

MAIL FACILITY - AQI MONITORING DATA – FY 2009

Workunit: _____

Date: ____/____/____

OCT 2008

A) Time: _____ **B) Mail Type:** Parcel Post Express Registered Priority Mail **C) APO:** No Yes **D) FPO:** No Yes

E) Mail Pkg Type: E / PE / BX / BG / TB / OT **F) Mail Origin:** _____ **G) Mail CITY/STATE Destination:** _____ / _____

H) Referred to: FWS VS FDA FSIS CDC SITC OTHER **I) Has Item(s) of Agricultural Interest:** NO YES **Inspected by:** _____
(circle one) (IF YES, list item(s) using appropriate Action codes listed below)

List Item	Amount	Declared		Action Taken*	Pest Present		Contaminant		Pest Number	Pest Identification or Contaminant
		No	Yes		No	Yes	No	Yes		
_____	_____	N	Y	_____	N	Y	N	Y	_____	_____
_____	_____	N	Y	_____	N	Y	N	Y	_____	_____

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		No	Yes		No	Yes	No	Yes		
_____	_____	N	Y	_____	N	Y	N	Y	_____	_____
_____	_____	N	Y	_____	N	Y	N	Y	_____	_____

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_____	_____	N	Y	_____	N	Y	N	Y	_____	_____
_____	_____	N	Y	_____	N	Y	N	Y	_____	_____

*Action Taken: S-Seized CT-Clean/Treatment IR-Inspect and Release **Mail Pkg. Types: E: Envelope/ PE: Padded Envelope/ BX: Box/ BG: Bag/ TB: Tube/ OT: Other

INSTRUCTIONS: MAIL FACILITY AQI MONITORING DATA - FY 2009

OCT 2008

1. Data fields above **** line must be filled in for a completed monitoring record even if no agricultural item(s) are found. If answer to data field I is Yes, then record information about the action taken and any pest or contaminant found.
2. 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 if no pests were found. See Pest Number explanation below.

DATE: Record the date of the inspection.

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

B) MAIL TYPE: Record the appropriate mail type for the mail that is being inspected.

C) APO: Record if package is APO mail **D) FPO:** Record if package is FPO mail

E) MAIL PACKAGE TYPE: Record the category that the mail package is in or is like. See bottom of data form for categories.

F) MAIL ORIGIN: Record the country of origin of the mail. Spell out the country name. If unable to determine mail origin, then mark unknown.

G) MAIL CITY/ STATE DESTINATION: Record the mail'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 code for STATE.

H) REFERRED TO: Circle the agency that the mail is referred to as a result of inspection.

I) ITEM OF AGRICULTURAL INTEREST: Circle whether the mail has an item(s) of agricultural interest. Agricultural interest is defined as items (such as plants, plant products, meat or animal products, ...etc.) that require PPQ's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork...etc. If yes, then complete the remaining data fields below the starred line.

INSPECTED BY: For local use only, print the name or badge number of the person responsible for the inspection of the mail selected.

LIST ITEM: Record the name of each item of agricultural interest found during the inspection. List one item per line. List each item beginning with items seized then items cleaned or treated and finally items inspected and released. If more than two items are found then use top or bottom margin of form using arrows to indicate the associated record.

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 accurately estimate 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 the quantity of these as the unit EACH.

DECLARED: Circle the appropriate response.

ACTION TAKEN: Record the appropriate response using codes found on the bottom of the form.

CONTAMINANT PRESENT: Record if contaminated present. If Yes, record contaminant associated with the item.

PEST NUMBER: Circle NO, under PEST PRESENT if no pests found on/in/with item. If pest found, send all pests intercepted to identifier personnel for identification. Mark the interception "PROMPT: AQI MONITORING". Record the assigned interception number(s) for the pest. This may need to be done at a later time or by local identification personnel.

PEST IDENTIFICATION OR CONTAMINANT: Record the genus and species for all reportable or actionable pests or list the contaminant, if applicable.