AIR PASSENGER BAGGAGE - AQI Monitoring Data - FY 2009

Workunit: _____   **Terminal**: _____   **Date**: _____ / _____ / _____

A) Airline: _____   **B) Flight Number**: _____   **C) Arrived From Airport**: _____   **D) Time**: _____   **E) Pax Origin**: _____
(use 3 letter code)

F) Pax CITY/STATE Destination: _____ / _____   **G) Number of Pax**: _____   **H) Number of Pax Trips Past Year** _____
City   State

I) US Citizen: No Yes   **J) US Resident**: No Yes   **K) How Agriculture Questions on Custom Dec Marked (see instructions)**: No Yes Not Checked

L) Reason for Travel: Business   Tourist   Uniformed Crew   Visit Family   Visit Friends   Military   Other   **Inspected By**: _____
(Circle one)

M) HAVE BEEN On A Farm or Ranch/Near Livestock?: No Yes   **N) Going to a Farm or Ranch?** No Yes   **O) Any Item(s) of Agricultural Interest?** No Yes
****

Item	Amount	Declared No Yes	Action Taken*	Type Luggage Found In : **	Hand Carried or Checked ***	Pest Pres. No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____

>Civil Penalty Issued: No Yes

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(use 3 letter code)

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_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____
_____	_____	N Y	_____	_____	HC CKD	N Y	N Y	_____	_____

>Civil Penalty Issued: No Yes

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* Action Taken: **S** – Seized   **** Type Luggage 1** – Suitcase   **3** - Hand Carry Bag   **5** - Cardboard Box   *****HC** = Luggage Hand Carried on aircraft
   IR – Inspect and Release   **Found In:**   **2** - Duffel Bag   **4** - Backpack   **6** – Cooler   **CKD** = Luggage Checked with airline (pit baggage)
   CT – Clean/Treatment

OCT 2008

1. **Record the Workunit, Terminal and Date of the inspection.**
2. **Data fields A through O must be filled in for a completed monitoring record even if no agriculture item(s) are found.**
3. **All QMIs found need to undergo 100% inspection for pests. All pest types and quantities found on QMIs must be recorded on pest interception form(s). Also record "NONE" if no pests were found. See Pest Interception # explanation below.**

A) AIRLINE: Record the airline NAME (using standardized two or three letter designation). Ensure consistency when using designation.

B) FLIGHT NUMBER: Record the flight NUMBER. **C) ARRIVED FROM CITY/AIRPORT:** Record foreign airport that passenger(s) plane ARRIVED from. Use standard 3 letter airport codes.

D TIME: Record, in military time, the time of day the inspection began.

E) PAX ORIGIN: Record foreign country of origin <u>where the passenger began</u> their journey (travel) to the airport. Spell out the country name. If multiple countries then record the country where passenger spent the most time.

F) PAX CITY/ STATE DESTINATION: Record the passenger's primary CITY & STATE of destination in US. Do not use letter codes for city name. SPELL CITY NAME FULLY AND CONSISTANTLY. Use 2 letter codes for STATE. If going to multiple destinations, record last or final city/state destination.   If in transit to foreign country, use "in transit" (IT) for both State and City.

G) NUMBER OF PAX: Record the TOTAL number of passenger(s) represented on the Customs declaration card.

H) NUMBER OF PAX TRIPS PAST YEAR: Record number of foreign trips (to US, or from & return to US) passenger(s) took in the <u>past</u> year from date of AQIM inspection. If this is first trip, record "0."

I) US CITIZEN: Circle the US citizen status of the person that signed the Custom's Declaration Form.   **J) US RESIDENT:** Circle the resident status of the person that signed the Custom's Declaration Form.

K) HOW AGR. QUES. ON CUSTOM DEC MARKED: Record how Ques. #11 on old dec OR Questions. #11(a-d) & #12 on NEW dec are marked. If <u>ANY</u> are marked Yes, then record Yes on data form.

INSPECTED BY: Print name or badge number of person responsible for inspection of passenger(s) selected. This data is for local office use, it is not recorded in the national database.

L) REASON FOR TRAVEL: Circle the appropriate response. If more than one response is appropriate, select only the **primary purpose**. For example, if the person traveled on business and extended the trip for a vacation, the primary purpose is 'business.'   Record all airline personnel in uniform, whether or not working on the flight, as 'uniform crew' rather than 'business.'

M) HAVE BEEN ON FARM OR RANCH/NEAR LIVESTOCK?: Record if passenger(s) were on a farm (whether animal or crop farm) or near livestock within the last 30 days while in a foreign country.

N) GOING TO A FARM OR RANCH?: Record if passenger(s) are going to a farm environment (whether animal or crop farm) within the next 30 days. This question provides risk related information on plant and animal products destined to agricultural areas.

O) ANY ITEM(S) OF AGRICULTURAL INTEREST?: Circle whether the passenger has an item of agriculture interest. Agriculture interest is defined as items (such as plants, plant products, meat or animal products, shoes, ...etc.) that require PPQ's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork...etc.   IF YES, then **COMPLETE THE SECTION BELOW THE STARRED LINE.**

LIST ITEM: Record the name of each item of agricultural interest found during the inspection. List each item **beginning with items seized** then items cleaned or treated and finally items inspected and released.

AMOUNT: Weight data is important as a standard for risk analysis. Most items can be recorded as a weight. **Indicate the weight in kilograms, up to a TENTH (.0) OF A KILOGRAM.** Obtain or <u>accurately estimate</u> weight of items (apple, orange, etc.) whenever possible. **For plant items (flowers, etc) record number of stems or pieces.   For items not practical for obtaining weight (shoes, trophies, etc.)**, record quantity of these as unit of EACH.

DECLARED: Circle the appropriate response to indicate if item was officially declared to PPQ either written or verbally.
ACTION TAKEN: Record the appropriate response using codes found on the bottom of the data form.
TYPE LUGGAGE FOUND IN: Record the appropriate response using codes found on the bottom of the data form.
HAND CARRIED OR CHECKED: Circle appropriate response using HC or CKD, see bottom of data form.
PEST PRES(ENT): Circle correct response to indicate if a Reportable or Actionable pest(s) was found, if status not known yet, make sure record is updated.
CONTAMINANT PRESENT: Record if items were contaminated or not. If Yes, record the contaminant name.

PEST NUMBER: If pest found, send all pests intercepted to identifier personnel for identification. Mark the interception "PROMPT: AQI MONITORING".   Record Reportable or Actionable pests only. Make sure to update record with interception number(s). This may need to be done at a later time or by local identification personnel.

PEST IDENTIFICATION OR CONTAMINANT: Record the official id for all reportable/actionable pests or list the contaminant.
CIVIL PENALTY ISSUED: Record if a civil penalty was issued or not.