



# Introduction

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# Introduction

## *How to Use This Manual*

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### New Edition

This manual supersedes the second edition issued October 1991 and all updates. Destroy the 1991 edition and any earlier obsolete editions!

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### Users

This manual is for those Federal officers of (U. S. Customs and Border Protection, Food and Drug Administration, U. S. Citizenship and Immigration Services, and Fish and Wildlife Service) authorized to act for Plant Protection and Quarantine, Animal and Plant Health Inspection Service, U.S. Department of Agriculture (PPQ, APHIS, USDA) at ports of entry along the Canadian border.

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### Purposes

One purpose of this manual is to enable Federal officers to regulate (determine admissibility of) agricultural articles in the absence of U. S. Customs and Border Protection Agriculture Inspection (CBP AI). Regulate means to:

- ◆ **Prohibit entry** to those articles that pose a threat to the agriculture of the United States.
- ◆ **Release** those articles that this manual authorizes you to release.
- ◆ **Contact CBP AI** on those articles that require extensive inspection, testing, or treatment—or where the cooperators is uncertain as to the likelihood that an article might be carrying pests and/or diseases.

A second purpose of this manual is to provide directions for taking limited action in the absence of CBP AI. U. S. Customs and Border Protection along the Canadian border has agreed to:

- ◆ **Sample** certain agricultural and vegetable seed
- ◆ **Board** aircraft and ships in specified instances
- ◆ **Inspect** horsemeat to make sure it is unfit for human consumption

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## Authorized Actions Defined

**PROHIBIT ENTRY** means don't let the article into the United States. You may:

- ◆ Allow the article to be returned to Canada—if this is practicable.
- ◆ Refer the article to CBP AI for a decision if you are uncomfortable about prohibiting entry.
- ◆ Seize the article for destruction if there is immediate likelihood that an article might spread pests. If you decide to seize an article—give the importer or traveler a copy of “Notice to Arriving Traveler.”

Use your best professional judgement in selecting the appropriate action to prevent the entry of plant pests and animal diseases.

**RELEASE** means to admit those articles that pose no pest risk to American agriculture.

**CONTACT CBP AI** means to consult with a Customs and Border Protection Agriculture Specialist on those articles you're unsure of or where the article requires extensive inspection, testing, or treatment. **Appendix C** is a directory of CBP AI contacts along the Canadian border. Use this directory to contact the appropriate office.

**AUTHORIZE MOVEMENT** means to allow to go forward under a Custom's bond or a USDA seal.

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## Where to Go for Help After Hours

If your local CBP AI is unavailable because it's after hours, then contact an officer at John F. Kennedy International Airport, New York:

### **Passenger (24/7)**

Telephone: 718-553-1659, 1660  
Fax: 718-553-0294, 0183

### **Cargo (0800 - 0000, 7 days/week)**

Telephone: 718-487-5281  
Fax: 718-487-5287

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## What to Do If You Disagree with Policy

If you disagree with policy in this manual, then contact your local CBP AI port. Your contact may decide to refer the issue to CBP AI Headquarters.

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## How to Report Errors or Suggest Enhancements

If you want to report an error in this manual, or want to make a suggestion for its improvement, then contact your local CBP AI port or send them the comment sheet in the back of this manual. Your contact will forward your comments or suggestions to the appropriate office for action.

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## How to Use this Manual to Determine Admissibility

1. Look up the article in the Index. After you locate the article in the Index, go to the appropriate .
2. If the article cannot be found in the Index, then locate its category using the pink, green, or brown tab. Articles are broadly divided into three categories:
  - ❖ **Animal** and animal products (pink)
  - ❖ **Plant** and plant products (green)
  - ❖ **Miscellaneous** (brown)

Note that each article may be further divided into subcategories (product categories). The products may then be divided into “origin” categories:

- ❖ Canadian origin
- ❖ Foreign origin other than Canada
- ❖ U.S. products returned

For example, if a Canadian houseplant were presented for entry, you’d go to the section behind the green **Plant** tab. There you’d find the section for **Live Plants**. Finally you’d go to the page that specifies **Canadian Origin**.

3. Use the decision table referred to; either releasing, prohibiting entry to, or referring the article to CBP AI.
4. If you can’t locate the article by using the Index or tabs, then contact CBP AI for assistance.

## A Caution in Determining Origin

Agricultural products that were grown and harvested in other countries can enter Canadian commerce and be identified to you as Canadian in origin. Obviously, tropical fruits and vegetables like citrus, mangoes, and avocados, cannot have a Canadian origin. Likewise, if fruits like apples, grapes, nectarines, peaches, pears, plums, and sand pears are presented for entry in the dead of winter—their origin is probably somewhere like Chile, not Canada.

If at anytime you are suspicious of origin or hesitant about an agricultural product's origin, contact CBP AI.

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## Permits, Certificates, and Other Forms

You can find examples of all forms cited in the manual in **Appendix A**.

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## Procedures

Refer to **Table 1-1** for examples of where to find information in this manual.

**TABLE 1-1: Examples of Where to Find Information**

<b>If you need to:</b>	<b>Then:</b>
Clear a commercial shipment of beef from Canada	GO to "Meat, Eggs, Milk, and Other Animal Products" on <b>page 2-7</b> of Chapter 2 behind the pink <b>ANIMAL</b> tab
Clear a commercial shipment of apples from British Columbia	GO to "Fruits, Vegetables, and Herbs" on <b>page 3-17</b> of Chapter 3 behind the green <b>PLANT</b> tab
Clear a commercial shipment of sand from Ontario	GO to "Quarry Products" on <b>page 4-5</b> of Chapter 4 behind the brown <b>MISCELLANEOUS</b> tab
Sample agricultural or vegetable seed	GO to "Sampling Seed" on <b>page 5-41</b> of Chapter 5 behind the white <b>PROCEDURES</b> tab
Board an aircraft or ship	GO to "Boarding Aircraft" on <b>page 5-49</b> or "Boarding Ships" on <b>page 5-51</b> of Chapter 5 behind the white <b>PROCEDURES</b> tab

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## **Keeping Your Manual Current**

To maintain a manual, a systematic procedure is a must. Here then is a description of how this manual will be supported and maintained:

### **Transmittals**

This manual and its subsequent revisions will be accompanied by transmittal memos. These will be numbered consecutively—allowing you to know if you've missed something.

### **Knowing What's Revised**

Except for changes to the Index, revisions will be marked with arrows or change bars (vertical lines). Deleted material will be marked with angle brackets.

### **Your Responsibilities**

- 1.** Read all revisions when you receive them.
- 2.** Add or replace the revisions to your manual the day you receive them.
- 3.** File the transmittals in the pocket behind the front cover—this is so you'll know if you've missed something.
- 4.** If you've missed a transmittal, let your CBP AI contact know. This contact will send you what you need.
- 5.** Use the comment sheet to let us know if something is wrong or unworkable.

