CA	Oceanside	Camp Pendleton Cpt. Boone 760-725-4111 [KNFG]	San Diego	CBP		24 hours	CBP Ops 619-557-5370 ext 104 or 140

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
CA	Riverside	March Air Reserve Base Base Ops 909-655-4402 Air Reserve [KRIV]	Los Angeles	CBP	Stericycle	24 hours	CBP Compliance 310-215-2685
CA	Sacramento	McClellan Airfield Station Duty Officer Base Ops 916-561-7411 US Coast Guard [KMCC]	Sacramento	CBP	Under USDA Compliance to haul to Beale AFB	24 hours	CBP Supervisor 916-649-3671
CA	San Diego	Imperial Beach NAS North Island Ops 619-545-8233 [KNRS]	San Diego	CBP	Public Work Center, 32 St. Naval Station	24 hours	CBP Ops 619-557-5370 ext 104 or 140
CA	Sacramento	Mather AFB	Closed				
CA	San Diego	Coast Guard Ops 619-278-7033 Coast Guard [KSAN]	San Diego	CBP	Public Work Center 32 St. Naval Station	None listed	CBP Ops 619-557-5370 ext 104 or 140
CA	Victorville	George AFB Deactivated US Air Force [KVCV]	Los Angeles	CBP	Not listed	24 hours	CBP Compliance 310-215-2685
CO	Aurora	Buckely AFB Base Contact 720-847-9930 US Air Force [KBKF]	Denver	CBP	Denver International Airport Incinerator Denver, CO	24 hours	CBP Compliance Officer 303-342-7400
CO	Colorado Springs	Peterson AFB Base Contact 719-556-4000 US Air Force [KCOS]	Colorado Springs	MCI	Stericycle, Inc., Dacono, CO	24 hours	CBP Compliance Officer 303-342-8400

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
CT	Groton	Submarine Base New London Base Ops 860-694-2663 [KGON]	CBP New Haven	CBPAS	Covanta SC Wheelabrator Lisbon, INC	24 hours	CBP New Haven 203-773-2040 203-773-2038
DE	Dover	Dover AFB Command Post Inbound Controller 302-667-4214 US Air Force [KDOV]	Dover	CBP	Air Force Fleet Services	0-6 hours	CBP Officer 302-677-4094
DE	New Castle	New Castle County Airport Base Ops 302-323-3258 Air Nat'l Guard [KILG]	Wilmington	CBP	Dolphin Ship Services	24 hours	Supervisory CBP Officer 302-573-6187
FL	Cape Canaveral	Cape Canaveral Air Force Skid Strip Base Ops 321-853-4242 US Air Force [KXMR]	Port Canaveral	CBP	Waste-Pro	12 hours	CBP 321-783-2066
FL	Cape Canaveral	Kennedy Space Center/ NASA Base Ops 321-867-2100 US Air Force [KTTS]	Port Canaveral	CBP	Waste-Pro	12 hours	CBP 321-783-2066
FL	Cape Canaveral	Patrick Air Force Base Base Ops 321-494-2222 US Air Force [KCOF]	Port Canaveral	CBP	Bio Tech	12 hours	CBP 321-783-2066

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
FL	Ft. Walton Beach	Duke Field Airfield Ops 850-883-6701 US Air Force [KEGI]	Pensacola	CBP	Elgin AFB/ Enviromed	12 hours	CBP Officer 850-476-0117
FL	Ft. Walton Beach	Elgin AFB Airfield Ops 850-882-5313 US Air Force [KVPS]	Pensacola	CBP	Elgin AFB/ Enviromed	12 hours	CBP Officer 850-476-0117
FL	Ft. Walton Beach	Hurburt Field Airfield Ops 850-884-7806 US Air Force [KHRT]	Pensacola	CBP	Hurburt Field/ Enviromed	12 hours	CBP Officer 850-476-0117
FL	Jacksonville	Blount Island Command MC Port Ops 904-696-5140 US Marine Corps (Heli pad for emergency only)	Jacksonville	CBP	Stericycle, Inc.	12 hours	CBP Ops 904-751-2827
FL	Jacksonville	Cecil Field CGAS Ops Duty Officer 904-594-6850 US Coast Guard [KVQQ]	Jacksonville	CBP	International Waste Control for transport to Stericycle, Inc. for processing	12 hours	CBP Ops 904-751-2827
FL	Jacksonville	Florida ANG Command Post 904-741-7121 Air Nat'l Guard [KJAX]	Jacksonville	CBP	Gate Gourmet for transport to Stericycle, Inc. for processing	12 hours	CBP Ops 904-396-2363
FL	Jacksonville	Jacksonville NAS Air Ops 904-542-2511 US Navy [KNIP]	Jacksonville	CBP	Jacksonville NAS/ Biomedical Waste Solutions	12 hours	CBP Ops 904-751-2827

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
FL	Jacksonville	Mayport NS Air Facility Air Ops 904-270-7126 Surface Ops 5266 US Navy KNRB]	Jacksonville	CBP	NAVSTA Mayport	12 hours	CBP Ops 904-751-2827
FL	Key West	Boca Chica NAF Navy Air Ops 305-293-2770 US Navy [KNQX]	Key West	CBP	Waste Management 305-296-8297	1 hour	CBPAS 305-797-1893
FL	Key West	Navy Mole Port Ops 305-360-3679	Key West	CBP	Waste Management 305-296-8297	12 hours	CBPAS 305-797-1893
FL	Key West	U.S.Coast Guard Base 305-797-3352	Key West	CBP	Waste Management 305-296-8297	12 hours	CBPAS 305-797-1893
FL	Miami	Homestead Air Force Base Combat Readiness & Resources 305-224-6621 US Air Force [KHST]	Miami Maritime	CBP	BFI	12 hours	CBP CA Officer 305-536-4758 /4181
FL	Miami	Homestead Air Reserve Base 305-224-6621 U.S. Air Force	Miami Service Port	Military Cooper- ator	BFI (container on site) carted to Wheelabrator incinerator	3 hours	MIA Compliance Team 305-526-7111
FL	Opa Locka	Opa Locka Coast Guard Air Station Base Ops 305-953-2172 US Coast Guard [KOPF]	Miami Service Port	Military Coopera- tor	BFI (container at Opa-Locka CBP facility), carted to Wheelabrator incinerator	3 hours	MIA Compliance Team 305-526-7111

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
FL	Panama City	Tyndall AFB Airfield Ops 850-283-4244 US Air Force [KPAM]	Panama City	CBP	Enviromed of Bay County	12 hours	CBP Officer 850-785-4688 850-258-0801
FL	Pensacola	Pensacola NAS Environmental 850-452-4611 US Navy [KNPA]	Pensacola	CBP	NAS Pensacola Dockside Services	12 hours	CBP Officer 850-476-0117
FL	Pensacola	Pensacola NAS Harbor Port Ops 850-452-2624 US Navy [KNPA]	Pensacola	CBP	NAS Pensacola Dockside Services	12 hours	CBP Officer 850-476-0117
FL	Tampa	Clearwater CGAS Base Contact 727-535-1437 Ext 1210 US Coast Guard [KPIE]	Tampa	Coast Guard/ CBP	USCG	4 hours	CBP Officer 813-348-1713 Ext 2319
FL	Tampa	MacDill AFB Base Ops 813-828-2350 US Air Force [KMCF]	Tampa	CBP	MacDill AFB	1-4 hours	CBP Supervisor 813-228-2122
GA	Columbus	Fort Benning Intern'l Flight Arrivals Manager 706-545-5300 US Army [KLSF]	Atlanta	Military MCI	Atlanta International Waste	12 hours	CBP Ops 404-765-2240
GA	Kings Bay	Kings Bay US Navy Base Ops 912-573-9281 US Navy [KNBQ]	Brunswick	CBP	International Waste Control	12 hours	CBP Ops Daytime 912-262-6692

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
GA	Marietta	Dobbins Air Force Base Base Ops 770-919-4915 US Air Force [KMGE]	Atlanta	CBP	Atlanta Intern'l Waste	12 hours	CBP Ops 404-765-2240
GA	Savannah	Georgia Air Nat'l Guard Base Contact 912-966-8232 Air Nat'l Guard [KSAV]	Savannah	CBP	Atlanta Waste Services	12 hours	CBP Ops 912-232-7507
GA	Savannah	Hunter Army Air Field Base Ops 912-315-5110 US Army [KSVN]	Savannah	CBP	Republic Waste Services of Savannah	12 hours	CBP Ops 24hr number 912-232-7507
GA	Valdosta	Moody Air Force Base Base Ops Public Health 229-257-4781 US Air Force [KVAD]	Brunswick	Military MCI	Micro-Med Industries, Inc	12 hours	CBP Ops Daytime 912-262-6692
GA	Warner	Robbins Air Force Base Director of Pest Management 478-926-2082 US Air Force [KWRB]	Dry Branch	Military MCI	Micro-Med Industries, Inc	12 hours	CBP Domestic Officer 478-752-1734
GU	Santa Rita	Apra Harbor NAS Commander 671-339-5252	Tamuning	PPQ	NAVFAC Marianas	24 hours	CBP Ops 671-642-7617 PPQ - garbage 671-647-6030

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
GU	Yigo	Anderson AFG Wing Commander 671-366-3600 Not listed [KUAM]	Tamuning	PPQ	Pacific Environmental Resources, Inc	24 hours	CBP Ops 671-642-7617 PPQ - garbage 671-647-6030
HI	Barbers Point	USCG Air Station Base Commander 808-682-2750 807-682-2771 US Coast Guard [PHJR]	Honolulu	CBP	USCAS, Barbers Point	2 Hours minimum	CBP Officer 808-237-4650
HI	Honolulu	Hickam AFB Base Commander, Base Post 808-449-6950 US Air Force [PHIK]	Honolulu	CBP	Fleet Service Hickam AFB	2 Hours minimum	CBP Officer 808-237-4650
HI	Kaneohe	Marine Corp Base, Hawaii Base Commander 808-257-2121 808-257-2122 US Marines [PHNG]	Honolulu	CBP	MCBH Flight Operations	2 Hours minimum	CBP Officer 808-237-4650
ID	Mountain Home	Mountain Home AFB Greg Heller 208-828-5056 US Air Force [KMUO]	Boise	Military MCI	On base hospital incinerator	24 hours	Port Director, Boise 208-334-9062
IL	Mascoutah	Scott Air Force Base T Sgt. Addis 618-256-3674 618-256-3678 US Air Force [KBLV]	St. Louis, MO	Military MCI	Stericycle, St Louis	12 hours	CBP Officer 314-428-2662 M-F 08:00-16:30

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
KS	Topeka	Forbes ANG Base Mas Edward Holm 785-861-4221 Military [KFOE]	Kansas City	Military MCI	Stericycle	24 hours	CBP Office 816-584-1994
KS	Wichita	McConnel AFB M SGT Haney 316-759-3253 US Air Force [KIAB]	Kansas City	Military MCI	Stericycle	24 hours	CBP Office 816-584-1994
KY	Ft. Campbell	Fort Campbell MCI Security 270-956-4345 US Army	Nashville	CBP	Stericycle Beaver Dam, KY	24 hours	CBP Officer 615-736-2173
KY	Ft. Knox	Godman Army Airfield Cheryl Cantrel 502-624-2976 US Army	Louisville	CBP	Stericycle Beaver Dam, KY	24 hours	CBP Officer 502-247-2803
KY	Louisville	McGhee Tyson ANG Chief Master Sergeant 865-985-3278 Air National Guard [KTYS]	Nashville	Military MCI	Stericycle Nashville, TN	24 hours	CBP Officer 615-781-5476
LA	New Orleans	Belle Chase NAS Base Comm 504-678-3201 All branches [KMSY]	New Orleans	CBP	None	24 hours	CBP Ops 504-269-6154
LA	Shreveport	Barksdale AFB NCOIC of Military Customs 318-456-3580 US Air Force [KBAD]	Shreveport	Military MCI	Base	24 hours	CBP Officer 318-635-7873

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
MA	Bedford	Hanscom AFB Transit Alert 781-377-2549 US Air Force [KBED]	CBP-Beverly	CBP	Signature Flight Support Wheelabrator Saugus, MA	24 hours	CBP Hanscom Field 781-869-8031 781-869-8030
MA	Bourne	Otis ANG Base OPS 508-968-4386 Air National Guard [KFMH]	CBP Providence	CBPAS	(Base comp agreement) Wheelabrator Saugus, MA	24 hours	CBP Providence 401-941-6326 401-941-6628
MA	Chicopee	Westover Air Reserve Base 413-557-2958	CBP Hartford	CBPAS	(Base comp agreement) Incinerator ECO Springfield	2-6 hours	CBP Hartford 860-292-1314 860-292-1289
MA	Westfield	Barnes Air Nat'l Guard Captain JPL Office 413-568-9151 Ext 1316/ 1325 Air Nat'l Guard [KBAF]	CBP Hartford	CBPAS	(Base comp agreement) Incinerator ECO Springfield	24 hours	CBP Hartford 860-292-1314 860-292-1289
MD	Aberdeen	Phillips Airfield Aberdeen Base Ops 410-278-5201 US Army [KAPG]	Baltimore	CBP	Base incinerator	24 hours	CBP Office 410-631-0075
MD	Baltimore	Martin State Airport Base Ops 410-918-6210 Air Nat'l Guard [KMTN]	Baltimore	Military MCI	Wheelabrator Baltimore L.P. (RESCO)	24 hours	CBP Office 410-779-2143
MD	Lexington	Naval Air Test Center, Patuxent Base Ops 301-342-3837 US Navy	Baltimore	Military CBP		24 hours	CBP Office 410-779-2143

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
MD	Lexington Park	Naval Air Test Center, Patuxent Base Ops 301-342-3837 Military	Jessup	CBP	Andrews Air Force Base incinerator	24 hours	CBP Office 301-763-7496
MD	Morningside	Andrews Air Force Base Air Traffic Ops Ctr 301-981-7405 US Air Force [KADW]	Andrews Air Force Base	CBP	Base incinerator	48 hours	CBP Office 301-981-5837
ME	Bangor	Main ANG 101st Refueling Wing 207-990-7225 Air Nat'l Guard	Bangor	CBP	BASF Inc. Sterilizer	0-2 hours	CBP Officer 207-947-7861 207-941-2360
ME	Portland	Brunswick NAS Brian Sawitski 207-921-1743 US Navy	Portland	Military MCI/ CBP	Incinerator Regional Waste Systems	0-2 hours	Portland 207-771-3630 207-771-3608
MI	Mt. Clemens	Selfridge ANG Base 127th Security Control Center Staff Sergeant 586-307-5087 810-307-4673 Air Nat'l Guard [KMTTC]	Port Huron	CBP	MI Waste Services	24 hours	CBP Officer 810-985-9541
MO	Knob Noster	Whiteman AFB Base Commander 660-687-1110 US Air Force [KSZL]	Kansas City	CBP	Stericycle	24 hours	CBP Officer 816-468-0357

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
MO	St Joseph	Rosecans MO ANG Base Commander Col. Davenport 816-236-3201 Air Nat'l Guard [KSTJ]	Kansas City	CBP	MCI airport Kansas City, MO	24 hours	CBP Officer 816-468-0357
MS	Biloxi	Keesler Air Force Base Base Ops 228-377-2120 US Air Force [KBIX]	Gulfport	CBP	Amer 3CI Medical Waste	24 hours	CBP Officer 228-863-6350
MS	Gulfport	Air Nat'l Guard Base ANG Ops Desk 228-214-6025 228-214-6027 Air Nat'l Guard	Gulfport	CBP	Dockside Services	24 hours	CBP Officer 228-863-6350
MS	Jackson	Air Nat'l Guard Base Base Ops 601-405-8350 Air Nat'l Guard	Jackson	CBP	Animal Diagnostic Lab, Jackson	24 hours	CBP Officer 601-932-3324
MS	Meridian	Air Nat'l Guard Base Base Ops 601-484-9522 601-484-9714 Air Nat'l Guard	Jackson	CBP	Animal Diagnostic Lab, Jackson	24 hours	PPQ Officer 601-932-3324
MS	Pasacagoula	Naval Station Pascagoula	Closed				
NC	Charlotte	North Carolina ANG Air Ops Officer 704-359-0010 Air Nat'l Guard	Charlotte	CBP	LSG Skychef Steam Sterilizer	12 hours	Port Director 704-357-1275

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
NC	Elizabeth City	Coast Guard Station Elizabeth City Ops Officer 910-722-2239 Coast Guard [KECG]	Morehead	Military MCI CBP	(approved base garbage cooker)	2 hours	Port Director 252-726-5845
NC	Fayetteville	Pope Air Force Base Base Ops 910-394-6508 Fleet Services 910-394-7263 US Air Force [KPOB]	Raleigh Durham	Military MCI CBP	Stericycle at Haw River & Occasionally Sky Chefs at RDU-Durham International	2 hours	CBP Officer 910-467-3487
NC	Goldsboro	Seymour Johnson Air Force Base Security Forces 919-722-4097 US Air Force [KGSB]	Raleigh Durham	Military MCI CBP	Stericycle at Haw River & Occasionally Sky Chefs at RDU-Durham Internationa	2 hours	Port Director 919-467-3487
NC	Havelock	Cherry Point, MCAS Ops Duty Officer 252-466-4334 US Marine Corps [KNIS]	Morehead	CBP Military MCI	(base compliance agreement)	2 hours	Port Director 252-726-5845
NC	Jacksonville	New River MCAS Navy Port Control 910-449-6311 US Marine Corps [KNCA]	Wilmington	CBP	NONE	2 hours	Port Director 910-772-5908
NC	Onslow Beach	Camp Lejeune Navy Port Control 252-726-5167 US Navy	Wilmington	CBP	NONE	12 hours	Port Director 910-772-5908

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
NC	Southport	Sunny Point Marine Ocean Military Sealift Command 910-457-8210 US Army	Wilmington	CBP	Stericycle at Haw River	2 hours	Port Director 910-772-5908
ND	Fargo	Fargo Air National Guard Station Hector Int'l Airport Commander 119th Security Forces Squadron 701-451-2238 ANG [KFAR]	Pembina	Military MCI	Healthcare Environmental Services, Inc	None	CBPAS 701-825-0110
ND	Grand Forks	Grand Forks AFB Base Commander 319th Security Forces Squadron 701-747-5131 US Air Force [KRDR]	Pembina	Military MCI	Healthcare Environmental Services, Inc	None	CBPAS 701-825-0110
ND	Minot	Minot AFB Commander 5th Security 701-723-4434 US Air Force [KRDR]	Portal	Military MCI	Healthcare Environmental Services, Inc	None	CBPAS 701-926-4221
NE	Lincoln	Nebraska Air Nat'l Guard Base Commander, USAF Security Forces 402-458-1560 US Air Force [KMIB]	Lincoln	CBP Military	Environmental Health/ Stericycle	When have ETA	CBP Officer 402-341-0240

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
NE	Lincoln	Offutt AFB Commander USAF Security Forces 402-294-2998 US Air Force [KOFF]	Lincoln	Not listed	Environmental Health/ Stericycle	When have ETA	CBP Officer 402-341-0240
NH	Portsmouth	Pease Intern'l Tradeport Pease ANG Base M.S. Sullivan 603-430-2613 Air Nat'l Guard [KPSM]	Portsmouth, ME & Portsmouth, NH	Military MCI/ CBP	Pease ANG Base Incinerator Regional Waste Systems	0-2 hours	Portland 207-771-3630 207-771-3608
NJ	Atlantic City	New Jersey Air Nat'l Guard	Inactive				
NJ	Cape May	Coast Guard Training Station	Inactive				
NJ	Colts Neck	Naval Weapons Station Earl Anthony C. Costello, US Navy 732-866-7319	Bridge Disposal Inc.	AQI	Convata Union Inc.		Hitesh Patel/ Mark Hardy 201-443-0109 201-443-0118
NJ	Earle	Naval Weapons Station	Inactive				
NJ	Lakehurst	Naval Air Station	Inactive				
NJ	Wrightstown	McGuire AFB ATOC 609-754-2231 /4917 US Air Force [KWRI]	McGuire	CBP	Wheelabrator Gloucester	0-4 hours	CBP Officer 609-723-3949 Entry & Clearance Desk 215-863-4271 215-863-4272
NM	Alamogordo	Holloman AFB Base Public Health 505-572-3304 US Air Force [KHMN]	Port of Santa Teresa, NM	CBP	None (CBP collects and transports to El Paso for incineration in CBP incinerator)	72 hours	CBP Area Port Director, Santa Teresa, NM Guillermo G. Rivas 505-589-9354

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
NM	Albuquerque	Kirkland AFB Security Forces Flight-line Constable 505-846-7706 US Air Force [KABQ]	Albuquerque	CBP	Albuquerque Int'l Airport (Incinerator)	72 hours	CBP Port Director Scott Kern 505-346-6992
NM	Albuquerque	105th Fighter ANG @Kirkland Security Forces Flight-line Constable 505-846-7706 Military [KABQ]	Albuquerque	CBP	Albuquerque Int'l Airport (Incinerator)	72 hours	CBP Port Director Scott Kern 505-346-6992
NM	Clovis	Cannon AFB Public Health Commander 505-784-4582 US Air Force [KCVS]	Port of Santa Teresa, NM	CBP	None (CBP collects/ transports to Albuquerque for incineration in CBP approved incinerator)	72 hours	CBP Area Port Director, Santa Teresa, NM Guillermo G. Rivas 505-589-9354
NV	Las Vegas	Nellis Air Force Base Base Commander 702-652-4600 US Air Force [KLSV]	Las Vegas	CBP	McCarran Int'l Airport	24 hours	CBP Officer or Port Director 702-261-5593
NY	Newburg	Stewart Airport Base Ops 845-563-2286 Air Nat'l Guard [KSWF]	Newburg	CBP	Dutchess County Resource Recovery Agency	24 hours	CBP Officer 845-567-1691
NY	Newburgh	New York Air National Guard-USAF Dana B. Demand, (AW Commander) 845-563-2286	Interstate Waste Services	Customs	Dutchess County Resource Recovery Agency		Customs 845-567-1691 Hitesh Patel/ Mark Hardy 201-443-0109 201-443-0118

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
NY	Niagara Falls	Niagara Falls AFB Occupation & Safety Health Mgr 716-236-6347 xt 2345 US Air Force [KIAG]	Buffalo	Military CBP	Covanta Energy	24 hours	Supervisory CBP Officer 716-884-5701
NY	Scotia	Stratton ANG Base Ops 518-341-2420 Air Nat'l Guard [KSCH]	Albany	CBP	Wheelabrator Hudson Falls LLC	24 hours	CBP Officer 518-431-0200
NY	Syracuse	Hancock Field 174th Fighter Ops Desk 315-454-6217 Air Nat'l Guard [KSYR]	Syracuse	Military	Oswego County Energy Recovery Facility Incinerator	48 hours	CBP Officer 315-455-8446
NY	Watertown	Fort Drum Wheeler-Sack AAF Base Ops 315-772-5681 US Army [KGTB]	Alexandria Bay	CBP Military	Oswego County Energy Recovery Facility Incinerator	24 hours	CBP Officer 315-482-2261 Xt 294 or 239
NY	West Hampton Beach	106th Air Rescue Wing NY ANG 631-288-7362 Air Nat'l Guard [KFOK]	JFK	CBP	ISLIP Resource Recovery Montenay ISLIP Inc.	48 hours	Trade Operations 718-487-5281
OH	Columbus	Rickenbacker ANG Base Security Desk 614-492-4321 Air Nat'l Guard [KLCK]	Columbus	Military MCI	121st ANG Base Incinerator	12 hours	CBP Officer 614-469-6708

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
OH	Fairborn	Wright Patterson AFB Sergeant 937-257-2195 US Air Force [KFFO]	Columbus	Military MCI	Stericycle	24 hours	CBP Officer 614-469-6708
OH	Toledo/ Swanton	Ohio Air Nat'l Guard Logistics Office 419-868-4136 Air Nat'l Guard	Toledo	CBP	Stericycle	48 hours	CBP AS Office 419-259-6407 or Port of Toledo Office 419-259-6424
OK	Altus	Altus AFB	Stericycle, Inc		MCI Stericycle, Inc	48 hours	
OK	Unknown	Tinker AFB Col. Gambrell 405-734-2101 US Air Force [KTIK]	Oklahoma City	CBP	On Base incinerator	12 hours (2 hour minimum)	SPHD 405-427-9438
OK	Oklahoma City	Tinker AFB	Contractor Nationwide Pest Control	MCI Contract- or/CBP	On Base incinerator	48 hours	Port Director Jon Pountain 405-942-3405 405-514-9208
OR	Portland	Portland ANG Command Post 503-335-4421 Air Nat'l Guard [KPDX]	Portland	CBP	Skychefs	24 hours	CBPAS 503-326-2721
OR	Portland	USCG Air Station Astoria	Cancelled	Cancel- led	Cancelled	Cancelled	Cancelled
PA	Corapolis	911th Airlift Wing Airfield Manager 412-474-8163 USAF	Pittsburgh	CBP	LSG Sky Chefs	24 hours	CBPAS 412-472-0808
PA	Corapolis	Pennsylvania ANG Command Controller 412-776-7374	Pittsburgh	CBP	I Stericycle	24 hours	CBPAS 412-472-0808

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
PA	Harrisburg	193rd Air Nat'l Guard Base Ops 717-948-2454 Air Nat'l Guard	Carlisle	CBP	Harrisburg Incinerator	12 hours	CBP Officer 717-241-2465
PA	Pittsburgh	Pennsylvania Air Force Air Field Manager 412-474-8163 US Air Force Reserve	Pittsburgh	CBP	LSG Skychef (Steam Sterilizer Pittsburgh Int'l Airport)	24 hours	Port Director 412-355-2566
PA	Pittsburgh	Pennsylvania ANG Command Controller 412-474-7260 Air Nat'l Guard	Pittsburgh	CBP	BFI	24 hours	Port Director 412-355-2566
PA	Horsham	Willow Grove Naval Air Station Military Customs 215-443-6186 Nat'l Guard [KNXX]	McGuire	CBP	Stericycle, Inc	0-4 hours	CBP Ops 609-723-3949 Entry & Clearance Desk 215-863-4271 215-863-4272
PR	Aguadilla	Ramey Base Airport Plans Ops Tng Office 787-289-1538 Army Nat'l Guard [TJBQ]	Aguadilla	CBP	COPECA Western Aviation Services	24 hours	Desk Ops 787-831-3342 787-882-3556
PR	Ceiba	US Naval Station Air	Closed				
PR	Ponce	Mercedita Airport Plans Ops Tng Office 787-843-5950 Army Nat'l Guard [TJPS]	Ponce	CBP	Western Medical Waste (Mayaguez) Aqua Clean Caribe Inc.	24 hours	Desk Ops 787-841-3130 /3131

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
PR	San Juan	PR ANG and Coronet Oak/ Muñiz Air Base PR ANG 787-860-9554 Coronet Oaks Ops 860-9554 Air Nat'l Guard	San Juan	CBP	BFI/Stericycle	12 hours	Desk Ops 787-253-4510 /4505
RI	Newport	Newport Naval Station Seaport Ops Office 401-841-2277 US Navy Quonset	CBP Providence	CBPAS	Wheelabrator Lisbon, CT Convata Preston, CT	24 hrs	CBP Providence 401-941-6326 401-941-6628
RI	Providence	Airport RI ANG OPS 401-886-1405	CBP Providence	CBPAS	Wheelabrator Lisbon, CT Convata Preston, CT	24 hrs	CBP Providence 401-941-6326 401-941-6628
SC	Beaufort	Beaufort Marine Corp Air Station Deputy Provost Marshall 843-228-6009 7667 US Marine Corp [KNBC]	Charleston	MCI	Stericycle	2 hours	CBP OPS 843-579-6521
SC	Charleston	Charleston AFB ATOC Duty Officer 843-963-3215 US Air Force [KCHS]	Charleston	CBP	Stericycle	2 hours	CBP OPS 843-579-6521
SC	Eastover	McEntire ANG Chief Security Forces 803-647-8501 Air Nat'l Guard [KMMT]	Columbia, SC	MCI	Stericycle	2 hours	CBP Office 803-822-5251

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
SC	Sumter	Shaw AFB Security Forces 803-895-3669 US Air Force [KSSC]	Columbia, SC	MCI	Stericycle	2 hours	CBP Office 803-822-5251
SD	Rapid City	Ellsworth AFB Col. Edward Rice 605-385-4015 US Air Force [KRCA]	Pierre	CBP	Healthcare Incinerator (Medical Waste Transport)	24 hours	CBP Officer/ SPHD 605-224-1713
SD	Sioux Falls	SD Air Nat'l Guard CBP 605-224-1713 Air Nat'l Guard [KFSD]	Pierre	CBP	Healthcare Incinerator (Medical Waste Transport)	24 hours	CBP Officer 605-224-1713
TN	Louisville	McGhee Tyson ANG Chief Master Sergeant 865-985-3278 Air Nat'l Guard [KLOU]	Knoxville	Military MCI	Stericycle, Knoxville	24 hours	CBP Office 865-545-4771
TN	Memphis	164th Tennessee ANG Chief Master Sergeant 901-291-7101 Air Nat'l Guard [KMEM]	Memphis	Military MCI	Gate Gourmet	12 hours	CBP Officer 901-544-0290
TX	Abilene	Dyess AFB	Pending American Medical Waste	MCI	Enviroclean, INC	48 hours	

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
TX	Beaumont Tacoma	U.S. Army 842nd Transportation Battalion Ken Pendergraft 409-784-3820	Port Arthur	Port Arthur	Marine Disposal Services Overseas Marine Trideon	24-48 hours	409-727-2895 xt234 CBPAS Western/Port Director Juan A. Quinones 409-727-2895 xt224
TX	Corpus Christi	Corpus Christi Army Dept Base Ops 361-961-2505 US Army	Corpus Christi	CBP	NONE	24 hours	OIC 361-888-3323
TX	Corpus Christi	Christi NAS N. Bresenio 361-961-2080	Corpus Christi CBP	CBP	None/No Compliance Agreement in place	1 hour	CBPAS 361-888-3324
TX	Corpus Christi	Strategic Military Port of Corpus Christi A. Speight 361-882-6330	Corpus Christi CBP	CBP	Garbage Pick Up Companies Global Environmental Marine Waste Houston based	12 hours	CBPAS 361-888-3324
TX	Dallas/Fort Worth	NAS Joint Reserve Base Base Commander 817-782-7600 Unknown	Dallas/Ft. Worth	CBP	Cleburne, TX Municipal Incinerator		Port Ops 972-574-2117
TX	El Paso	Ft. Bliss/ Briggs Army Field Base 915-568-8161 /8755 US Army [KBIF]	El Paso	CBP	Sky Chef (El Paso Int'l Airport) 915-779-1992	1 hour	CBP Assistant Port Director- Trade Norman A. Bebon 915-872-5731 915-588-8041
TX	Fort Worth	Carswell Field NAS Security 817-732-5250 US Navy [KNFW]	DFW	CBP	US Navy	12 hours	CBP Ops 972-574-2117

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
TX	Harris County	Ellington Field Base Ops 281-929-2142 Air Nat'l Guard [KEFD]	Houston	Military MCI USCS	Southwest Airport and ANG	1 hour	CBP 713-671-7780
TX	Killeen	Ft. Hood Gray Army Base	Ground Pointe Aircraft Services	Brock Powell	Stericycle Inc.	48 hours	
TX	San Antonio	Kelley AFB US Air Force [KSKF]	San Antonio	CBP	Unknown	1 hour	CBP Ops 210-821-5543
TX	San Antonio	Lackland AFB US Air Force [KSKF]	T-Square Logistics or San Antonio Maintenance Service	MCI CBPAS	Gate Gourmet	48 hours	CBP Ops 210-821-5543
TX	San Antonio	Randolph AFB US Air Force [KRND]	San Antonio	CBP	Private contract	1 hour	CBP Ops 210-821-5543
UT	Ogden	Hill AFB Base Ops 801-245-2276 ANG [KHIF]	Salt Lake City	CBP	Stericycle Incinerator	24 hours	CBP 801-524-3445 xt 247
UT	West Valley City	Utah ANG SLC Base Commander 801-245-2276 Air Nat'l Guard	Salt Lake City	CBP	SLC Incinerator	24 hours	CBP 801-524-3445 xt 247
VA	Newport News	Fort Eustis Port Ops 757-878-4687 US Army	Norfolk	CBP	Base Public Works, American Waste	24 hours	Port Director 757-441-3211
VA	Newport News	Langley AFB Phyllis Duffy 757-574-2749 US Air Force [KLFJ]	Norfolk	CBP	None	24 hours	CBP OPS 757-441-6242

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
VA	Norfolk	Little Creek Amphibious Base Base Ops 757-462-7791 US Navy	Norfolk	CBP	Stericycle	24 hours	CBP OPS 757-441-6242
VA	Norfolk	Naval Air Station Air Ops 757-444-3922 US Navy [KNGU]	Norfolk	CBP	Stericycle	24 hours	CBP OPS 757-441-6242
VA	Norfolk	Norfolk Naval Base Port Ops Berthing 757-444-1121 US Navy [KNGU]	Norfolk	CBP	Base Public Works, American Waste	24 hours	CBP OPS 757-441-6242
VA	Portsmouth	Coast Guard Station District 5 Command Ctr 757-398-6390 US Coast Guard	Norfolk	CBP	Base Public Works, American Waste	24 hours	CBP OPS 757-441-6242
VA	Virginia Beach	Oceana Naval Air Station Air Ops 757-443-2162 US Navy [KNTU]	Norfolk	CBP	Stericycle	24 hours	CBP OPS 757-441-6242
VA	Quantico	Quantico Marine Base N/A Contacted through Customs US Marine Corp 703-784-2121 [KNYG]	Dulles	Customs Military MCI	CBPAS collects/ transports to Dulles for incineration	24 hours	Port Ops Desk 703-661-8263

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Serviced By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
VA	Richmond	Virginia ANG Sgt. Grey 804-236-6491 Air Nat'l Guard	Richmond	CBP	None	24 hours	CBP OPS 804-226-9675
VA	Yorktown	Naval Weapons Station Port Ops Bldg 757-444-1121 US Navy	Norfolk	CBP	American Waste (Base Public Works)	24 hours	CBP OPS 757-441-6242
VT	Burlington	VT ANG 802-660-5328 Air Nat'l Guard	Highgate Springs	CBP	Atlantic Aviation All Cycle Waste	72 hours	Highgate 802-868-9936 802-868-3933
WA	Bremerton	Naval Station Commanding Officer 360-476-3467 US Navy	Tacoma	CBP	Allied Waste, Inc/Emerald Services	12 hours	CBPAS 206-553-2400
WA	Everett	Puget Sound Naval Station Commanding Officer 425-304-3429 (0800-1600) 425-304-3487 425-304-3587 (after 1600) US Navy	Seattle	CBP	Allied Waste, Inc/Emerald Services	12 hours	Port Director 206-553-2400
WA	Hadlock	Naval Magazine, Indian Island Commander 360-553-2400 US Navy	Seattle	CBP	Allied Waste, Inc/Emerald Services	12 hours	CBPAS 206-553-2400
WA	Oak Harbor	Naval Air Station Whidbey Island ODO 360-257-2681 US Navy [KNUW]	Blaine	CBP	Pacific Warehouse/ Allied Waste, Inc/Emerald Services	24 hours	CBP Agriculture Cargo 360-332-1640

Appendix I: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

TABLE I-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

State	City	Base Name, Base Contact, Branch of Service (ICAO)	Served By	Cleared By	Name of Approved Garbage Facility	Notification Time	CBP Contact
WA	Spokane	Fairchild AFB Base Commander 509-247-2124 [KSKA]	Spokane	CBP	Spokane Incinerator	24 hours	Port Director 509-353-2950
WA	Tacoma	McChord AFB Wing Commander 253-982-2621 US Air Force [KTCM]	Tacoma	CBP	McChord AFB	12 hours	CBP Boarding Desk 206-553-4406
WI	Milwaukee	128th Air Refueling Wing Contact for 128th: Base Ops.: 414-944-8470	Milwaukee	Military MCI CBP	Mitchell Int'l Airport	24 hours	Port Director 414-486-7790
WV	Charleston	West Virginia ANG Sgt. Ackins 304-341-6240	Charleston	CBP	NONE	24 hours	CBP OPS 304-347-5204
WY	Cheyenne	Wyoming ANG Base Contact 307-772-6309 Air Nat'l Guard [KCYS]	Cheyenne	MCI	Stericycle, Inc. Dacono, CO	24 hours	CBP Compliance Officer 303-342-7400

J

Agricultural
Clearance

Appendix J

Sources of Supply for Cleaning and Disinfecting Materials

Item:	Source of supply:
Bags, leakproof	GSA (National Stock Number 05-01-221-3236)
Bottle, spray	GSA (National Stock Number 25-00-488-7952)
Broom, whisk	GSA (National Stock Number 20-00-240-6350)
Brush, scrub upright	GSA (National Stock Number 20-00-068-7903)
Brush, scrub, hand held	GSA (National Stock Number 20-00-061-0038)
Dustpan, upright	GSA (National Stock Number 90-00-634-1996)
Dustpan hand held	GSA (National Stock Number 90-00-224-8308)
Goggles, safety	GSA (National Stock Number 40-00-052-3776)
Sodium carbonate, 100-pound drum	GSA (National Stock Number 10-00-233-1715)
Sodium hypochlorite (household bleach)	Purchase locally at grocery, hardware store, etc.
Virkon®S 10-pound pail	National Distributor: Dupont Company Products Information Center Wilmington, DE 800/441-7515 www.dupont.com



Appendix K

List of Reportable and Nonreportable Interceptions

Entomology List E1, Nonreportable Interceptions

Identify to order or family as applicable, release commodity, and discard specimens. Area Identifiers need **not** request authority for these groups. All Area Identifiers are expected to be able to identify the following nonplant pest groups in [Figure K-1-1](#).

Phylum Arthropoda

- Class Crustacea
 - Order Isopoda (sowbugs)
- Class Arachnida
 - Order Araneidae (spiders)
 - Order Scorpionida (scorpions)
 - Order Uropygi (whip scorpions)
 - Order Pseudoscorpiones (pseudoscorpions)
 - Order Opiliones (harvestment or daddy long-legs)
- Class Chilopoda (centipedes)
- Class Diplopoda (millipedes)
- Class Insecta
 - Subclass Apterygota
 - Order Collembola (springtails), **except** Sminthuridae
 - Order Protura (proturans)
 - Order Thysanura (Bristletails)
 - Order Diplura (Diplurans)
 - Subclass Pterygota
 - Order Embiidna (webspinners)
 - Order Ephemeroptera (mayflies)
 - Order Neuroptera (antlions, lacewings, et. al.)
 - Order Odonata (dragonflies and damselflies)
 - Order Plecoptera (stoneflies)
 - Order Psocoptera (Psocids) [**Do not** confuse with psyllids]
 - Order Trichoptera (caddisflies) [**Do not** confuse with adult moths]
 - Order Mecoptera (scorpion flies)
 - Order Strepsiptera (stylopids)
 - Order Zoraptera (zorapterans)
 - Order Dermaptera (earwigs)
 - Order Blattodea (roaches)
 - Order Coleoptera
 - Suborder Adephaga [**except** *Zabrus* spp. (Carabidae)]
 - Order Diptera [**except** Agromyzidae, Anthomyiidae, Cecidomyiidae, Chloropidae, Lonchaeidae, Syrphidae, Tephritidae, Tipulidae, *Atheriogona* spp. (Muscidae)]
 - Order Heteroptera (Hemiptera)
 - Suborder Nepomorpha (aquatic bugs)
 - Suborder Gerromorpha (semi-aquatic bugs)
 - Order Hymenoptera [**except** Cynipidae, Chrysididae, Eurytomidae, Formicidae, Torymidae, Symphyta (sawflies and horntails) and Apoidea]

FIGURE K-1-1: Entomology List E1, Nonreportable Interceptions

U.S. Insect Fauna

Excluding PPQ program pests, Area Identifiers have the authority to determine without referral those distinctive, domestic species which are well known to the identifier and which have been collected locally.

Entomology List E2, Reportable Interceptions

Identify to the family or the level required to separate the exceptions listed. Release commodity but routinely forward interceptions to the Systematic Entomology Laboratory (SEL) specialist. Request authority on PPQ Form 371 after making at least three consecutive, confirmed identifications.

Order Coleoptera (**except** those in [Figure K-1-1 on page K-1-1](#))
Zabrus spp. (Carabidae), *Helophorus* spp. (Hydrophilidae)

Families Anthribidae, Bostrichidae, Bruchidae, Buprestidae, Byturidae, Cerambycidae, Chrysomelidae, Curculionidae, Dermestidae, Elateridae, Meloidae, Mordellidae, Platypodidae, Scolytidae, Tenebrionidae

Family Coccinellidae, **only** subfamily Epilachninae
Family Scarabaeidae, **only** subfamilies Cetoniinae, Dynastinae, Melolonthinae, Rutelinae

Order Heteroptera (**except** those in [Figure K-1-1 on page K-1-1](#))

Families Alydidae, Aradidae, Berytidae, Coreidae, Cydnidae, Largidae, Lygaeidae, Miridae, Pentatomidae, Piesmatidae, Pyrrhocoridae, Rhopalidae, Scutellaridae, Thyreocoridae, Tingidae

FIGURE K-1-2: Entomology List E2, Reportable Interceptions

Entomology List E3, Reportable Interceptions

Request authority for the following after making at least three consecutive identifications. When forwarding interceptions where cargo is being held, send the interception as an URGENT. For the following groups, when an interception consists of only larvae or nymphs without adults, identify to family level. Use the family identification to determine if quarantine action is required.

Order Homoptera

Families Adelgidae, Aleyrodidae¹, Aphididae (to include adult males), Coccidae

Diaspididae

Margarodidae

Pseudococcidae

Psyllidae

FIGURE K-1-3: Entomology List E3, Reportable Interceptions

1 When adult whiteflies (Aleyrodidae) are **not** associated with other life stages, identification can only be made to the family level. Use the family identification to determine if quarantine action is required.

To determine if interception of adult Lepidoptera is reportable, see [Table K-1-1 on page-K-1-3](#).

TABLE K-1-1: Determine if Interception of Adult Lepidoptera Is Reportable

If the superfamily is:	And:	Then:
<ul style="list-style-type: none"> ◆ Bombycoidea (adult) ◆ Geometroidea (adult) ◆ Hesperioidea (adult) 	Cargo is being held	<ol style="list-style-type: none"> 1. TREAT interception as URGENT 2. SEND adult Lepidoptera to SEL specialist (SEL specialist will identify as far as possible)
<ul style="list-style-type: none"> ◆ Papilionoidea (adult) ◆ Sphingoidea (adult) 	Cargo is not being held	<ol style="list-style-type: none"> 1. TREAT interception as Routine or Prompt 2. IDENTIFY to family only 3. REPORT on PPQ Form 309 4. RETAIN specimen in port collection for future reference

Entomology List E4, Apoidea Nonreportable and Reportable Interceptions

All members of the superfamily Apoidea are nonreportable **except** unless identified as non-Africanized European honeybee; see [Table K-1-2](#) below.

TABLE K-1-2: Determine if Interception of Superfamily Apoidea Is Reportable

If:	And:	And:	Then interception is:
Superfamily Apoidea	Species <i>Apis</i> (Apidae) all members	Not identified as non-Africanized European honeybee	Reportable
		Identified as non-Africanized European honeybee	Nonreportable
	Species <i>Coelioxys</i> (Megachilidae)	—————▶	Reportable
	Species <i>Sphécodes</i> (Halticidae)	Subfamily Nomioioidinae	Reportable
	Tribes Melectini and Ctenioschelini (Anthophoridae)	—————▶	Reportable

All members (live or dead) of the superfamily Apoidea are regulated under 7CFR 319.76 and 7CFR 322. All identifiers have conferred authority to identify to the superfamily level and all species of *Apis*. If less than 10 adults are intercepted, identify to species and discard with record. If 10 or more adults are intercepted, send interceptions to the Bee Research Laboratory.

Botany List B1, Nonreportable Interceptions

All Area Identifiers are expected to be able to identify the following plants as seeds, other disseminules, or as whole plants. All identifiers have conferred authority for the following:

- ◆ Seeds listed as agricultural (A) or vegetable (V) in the *Plant Import: Propagative Volume of Manuals*
- ◆ Well recognized fruits, seeds, and vegetative parts sold in grocery stores
- ◆ U.S. Flora—Area Identifiers have authority to determine, without referral, those distinctive domestic species which are well known to them and which have been collected locally


TABLE K-1-3: Discriminate Reportable from Nonreportable Plants and Disseminules

If the structure is:	And the plant is:	And it:	Then:
From a parasitic plant	Absent from or not widely distributed in the U.S.	—————→	It is REPORTABLE
	Widely distributed in the U.S.	Does not threaten American agriculture	It is NONREPORTABLE
		Threatens American agriculture	It is REPORTABLE
Not from a parasitic plant	—————→	—————→	GO to Table K-1-4 on page-K-1-4

TABLE K-1-4: Discriminate Reportable from Nonreportable Plants and Disseminules from Nonparasitic Plants

If the structure is:	And it is:	And it is:	And it is:	Then:	
Identifiable to species	Federal Seed Act (FSA) noxious weed	To be planted	Found in agricultural or vegetable seed	It is REPORTABLE	
			Found in neither agricultural nor vegetable seed	It is NONREPORTABLE	
	Federal Noxious Weed Act (FNWA) noxious weed	Neither an FSA nor FNWA noxious weed	—————→	—————→	It is REPORTABLE
					It is NONREPORTABLE
Identifiable only to genus or family	—————→	—————→	—————→	GO to Table K-1-5 on page-K-1-5	

TABLE K-1-5: Discriminate Reportable from Nonreportable Plants and Disseminules from Plants Identifiable Only to Genus or Family

If:	And the interception is from a country that is:	Then it is:
Noxious weeds exist within that taxon	Within the range of noxious weed species within that taxon	REPORTABLE
	Outside the range of noxious weed species within that taxon	NONREPORTABLE
Noxious weeds are absent from that taxon		

Appendix K: List of Reportable and Nonreportable Interceptions
Botany List B1, Nonreportable Interceptions



Appendix L

Investigative and Enforcement Services

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Introduction

The *Investigative and Enforcement Services* appendix provides lists of contacts by region. APHIS has subpoena authority and experience, through Investigative and Enforcement Services (IES), in the correct procedures to request subpoenas, serve them, and enforce them.

Investigative and Enforcement Services Headquarters

Investigative and Enforcement Services Headquarters is located at the following address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234
Phone 301/734-8684
Fax: 301/734-4328

TABLE L-1-1: IES Headquarters Staff

Name	Title	Phone
Robert Huttenlocker	Director	301-734-8684
Allison Khroustalev	Chief, Enforcement Operations Branch	301-734-0624
Jo A. Brown	Chief, Planning, Analysis & Support Branch	301-734-8438
Teresa Lorenzano	Chief, Case Review & Enforcement Section	301-734-8925
Dina Moxey	Senior Enforcement Specialist	301-734-0889
Sarah King	Senior Enforcement Specialist	301-734-0012
Jennifer Jackson	Senior Enforcement Specialist	301-734-0890
Barbara Nichols	Senior Enforcement Specialist	301-734-8759
Vera Bennet	Enforcement Specialist	301-734-8406
Roxanne Folk	Enforcement Specialist	301-734-5578
Deirdre Jarvis	Enforcement Specialist	301-734-6169
Jessica Proctor	Enforcement Specialist	301-734-5767
Kimberly Nichols	Enforcement Specialist	301-734-7851
Brendon Burrows	Senior Investigative Analyst	301-734-4975
Ruth Ann McDermott	Chief, Document Control Section	301-734-0575
Frank Keyser	National Training Coordinator (Frederick, MD)	240-529-0269

Eastern Region Investigative and Enforcement Services

The Eastern Region Investigative and Enforcement Services address is:

USDA, APHIS, IES
 920 Main Campus Drive, Suite 200
 Raleigh, NC 27606
 Phone: 919-855-7080
 Fax: 919-855-7090

TABLE L-1-2: Eastern Region Investigative and Enforcement Service Office

Name	Title	Phone
John S. Kinsella	Regional Director	919-855-7081
William (Terry) Groce	Deputy Regional Director	919-855-7078
Robert Broyles	Senior Investigative Analyst	919-855-7084

TABLE L-1-3: Eastern Region Area Managers

Name	Title	Phone
Jason Rood	Northeast Area Manager	516-242-1543
Samuel Santiago	Caribbean Area Manager	786-385-1944
Herbert Jordan	Southeast Area Manager	919-610-9452
William Reinburg	North Central Area Manager	618-201-1704
William Swartz	Mid-Atlantic Area Manager	717-756-4997

TABLE L-1-4: Eastern Region Field Investigators

State	Field Investigators	Cell Phone/Voice Mail
Alabama	Stephen C. Fuller	334-201-8583
Connecticut	James J. Finn	860-803-1969
Florida	Sandra M. Arthur	561-322-5641
Florida	Dale R. Boyles	813-486-9019
Florida	Mario O. Cajamarca	305-968-5026
Florida	Fernando Gattorno	786-385-8297
Florida	Tonsel Lide, Jr.	786-385-5469
Florida	Axel Naveira	786-314-9988
Florida	Ricardo M. Perez	786-385-9011
Florida	Michael R. Ray	352-359-6857
Florida	Pedro Rodriguez	786-376-4325
Florida	Timothy J. Walker	954-270-9214
Georgia	Brad A. Smith	706-975-1775
Georgia	Sherrie A. Thomas	912-656-5516
Illinois	Harry G. Dawson	312-515-7451
Illinois	Josie Stephens	618-791-0866

TABLE L-1-4: Eastern Region Field Investigators (continued)

State	Field Investigators	Cell Phone/Voice Mail
Indiana	Kent A. Permentier	317-690-0854
Kentucky	Carolyn S. Ballard	502-727-3462
Kentucky	Charles F. Willey	608-345-6133
Maryland	Kellea Page	240-691-7682
Michigan	Ricardo Garcia	614-832-3186
Michigan	Thomas P. Rippy	313-920-0470
Minnesota	Leslie Vissage	612-209-8355
Mississippi	Stevie L. Harris	803-312-48648
New Hampshire	Alfred H. Pretti	603-540-4759
New Jersey	Rebecca Janicek	908-310-4195
New Jersey	Roland Marquis	516-662-2048
New Jersey	Deidre Tracey	908-239-2594
New York	Auburn Evelyn	716-713-6765
New York	Elizabeth M. Greaney	516-695-0873
New York	Kevin Isenhardt	716-713-4187
New York	Rowel Maldonado	516-382-2433
New York	Stefanie Mount	845-214-7816
North Carolina	Page A. Eppel	919-621-2860
Ohio	Carl H. LaLonde, Jr.	614-580-3082
Ohio	Ryan Peabody	614-301-7017
Pennsylvania	John Cresci	215-264-1925
Pennsylvania	Reuben Crumpler	215-219-8259
Pennsylvania	Rebecca Davis	717-574-7254
Puerto Rico	Victor Acevedo	787-518-2925
Puerto Rico	Americo Feliciano	787-518-1913
South Carolina	Carmelo Cubilla	803-413-3256
Tennessee	Ryan Baker	423-202-2456
Tennessee	Robert Davis	901-237-4610
Tennessee	Paul Warren	931-239-0571
Virginia	Christopher Mina	804-240-6219
Wisconsin	Mitchell Alexander	608-512-9644

Western Region Investigative and Enforcement Services

The Western Region Investigative and Enforcement Services address is:

USDA, APHIS, IES
2150 Centre Ave.
Bldg. B 3W10
Ft. Collins, CO 80526-8117
Phone: 970/494-7485
Fax: 970/494-7487

TABLE L-1-5: Western Region Investigative and Enforcement Services Office

Name	Title	Phone
Timothy R. Fordahl	Regional Director	970-494-7499
Nick (Eric) Nickerson	Deputy Regional Director	970-494-7491
Gail Edmondson	Senior Investigative Analyst	970-494-7496
Erin Hill	Investigative Information Specialist	970-494-7493

TABLE L-1-6: Western Region Area Managers

Name	Title	Phone
Jackie Freeman	South Central Area Manager	512-383-2429
Karen Kraubner-Lucas	Pacific Area Manager	310-726-9027
Wendy Gonzalez	Great Plains Area Manager	816-518-5459
Michael McCann	Northwest Area Manager	360-753-9430
Elizabeth Kelpis	Mountain Area Manager	303-241-0932

TABLE L-1-7: Western Region Field Investigators

State	Field Investigators	Cell Phone/Voice Mail
Arkansas	David Head	901-598-8040
Arizona	Joseph Bauman	602-206-0884
California	Lupe L. Aguilar	951-212-2502
California	Glen Douglas	818-212-7684
California	Thomas Jones	510-301-4111
California	Robin Nevarez	951-202-5459
California	Michael Pon	650-291-9910
California	Willie James Roberts	858-437-2350
California	Kristin Shelton	760-217-1469
California	Rhonda Smith	951-326-9111
California	Thomas Soberanes	925-519-8003
California	Tamara Starr	510-847-5452
California	Jodee Lynn Truong	310-427-9634

TABLE L-1-7: Western Region Field Investigators (continued)

State	Field Investigators	Cell Phone/Voice Mail
California	Soroya Waite	310-844-2586
Colorado	Larry Schnaare	303-518-0170
Hawaii	Call Western Region	970-494-7499
Idaho	Kirk B. Miller	208-484-9004
Iowa	Mike Booth	641-740-0518
Iowa	Katie Lies	515-491-4175
Iowa	Dave Watson	641-757-1428
Kansas	Rodney Walker	620-202-0010
Louisiana	Nolan Farace	225-326-9285
Louisiana	Bobby L. Greenwood	337-296-7396
Missouri	Dan Hutchings	573-352-0314
Missouri	Phil Ledbetter	573-233-2237
Montana	Owen Brown	406-214-5396
Nebraska	James Depue	402-650-9308
New Mexico	Wesley Cummings	505-235-9552
North Dakota	Don Borchert	701-471-8502
Oklahoma	Robert Stiles	580-574-8974
Oregon	Sue Orham	503-930-9033
Texas	Jorge Garza	956-243-0543
Texas	David Green	817-602-2040
Texas	Kenneth W. Hoover	210-488-8483
Texas	Sonny Kelm	956-243-0544
Texas	Mark Kurland	817-602-7606
Texas	Kevin McLaughlin	940-867-9400
Texas	Jimmy Patschke	936-293-0307
Texas	Anthony Pierre	713-204-4710
Texas	Morris Smith	512-417-0470
Utah	Burke Newman	801-885-3440
Washington	John Neal	360-271-5235
Washington	Mindy Orr	206-437-3576
Washington	Randy Vanadisson	360-271-1141
Washington	Diane Ward	360-303-1570



Appendix M

Reasons for Sealing or Not Sealing Fruit Fly Host Material in Vessels' Stores

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Reasons for Not Sealing in Hawaii, Puerto Rico, and the U.S. Virgin Islands

Hawaii

In Hawaii, you **do not** need to seal any fruit fly host material from Mediterranean (West) countries because *Ceratitidis capitata* (Mediterranean fruit fly) and *Rhagoletis cerasi* (European cherry fruit fly) are the only major pest fruit flies from Mediterranean (West) countries. Since *Ceratitidis capitata* occurs in Hawaii and there are few host materials for *Rhagoletis cerasi* in Hawaii, there is no need to seal host material from Mediterranean (West) countries.

Puerto Rico and the U.S. Virgin Islands

In Puerto Rico and the U.S. Virgin Islands, you **do not** need to seal any fruit fly host material from the West Indies because the only fruit flies of economic importance, *Anastrepha obliqua* and *A. suspensa*, both occur in Puerto Rico. If *Anastrepha suspensa* could potentially become established in the U.S. Virgin Islands, it would have occurred through natural movement or through the movement of people from Puerto Rico to the U.S. Virgin Islands.

Reasons for Sealing and Not Sealing Fruits from Other Areas

Central America

Ceratitidis capitata (Mediterranean fruit fly) and various species of *Anastrepha* such as *A. ludens* occur in Central America. These fruit flies **do not** use cucurbits, eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts. Cucurbits **do not** need to be sealed because *Anastrepha grandis* does **not** occur in Central America and is the only New World species that is a pest of cucurbits. Bananas, for example, **do not** have to be sealed because the Medfly uses only ripe bananas as a host.

Mediterranean (West)

Ceratitidis capitata (Mediterranean fruit fly) and *Rhagoletis cerasi* (European cherry fruit fly) are the only fruit flies that occur in Mediterranean (West) countries. These fruit flies **do not** use cucurbits, eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts.

Chile

Rhagoletis tomatidis is a fruit fly which occurs in Chile and attacks tomatoes.

Hawaii

Ceratitidis capitata, *Dacus cucurbitae*, *D. dorsalis*, and *D. latifrons* occur in Hawaii. The varieties of pineapples grown in Hawaii are **not** attacked by these four species of fruit flies. Papayas that are treated and are certified **do not** present a pest risk.

Japan and Korea

The only fruit fly likely to be found in commercial shipments of fruit is *Bactrocera depressa*.

Mexico or Belize

The only fruit flies of economic importance found in Mexico or Belize are various *Anastrepha* spp. such as *A. ludens* (but **not** *A. grandis*). These fruit flies **do not** use banana (*Musa* spp.), breadfruit, cactus fruit, cucurbits, dates, grapes, legumes, lemons, limes (sour), litchi, mangosteens, okra, papaya, pineapples, strawberries, or Solanaceous fruits as hosts.

South America (except Chile)

Ceratitis capitata (Mediterranean fruit fly), *Anastrepha grandis*, other *Anastrepha* species, *Rhagoletis* spp. that are of economic importance, and *Dacus* spp. (from Suriname) occur in South America. These fruit flies are **not** known to use eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts. Bananas, for example, **do not** have to be sealed because the Medfly uses only ripe bananas as a host.

West Indies

Anastrepha obliqua and *A. suspensa* are the only fruit flies of economic importance that occur in the West Indies. These fruit flies **do not** use avocado, banana, breadfruit, cactus fruit, citrus, cucurbits, dates, genip, grapes, legumes, litchi, mangosteens, okra, papaya, pineapples, Solanaceae, or strawberries as hosts.

Appendix M: Reasons for Sealing or Not Sealing Fruit Fly Host Material in Vessels' Stores
Reasons for Sealing and Not Sealing Fruits from Other Areas



Appendix N

Subpoenas Under the Plant Protection Act

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Introduction

The Plant Protection Act (Title IV., Pub. L. 106-224, 114 stat. 438.7 U.S.C. 7701-7772), gives PPQ, for the first time, statutory authority to request issuance of a subpoena for documents and other records that can be used in PPQ investigative cases. PPQ can subpoena witnesses to appear at hearings to support our cases.

APHIS has had subpoena authority under other statutes, and therefore, has experience, through Investigative and Enforcement Services (IES) in the correct procedures to request subpoenas, serve subpoenas, and enforce subpoenas.

What a Subpoena Is

A subpoena is a written document requested from and signed by the APHIS Administrator that commands a person, company, etc., to produce documents described in the subpoena. The documents must be described specifically (as exactly as possible), and must be in the control or possession of the person who receives the subpoena. The subpoena includes a date and time when the documents must be produced.

What a Subpoena Is Not

A subpoena is **not** the same as a court order from a judge. If a subpoena is ignored, then APHIS can request an order from the appropriate court of competent jurisdiction to require the person to comply. It is mandatory to follow the court order, which is enforced by the Department of Justice (usually U.S. Marshals).

Definitions

Document—Includes writings, drawings, charts, graphs, tables, correspondence, records, notes, film, photographs, audio or videotapes, and any representation of documents stored on a computer, disk, diskette, CD-ROM, magnetic or electronic tape or any other means of electronic storage.

IES Investigator—APHIS investigators investigate violations of all APHIS regulations (PPQ, VS, and AC), prepare cases for prosecution and enforce compliance with the regulations. IES Staff investigate violations and coordinate with Headquarters Program staffs and with the Office of the General Counsel.

OGC—Office of the General Counsel. OGC attorneys prosecute violation cases for APHIS and give legal advice to the programs (PPQ, VS, and AC).

Service—When a legal document is delivered by an authorized person to a person or party who is then officially notified of an action or step that they are commanded to take (in this case, to produce documents).

SITC—Safeguarding, Intervention and Trade Compliance Officers are PPQ Officers who concentrate on smuggling and related issues. They work closely with IES Investigators.

Subpoena duces tecum—A command to a witness to produce documents.

Subpoena Application or Request

Applications or requests for a subpoena require the following information before a subpoena can be issued:

- ◆ Written application or request
- ◆ Name, address, and telephone number of the person (or persons) who has the documents in his possession or control
- ◆ Statutory authority for the subpoena must be cited (Plant Protection Act of 2000)
- ◆ Description of documents to be produced (as specific and exact as possible); you must state the following information:
 - ❖ Location of the documents
 - ❖ Beginning and end dates of the documents
 - ❖ Documents are relative to the investigation
 - ❖ Legitimate purpose (legitimate investigation)
 - ❖ Grounds for a subpoena
 - ❖ Reasons why a subpoena is necessary (e.g., previous attempts to obtain documents have been refused, the custodian (of the documents) is reluctant, etc.)
 - ❖ Scope of the request for documents is not overly large or unreasonable for the custodian to meet
 - ❖ Documents are material to the investigation (the content of the documents is the subject of the investigation and the documents have a bearing in the alleged violation)
 - ❖ Date, time, and method for the exchange of the documents

Procedures

Field Operations

A PPQ Officer or a Safeguarding, Intervention and Trade Compliance Officer (SITC) inspects a facility (market, warehouse, business location, distribution center, nursery carrier office, etc.), and finds possibly prohibited material or evidence. The Officer may need business documents to show the distribution of items that need to be recalled because of prohibited contents (fruits, vegetables, meat).

Step 1

The Officer should call an IES Investigator to initiate the investigation.

Step 2

The IES Investigator will collect evidence and affidavits to obtain the documents related to the case. The IES Investigators consult their Regional Directors to be sure that a subpoena is warranted and that there is valid basis for a subpoena to be issued.

Step 3

If the IES Investigator has reason to believe that records or other document information exists and is being withheld, then the investigator writes a justification to request that a subpoena be issued. The justification contains the information listed in [Subpoena Application or Request](#) on page N-1-3. The Investigator includes evidence which shows the documents have reasonable relevance to a violation of the statute. A good justification must accompany the application or request for a subpoena.

Step 4

The IES Investigator faxes the application/request for subpoena to either IES Staff in Riverdale or the IES Regional Office, who refers it to Riverdale.

Step 5

IES Staff review the application/request, and then writes the subpoena, using a template. The subpoena contains the following information:

- ◆ Authority for issuance (Plant Protection Act: Title lv., Pub. L. 106-224, 114 stat. 438, 7 U.S.C. 7701-7772)
- ◆ General description of the scope of the investigation
- ◆ Reasonably specific description of the material to be produced
- ◆ Reasonable manner in which the documents can be produced (includes mailing the documents to an IES Office)

The subpoena indicates a date and time (usually 10 days), for the person subpoenaed to produce the documents.

IES Staff faxes the subpoena and supporting document to the Office of the General Counsel (OGC) for legal review.

Step 6

OGC reviews the subpoena, recommends changes if necessary, and approves it. The subpoena is faxed back and forth between the IES Staff and OGC offices until the subpoena is approved.

Step 7

Once the subpoena original is approved, IES Staff hand carries or sends the subpoena to the Administrator for signature. The subpoena is returned by courier (Special Attention envelope) back to IES Staff in Riverdale.

Serving of the Subpoena

Service, or delivery of the subpoena, will be by hand from an IES Investigator. Some subpoenas are served by Certified Mail.

Proof of Service

The investigator signs an affidavit certifying that the document was served, to whom, when, and where. Subpoenas sent by Certified Mail have the green card as proof of service. Proof of service and a copy of the subpoena are returned to the IES Staff.

Noncompliance by Recipient of Subpoena

APHIS has not yet had an instance where a subpoena was ignored or not followed by the recipient served. If this were to happen, APHIS would request an order from the appropriate court to enforce the subpoena.

Quashing a Subpoena

Subpoenas can be modified or canceled if the person who received the subpoena believes it to be unreasonable, overly burdensome, or otherwise objects to it.

To quash a subpoena, the person served needs to write justification. The justification is written to the Administrator within a specified amount of time (usually 7 days), and includes the reason for the person's objection. The recipient may include whatever reason they believe is the basis for an objection.

EXAMPLE

Some examples of possible reasons recipients may believe is the basis for an objection to a subpoena include the following:

- ◆ Believe it is unduly burdensome to produce these records
Need more time than is stated on the subpoena
- ◆ Believe the scope of the request is too broad (outside the scope of the Plant Protection Act)
- ◆ Think too many documents he been requested
- ◆ Think the investigation is **not** legitimate
- ◆ Believe the documents are **not** relevant to a violation
- ◆ Believe it will disrupt their business

If the person who was subpoenaed proves that the subpoena is oppressive, unreasonable, unduly burdensome, or has too great a scope, the subpoena may be quashed or modified.

Subpoenas for Witnesses at Administrative Hearings

The Plant Protection Act also gives PPQ the authority to subpoena witnesses to provide testimony at the hearing to prosecute a violator. The Plant Protection Act allows witnesses to be paid fees and reimbursed for their appearance at Administrative Hearings. These subpoenas are usually issued by the attorney handling a particular case in OGC.

Subpoenas are issued to non-government witnesses, either to allow experts to testify in support of a case, or to compel testimony of people who have information about the violation.



Appendix O

Plant Inspection Stations and CITES Ports

Background

Federal regulations require that most imported plants and seeds enter the United States through certain ports of entry where the U.S. Department of Agriculture (USDA) has special facilities for the inspection and clearance of those items. These are known as Plant Inspection Stations and are operated by the USDA, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (PPQ) program. Currently, PPQ has 14 such Plant Inspection Stations located at or near many major ports of entry.

At the Plant Inspection Stations, PPQ officers inspect imported plants and seeds to insure that they are free from plants pests and diseases that are not known to occur in the United States and that they otherwise comply with Federal regulations. When such pests or diseases are detected, PPQ may require that the planting material be treated, exported or destroyed.

At the Plant Inspection Stations, PPQ also enforces the rules and regulations that apply to the import, export and re-export of live plant species protected by the Endangered Species Act and the Convention on International Traded in Endangered Species of Wild Fauna and Flora (CITES).

Many of the Plant Inspection Stations also issue phytosanitary certificates for the export of plants, seeds, and other propagative materials.

PPQ also has a specialized Plant Germplasm Inspection Station located in Beltsville, Maryland, as part of the National Plant Germplasm Quarantine Center. This facility is uniquely designed for handling germplasm and other propagative materials that are very valuable for plant breeding and research programs but which are normally prohibited entry into the United States. These items must enter the United States under what is known as a “Departmental Permit” and are sent to the inspection station in Beltsville where they are inspected, and if necessary, treated before allowing them to move forward to a an approved facility identified on the Departmental Permit.

List of Plant Inspection Stations and CITES Ports

Arizona

USDA, APHIS, PPQ
Plant Inspection Station
9 North Grand Avenue, Room 120
Nogales, AZ 85621
Phone (520) 287-6463 - Fax (520) 397-0138

California

USDA, APHIS, PPQ
Los Angeles Inspection Station
11840 S. La Cienega Blvd.
Hawthorne, CA 90250
Phone (310) 725-1910 - Fax (310) 725-1947

USDA, APHIS, PPQ
Plant Inspection Station
9777 Via de la Amistad, Room 140
San Diego, CA 92154
Phone (619) 661-3316 - Fax (619) 661-3047

USDA, APHIS, PPQ
Plant Inspection Station
389 Oyster Point Blvd., Suite 2
South San Francisco, CA 94080
Phone (650) 876-9093 - Fax (650) 876-9008

Florida

USDA, APHIS, PPQ
Plant Inspection Station
3500 NW 62nd Avenue
Miami, FL 33122
Regular Mail - P.O. Box 660520
Miami, FL 33266
Phone (305) 526-2825 - Fax (305) 871-4205

USDA, APHIS, PPQ
Plant Inspection Station
3951 Centerport Street
Orlando, FL 32827
Phone (407) 825-4237 - Fax (407) 825-4235

Georgia

USDA, APHIS, PPQ
Plant Inspection Station
Hartsfield Perishable Complex
1270 Woolman Pl.
Atlanta, GA 30354
Phone (404) 564-2176 - Fax (404) 564-2312

Guam

USDA, APHIS, PPQ
P. O. Box 8769
Tamuning, GU 96931-6030
Phone (671) 647-6030 - Fax (671) 647 6029

Hawaii

USDA, APHIS, PPQ
Honolulu Inspection Station
Honolulu International Airport
300 Rodgers Blvd., #58
Honolulu, HI 96819
Phone (808) 861-8494 - Fax (808) 861-8500

Louisiana

USDA, APHIS, PPQ
Plant Inspection Station
Mail: - P.O. Box 20114
New Orleans, LA 70141-0114
Deliveries: 900 East Airline Hwy.
Service Rd. A
Kenner, LA 70063
Phone (504) 464-0430 - Fax (504) 465-0968

New Jersey

USDA, APHIS, PPQ
Frances Krim Memorial Inspection Station
2500 Brunswick Avenue, Building G
Linden, NJ 07036
Phone (908) 862-2012 - Fax (908) 862-2095
(covers the Port of New York; Elizabeth and Newark, NJ)

New York

USDA, APHIS, PPQ
Plant Inspection Station
230-59 International Airport Centers Boulevard
Building C-Suite 100-Room 109
Jamaica, NY 11413
Phone (718) 553-1732 - Fax (718) 553-0060

Puerto Rico

USDA, APHIS, PPQ
Plant Inspection Station
150 Central Sector
Bldg. C2, Warehouse #3
Carolina, PR 00979
Phone (787) 253-7850 - Fax (787) 253-4514

Texas

USDA, APHIS, PPQ
Plant Inspection Station
P. O. Drawer Box 399
100 Los Indios Boulevard
Los Indios, TX 78567
Phone (956) 399-2085 - Fax (956) 399-4001

USDA, APHIS, PPQ
Plant Inspection Station
19581 Lee Road
Humble, TX 77338
Phone (281) 443-2063 - Fax (281) 443-7643

Washington

USDA, APHIS, PPQ
Plant Inspection Station
835 South 192nd St., Suite 1600
SeaTac, WA 98148
Phone (206) 878-6600 - Fax (206) 870-8043

Specialized Plant Germplasm Inspection Station

Maryland

USDA, APHIS, PPQ
National Plant Germplasm Inspection Station
Building 580, BARC-East
Beltsville, MD 20705
Phone (301) 504-8141 Ext. 1 - Fax (301) 504-8539



Appendix P

APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty

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Purpose

APHIS prepared letters of instruction for mail-in payment of civil penalty are issued to violators who **do not** have the currency on hand to pay the spot settlement, but elect to pay the settlement by money order or check drawn on a U.S. bank within 3 days. See [Collecting the Spot Settlement on page 8-1-20](#) for more information.

Instructions

If the violator elects this method of payment, then follow port policy and give the letter of instruction to the violator. Select the appropriate letter of instruction from those on the following pages.

Before giving the letter to the violator, be sure to enter on the letter the amount of the assessed civil penalty, the PPQ violation number, and the date the violation occurred.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS at 301-734-8295.

Usage Note

Notice that in this appendix only the first two pages are numbered and have headers and footers. The following pages containing the prepared letters of instruction are not numbered and have no headers or footers, so you can print/photocopy and distribute as needed. To quickly locate the letter in the language you are looking for, simply click on the appropriate title in the [Contents](#).

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

الولايات المتحدة، إدارة الزراعة
برامج التسويق و التنظيم
خدمة تفقد الصحة الحيوانية و النباتية
حماية النبات و الحجر الصحي

Guidelines for Payment of Civil Penalties

خطوط إرشادية لدفع الجزاءات المدنية

You have been assessed a civil penalty in the following amount: \$

تم تقييمك لجزاء مدني في المبلد التالي: رقم

Make out a cashier's check, or a money order payable to: **Treasury of the United States**

قم بإصدار شيك الصراف، أو حوالة نقدية قابلة الدفع إلى: **Treasury of the United States**

Mail the check or money order to the following address:

أرسل الشيك أو الحوالة النقدية على العنوان التالي:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

يجب أن يكون شيك الصراف، أو الحوالة النقدية مسحوبا على أي بنك في الولايات المتحدة.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

يجب إرسال الدفعات على العنوان المذكور أعلاه أو إعادتها شخصيا في غضون 3 أيام من تاريخ تقييم المخالفة.

Please return this notice with your payment. Thank you.

يرجى إعادة هذا الإخطار مع دفعاتكم. شكرا لكم.

PPQ Violation #

مخالفة حماية النبات والحجر الصحي #

Date of Violation:

تاريخ المخالفة:

United States Department of Agriculture
 Marketing and Regulatory Programs
 Animal and Plant Health Inspection Service
 Plant Protection and Quarantine

Ministarstvo poljoprivrede SAD-a
 Programi marketinga i propisa
 Zdravstvena služba za inspekciju životinja i biljaka
 Zaštita biljaka i karantena

Guidelines for Payment of Civil Penalties

Smjernice za plaćanje građanskih globa

You have been assessed a civil penalty in the following amount: \$

Globljeni ste građanskom globom u sljedećem iznosu: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Napišite blagajnički ček ili novčani nalog plativ: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Pošaljite ček ili novčani nalog poštom na sljedeću adresu:

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Blagajnički ček ili novčani nalog mora biti trasiran na banku SAD-a.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Globu trebate poslati poštom na gornju adresu ili donesti osobno u roku od 3 dana od datuma kad ste globljeni za prijestup.

Please return this notice with your payment. Thank you.

Molimo vratite ovu obavijest s vašim čekom. Hvala.

PPQ Violation #

PPQ Prijestup #

Date of Violation:

Datum prijestupa:

FIGURE P-1-2: Prepared English/Bosnian Letter of Instruction

APHIS **Travelers Aid**

United States Department of Agriculture
 Marketing and Regulatory Programs
 Animal and Plant Health Inspection Service
 Plant Protection and Quarantine

ក្រសួងកសិកម្ម នៃសហរដ្ឋអាមេរិក
 កម្មវិធីត្រួតពិនិត្យរៀបចំ និងទីផ្សារ
 សេវាកម្មពិនិត្យតាមដានសុខភាពសត្វពាហនៈ និងរុក្ខជាតិ
 រយៈពេលត្រួតពិនិត្យ និងការការពារដាំណាំ

Guidelines for Payment of Civil Penalties

សេចក្តីណែនាំ ចំពោះអ្នកចំណាយ សំរាប់ការពិន័យរដ្ឋប្បវេណី

You have been assessed a civil penalty in the following amount: \$

លោកអ្នកបានធ្វើការប៉ាន់ប្រមាណ នៃការពិន័យរដ្ឋប្បវេណី តាមចំនួន : \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

បង្កើតបេឡាមូលប្បទានប័ត្រ រឺប័ណ្ណផ្ញើប្រាក់ ដែលអាចប្រើប្រាស់បាន នៅក្នុង : **Treasury of the United States**

Mail the cashier's check or money order to the following address:

ផ្ញើ បេឡាមូលប្បទានប័ត្រ រឺប័ណ្ណផ្ញើប្រាក់ ទៅតាមអាសយដ្ឋាន :

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

បេឡាមូលប្បទានប័ត្រ រឺប័ណ្ណផ្ញើប្រាក់ ត្រូវតែបានបើកនៅធានាគារសហរដ្ឋអាមេរិក ។

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

អ្នកចំណាយត្រូវតែបានផ្ញើទៅអាសយដ្ឋានខាងលើ រឺបានផ្ញើត្រឡប់ទៅបុគ្គលក្នុងរយៈពេល ៣ ថ្ងៃ ចាប់ពីថ្ងៃមានការប៉ាន់ ដែលបានកើតមាន ។

Please return this notice with your payment. Thank you.

សូមផ្ញើសេចក្តីប្រកាសនេះត្រឡប់ទៅវិញ ជាមួយប័ណ្ណចំណាយរបស់លោកអ្នក ។ សូមអរគុណ ។

PPQ Violation #

ការបំពាន PPQ #

Date of Violation:

កាលបរិច្ឆេទ នៃការបំពាន :

FIGURE P-1-3: Prepared English/Cambodian Letter of Instruction

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

美国农业部
销售和调整计划
动植物卫生检疫局
植物防疫检疫

Guidelines for Payment of Civil Penalties**民事罚款支付指导**

You have been assessed a civil penalty in the following amount: \$

经确定您需缴纳以下数额的民事罚款: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

请开一张银行支票或汇票支付给:
Treasury of the United States

Mail the cashier's check or money order to the following address:

将银行支票或汇票邮寄到以下地址:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

银行支票或汇票必须能够在美国银行提取。

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

将付款邮寄到上述地址, 或于罚单开出日起 3 日内亲自到上述地址交款。

Please return this notice with your payment. Thank you.

请将此通知单和付款一起交回。
谢谢。

PPQ Violation #

PPQ 罚单编号

Date of Violation:

罚单开出日期:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

美國農業部
農產運銷及動植物檢疫
動植物防疫檢疫局
植物防疫檢疫處

Guidelines for Payment of Civil Penalties**民事罰款繳納說明**

You have been assessed a civil penalty in the following amount: \$

您的民事罰款金額裁定如下：\$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

請以銀行本票或匯票將罰款繳納至：
Treasury of the United States

Mail the cashier's check or money order to the following address:

請將銀行本票或匯票寄到以下地址：

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

銀行本票或匯票必須由美國的銀行開出。

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

罰款必須在自裁定違規日起三日之內寄到上述的地址或親自繳納。

Please return this notice with your payment. Thank you.

請隨罰款歸還本通知。
謝謝。

PPQ Violation #

植物防疫檢疫處罰字第

號

Date of Violation:

違規日：

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Depatman Agrikilti Ozetazini
Pwogram Maketing ak Kontw l
S vis Enspeksyon Lasante B t ak Plant
Pwoteksyon Plant ak Karant n

Guidelines for Payment of Civil Penalties

You have been assessed a civil penalty in the following amount: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Direktiv pou Pèman Amann

Yo enpoze w yon amann pou kantite lajan sa a: \$

Fè yon chèk labank (cashier's check), oswa yon manda postal (money order) sou non: **Treasury of the United States**

Poste chèk la oswa manda postal la nan adrès sa a:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

Chèk labank la oswa manda postal la dwe soti nan yon bank ki Ozetazini.

Ou dwe poste pèman an nan adrès ki anwo a oswa pote li pèsònèlman nan yon delè 3 jou apati dat yo te etabli vyolasyon an.

Tanpri retounen avi sa a ansanm ak pèman w lan. Mèsi.

Vyolasyon PPQ

Dat vyolasyon an:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

وزارت کشاورزی ایالات متحده آمریکا
برنامه های فروشات و منظم سازی
خدمات تفتیش بهداشت حیوانات و گیاه ها
حفاظت و قرنطین گیاه ها

Guidelines for Payment of Civil Penalties

راهنمایی ها در مورد پرداخت جریمه های مدنی

You have been assessed a civil penalty in the following amount: \$

شما به جریمه نقدی مبد آتی مکلف شده اید:
دالر امیرکایی (\$))

Make out a cashier's check, or a money order payable to: **Treasury of the United States**

یک چک (برات) تحویلدار یا دستور پرداخت
Treasury of the United States (money order) قابل تادیه
States را ترتیب نمائید.

Mail the check or money order to the following address:

این چک یا دستور پرداخت را به نشانی ذیل
بست کنید:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

چک تحویلدار یا دستور پرداخت باید به نام یک
بانک ایالات متحده کشیده شود.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

پرداخت باید به نشانی فوق بست گردد یا از تاریخ
ارزیابی تخلف طی سه روز شخصاً اعاده گردد.

Please return this notice with your payment. Thank you.

لطفاً این اکھی را با پرداخت تان مسترد کنید.
تشکر

PPQ Violation #

تخلف PPQ شماره:

Date of Violation:

تاریخ تخلف:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Guidelines for Payment of Civil Penalties

You have been assessed a civil penalty in the following amount: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Yhdysvaltain maatalousministeriö (USDA)
Markkinointi- ja valvontaohjelmat
Eläin- ja kasviterveyden tarkastusyksikkö
Kasviensuojelu ja karanteeni

Siviilisakkojen maksamista koskevat ohjeet

Teidät on määrätty maksamaan seuraava siviilisakko: \$

Kirjoittakaa pankkisetki tai maksumääräys nimelle **Treasury of the United States**

Lähetäkää shekki tai maksumääräys seuraavaan osoitteeseen:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

Shekin tai maksumääräyksen maksajan täytyy olla yhdysvaltalainen pankki.

Maksu on lähetettävä yllä olevaan osoitteeseen tai tuotava henkilökohtaisesti kolmen päivän sisällä sakon määräämisestä.

Palauttakaa tämä ilmoitus maksun mukana. Kiitos.

Kasviensuojelu- ja karanteenirikkomuksen numero (PPQ Violation #)

Rikkomuspäivä:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Ministère américain de l'agriculture
Programmes de promotion et de réglementation
Service d'inspection sanitaire des animaux et végétaux
Quarantaine et protection des végétaux

Guidelines for Payment of Civil Penalties**Directives pour le paiement des amendes civiles**

You have been assessed a civil penalty in the following amount: \$

Vous avez été condamné à payer une amende civile d'un montant de : \$

Make out a cashier's check, or a money order payable to: **Treasury of the United States**

Vous devez payer soit par chèque, soit par mandat établi à l'ordre de : **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Adressez le chèque ou le mandat par courrier à l'adresse suivante :

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

Le chèque ou le mandat doit être émis par une banque américaine (États-Unis).

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Vous pouvez effectuer le paiement par courrier à l'adresse indiquée ci-dessus ou vous présenter en personne dans un délai de 3 (trois) jours à compter de la date de l'infraction.

Please return this notice with your payment. Thank you.

Veillez accompagner votre règlement du présent avis. Nous vous remercions.

PPQ Violation #

N° d'infraction PPQ

Date of Violation:

Date d'infraction :

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

**Agrarministerium der Vereinigten Staaten
von Amerika**
Marketing- und Ordnungsprogramme
Inspektionsservice für Tier- und Pflanzengesundheit
Pflanzenschutz und Quarantäne

Guidelines for Payment of Civil Penalties**Richtlinien zur Zahlung von Zivilstrafen**

You have been assessed a civil penalty in the following amount: \$

Ihnen wurde eine Strafe in der folgenden Höhe auferlegt: \$

Make out a cashier's check, or a a money order payable to: **Treasury of the United States**

Stellen Sie bitte einen Bankscheck oder eine Zahlungsanweisung aus, zahlbar an: **Treasury of the United States**

Mail the cashier's check or money order to following address:

Senden Sie den Bankscheck oder die Zahlungsanweisung an die folgende Adresse:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

Der Bankscheck oder die Zahlungsanweisung muss über eine amerikanische Bank ausgestellt sein.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Ihre Zahlung muss an die obige Adresse gesandt oder innerhalb von 3 Tagen ab Datum der Ausstellung der Strafanzeige persönlich bezahlt werden.

Please return this notice with your payment. Thank you.

Bitte reichen Sie diesen Hinweis zusammen mit Ihrer Zahlung ein. Herzlichen Dank.

PPQ Violation #

PPQ Strafanzeigennr.:

Date of Violation:

Datum der Strafanzeige:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Υπουργείο Γεωργίας των Ηνωμένων Πολιτειών
Προγράμματα Μάρκετινγκ και Κανονιστικών Ρυθμίσεων
Υπηρεσία Υγειονομικής Επιθεώρησης Ζώων και Φυτών
Προστασία και Καραντίνα Φυτών

Guidelines for Payment of Civil Penalties

Οδηγίες για την Πληρωμή Αστικών Προστίμων

You have been assessed a civil penalty in the following amount: \$

Σας έχει επιβληθεί ένα αστικό πρόστιμο που ανέρχεται στο ακόλουθο ποσό: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Συμπληρώστε μία τραπεζική επιταγή ή εντολή πληρωμής πληρωτέα στο: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Ταχυδρομήστε την επιταγή ή την εντολή πληρωμής στην ακόλουθη διεύθυνση:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Η τραπεζική επιταγή και η εντολή πληρωμής πρέπει να εκδοθούν σε τράπεζα των Η.Π.Α.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Το οφειλόμενο ποσό πρέπει να ταχυδρομηθεί στην παραπάνω διεύθυνση ή να πληρωθεί αυτοπροσώπως μέσα σε διάστημα 3 ημερών από την ημέρα που διαπιστώθηκε η παράβαση.

Please return this notice with your payment. Thank you.

Παρακαλούμε επιστρέψτε αυτήν την ειδοποίηση μαζί με το οφειλόμενο ποσό. Ευχαριστούμε.

PPQ Violation #

Αρ. παράβασης PPQ:

Date of Violation:

Ημερομηνία παράβασης:

United States Department of Agriculture
 Marketing and Regulatory Programs
 Animal and Plant Health Inspection Service
 Plant Protection and Quarantine

משרד החקלאות של ארצות הברית
 תוכניות שיווק ותקנות
 שירות הפיקוח על בריאות בעלי חיים והצמחים
 הגנת הצומח והסגרים

Guidelines for Payment of Civil Penalties

הנחיות לתשלומי קנסות אזרחיים

You have been assessed a civil penalty in the following amount: \$

הוטל עליך קנס בסך \$.....

Make out a cashier's check or a money order payable to: **Treasury of the United States**

אנא הכן שק בנקאי או המחאת תשלום לפקודת **Treasury of the United States**.

Mail the cashier's check or money order to the following address:

שלח את השק או את המחאת התשלום לכתובת הבאה:

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

השק הבנקאי או המחאת התשלום חייבים להיות משוכים על בנק אמריקאי.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

על התשלום להישלח לכתובת הנ"ל או להיפרע אישית תוך שלושה ימים מהיום שנקבעה ההפרה.

Please return this notice with your payment. Thank you.

אנא החזר הודעה זו יחד עם התשלום. בתודה,

PPQ Violation #

הפרה לפי חוק הגנת הצומח והסגרים מס'

Date of Violation:

מועד ההפרה

FIGURE P-1-12: Prepared English/Hebrew Letter of Instruction

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

संयुक्त राज्य कृषि विभाग (यू एस डी ए)
विपणन एवं नियामक कार्यक्रम
जंतु एवं पादप (पौधा) स्वास्थ्य निरीक्षण कार्यक्रम
पादप रक्षा एवं संक्रामक रोग से बचाव हेतु
पृथक्करण

Guidelines for Payment of Civil Penalties

जन संबंधी जुर्माना के भुगतान हेतु निर्देश

You have been assessed a civil penalty in the following amount: \$

आप पर निम्न राशि का जुर्माना निर्धारित किया गया है: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

कैशियर (खुजांची) चेक या मनी आर्डर भेजें जो निम्न को देय हो: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

अपना कैशियर चेक या मनी आर्डर निम्न पते पर डाक द्वारा भेजें:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

कैशियर चेक या मनी आर्डर का भुगतान यु. एस. बैंक से किया जाना चाहिए।

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

भुगतान की राशि उपरोक्त पते पर डाक की जानी चाहिए या उल्लंघन के मूल्यांकन की तिथि के 3 दिनों के भीतर व्यक्तिगत रूप से वापस की जानी चाहिए।

Please return this notice with your payment. Thank you.

कृपया अपने भुगतान के साथ यह सूचना (पत्र) वापस करें।

PPQ Violation #

पी पी क्यू उल्लंघन नंबर

Date of Violation:

उल्लंघन की तिथि:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

**Dipartimento di Agricoltura degli Stati Uniti
D'America (USDA)**
Marketing e Programmi Normativi
Servizio di Ispezione Sanitaria di Animali e Piante
Difesa Fitosanitaria e Quarantena

Guidelines for Payment of Civil Penalties**Direttive Generali per il Pagamento di
Sanzioni Civili**

You have been assessed a civil penalty in
the following amount: \$

Avete ricevuto una sanzione civile per
l'ammontare di: USD\$

Make out a cashier's check, or a money
order payable to: **Treasury of the United
States**

Il pagamento dovrà essere effettuato tramite
assegno circolare o vaglia postale
rilasciabile al: **Ministero del Tesoro degli
Stati Uniti d'America**

Mail the cashier's check or money order to
the following address:

Inviare l'assegno circolare o il vaglia postale
al seguente indirizzo:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must
be drawn on a U.S. bank.

L'assegno circolare o il vaglia postale
devono essere emessi da una banca
statunitense.

Payment must be mailed to the address
above or returned in person within 3 days
from the date the violation was assessed.

Il pagamento deve essere effettuato per
posta al suddetto indirizzo, o di persona,
entro 3 giorni dalla data di emissione della
contravvenzione stessa.

Please return this notice with your payment.
Thank you.

Inviare questo avviso insieme al vostro
pagamento.
Grazie.

PPQ Violation #

Contravvenzione PPQ N°

Date of Violation:

Data della Contravvenzione:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

米国農務省
マーケティングおよび規制プログラム
動植物衛生検査サービス
植物保護と検疫

Guidelines for Payment of Civil Penalties**民事罰金支払のガイドライン**

You have been assessed a civil penalty in the following amount: \$

民事罰金額 : \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

支払指図書または郵便為替の支払先 :
Treasury of the United States

Mail the cashier's check or money order to the following address:

支払指図書または郵便為替の郵送先 :

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

支払指図書または為替は米国銀行振出のものでなければなりません。

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

罰金は、罰金が課せられた日から3日以内に上記の住所に郵送、または直接届けられなければなりません。

Please return this notice with your payment. Thank you.

この書面を罰金と一緒に提出してください。ありがとうございます。

PPQ Violation #

PPQ 違反番号

Date of Violation:

違反日 :

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

미국 농무부
마케팅 및 규제 프로그램
동식물 검역 서비스
식물 방역 및 검역

Guidelines for Payment of Civil Penalties**벌과금 부과 가이드라인**

You have been assessed a civil penalty in the following amount: \$

귀하에게는 다음과 같은 벌과금이 부과되었습니다. \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

은행 보증 수표 또는 우편환으로 납부. 수령인: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

은행 보증 수표나 우편환을 다음 주소로 우송하십시오.

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

은행 보증 수표 또는 우편환은 미국 은행에서 발행된 것이어야만 합니다.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

벌과금은 판정일로부터 3일 이내에 위의 주소로 우송하거나 직접 납부해야 합니다.

Please return this notice with your payment. Thank you.

벌과금과 함께 본 통지서도 제출하십시오. 감사합니다.

PPQ Violation #

PPQ 위반 번호

Date of Violation:

위반 일자

APHIS **Travelers Aid**

United States Department of Agriculture
 Marketing and Regulatory Programs
 Animal and Plant Health Inspection Service
 Plant Protection and Quarantine

ກະຊວງກະສິກຳ ສະຫະລັດ
 ແຜນການ ການຕະຫຼາດ ແລະ ການຈັດແບ່ງ
 ບໍລິການ ກວດສຸກຂະໜາບ ຕົ້ນໄມ້ ແລະ ສັດລ້ຽງ
 ໄລຍະກວດ ແລະ ຮັກສາຕົ້ນໄມ້

Guidelines for Payment of Civil Penalties

ບັນດາຄຳແນະນຳໃນການມອບເງິນປັບໃໝພົນລະເຮືອນ

You have been assessed a civil penalty in the following amount: \$

ທ່ານຖືກປັບໃໝພົນລະເຮືອນເປັນຈຳນວນເງິນ: \$

Make out a cashier’s check or a money order payable to: **Treasury of the United States**

ເຮັດເປັນເຊັກເງິນສົດຫຼືເປັນຄຳສັ່ງການສຳລະໃຫ້: **Treasury of the United States**

Mail the cashier’s check or money order to the following address:

ສົ່ງ ເຊັກເງິນສົດ ຫຼື ຄຳສັ່ງການສຳລະເຖິງບ່ອນຢູ່ຕາມນີ້:

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

USDA, APHIS, IES
 4700 River Road, Unit 85
 Riverdale, MD 20737-1234

The cashier’s check or money order must be drawn on a U.S. bank.

ເຊັກເງິນສົດຫຼືຄຳສັ່ງການສຳລະຕ້ອງໄດ້ຖອນອອກຈາກທະນາຄານ ອາເມລິກາ.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

ການສຳລະຕ້ອງໄດ້ສົ່ງເຖິງບ່ອນຢູ່ຂ້າງເທິງ ຫຼືມອບໂດຍກົງໃນໄລຍະ 3 ວັນນັບແຕ່ມີກະທຳຜິດ.

Please return this notice with your payment. Thank you.

ກະລຸນາສົ່ງແຈ້ງການດັ່ງກ່າວຄືນ ພ້ອມທັງເງິນສຳລະຂອບໃຈ.

PPQ Violation #

PPQ ກະທຳຜິດ #

Date of Violation:

ມີກະທຳຜິດ:

FIGURE P-1-17: Prepared English/Laotian Letter of Instruction

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Departament rolnictwa Stanów Zjednoczonych
Program kontroli i nadzoru rynku
Służba kontroli fitosanitarnej i weterynaryjnej
Ochrona i kwarantanna roślin

Guidelines for Payment of Civil Penalties

Sposób zapłaty grzywny

You have been assessed a civil penalty in the following amount: \$

Nalożono na Państwa grzywnę w wysokości: dolarów USA.

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Należy wystawić czek bankierski lub polecenie zapłaty na rzecz: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Następnie ten czek lub polecenie zapłaty należy przesłać na adres:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Czek bankierski lub polecenie zapłaty powinno być wystawione przez bank w Stanach Zjednoczonych.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Płatność powinna być przesłana na powyższy adres lub uiszczona osobiście w terminie trzech dni od nałożenia grzywny.

Please return this notice with your payment. Thank you.

Do zapłaty należy załączyć niniejszy mandat.

PPQ Violation #

Nr ref. naruszenia przepisów:

Date of Violation:

Data naruszenia przepisów:

APHIS

Travelers Aid

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Departamento de Agricultura dos Estados Unidos
Programas Fiscalizadores e de Marketing
Serviço de Inspeção de Produtos de Origem Animal
e Vegetal
Quarentena e Proteção para Produtos de
Origem Vegetal

Guidelines for Payment of Civil Penalties

Diretrizes para o Pagamento de Multas

You have been assessed a civil penalty in the following amount: \$

Você foi multado em: \$

Make out a cashier's check, or a money order payable to: **Treasury of the United States**

Preencha um cheque em seu nome ou envie uma ordem de pagamento para: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Envie o cheque ou a ordem de pagamento por correio para o seguinte endereço:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

A ordem de pagamento ou o cheque deve ser sacado em um banco norte-americano.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

O pagamento deve ser enviado por correio para o endereço acima ou pago pessoalmente dentro de 3 dias a partir da data da infração.

Please return this notice with your payment. Thank you.

Envie este aviso junto com o pagamento. Obrigado.

PPQ Violation #

Infração de Quarentena e Proteção para Produtos de Origem Vegetal nº:

Date of Violation:

Data da Infração:

FIGURE P-1-19: Prepared English/Portuguese Letter of Instruction

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Departamentul Agriculturii al Statelor Unite
Programe de Marketing și Reglementare
Serviciul de Inspecție al Sănătății Animalelor și Plantelor
Protecția Plantelor și Carantina

Guidelines for Payment of Civil Penalties

You have been assessed a civil penalty in the following amount: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Instrucțiuni privind plata amenzilor civile

Vi s-a emis o amendă civilă în valoare de: \$

Completați un cec bancar sau un ordin de plată plătitibil pentru: **Treasury of the United States**

Trimiteți cecul sau ordinul de plată prin poștă la următoarea adresă:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

Cecul bancar sau ordinul de plată trebuie adresat unei bănci din Statele Unite ale Americii.

Plata trebuie trimisă prin poștă la adresa mai sus-indicată sau depusă personal în decurs de 3 zile de la data stabilirii încălcării legii.

Vă rugăm să returnați această înștiințare împreună cu plata. Vă mulțumim.

Nr. încălcare lege PPC:

Data încălcării legii:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Министерство сельского хозяйства США
Программы маркетинга и регулирования
Инспекция защиты животных и растений
Защита растений и карантин

Guidelines for Payment of Civil Penalties

Указания по оплате административных штрафов

You have been assessed a civil penalty in the following amount: \$

Вам назначен административный штраф в следующем размере: _____ долларов США

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Выпишите банковский чек или сделайте почтовый перевод на имя: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Отправьте чек или почтовый перевод по следующему адресу:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Банковский чек или почтовый перевод должны быть выписаны на банк США.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Платежный документ должен быть отправлен почтой по указанному выше адресу или доставлен лично в течение 3-х дней с даты назначения штрафа за нарушение.

Please return this notice with your payment. Thank you.

Приложите к платежному документу настоящее извещение. Спасибо.

PPQ Violation #

№ нарушения по PPQ

Date of Violation:

Дата нарушения:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Departamento de Agricultura de Estados Unidos
Programas de Marketing y Reglamentación
Servicio de inspección de sanidad vegetal y animal
Protección y cuarentena vegetal

Guidelines for Payment of Civil Penalties**Lineamientos generales para el pago de sanciones civiles**

You have been assessed a civil penalty in the following amount: \$

Usted ha recibido una sanción civil por el monto de: US\$

Make out a cashier's check, or a money order payable to: **Treasury of the United States**

Emita su cheque de caja, o giro postal a nombre de: **Treasury of the United States**

Mail the check or money order to the following address:

Envíe el cheque o giro postal a la siguiente dirección:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check, or money order must be drawn on a U.S. bank.

El cheque de caja, o giro postal debe ser emitido contra un banco estadounidense.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

El pago debe ser enviado a la dirección precedente o entregado en persona dentro de los 3 días a partir de la fecha en que se determinó la infracción.

Please return this notice with your payment. Thank you.

Envíe esta notificación junto con el pago. Gracias.

PPQ Violation #

Infracción PPQ N.º:

Date of Violation:

Fecha de la infracción:

USDA is an equal opportunity provider and employer.

USDA es un proveedor y empleador con oportunidades equitativas.

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Pangasiwaan sa Agrikultura ng Estados Unidos
Mga Programa para sa Regulasyon at
Pagsasamerkado
Serbisyo Para sa Pagsusuri ng Kalusugan ng Hayop
at Halaman
Pagpoprotekta ng Halaman at Kwarantina

Guidelines for Payment of Civil Penalties**Mga Alituntunin para sa Pagbabayad ng mga Multang Sibil**

You have been assessed a civil penalty in the following amount: \$

Pinapatawan ka ng isang multang sibil (civil penalty) sa halagang: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Magsulat ng isang cashier's check o isang money order na ibabayad sa pangalan ng: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

Ipadala ang cashier's tseke o money order sa pamamagitan ng koreo papunta sa sumusunod na address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Ang cashier's check o money order ay kailangang manggagaling sa isang bangko sa Estados Unidos.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Ang kabayaran ay kailangang ipadala sa pamamagitan ng koreo papunta sa address sa itaas o ihatid nang personal sa loob ng 3 araw mula sa petsa nang mapagpasyahan ang paglabag.

Please return this notice with your payment. Thank you.

Pakibalik ang paunawa na ito kasama ang iyong kabayaran.

PPQ Violation #

PPQ Paglabag #

Date of Violation:

Petsa ng Paglabag:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

กรมการเกษตรแห่งสหรัฐ
โครงการด้านการตลาดและการควบคุมจัดการ
งานบริการตรวจสอบสุขภาพสัตว์และพืช
การคุ้มครองและการกักกันพืช

Guidelines for Payment of Civil Penalties**คำแนะนำในการชำระค่าปรับ**

You have been assessed a civil penalty in the following amount: \$

คุณถูกประเมินว่าจะต้องเสียค่าปรับเป็นจำนวนเงินทั้งสิ้น: ดอลลาร์

Make out a cashier's check or a money order payable to: **Treasury of the United States**

ส่งจ่ายแคชเชียร์เช็ค หรือธนาคณัติถึง:
Treasury of the United States

Mail the cashier's check or money order to the following address:

ส่งแคชเชียร์เช็คหรือธนาคณัติไปยังที่อยู่ด้านล่างนี้ :

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

แคชเชียร์เช็คหรือธนาคณัติต้องขึ้นเงินกับธนาคารในสหรัฐ

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

ต้องส่งเช็คเงินสด หรือธนาคณัติไปตามที่อยู่ข้างต้น หรือนำมาชำระด้วยตนเองภายใน 3 วัน นับแต่วันที่ประเมินการละเมิด

Please return this notice with your payment. Thank you.

กรุณาส่งคืนหนังสือฉบับนี้ด้วยเมื่อทำการชำระเงินขอขอบคุณ

PPQ Violation #

การละเมิดเลขที่

Date of Violation:

วันที่ละเมิด:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Amerika Birleşik Devletleri Tarım Bakanlığı
Pazarlama ve Mevzuat Programları
Hayvan ve Bitki Sağlığı Muayene Servisi
Bitki Koruma ve Karantina

Guidelines for Payment of Civil Penalties

Cezaları Ödenmesiyle İlgili İlkeler

You have been assessed a civil penalty in the following amount: \$

Aşağıdaki miktarda bir ceza aldınız: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Treasury of the United States'ne bir kasa çeki veya havale yapın

Mail the cashier's check or money order to the following address:

Çek veya havaleyi aşağıdaki adrese gönderin:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Kasa çeki veya havale bir ABD bankasından yapılmalıdır.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Ödemenin, ihlalin değerlendirilmesinden sonraki 3 gün içinde yukarıdaki adrese postayla gönderilmesi veya elden ulaştırılması gerekir.

Please return this notice with your payment. Thank you.

Lütfen bu bildirimini de ödemenizle birlikte iade edin. Teşekkür ederiz.

PPQ Violation #

BKK İhlal No.

Date of Violation:

İhlal Tarihi:

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

متحدہ ریاست محکمہ زراعت (یو ایس ڈی اے)
مارکیٹنگ اور ریگولیشن (ضبط و انضباط سے متعلق) پروگرام
حیوانات اور نباتات کی صحت کے معائنہ کی خدمت
تحفظ نباتات اور علیحدگی (قرنطینہ)

Guidelines for Payment of Civil Penalties

شہری جرمانے کی ادائیگی کی ہدایات

You have been assessed a civil penalty in the following amount: \$

آپ پر مندرجہ ذیل رقم کا شہری جرمانہ مقرر کیا گیا ہے: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

کیشیئر (خزانچی) چیک یا منی آرڈر بھیجیں جو درج ذیل
Treasury of the United States کو واجب الادا ہو:

Mail the cashier's check or money order to the following address:

کیشیئر (خزانچی) اپنا چیک یا منی آرڈر درج ذیل پتے پر
بذریعہ ڈاک بھیجیں:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

کیشیئر چیک یا منی آرڈر کی ادائیگی یو ایس
(متحدہ ریاست) بینک سے کی جانی چاہئے۔

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

ادائیگی کی رقم مذکورہ بالا پتے پر ڈاک کی جانی چاہئے یا
خلاف ورزی کی تشخیص کے 3 دنوں کے اندر بذات
خود واپس کی جانی چاہئے۔

Please return this notice with your payment.
Thank you.

براہ کرم اپنی ادائیگی کی رقم کے ساتھ یہ نوٹس واپس بھیجیں۔
آپ کا شکریہ

PPQ Violation #

پی پی کیو کی خلاف ورزی نمبر

Date of Violation:

خلاف ورزی کی تاریخ:

APHIS

Travelers Aid

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Bộ Nông Nghiệp Hoa Kỳ
Chương Trình Tiếp Thị và Điều Phối
Dịch Vụ Kiểm Tra Sức Khỏe Cây Trồng và
Vật Nuôi
Thời Gian Kiểm Dịch và Bảo Vệ Cây Trồng

Guidelines for Payment of Civil Penalties

You have been assessed a civil penalty in the following amount: \$

Make out a cashier's check or a money order payable to: **Treasury of the United States**

Mail the cashier's check or money order to the following address:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

The cashier's check or money order must be drawn on a U.S. bank.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Các Hướng Dẫn Nộp Tiền Phạt Dân Sự

Quý vị bị phạt dân sự với số tiền là: \$

Lập một séc tiền mặt hoặc lệnh thanh toán cho: **Treasury of the United States**

Gửi séc tiền mặt hoặc lệnh thanh toán đến địa chỉ sau đây:

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234

Séc tiền mặt hoặc lệnh thanh toán phải được rút tại ngân hàng Mỹ.

Khoản thanh toán phải được gửi đến địa chỉ trên hoặc nộp trực tiếp trong vòng 3 ngày kể từ ngày vi phạm.

Vui lòng gửi lại thông báo này cùng với tiền thanh toán. Cảm ơn.

PPQ Vi phạm #

Ngày Vi phạm:

FIGURE P-1-27: Prepared English/Vietnamese Letter of Instruction



Appendix Q

Maintenance of the Manual

Contents

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Policy for Maintaining the *Manual for Agricultural Clearance (MAC)*

Generally, two copies of the MAC will be provided to every work location. However, what constitutes a work location and how many manuals are needed will vary from location to location. At larger airports and ports there should be two manuals placed in every area where plant and animal products are regulated. Examples of separate work locations include the air cargo area, each passenger baggage counter, the compliance desk, the international mail facility, and the maritime cargo area.

Some locations may need more than two manuals, such as a cargo area and compliance desk where several officers are located and where officers take the MAC to with them to clear cargo. Some remote work locations, such as express air cargo operations, may **not** have a mailing address and may only need one manual. Remote work locations without mailing addresses should include their copy count with the one established for the work location that services the remote location.

Each officer no longer needs to maintain an individual copy of the MAC. However, it will be necessary to designate an individual(s) at each work location to maintain the manual(s).

Contact Edward S. Lawson at 301/734-8455 for any addition or change to the established copy count.

Supporting and Updating the MAC

Just as it is cheaper and less time consuming in the long run to properly maintain a piece of equipment, so it is with a manual. Manuals must be maintained and modified properly. Without a systematic procedure for maintaining manuals, they are likely to fail—substantially reducing the effectiveness of the programs they support. To maintain manuals, a systematic procedure is a must. A five-point description of how the manuals will be supported and maintained—including your responsibilities for maintaining their integrity—follows.

Issuing Revisions

PPQ's Manuals Unit revises the MAC by distributing immediate updates. New editions are scheduled at fixed intervals—at least every 4 years or whenever the percentage of updated pages exceeds 30 percent.

All revisions will be issued as either “add a page” or “replace a page.” For critical updates, the Manuals Unit follows up with a page revision. When the percentage of updated pages exceeds 30 percent, the entire manual section is reprinted, barring budgetary constraints. A new page will **not** be issued solely to correct a minor typographical error. Errors that would lead to an incorrect action are immediately corrected.

Keeping Manuals Current

There are two ways to track revisions for your MAC: transmittal memos, and control data.

All revisions will be accompanied by transmittal memos. These will be numbered consecutively each calendar year, allowing you to know if you have missed something.

Port offices and work locations are to numerically file all transmittals. The filed transmittals will be used by Headquarters to audit the manuals during port reviews. Individually, you may want to retain and file the transmittals to assure yourself that you have received all the previous issuances.

In addition to having numbered transmittals, each manual page has control data positioned at the bottom. The revised pages' control data alerts you to whether or **not** you have the most up-to-date version. See [Figure Q-1-1](#) below.

12/2001-01 PPQ	◆ 12/2001 is the month and year the manual transmittal was issued
	◆ -01 is the transmittal number
	◆ The first transmittal number for each edition is -01

FIGURE Q-1-1: Example of Manual Control Data

Knowing What Is Revised and the Nature of the Revision

Each transmittal will explain the purpose of the revision and give you directions for making the revision, such as adding or replacing pages.

Except for changes to the indexes, all revisions will be marked with a change bar as located to the left of this sentence.

Knowing Your Responsibilities So Your MAC Is Always Up to Date

To maintain the MAC effectively and to enhance professionalism, it must be kept up to date. If you fail to keep the work location manual updated, you run the risk of making a decision that provides the opportunity for an outbreak of an exotic disease. Your diligence is a crucial part of this process.

When you receive revisions, please do the following:

1. Read all revisions when you receive them.
2. Add or replace the revised pages the day they are received.
3. File transmittal memos.
4. If you have missed a transmittal, let APHIS Distribution know. Make sure that you communicate, through channels, the information that allows APHIS Distribution to update the mailing list.
5. Sound off when you feel you know a way to improve the maintenance of our manual system. Use the comment sheets to let the Manuals Unit know of technical errors, procedural changes, or needed enhancements. If it's complex and you need to explain it to someone, then contact Bruce Attavian.

Phone: 240-529-0355

Fax: 240-529-0399

Email: bruce.n.attavian@aphis.usda.gov

Supersede Statements

The Manuals Unit is obligated to the users of any document produced to identify all the previous documents which contain outdated information and are no longer valid. Also, it has become apparent that supersede statements are critical from a legal standpoint. If a user accessed outdated information which has **not** been formally superseded, our agency can be liable.

Therefore, a supersede statement will be incorporated in each update we produce if the content in fact has superseded existing documents (manual, memorandum, e-mail message, etc.).

Adding and Changing Addresses and Copy Counts

TABLE Q-1-1: Contacts for Changing Copy Count or Address

If you need to add or change the:	Then contact through the proper channels:
Copy count (number of copies of the manual your work location is receiving)	Edward S. Lawson, Printing, Distribution, and Mail Services Unit, at 301/734-8455 or edward.s.lawson@aphis.usda.gov
Address	John Patterson, Manuals Unit, at 240/629-1934 or john.l.patterson@aphis.usda.gov

When updating mailing lists maintained by APHIS Distribution, always provide the following information:

- ◆ Distribution code: (for the MAC)
- ◆ Access code from a mailing label used to send your operational manuals to your work location. This code is the top line consisting of numbers and letters

EXAMPLE

Access code from mailing label used to send operational manuals to your work location:

YM017 34043/20737CGUA 4 0001

- ◆ Old address
- ◆ New address
- ◆ Contact person
- ◆ Telephone and FAX numbers

Mail, FAX, or e-mail APHIS Distribution at the following address:

USDA, APHIS, PDMSC
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, Maryland 20737-1229
Attn: Ed Lawson
FAX: 301-734-8455
Email: edward.s.lawson@aphis.usda.gov

Ordering Additional Manuals and Transmittals

APHIS Distribution is responsible for storing and distributing the MAC and its associated updates. The address is as follows:

USDA, APHIS, PDMSC
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, Maryland 20737-1229
Attn: Mary L. Kellington
FAX: 301-734-8455
Email: mary.l.kellington@aphis.usda.gov

Use e-mail, FAX, telephone, or mail when requesting services and always provide the following information:

Organization
P.O. Box or Street address (include room or suite number)
City, State, and nine-digit Zip Code
Contact person
Telephone and FAX numbers
Manual title: MAC
Transmittal number (i.e., 09/2001-01)
Number of copies needed

Glossary

Agricultural
Clearance

Introduction

Use this glossary to find the meaning of specialized words, abbreviations, acronyms, and terms used in regulating plants, plant products, animal products, and animal by-products. When applicable, the meaning includes the plant or animal product or section with which the word is associated. To locate where in the manual a given plant product, plant by-product, animal product, or animal by-product is mentioned, use the index.

Definitions—Terms and Abbreviations

Actual time of arrival (ATA)—For aircraft, the time wheel blocks are placed in front of and behind the front wheels. The time noted on the Customs General Declaration. Also known as block time.

Affiliated island—Island associated with the United States but **not** fully integrated as a State; includes Freely Associated States (like the Federated States of Micronesia), Territories (like Guam), Commonwealths (like Puerto Rico), Trust Territories (like Palau), and uninhabited islands.

Air taxi—Small aircraft that makes short, local flights to areas **not** serviced by regular airlines.

Anchorage—Location generally within a protected area such as a bay, harbor, mole, or river where vessels are secured from movement by means of an anchor.

Animal contamination—Something that comes in contact or association with animal secretion.

Block time—For aircraft, the time wheel blocks are placed in front of and behind the front wheels. The time noted on Customs General Declaration. Also known as the actual time of arrival.

Carrier—Airplane, barge, boat, bus, railroad car, ship, sea-land trailer, truck, or device that transports or conveys products, goods, or passengers. A carrier may also be a business, organization, or person that deals in the transport of passengers or goods.

Glossary

Definitions—Terms and Abbreviations

Caution: Shipment Authorized—CBP safeguard applied to cargo shipments which enter at one port and are allowed to proceed to another port for CBP clearance.

CBP-APL—Customs and Border Protection, Agricultural Programs and Liaison.

Charter flight—An unscheduled aircraft flight that is **not** listed in the *Official Airline Guide*, North American Edition or the *Official Airline Guide*, Worldwide Edition.

Civil penalty—A monetary penalty assessed in all types of actions other than criminal proceedings.

Coastwise arrival—Any vessel arriving from a foreign port via a U.S. port, including Hawaii, Puerto Rico, U.S. Virgin Islands, and Alaska. (Vessels in the St. Lawrence Seaway will be considered coastwise if they are arriving from another U.S. port direct or via a Canadian port. Vessels arriving from U.S. mainland ports via Canadian ports are considered coastwise.)

Commercial carrier—Vessel or aircraft which carries cargo or passengers for a fee. For aircraft, the term “commercial” covers both scheduled and unscheduled (charter) aircraft.

Compliance agreement—Written understanding in which a party agrees to follow PPQ procedures.

Consumption Entry (CE)—Customs entry classification which allows immediate movement of the merchandise into the commerce of the United States, and is documented either on a Customs Form 3461 or a Customs Form 7501.

Contraband—Goods prohibited by law from being imported.

Customs transit air cargo manifest (TACM)—Customs special procedure which allows air cargo to move in-transit through or from the United States to another port without delay or special documentation.

Decatering—Process of removing all garbage from an aircraft including all meats, meal scraps, galley refuse, and quarters refuse.

Deferred ship—Category of vessel that does **not** require boarding on arrival.

Diplomatic immunity—Freedom from arrest, taxation, payment of Customs charges, and submission to police regulations, usually accorded by international law to diplomatic agents, their families, and servants.

Direct Exportation (DE)—Customs entry classification for prompt export at the port of arrival. Also referred to as Immediate Exportation (IE).

Document—Includes writings, drawings, charts, graphs, tables, correspondence, records, notes, film, photographs, audio or videotapes, and any representation of documents stored on a computer, disk, diskette, CD-ROM, magnetic or electronic tape or any other means of electronic storage.

Domestic arrival—Aircraft and ships traveling from U.S. possessions and Hawaii, Puerto Rico, St. Croix, and St. Thomas destined to the U.S. mainland and vice versa.

Dunnage—Loose packing material, generally wood, protecting a ship's cargo from damage during transport.

Emergency/One-Time Action—Regulatory action taken to eliminate or safeguard an infestation of agricultural pests.

Entry—Presenting the information to Customs on imported goods as required by law.

Estimated time of arrival (ETA)—Anticipated arrival time for a carrier which is provided by the owner, operator, representative, agent, or airline.

Exhibit—Document, signed statement, photograph, or physical object (like a broken seal or napkin printed with an airline's name) submitted with the Report of Violation for use as evidence.

Exhibition entry—Plant material entered for exhibition only (such as a trade fair or horticultural gatherings).

Far East Russian port—Range of maritime ports on the far east coast of the Commonwealth of Independent States (formerly U.S.S.R.) from Posyet to Nikolayevsk. Three ports from this area have been on itineraries of ships which were found infested with Asian gypsy moth in Canada. Canada has established that ships arriving from Vladivostok, Nakhodka, and Vostochnyy are high risk. The following is a listing compiled from the *National Geographic's Atlas of the World* and *Lloyd's Maritime Guide*: Amgu, Artem, Datta, De Kastri, Dunay, Grossevichi, Innokent'yevskiy, Kamenka, Kastri, Koppi, Kuznetsovo, Lazarev, Maksimovka, Nakhodka, Nel'ma, Nikolayevsk, Ol'ga, Plastun,

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Pos'yet, Rudnaya Pristan', Samarga, Slavyanka, Sovetskaya Gavan, Svetlaya, Terney, Valentin, Vanino, Velikaya Kema, Veselyy Yar, Vladivostok, and Vostochny.

Federal Inspection Service (FIS)—Term which refers collectively to the inspections provided by PPQ, Customs, Immigration, and Public Health at U.S. ports of entry.

Fish and Wildlife Service (FWS)—Agency within the Department of the Interior which is responsible for promulgating endangered species regulations and has an interest in all imported flora and fauna and their products.

Fleshy botanical fruit—fruit with a succulent pericarp that would support fruit flies (such as berries, cactus fruits, citrus, cucurbits, durian, mangoes, papayas, pineapple, pomes, stone fruit, etc.)

Food and Drug Administration (FDA)—Agency within the Department of Health and Human Services responsible for maintaining purity in both foods and drugs.

Food Safety and Inspection Service (FSIS)—Agency within the Department of Agriculture which has the responsibility to provide safe, wholesome, unadulterated meat, meat products, and egg products for human consumption.

Foreign arrival—Any carrier arriving direct from a foreign port **other than** Canada. Vessels arriving from foreign ports via Canadian ports are considered foreign arrivals. Consider vessels passing through the Panama Canal as a foreign arrival.

Foreign Trade Zone (FTZ)—Customs duty-free zone where cargo may be stored, manipulated, manufactured, or altered without being entered into the commerce of the United States.

Foreign Trade Zone Entry—Type of Customs entry which allows merchandise to move to a foreign trade zone. (Remains under Customs custody until all requirements of Federal agencies have been met.)

Garbage—All waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material aboard any means of conveyance and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on vessels, aircraft, or other means of conveyances.

Garbage safeguarding violation—Any infraction of the regulations restricting the handling, storage, and disposal of foreign garbage.

IES Investigator—APHIS Investigative and Enforcement Services investigators investigate violations of all APHIS regulations (PPQ, VS, and AC), prepare cases for prosecution and enforce compliance with the regulations.

IES Staff Headquarters— The headquarters for investigators, which coordinates with Headquarters program staffs and with the Office of the General Counsel.

Immediate Exportation (IE)—Customs entry classification for cargo that is intended for prompt export at the port of arrival. Also referred to as Direct Exportation, D.E.

Immediate Transport Entry (IT)—Customs entry category which allows authorized movement of cargo under bond from the port where such entry is made to another port where final entry is made (usually consumption entry).

Imminent risk—As regards garbage, the violation of garbage regulations which pose a risk to the public health, interest, safety, or agriculture requiring immediate action.

In-bond—Transit of cargo under Customs bond and generally referred to as in-transit (IT) entry.

Inspected and released—Term used within PPQ to confirm that the cargo was inspected, met all entry requirements, and was released.

Instream boarding—Boarding of vessels at anchorage.

Jacob's ladder—Rope or chain ladder with rigid rungs.

Landfill—An area approved for garbage disposal by deep burial, six feet or more.

Lay-up—Vessels removed from active service until business conditions improve, usually for an unknown duration and retaining a skeleton crew.

MARPOL—An acronym for the International Convention for the Prevention of Pollution from Ships. The MARPOL agreement has been ratified by some 90 nations, including the U.S. and most other maritime nations of the world. MARPOL governs almost all aspects of potential marine pollution including oil, chemicals, garbage, and

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sewage, and mandates proper disposal and/or discharge. The conventions includes regulations aimed at preventing and minimizing pollution (both accidental and from routine operations) from ships.

Mole—Massive stone wall used as a breakwater or to enclose an anchorage or harbor.

Monitoring—Observation (aboard or from ashore) sufficient to assess a ship's compliance with garbage regulations, an establishment's compliance with regulations, or a compliance agreement.

Naked cane—Slender, jointed stem having buds but free from leaves, shoots, and roots. Examples include dracaena, yucca, aralia, dieffenbachia, and schefflera.

Nonimminent risk—Violation of garbage regulations which pose a risk to public health, interest, or safety, but **do not** require immediate action, e.g., holding garbage too long at a catering facility before disposal.

OGC—Office of the General Counsel attorneys prosecute violation cases for APHIS and give legal advice to the programs (PPQ, VS, and AC).

Partial clearance—Status designating that all the clearance requirements have **not** been met at the first airport of arrival, allowing an aircraft to proceed to another airport for completion of clearance procedures.

Permit—Oral or written permission to import regulated agricultural material.

Pet bird—Any bird (**except** poultry) intended for the pleasure of its owner and **not** for resale. Poultry, even if kept as pets, are brought into the United States and quarantined under different rules. USDA defines poultry as including chickens, turkeys, pheasants, partridges, ducks, geese, swans, quail, peafowl, and similar avian species.

Preclearance—Clearance by PPQ or CBP personnel or cooperators of cargo prior to departure.

Predeparture—Clearance by PPQ or CBP personnel or cooperators of passengers prior to departure.

Private aircraft—Any civilian aircraft **not** being used to transport persons or property for compensation or hire. (Travel club aircraft are **not** considered private aircraft.)

Progressive clearance—Type of partial clearance where passengers are proceeding to another airport for clearance.

Purge—To rid of garbage or stores that might introduce foreign animal diseases or plant pests.

Refuse entry—Term used for all prohibited products and products rejected because of infection or infestation which cannot be treated. Importers will be given the option to abandon or reexport.

Regulated—

Residue cargo—Cargo to be left aboard the carrier to be unladen at another U.S. port or **not** unladen.

Safeguard—Procedure for handling, maintaining, or disposing of prohibited or restricted products or articles subject to safeguard regulation, to eliminate the risk of agricultural pest dissemination or animal disease which the prohibited or restricted products and articles may present.

Safeguarding—Preventative action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest disease dissemination.

Sanitizer—Agent that frees from infection by destroying harmful microorganisms; especially for use in connection with food.

Scheduled flight—Aircraft flight schedule that appears in the *Official Airline Guide*, North American Edition or the *Official Airline Guide*, Worldwide Edition.

Sealing—Applying various closures or fastenings (as on a door, container, or railway car) that cannot be opened without rupture, and that serve as a check against tampering or unauthorized opening.

Service—When a legal document is delivered by an authorized person to a person or party, who is then officially notified of an action or step that they are commanded to take (in this case, to produce documents).

SITC—Safeguarding, Intervention and Trade Compliance Officers are PPQ Officers who concentrate on smuggling and related issues. They work closely with IES Investigators.

Special manifest—Allows shipment to move to a CBP designated destination under a carrier's bond until received by the person or agency at destination. No diversion or change of entry can be made without PPQ concurrence.

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Subpoena duces tecum—A command to a witness to produce documents.

Transit permit—Written authorization to allow material that is either prohibited or requires treatment to transit the United States for export. The conditions and restrictions for movement in the United States are contained in the permit.

Transportation and Exportation (T&E)—Category of Customs entry that authorizes the in-bond transport of material from the port of arrival to another port for export from the United States.

Treated and released—Material that was treated (either as a condition of entry or as the result of pest findings), met all other import requirements, and was released.

USDA approved airport—Airport which has facilities and procedures approved by the U.S. Department of Agriculture, Plant Protection and Quarantine to handle and dispose of garbage and galley refuse from international flights.

USDA approved military bases—U.S. military base that has facilities and procedures approved by the U.S. Department of Agriculture, Plant Protection and Quarantine to handle and dispose of regulated garbage.

U.S. Public Health Service (Public Health)—Agency within the Department of Health and Human Services which is responsible for preventing the entry of diseases which pose a threat to humans.

Vessel Supplies Immediate Export (VSIE)—Supplies imported as cargo for transfer to another vessel for use as stores.

Veterinary Services (VS)—Part of the U.S. Department of Agriculture, Animal Plant Health Inspection Service, which regulates the commerce of animals, poultry, and their by-products, both within the United States and for import/export.

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