

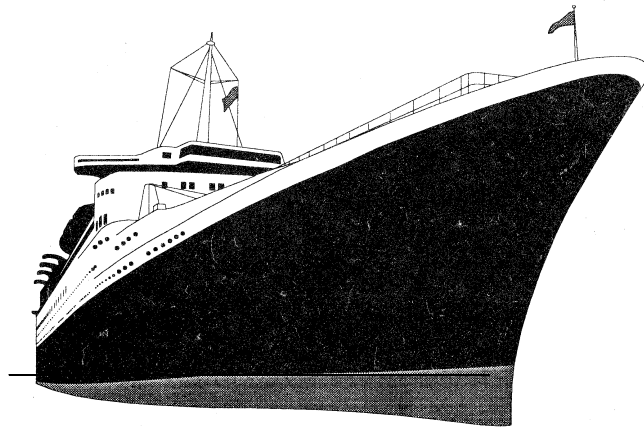
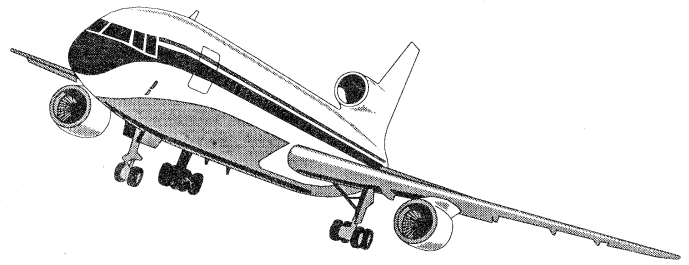


**United States  
Department of  
Agriculture**

Animal and Plant  
Health Inspection  
Service

Plant Protection  
and Quarantine

# Manual for Agricultural Clearance



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This publication reports research involving pesticides. All uses of pesticides must be registered by appropriate State and/or Federal agencies before they can be recommended.

**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.

# Contents

Agricultural  
Clearance

## Tables

*page v*

## Figures

*page xi*

## Introduction

*page 1-1-1*

## Examining and Monitoring Cargo

Clearing Imported Cargo and Inspecting Cargo

    Holds *page 2-1-1*

Clearing Transiting In-Bond Cargo *page 2-2-1*

## Examining Carriers

Monitoring Garbage *page 3-1-1*

Clearing Aircraft *page 3-2-1*

Clearing Vessels *page 3-3-1*

Clearing Trains and Busses *page 3-4-1*

Clearing Privately Owned Vehicles *page 3-5-1*

## Clearing Passengers, Crew, and Baggage

*page 4-1-1*

## Examining United States Postal Service (USPS) International Mail

*page 5-1-1*

## Preventing the Spread of Pests and Diseases

*page 6-1-1*

## Preparing Plant Pest Interceptions

*page 7-1-1*

## Violations

*page 8-1-1*

## Appendix A

Completing and Distributing Forms *page A-1-1*

## Appendix B

Completing Compliance Agreements *page B-1-1*

## Appendix C

Sample Letters and Statements *page C-1-1*

## Appendix D

Cooperation with Other Federal Agencies *page D-1-1*

**Appendix E**

List of Airports Approved by USDA to Remove Regulated  
Garbage *page E-1-1*

**Appendix F**

Lists of Codes for States, U.S. Affiliated Islands, and Other  
Countries *page F-1-1*

**Appendix G**

Lists of PPQ Area Identifiers and PPQ National  
Specialists *page G-1-1*

**Appendix H**

List of Military Sealift Command Vessels *page H-1-1*

**Appendix I**

Lists of Military Bases and Approved Garbage  
Facilities *page I-1-1*

**Appendix J**

Sources of Supply for Cleaning and Disinfecting  
Materials *page J-1-1*

**Appendix K**

List of Reportable and Nonreportable  
Interceptions *page K-1-1*

**Appendix L**

Investigative and Enforcement Services *page L-1-1*

**Appendix M**

Reasons for Sealing or Not Sealing Fruit Fly Host Material in  
Vessels' Stores *page M-1-1*

**Appendix N**

Subpoenas Under the Plant Protection Act *page N-1-1*

**Appendix O**

Plant Inspection Stations and CITES Ports *page O-1-1*

**Appendix P**

APHIS Prepared Letters of Instruction for Mail-in Payment of  
Civil Penalty *page P-1-1*

**Appendix Q**

Maintenance of the Manual *page Q-1-1*

**Glossary**

*page Glossary-1*

**Index**

*page Index-1*

# Tables

- [TABLE 1-1-1: How to Report Problems with the Manual](#) *page 1-1-7*
- [TABLE 2-1-1: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station](#) *page 2-1-5*
- [TABLE 2-1-2: Determine Which Shipments of Non-prohibited Propagative Materials to Send to a Plant Inspection Station](#) *page 2-1-6*
- [TABLE 2-1-3: Determine Action to Take on Cargo Containing Prohibited Nonpropagative Plant Material Requiring a Departmental Permit](#) *page 2-1-8*
- [TABLE 2-1-4: Action to Take if Contamination is Present](#) *page 2-1-8*
- [TABLE 2-1-5: Action to Take After Determining Final Destination of Agricultural Regulated Cargo from Customs Documents](#) *page 2-1-12*
- [TABLE 2-1-6: Action to Take on Pests Found in Holds](#) *page 2-1-13*
- [TABLE 2-1-7: Determine Where to Inspect the Barge](#) *page 2-1-14*
- [TABLE 2-1-8: Determine if Cargo Should Be Reshipped](#) *page 2-1-16*
- [TABLE 2-2-1: Determine if a Written Transit Permit is Required](#) *page 2-2-3*
- [TABLE 2-2-2: Determine Action to Take on Regulated Agricultural Shipments that Require a Formal Written Transit Permit](#) *page 2-2-4*
- [TABLE 2-2-3: Determine What to Do with IT Cargo for Clearance](#) *page 2-2-5*
- [TABLE 2-2-4: Determine if Shipment is Accompanied by a Valid USDA APHIS Transit Permit and Take Appropriate Action](#) *page 2-2-8*
- [TABLE 2-2-5: Action to Take on Agricultural Regulated Cargo with Proof of Application for a USDA APHIS Transit Permit](#) *page 2-2-9*
- [TABLE 2-2-6: Action to Take on Admissible Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit](#) *page 2-2-10*
- [TABLE 2-2-7: Action to Take on RESTRICTED Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit](#) *page 2-2-11*
- [TABLE 2-2-8: Action to Take on Overland T&E Shipments](#) *page 2-2-12*
- [TABLE 3-1-1: Select Disinfectant to Use for Garbage Spills](#) *page 3-1-3*
- [TABLE 3-2-1: Action to Take After Determining Whether or \*\*Not\*\* Contaminants or Plant Pests Were Found](#) *page 3-2-4*
- [TABLE 3-2-2: Action to Take on Contaminants and Pests](#) *page 3-2-5*
- [TABLE 3-2-3: Action to Take if Animals Are Found](#) *page 3-2-7*

- TABLE 3-2-4: Action to Take When VS Is **Not** Available to Meet Aircraft Carrying Live Animals *page 3-2-8*
- TABLE 3-2-5: Determine Action to Take on Unused Meals Carried Aboard Aircraft in Galleys or Cargo Hold *page 3-2-9*
- TABLE 3-2-6: Determine if Fruits Are Approved for In-Flight Meals *page 3-2-11*
- TABLE 3-2-7: Determine if Vegetables Are Approved for In-Flight Meals *page 3-2-12*
- TABLE 3-2-8: Determine if Fish, Fowl, or Meat Is Approved for in-Flight Meals *page 3-2-13*
- TABLE 3-2-9: Determine if Animal Products Are Approved for In-Flight Meals *page 3-2-13*
- TABLE 3-3-1: Determine Whether to Board Vessels on Arrival *page 3-3-5*
- TABLE 3-3-2: Determine if You Are at a Sealing Port *page 3-3-7*
- TABLE 3-3-3: Determine Where to Focus Your Inspection Based on Risk *page 3-3-8*
- TABLE 3-3-4: Emergency Action to Take When Kaphra Beetle Is Found *page 3-3-8*
- TABLE 3-3-5: Determine if Violation of MARPOL Annex V Exists *page 3-3-10*
- TABLE 3-3-6: Determine if You Are in an Area Where Sealing Stores Is Standard Practice *page 3-3-14*
- TABLE 3-3-7: Determine Which Fruit Fly Materials Require Sealing Based on Origin of Commodities *page 3-3-16*
- TABLE 3-3-8: Determine Which Fleshy Botanical Fruit to Seal *page 3-3-17*
- TABLE 3-3-9: Transfer of Meat or Poultry in Vessel's Stores *page 3-3-20*
- TABLE 3-3-10: Determine Action to Take if Animals Are Found *page 3-3-22*
- TABLE 3-3-11: Action to Take When Live Animals Are Found *page 3-3-22*
- 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 *page 3-3-26*
- TABLE 3-3-13: Procedures to Follow for Ships Arriving During High-Risk Period *page 3-3-28*
- TABLE 3-3-14: Procedures to Follow for Ships Calling at High-Risk Japanese Ports *page 3-3-29*
- TABLE 3-3-15: Procedures to Follow for Ships Arriving During Low-Risk Period *page 3-3-30*
- TABLE 3-3-16: Inspect AGM Ships or Ships with Far East Russian or High-Risk Japanese Ports of Call *page 3-3-32*
- TABLE 4-1-1: Determine Action to Take on Footwear or Pet Bird *page 4-1-6*
- TABLE 4-1-2: Material **Other Than** Footwear or a Pet Bird *page 4-1-6*
- TABLE 4-1-3: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station *page 4-1-8*

- 
- TABLE 4-1-4: Decide Which Procedures to Use for Handling Pet Birds *page 4-1-14*
- TABLE 4-1-5: Action to Take on Pet Birds Transiting the U.S. *page 4-1-14*
- TABLE 4-1-6: Instructions for Mixing a 0.1% Solution of Sodium Hypochlorite *page 4-1-15*
- TABLE 4-1-7: Instructions for Mixing a 1.0% Solution of Virkon® S *page 4-1-15*
- TABLE 4-1-8: Action to Take with In-transit Passengers' Animal Products and Plants or Plant Pests *page 4-1-20*
- TABLE 5-1-1: Determine Action to Take Based on the Condition of the Shipment *page 5-1-5*
- TABLE 5-1-2: Determine the Correct Regulatory Action on Parcels *page 5-1-7*
- TABLE 5-1-3: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station *page 5-1-8*
- TABLE 5-1-4: Determine Which Shipments of Non-prohibited Propagative Materials to Send to a Plant Inspection Station *page 5-1-9*
- TABLE 6-1-1: Determine Action to take Based on Pest at Hand *page 6-1-2*
- TABLE 6-1-2: Procedures for Voluntary Treatment of Cargo Pending Issuance of Emergency Action Order *page 6-1-2*
- TABLE 6-1-3: Classify the Article *page 6-1-6*
- TABLE 6-1-4: Formulas and Instructions for Mixing Disinfectants *page 6-1-7*
- TABLE 6-1-5: Formulas and Instructions for Mixing Sodium Hypochlorite *page 6-1-9*
- TABLE 7-1-1: Determine How to Preserve Arthropod Specimens *page 7-1-2*
- TABLE 7-1-2: Determine Fixative Formula for Nematodes *page 7-1-7*
- TABLE 8-1-1: Determine if You Should Assess a Spot Settlement for Breaking Seals *page 8-1-4*
- TABLE 8-1-2: Determine if You Should Assess a Spot Settlement for a Garbage Violation on an Aircraft *page 8-1-7*
- TABLE 8-1-3: Determine if You Should Assess a Spot Settlement for a Garbage Violation on a Vessel *page 8-1-8*
- TABLE 8-1-4: Determine if Violation Is Considered Serious *page 8-1-9*
- TABLE 8-1-5: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification *page 8-1-13*
- TABLE 8-1-6: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification *page 8-1-15*
- TABLE 8-1-7: Criteria That Must Be Met to Issue a Civil Penalty *page 8-1-16*
- TABLE 8-1-8: Determine Civil Penalties to Assess to Crew Members *page 8-1-17*
- TABLE 8-1-9: Determine Whether a Civil Penalty is Appropriate and the Amount of Civil Penalty to Assess *page 8-1-18*

- [TABLE 8-1-10: Determine if You May Issue a Civil Penalty \*page 8-1-23\*](#)
- [TABLE 8-1-11: Criteria to Issue a Civil Penalty \*page 8-1-24\*](#)
- [TABLE A-1-1: Instructions for Completing APHIS Form 94, Record of Public Funds Received \*page A-1-6\*](#)
- [TABLE A-1-2: Instructions for Completing CBP Form AI-212, Cargo Hold and Record \*page A-1-33\*](#)
- [TABLE A-1-3: Determine Instructions to Use for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order \*page A-1-37\*](#)
- [TABLE A-1-4: Instructions for Completing CBP Form AI-250, Aircraft Clearance and Safeguard Order, When Using as Safeguard Order for Military Use \*page A-1-38\*](#)
- [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 on Flights Not Regularly Scheduled or Private Aircraft Arriving from Foreign Destinations \*page A-1-39\*](#)
- [TABLE A-1-6: Instructions for Completing CBP Form AI-277, Agriculture Inspection Baggage Information \*page A-1-41\*](#)
- [TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report \*page A-1-44\*](#)
- [TABLE A-1-8: Instructions for Completing CBP Form AI-288, When Using for Documenting Monitoring Activities \*page A-1-47\*](#)
- [TABLE A-1-9: Determine Which Form\(s\) to Issue \*page A-1-49\*](#)
- [TABLE A-1-10: Instructions for Completing CBP Form AI-523A \*page A-1-49\*](#)
- [TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation \*page A-1-53\*](#)
- [TABLE A-1-12: Distribution of CBP Form AI-591, Notice of Alleged Violation \*page A-1-55\*](#)
- [TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation \*page A-1-58\*](#)
- [TABLE A-1-14: Distribution of CBP Form AI-592, Notice of Violation \*page A-1-60\*](#)
- [TABLE A-1-15: Instructions for Completing CBP Form AI-625, Sealing Report/Authorization to Proceed \*page A-1-62\*](#)
- [TABLE A-1-16: Instructions for Completing CBP Form AI-629 \*page A-1-64\*](#)
- [TABLE A-1-17: Determine Paperwork to Be Presented upon Arrival of a Precleared Commodity \*page A-1-66\*](#)
- [TABLE A-1-18: Distribution of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment \*page A-1-67\*](#)
- [TABLE A-1-19: Instructions for Completing PPQ Form 213, Airplane Inspection Record \*page A-1-69\*](#)



- 
- [TABLE A-1-20](#): Instructions for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order, When Used as a Preclearance Certificate *page A-1-73*
- [TABLE A-1-21](#): Reporting Requirements for PPQ 280 *page A-1-76*
- [TABLE A-1-22](#): Codes for Recording Disposition of Products *page A-1-78*
- [TABLE A-1-23](#): Stems or Bunches of Flowers to Convert to Box Counts *page A-1-81*
- [TABLE A-1-24](#): Instructions for Completing PPQ Form 287, Mail Interception Notice *page A-1-83*
- [TABLE A-1-25](#): Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests *page A-1-84*
- [TABLE A-1-26](#): Distribution of PPQ Form 287, Mail Interception Notice *page A-1-86*
- [TABLE A-1-27](#): Instructions for Completing PPQ Form 301-R *page A-1-88*
- [TABLE A-1-28](#): Instructions for Completing PPQ Form 518, Report of Violation *page A-1-98*
- [TABLE A-1-29](#): Distribution of PPQ Form 518, Report of Violation *page A-1-101*
- [TABLE A-1-30](#): Instructions for Completing PPQ Form 519, Compliance Agreement *page A-1-103*
- [TABLE A-1-31](#): Distribution of PPQ Form 519, Compliance Agreement *page A-1-104*
- [TABLE A-1-32](#): Determining if an EAN is the Correct Form to Issue *page A-1-108*
- [TABLE A-1-33](#): Determining Documents to Issue When Taking Action on a Shipment *page A-1-109*
- [TABLE A-1-34](#): Instructions for Initiating an EAN *page A-1-110*
- [TABLE A-1-35](#): Instructions for Completing VS Form 10-4, Specimen Submission *page A-1-124*
- [TABLE A-1-36](#): Distribution of VS Form 10-4, Specimen Submission *page A-1-125*
- [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 *page A-1-127*
- [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 *page A-1-128*
- [TABLE A-1-39](#): Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner *page A-1-131*
- [TABLE A-1-40](#): Distribution of VS Form 17-8, Agreement of Pet Bird Owner *page A-1-132*

- [TABLE B-1-1](#) Determine Which Standards to Use for Compliance Agreement *page B-1-3*
- [TABLE C-1-1](#): Locator for Agriculture Question 11 on Customs Form 6059B *page C-1-5*
- [TABLE D-1-1](#): Determine Where to Refer Questions in Veterinary Services (VS) and Veterinary Regulatory Support (VRS) *page D-1-3*
- [TABLE E-1-1](#): Airports Approved by USDA to Remove Regulated Garbage *page E-1-1*
- [TABLE G-1-1](#): List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists *page G-1-2*
- [TABLE G-1-2](#): List of Western Region PPQ Identifiers and Co-Lateral National Specialists *page G-1-8*
- [TABLE G-1-3](#): List of Domestic Identifiers *page G-1-14*
- [TABLE G-1-4](#) : List of PPQ National Specialists for Mailing URGENT Interceptions Only *page G-1-15*
- [TABLE G-1-5](#): List of PPQ National Specialists for Routine and Prompt Interceptions *page G-1-17*
- [TABLE H-1-1](#): List of Military Sealift Command Vessels *page H-1-1*
- [TABLE I-1-1](#): Military Locations for Clearance of Carriers Arriving from Foreign Points *page I-1-2*
- [TABLE K-1-1](#): Determine if Interception of Adult Lepidoptera Is Reportable *page K-1-3*
- [TABLE K-1-2](#): Determine if Interception of Superfamily Apoida Is Reportable *page K-1-3*
- [TABLE K-1-3](#): Discriminate Reportable from Nonreportable Plants and Disseminules *page K-1-4*
- [TABLE K-1-4](#): Discriminate Reportable from Nonreportable Plants and Disseminules from Nonparasitic Plants *page K-1-4*
- [TABLE K-1-5](#): Discriminate Reportable from Nonreportable Plants and Disseminules from Plants Identifiable Only to Genus or Family *page K-1-5*
- [TABLE L-1-1](#): IES Headquarters Staff *page L-1-2*
- [TABLE L-1-2](#): Eastern Region Investigative and Enforcement Service Office *page L-1-3*
- [TABLE L-1-3](#): Eastern Region Area Managers *page L-1-3*
- [TABLE L-1-4](#): Eastern Region Field Investigators *page L-1-3*
- [TABLE L-1-5](#): Western Region Investigative and Enforcement Services Office *page L-1-5*
- [TABLE L-1-6](#): Western Region Area Managers *page L-1-5*
- [TABLE L-1-7](#): Western Region Field Investigators *page L-1-5*
- [TABLE Q-1-1](#): Contacts for Changing Copy Count or Address *page Q-1-4*

# Figures

Agricultural  
Clearance

- FIGURE 2-2-1:** Designated Transit Corridor for Avocado from Mexico *page 2-2-18*
- FIGURE 2-2-2:** Designated Transit Corridor for Untreated Citrus from Mexico *page 2-2-19*
- FIGURE 2-2-3:** Designated Transit Corridor for Untreated Guavas and Mangos from Mexico *page 2-2-20*
- FIGURE 2-2-4:** Designated Transit Corridor for Cotton and Okra *page 2-2-21*
- FIGURE 3-1-1:** Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 1) *page 3-1-18*
- FIGURE 3-1-2:** Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 2) *page 3-1-19*
- FIGURE 3-1-3:** Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 3) *page 3-1-20*
- FIGURE 3-1-4:** Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 4) *page 3-1-21*
- FIGURE 3-1-5:** Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 5) *page 3-1-22*
- FIGURE 3-2-1:** Advance Notification of Arrival of Aircraft and Watercraft *page 3-2-2*
- FIGURE 3-3-1:** Advance Notification of Arrival of Aircraft and Watercraft *page 3-3-3*
- FIGURE 3-3-2:** Map of Fruit Fly Seal and Do Not Seal Areas of the World *page 3-3-18*
- FIGURE 3-3-3:** Asian Gypsy Moth Egg Masses on Blue Nylon Rope *page 3-3-32*
- FIGURE 5-1-1:** Characteristics of Suspicious Parcels *page 5-1-5*
- FIGURE A-1-1:** Example of APHIS Form 94, Record of Public Funds Received (blank) *page A-1-5*
- FIGURE A-1-2:** Applicant's Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 1) *page A-1-14*
- FIGURE A-1-3:** Applicant's Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 2) *page A-1-15*
- FIGURE A-1-4:** Applicant's Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 3) *page A-1-16*

- 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) *page A-1-17*
- FIGURE A-1-6:** Applicant's Importation Instructions for Mailing/Shipping Non-regulated GE Organisms (page 1) *page A-1-18*
- FIGURE A-1-7:** Applicant's Importation Instructions for Mailing/Shipping Non-regulated GE Organisms (page 2) *page A-1-19*
- 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) *page A-1-20*
- FIGURE A-1-9:** Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 1) *page A-1-21*
- FIGURE A-1-10:** Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 2) *page A-1-22*
- FIGURE A-1-11:** Applicant's Importation Instructions for Hand Carrying Regulated GE Organisms (page 3) *page A-1-23*
- 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) *page A-1-24*
- FIGURE A-1-13:** Applicant's Importation Instructions for Hand Carrying Non-regulated GE Organisms (page 1) *page A-1-25*
- 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) *page A-1-26*
- FIGURE A-1-15:** Example of CBP Form 4613, Order to Destroy and Record of Destruction of Forfeited, Abandoned, or Unclaimed Merchandise *page A-1-27*
- FIGURE A-1-16:** Example of CBP Form AI-89, Billing for Reimbursable Agricultural Inspection *page A-1-29*
- FIGURE A-1-17:** Instructions for Filling Out CBP Form AI-89 *page A-1-31*
- FIGURE A-1-18:** Example of CBP Form AI-212, Agriculture Inspection Hold *page A-1-33*
- FIGURE A-1-19:** Example of CBP Form AI-244, Quarantine Warning *page A-1-34*
- FIGURE A-1-20:** Example of CBP Form AI-250, Aircraft Clearance or Safeguard Order *page A-1-36*
- FIGURE A-1-21:** Example of CBP Form AI-277, Agriculture Inspection Baggage Information *page A-1-40*
- FIGURE A-1-22:** Example of CBP Form AI-280, Report of Regulated Importations *page A-1-42*

- FIGURE A-1-23:** Example of CBP Form AI-288, Ship Inspection Report *page A-1-43*
- FIGURE A-1-24:** Example of CBP Form AI-523A, Chain of Custody *page A-1-48*
- FIGURE A-1-25:** Example of CBP Form AI-591, Notice of Alleged Violation *page A-1-51*
- FIGURE A-1-26:** Example of CBP Form AI-592, Notice of Violation *page A-1-56*
- FIGURE A-1-27:** Example of CBP Form AI-625, Sealing Report/Authorization to Proceed *page A-1-61*
- FIGURE A-1-28:** Example of CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries *page A-1-63*
- FIGURE A-1-29:** Example of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment *page A-1-65*
- FIGURE A-1-30:** Example of PPQ Form 213, Airplane Inspection Record *page A-1-68*
- FIGURE A-1-31:** Example of PPQ Form 250, Aircraft Clearance or Safeguard Order *page A-1-72*
- FIGURE A-1-32:** Example of PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer *page A-1-74*
- FIGURE A-1-33:** Example of PPQ Form 287, Mail Interception Notice *page A-1-82*
- FIGURE A-1-34:** Example of PPQ Form 301-R, Remedial Measures Billing (Statement of Services) *page A-1-87*
- FIGURE A-1-35:** Example of PPQ Form 309A, Pest Interception Record *page A-1-90*
- FIGURE A-1-36:** Instructions for Completing PPQ Form 309A, Pest Interception Record (page 1) *page A-1-92*
- FIGURE A-1-37:** Instructions for Completing PPQ Form 309A, Pest Interception Record (page 2) *page A-1-93*
- FIGURE A-1-38:** Example of PPQ Form 508, Green and Yellow Label without Bar Code *page A-1-95*
- FIGURE A-1-39:** Example of PPQ Form 508, Green and Yellow Label with Bar Code *page A-1-95*
- FIGURE A-1-40:** Example of PPQ Form 518, Report of Violation *page A-1-97*
- FIGURE A-1-41:** Example of PPQ Form 519, Compliance Agreement *page A-1-102*
- FIGURE A-1-42:** Example of PPQ Form 523, Emergency Action Notification (Miscellaneous) *page A-1-105*
- FIGURE A-1-43:** Example of PPQ Form 523, Emergency Action Notification (Plant) *page A-1-106*

- FIGURE A-1-44: Example of PPQ Form 599, Red and White Label without Bar Code *page A-1-119*
- FIGURE A-1-45: Example of PPQ Form 599, Red and White Label with Bar Code *page A-1-119*
- FIGURE A-1-46: Example of VS Form 10-4, Specimen Submission (front) *page A-1-122*
- FIGURE A-1-47: Example of VS Form 10-4, Specimen Submission (back) (continued) *page A-1-123*
- 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 *page A-1-126*
- FIGURE A-1-49: Example of VS Form 17-8, Agreement of Pet Bird Owner *page A-1-129*
- FIGURE C-1-1: Sample Letter to Notify a Firm that a Garbage Violation Has Occurred *page C-1-1*
- FIGURE C-1-2: Sample Letter to Notify a Firm or Company that a Violation Was Issued to an Employee or Crew Member *page C-1-3*
- FIGURE F-1-1: Two-letter State Codes *page F-1-1*
- FIGURE F-1-2: Codes (ISO 3166) for Countries and Dependencies, and Other Areas of Special Interest to PPQ *page F-1-2*
- FIGURE K-1-1: Entomology List E1, Nonreportable Interceptions *page K-1-1*
- FIGURE K-1-2: Entomology List E2, Reportable Interceptions *page K-1-2*
- FIGURE K-1-3: Entomology List E3, Reportable Interceptions *page K-1-2*
- FIGURE P-1-1: Prepared English/Arabic Letter of Instruction *page P-1-3*
- FIGURE P-1-2: Prepared English/Bosnian Letter of Instruction *page P-1-4*
- FIGURE P-1-3: Prepared English/Cambodian Letter of Instruction *page P-1-5*
- FIGURE P-1-4: Prepared English/Standard Chinese Letter of Instruction *page P-1-6*
- FIGURE P-1-5: Prepared English/Traditional Chinese Letter of Instruction *page P-1-7*
- FIGURE P-1-6: Prepared English/Creole Letter of Instruction *page P-1-8*
- FIGURE P-1-7: Prepared English/Farsi Letter of Instruction *page P-1-9*
- FIGURE P-1-8: Prepared English/Finnish Letter of Instruction *page P-1-10*
- FIGURE P-1-9: Prepared English/French Letter of Instruction *page P-1-11*
- FIGURE P-1-10: Prepared English/German Letter of Instruction *page P-1-12*
- FIGURE P-1-11: Prepared English/Greek Letter of Instruction *page P-1-13*
- FIGURE P-1-12: Prepared English/Hebrew Letter of Instruction *page P-1-14*
- FIGURE P-1-13: Prepared English/Hindi Letter of Instruction *page P-1-15*
- FIGURE P-1-14: Prepared English/Italian Letter of Instruction *page P-1-16*

- FIGURE P-1-15: Prepared English/Japanese Letter of Instruction *page P-1-17*
- FIGURE P-1-16: Prepared English/Korean Letter of Instruction *page P-1-18*
- FIGURE P-1-17: Prepared English/Laotian Letter of Instruction *page P-1-19*
- FIGURE P-1-18: Prepared English/Polish Letter of Instruction *page P-1-20*
- FIGURE P-1-19: Prepared English/Portuguese Letter of Instruction *page P-1-21*
- FIGURE P-1-20: Prepared English/Romanian Letter of Instruction *page P-1-22*
- FIGURE P-1-21: Prepared English/Russian Letter of Instruction *page P-1-23*
- FIGURE P-1-22: Prepared English/Spanish Letter of Instruction *page P-1-24*
- FIGURE P-1-23: Prepared English/Tag Letter of Instruction *page P-1-25*
- FIGURE P-1-24: Prepared English/Thai Letter of Instruction *page P-1-26*
- FIGURE P-1-25: Prepared English/Turkish Letter of Instruction *page P-1-27*
- FIGURE P-1-26: Prepared English/Urdu Letter of Instruction *page P-1-28*
- FIGURE P-1-27: Prepared English/Vietnamese Letter of Instruction *page P-1-29*
- FIGURE Q-1-1: Example of Manual Control Data *page Q-1-3*

## Figures

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# 1

Agricultural  
Clearance

# Introduction

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## Contents

Purpose	page 1-1-1
Scope	page 1-1-2
Users	page 1-1-4
Authorities and Policies	page 1-1-4
Application	page 1-1-6
Maintaining Contact with APHIS PPQ	page 1-1-6
How to Use This Manual	page 1-1-6
Reporting Problems	page 1-1-7
Conventions	page 1-1-8

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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 carriers<sup>1</sup>
- ◆ 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.

---

<sup>1</sup> 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](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.<sup>2</sup>

### APHIS Manuals

- ◆ Animal Product Manual [http://www.aphis.usda.gov/import\\_export/plants/manuals/ports/apm.shtml](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](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](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/fv.pdf)

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<sup>2</sup> 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](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](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](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](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](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

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## 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.

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## 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.

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## 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**

<b>If you:</b>	<b>And the problem is:</b>	<b>Then:</b>
Have a situation that requires an <b>immediate</b> response	Regarding birds, <b>animal product</b> or <b>animal by-product</b> , or procedures or regulatory actions in the MAC	CALL a HQ, PPQ, VMO at PPQ, VRS, 301/734-7633
	Regarding all <b>other</b> procedures or regulatory actions in the MAC that are <b>not</b> related to animal products or animal by-products	CONTACT CBP (contact to be determined)
<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ Have a suggestion for improving the formatting (design, layout, composition), grammar, or spelling of your MAC</li> <li>◆ Have a problem accessing or with the availability of the on-line MAC</li> </ul>	<b>Not</b> 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 <b>animal product</b> or <b>animal by-product</b> or <b>birds</b> 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.



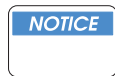
DANGEROUS indicates that **people** could **easily** be hurt or killed.



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*

---

#### Contents

Introduction	<b>page 2-1-2</b>
Policy	<b>page 2-1-2</b>
Methods and Procedures	<b>page 2-1-2</b>
Materials Needed	<b>page 2-1-2</b>
Local Variations	<b>page 2-1-3</b>
Reviewing Cargo Documents	<b>page 2-1-3</b>
Holding Cargo of Agricultural Interest	<b>page 2-1-3</b>
Completing CBP Form AI-212, Agriculture Inspection Hold	<b>page 2-1-4</b>
Inspecting Non-precleared Cargo	<b>page 2-1-4</b>
Plant Material	<b>page 2-1-4</b>
Propagative Plant Material	<b>page 2-1-4</b>
Nonpropagative Plant Material	<b>page 2-1-7</b>
Animal Material	<b>page 2-1-8</b>
Prohibited Cargo: Live Animals, Including Poultry	<b>page 2-1-8</b>
Prohibited Cargo: Animal Products and By-products	<b>page 2-1-8</b>
Taking Action on Precleared Cargo	<b>page 2-1-9</b>
Safeguarding Cargo	<b>page 2-1-11</b>
Inspecting Cargo Holds	<b>page 2-1-12</b>
Controlling Barge Shipments	<b>page 2-1-13</b>
Determining Where to Inspect the Barge	<b>page 2-1-14</b>
Notice to Inland Ports	<b>page 2-1-14</b>
Documenting Action Taken	<b>page 2-1-15</b>
Agricultural Quarantine Activity Systems (AQAS)	<b>page 2-1-15</b>
Seized Assets and Case Tracking System (SEACATS)	<b>page 2-1-15</b>
Reshipment of Cargo Infested With Quarantine Significant Organisms	<b>page 2-1-15</b>
Special Procedures for Landing Meat Carried as Cargo Aboard U.S. Military Vessels Returning from Foreign Countries	<b>page 2-1-16</b>

## 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** on **page-2-1-5**.

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

<b>If the material is:</b>	<b>And is:</b>	<b>Then:</b>
Identified with a green and yellow label (PPQ Form 508)	—————→	SAFEGUARD <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>3</sup>
Prohibited by Federal Regulation (refer to the List of Regulated Propagative Material in the <a href="#">Nursery Stock Restrictions Manual</a> )	Accompanied by a departmental, postentry, or plant pest permit	
	<b>Not</b> 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 <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>3</sup>
	<b>Not</b> accompanied by a small lots of seed permit	GO to <a href="#">Table 2-1-2</a> on <a href="#">page-2-1-6</a>
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**

<b>If origin is:</b>	<b>And is:</b>	<b>And is:</b>	<b>Then:</b>
Canadian	Admissible with a written permit issued by USDA-APHIS <sup>1</sup>	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): <ul style="list-style-type: none"> <li>◆ CFIA Form 5309</li> <li>◆ CFIA Form 5289</li> <li>◆ PPQ Form 925</li> </ul>	INSPECT and RELEASE
		<b>Not</b> 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 <b>without</b> 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
		<b>Not</b> accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	PROHIBIT ENTRY
<b>Other than Canadian</b>	Admissible with a written permit issued by USDA-APHIS <sup>2</sup>	Accompanied by a copy of the phytosanitary certificate issued by the country of origin	SAFEGUARD <sup>3</sup> and SEND <sup>4</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>5</sup>
		<b>Not</b> accompanied by a copy of the phytosanitary certificate issued by the country of origin	PROHIBIT ENTRY
	Admissible <b>without</b> a written permit issued by USDA-APHIS	Accompanied by a copy of the phytosanitary certificate issued by the country of origin	INSPECT and RELEASE
		<b>Not</b> 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](#) on [page-2-1-8](#) 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
	<b>Not</b> moving to a research facility or educational institution	FORWARD the shipment to the Plant Inspection Station listed on the permit
<b>Not</b> approved by a Departmental Permit	→	<ul style="list-style-type: none"> <li>◆ SAFEGUARD the shipment</li> <li>◆ COMPLETE <b>PPQ Form 523, Emergency Action Notification</b> on <b>page A-1-105</b></li> <li>◆ ORDER the item destroyed or reexported</li> </ul>

**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 <b>Cleaning and Disinfecting</b> on <b>page 3-2-5</b> in the chapter <b>Examining Carriers</b>
<b>Other than</b> an aircraft	GO to <b>Cleaning and Disinfecting</b> on <b>page 6-1-5</b> in the chapter <b>Preventing the Spread of Pests and Diseases</b>

3. Give the consignee these options to complete within specified time frame<sup>1</sup>:
  - 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).

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## 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.<sup>2</sup>
2. For precleared **flower bulbs**, refer to **Procedures for Clearing Shipments of Flower Bulbs**.

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<sup>1</sup> Information to be supplied by Dr. Berthoud

<sup>2</sup> 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.<sup>3</sup>
  - 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 persons<sup>4</sup> 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.

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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.



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

Safeguarding involves various means of cargo control to prevent plant and animal pest and disease dissemination. Apply safeguards that are appropriate to pest risk after evaluating the actual or suspected pests associated with the shipment. Safeguards can include, but are not limited to, the following actions:


- ◆ Supervising transloads to ensure that pests are not present on/ around the shipment or U.S. bound conveyances
- ◆ Applying physical barriers around the shipment to prevent pest escape
- ◆ Ensuring that In-Bond shipments are physically separated from consignments for entry
- ◆ Utilizing and enforcing compliance agreements with the storage/transload facilities

### 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.

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**

<b>If the cargo is of agricultural interest<sup>1</sup> and:</b>	<b>And:</b>	<b>Then:</b>
Transits the United States		GO to <b><i>Clearing Transiting In-Bond Cargo</i></b> on page <b>2-2-1</b>
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	
	The importer, broker, airline representative, or carrier operator moves or releases cargo held without CBP authorization	GO to <b><i>Cargo Violations</i></b> on page <b>8-1-2</b>
	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 <b>not</b> request either of the above actions	1. REQUIRE that conditions of entry be met or that inspections are made 2. GO to <b><i>Documenting Action Taken</i></b> on page <b>2-1-15</b>

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](#).

## 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 2-1-6** on **page-2-1-13**.

**TABLE 2-1-6: Action to Take on Pests Found in Holds**

<b>If inspection reveals a pest that is:</b>	<b>And the pest is:</b>	<b>And after ID the pest is:</b>	<b>Then:</b>
A hitchhiking pest	Found at large or in open containers	Actionable	REQUIRE action for the contents of the cargo hold
		<b>Not</b> actionable	RELEASE the shipment
	Found in enclosed containers <sup>1</sup>	Actionable	FOLLOW instructions from the USDA-APHIS- PPQ Plant Inspection Station that made the final determination <sup>2</sup>
		<b>Not</b> actionable	RELEASE the shipment
<b>Not</b> 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 <sup>2</sup>
		<b>Not</b> 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 2-1-7: Determine Where to Inspect the Barge**

<b>If the barge is:</b>	<b>And the:</b>	<b>And:</b>	<b>Then:</b>
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 <b>not</b> inspect the incoming barge	→	REQUIRE removal of dunnage for inspection at the port of arrival
<b>Not</b> moving to an inland location that is covered by CBP	Barge is empty	Barge is safely accessible	INSPECT for dunnage
	→	Barge is <b>not</b> safely accessible	REQUIRE removal of dunnage from barge
	Barge is <b>not</b> 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 3-1-16**
- ◆ 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.



## 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.

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## 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 2-1-8: Determine if Cargo Should Be Reshipped**

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

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## **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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### Contents

Introduction	<b>page 2-2-1</b>
Definitions—Transit Cargo	<b>page 2-2-2</b>
Determining Action to Take on Transiting Cargo	<b>page 2-2-2</b>
Authorizing Movement of Residue Cargo (RC)	<b>page 2-2-4</b>
Authorizing Immediate Transportation (IT) Movement of Cargo	<b>page 2-2-5</b>
Authorizing Movement of Immediate Exportation (IE) Cargo	<b>page 2-2-6</b>
Authorizing Movement of Transportation and Exportation (T&E) Cargo	<b>page 2-2-7</b>
Authorizing Movement of Agricultural Cargo Without a Written Permit	<b>page 2-2-9</b>
Safeguarding Cargo	<b>page 2-2-13</b>
Transloading	<b>page 2-2-14</b>
Transit Permit, PPQ Form 597, Responsibilities	<b>page 2-2-15</b>
Additional Definitions	<b>page 2-2-16</b>
Transit Corridors	<b>page 2-2-18</b>
Transit Corridor for Avocado from Mexico	<b>page 2-2-18</b>
Transit Corridor for Untreated Citrus from Mexico	<b>page 2-2-19</b>
Transit Corridor for Untreated Guavas and Mangos from Mexico	<b>page 2-2-20</b>
Transit Corridor for Cotton and Okra	<b>page 2-2-21</b>

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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 regulated 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 regulated plant material. [Transit permits](#) are issued in accordance with the [Code of Federal Regulations Title 7, CFR Part 352 \(Safeguard Regulations\)](#). Regulated agricultural shipments of foreign plant material moving for Transportation and Exportation or Immediate Export will require an approved APHIS transit 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](#) for further instructions regarding the regulations for movement of animal products, by-products and admissible meats for export.

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## 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.

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## Determining Action to Take on Transiting Cargo

Written transit permits are required for regulated commodities that require a written import permit or a phytosanitary certificate or other official certification of origin if they were to make entry. Shipments that require a written transit permit require subsequent tracking and exit monitoring using the “Transit/In-Bond Tracking Database.”

Use [Table 2-2-1](#) on [page 2-2-3](#) to determine if a written transit permit is required.

**TABLE 2-2-1: Determine if a Written Transit Permit is Required**

If the shipment is:	And is:	And:	Then:	
Preleared by APHIS	—————→		<ol style="list-style-type: none"> <li>1. VERIFY preleared status</li> <li>2. ALLOW to proceed without transit permit</li> <li>3. VERIFY exit using routine CBP in-bond procedures</li> </ol>	
<b>Not</b> preleared by APHIS	Subject to CITES or ESA	Accompanied by valid CITES documentation	<ol style="list-style-type: none"> <li>1. ALLOW to proceed without a written transit permit</li> <li>2. VERIFY exit using routine CBP in-bond procedures</li> </ol>	
		<b>Not</b> accompanied by valid CITES documentation	<ol style="list-style-type: none"> <li>1. HOLD the shipment</li> <li>2. CONTACT a PPQ Plant Inspection Station botanist for further directions</li> </ol>	
	<b>Not</b> subject to CITES or ESA	Requires an import permit, phytosanitary certificate, or other official certification of origin for entry	Is prohibited entry into the U.S.	<ol style="list-style-type: none"> <li>1. REQUIRE a formal written transit permit</li> <li>2. GO to <b>Table 2-2-2</b> on <b>page 2-2-4</b></li> </ol>
		Is an admissible Canadian grown plant or plant product or a restricted plant with a CFIA issued phytosanitary certificate indicating “in transit via the United States” that is transiting the U.S. for re-entry into Canada		
		Does <b>not</b> require an import permit, phytosanitary certificate, or other official certification of origin, and is <b>not</b> prohibited entry into the U.S.	<ol style="list-style-type: none"> <li>2. VERIFY exit using routine CBP in-bond procedures</li> </ol>	

1 Examples of commodities **not** requiring a written transit permit include the following:

- ◆ All non-regulated lumber from Canada (**except** pine and ash lumber with bark attached)
- ◆ Admissible cut flowers
- ◆ Fresh fruit and vegetables on the “All Countries List” in the [Fruits and Vegetables Import Requirements \(FAVIR\)](#) on-line database or the [Fresh Fruits and Vegetables Import Manual](#)
- ◆ Fresh fruit and vegetables for consumption grown in Canada (**except** fresh *Allium* bulbs, *Ipomoea aquatica*, corn-on-the-cob, potatoes)
- ◆ Frozen fruit and vegetables grown in Canada
- ◆ Grain harvested in Canada (**except** corn and corn relatives, including sorghum, millet, pennisetum, etc.) and grain from other sources that do not require a permit or certification
- ◆ Fully processed articles for consumption (i.e. milled flour, roasted coffee or peanuts)
- ◆ Agricultural or vegetable seed from Canada **except** those that require an import permit or certification
- ◆ Cargo moving on an Emergency Action Notice

**TABLE 2-2-2: Determine Action to Take on Regulated Agricultural Shipments that Require a Formal Written Transit Permit**

<b>If the shipment is:</b>	<b>And the movement is:</b>	<b>Then:</b>
Accompanied by a written Transit Permit issued by APHIS	RC	GO to <b>Authorizing Movement of Residue Cargo (RC)</b> on <b>page 2-2-4</b>
	IT	GO to <b>Authorizing Immediate Transportation (IT) Movement of Cargo</b> on <b>page 2-2-5</b>
	IE	GO to <b>Authorizing Movement of Immediate Exportation (IE) Cargo</b> on <b>page 2-2-6</b>
	T&E	GO to <b>Authorizing Movement of Transportation and Exportation (T&amp;E) Cargo</b> on <b>page 2-2-7</b>
<b>Not</b> accompanied by a written Transit Permit issued by APHIS	→	GO to <b>Table 2-2-5</b> on <b>page 2-2-9</b>

## 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. Unless covered by a written transit permit, 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 Plant and plant products Import Permit with written IT stipulations. National policy and Federal regulations state that the inspection of cargo is performed at the first port of arrival. However, circumstances may make this clearance impossible.

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 per the IT permit and under CBP custody after contacting a CBP Agriculture Specialist at the destination port to inquire if they will accept IT cargo for clearance, as specified in **Table 2-2-3** below.

**TABLE 2-2-3: Determine What to Do with IT Cargo for Clearance**

If the port:	Then:
Accepts IT cargo for agricultural clearance	1. VERIFY that the cargo complies with the terms of the import permit 2. APPLY any necessary safeguards (e.g., sealing, secure packaging) 3. STAMP all pages of CBP entry, "Shipment Authorized, No Diversion Permitted." Do <b>not</b> provide a final release of shipment at first port. 4. PROVIDE notification and SEND one copy of CBP entry to the CBP office receiving the cargo
Does <b>not</b> accept IT cargo for agricultural clearance	1. VERIFY that the cargo complies with the terms of the import permit 2. INSPECT the cargo

## Authorizing Movement of Immediate Exportation (IE) Cargo

IE cargo movement requires an APHIS transit permit with the exceptions listed in **Table 2-2-1** on **page 2-2-3**. The permit will state the conditions of transit which need to be met to mitigate any pest risks during the transit period.

- ◆ 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. VERIFY exit of these EAN shipments using routine CBP in-bond procedures. Tracking the shipment via the Transit/In-Bond Tracking Database is **not** necessary.

Refer to **Table 2-2-4** on **page 2-2-8** for handling regulated agricultural shipments that require a written transit permit.



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

Transportation and Exportation (T&E) cargo movement requires an APHIS transit permit with the exceptions listed in **Table 2-2-1** on **page 2-2-3**. The permit will state the conditions of transit which need to be met to mitigate any pest risks during the transit period.

- ◆ 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 Mexican citrus and avocado shipments authorized under the conditions described in the permit.
- ◆ 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 2-2-18**.




Do **not** allow overland movement of regulated cargo without one of the following:

- ◆ A valid transit permit
- ◆ Proof of a transit permit application on file with APHIS
- ◆ PPQ Headquarters authorization

Refer to **Table 2-2-4** on **page 2-2-8** for handling regulated agricultural shipments that require a written transit permit.

Use **Table 2-2-4** below to take appropriate action on regulated agricultural shipments that require a written transit permit.

**TABLE 2-2-4: Determine if Shipment is Accompanied by a Valid USDA APHIS Transit Permit and Take Appropriate Action**

<b>If the shipment is:</b>	<b>And the In Bond type is:</b>	<b>Then:</b>
Accompanied by a valid USDA-APHIS transit permit	An Immediate Exportation (I/E)	1. VERIFY permit and ENFORCE permit conditions 2. SAFEGUARD the shipment and MONITOR any transloading activity for restricted and prohibited shipments <sup>1</sup> 3. VERIFY exit using routine CBP in-bond procedures  Tracking the shipment via the Transit/ In-Bond Tracking Database is <b>not</b> necessary.
	A Transportation & Exportation (T&E)	1. VERIFY permit and ENFORCE permit conditions 2. GO to <b>Table 2-2-8</b> on <b>page 2-2-12</b>
<b>Not</b> accompanied by a valid transit permit		GO to <b>Table 2-2-5</b> on <b>page 2-2-9</b>

1 Monitoring a transload means being physically present to mitigate pest risks that occur while the shipment is broken down and re-assembled into the out-going conveyance. A valid compliance agreement and subsequent monitoring of the transload facility can substitute for the physical presence each time by a CBP Agriculture Specialist, if the compliance agreement specifies appropriate safeguards designed to mitigate pest risk and prevent cross-contamination with shipments for entry.

## Authorizing Movement of Agricultural Cargo Without a Written Permit

When a transit permit is required, shipments may not move through the U.S. without a valid transit permit, proof of a transit permit application on file with APHIS, or a PPQ Headquarters authorization. If the importer or carrier does **not** have a transit permit when one is required at the time of entry, then the importer or carrier can apply for a transit permit by using PPQ Form 586. Refer to the [PPQ Permits web site](#) for further information on how to apply for a transit permit or have the importer or carrier contact the Permit Unit at 1-877-770-5990. If the responsible party (importer, carrier, etc.) does **not** apply for a transit permit when one is required, then refuse entry and require immediate exit; **do not seize**.


For more information on Transit responsibilities, refer to **Transit Permit, PPQ Form 597, Responsibilities** on **page 2-2-15**. Use **Table 2-2-5** on **page 2-2-9** to take action on agricultural regulated cargo after the importer or carrier has demonstrated that they have applied for a transit permit.

**TABLE 2-2-5: Action to Take on Agricultural Regulated Cargo with Proof of Application for a USDA APHIS Transit Permit<sup>1</sup>**

If the shipment consists of material that is <sup>2</sup> :	Then:
Admissible <sup>3</sup>	GO to <a href="#">Table 2-2-6</a> on <b>page 2-2-10</b>
Restricted <sup>4</sup>	GO to <a href="#">Table 2-2-7</a> on <b>page 2-2-11</b>
Prohibited	<ol style="list-style-type: none"> <li>1. <b>DO NOT ALLOW</b> overland transit without APHIS HQ authorization or written permit</li> <li>2. APPLY the following safeguards immediately:                             <ol style="list-style-type: none"> <li>a. Cover the shipment with a physical barrier on all sides to prevent pest escape</li> <li>b. <b>Do not</b> allow transloading</li> <li>c. Allow one transfer, but only if supervised by a CBP Agriculture Specialist</li> </ol> </li> <li>3. ALLOW the T&amp;E shipment to return to origin or the IE shipment to exit immediately</li> </ol>



- 1 Proof of Application **must** be **one** of the following:
  - ◆ Confirmation of permit application via e-Permits
  - ◆ Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)
  - ◆ Verbal confirmation from PPQ Permit Services (301-734-0753 or toll free 1-877-770-5990)
- 2 If a shipment has a mixture that includes restricted material, take action as if the entire shipment consists of restricted material. If the shipment has a mixture that includes prohibited material, **do not** allow the shipment to proceed without a written permit.
- 3 Admissible product: an article that if presented for entry would be subject to inspection only.
- 4 Restricted product: an article that if presented for entry, would be subject to treatment and/or other restrictions in addition to inspection.

**TABLE 2-2-6: Action to Take on Admissible Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit<sup>1</sup>**

If the bond is:	And the shipment is moving through:	Then:
IE		1. ALLOW to transit  For air shipments, do <b>not</b> allow shipment to move beyond the restricted area of the airport. <sup>2</sup>  2. VERIFY exit using routine CBP in-bond procedures  Tracking the shipment via the Transit/In-Bond Tracking Database is <b>not</b> necessary.
T&E	A State <b>other than</b> AZ, CA, or FL	1. ALLOW to transit <b>only if the following conditions are met:</b> ◆ Adequate safeguards <sup>3</sup> are in place ◆ Transloading <sup>4</sup> activity is monitored by a CBP Agriculture Specialist  2. GO to <b>Table 2-2-8</b> on <b>page 2-2-12</b>
	AZ, CA, or FL	1. <b>DO NOT ALLOW</b> transit without authorization from APHIS HQ or a written permit 2. APPLY adequate safeguards <sup>3</sup> immediately 3. If APHIS authorizes movement, GO to <b>Table 2-2-8</b> on <b>page 2-2-12</b>

- 1 Proof of Application **must** be **one** of the following:
  - ◆ Confirmation of permit application via e-Permits
  - ◆ Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)
  - ◆ Verbal confirmation from PPQ Permit Services (301-734-0753 or toll free 1-877-770-5990)
- 2 Movement may be authorized to warehouses in the immediate area if the warehouses have a valid compliance agreement on file with the CBP Agriculture office which specifies safeguards designed to mitigate pest escape and prevent cross-contamination with shipments for entry.
- 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. For further information, refer to **Safeguarding Cargo** on **page 2-2-13**.
- 4 See **Transloading** on **page 2-2-14**.

**TABLE 2-2-7: Action to Take on RESTRICTED Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit<sup>1</sup>**

If the bond is:	And the shipment:	And moving through:	Then:
IE			1. ALLOW to transit <b>only if the following conditions are met:</b> <ul style="list-style-type: none"> <li>◆Adequate safeguards<sup>2</sup> are in place</li> <li>◆Transloading<sup>3</sup> activity is monitored by a CBP Agriculture Specialist</li> <li>◆Air shipments do <b>not</b> move beyond the restricted area of the airport<sup>4</sup></li> </ul> 2. VERIFY exit using routine CBP in-bond procedures  Tracking the shipment via the Transit/ In-Bond Tracking Database is <b>not</b> necessary.
T&E	Meets U.S. entry requirements	A State <b>other than</b> AZ, CA, or FL	1. ALLOW to transit <b>only if the following conditions are met:</b> <ul style="list-style-type: none"> <li>◆Adequate safeguards<sup>2</sup> are in place</li> <li>◆Transloading<sup>3</sup> activity is monitored by a CBP Agriculture Specialist</li> </ul> 2. GO to <b>Table 2-2-8</b> on <b>page 2-2-12</b>
	<b>Does not</b> meet U.S. entry requirements	AZ, CA, or FL 	1. <b>DO NOT ALLOW</b> transit without authorization from APHIS HQ or a written permit 2. APPLY the following safeguards immediately: <ul style="list-style-type: none"> <li>a. Cover the shipment with a physical barrier on all sides to prevent pest escape</li> <li>b. <b>Do not</b> allow transloading</li> <li>c. Allow one transfer, but only if supervised by a CBP Agriculture Specialist</li> </ul> 3. ALLOW the shipment to return to origin 4. If APHIS authorizes movement, GO to <b>Table 2-2-8</b> on <b>page 2-2-12</b>

1 Proof of Application **must** be **one** of the following:

- Confirmation of permit application via e-Permits
- Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)
- Verbal confirmation from PPQ Permit Services (301-734-0753 or toll free 1-877-770-5990)

2 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. For further information, refer to **Safeguarding Cargo** on **page 2-2-13**.

3 See **Transloading** on **page 2-2-14**.

4 Movement may be authorized to warehouses in the immediate area if the warehouses have a valid compliance agreement on file with the CBP Agriculture office which specifies safeguards designed to mitigate pest escape and prevent cross-contamination with shipments for entry.

**TABLE 2-2-8: Action to Take on Overland T&E Shipments**

If the shipment is at the:	Then:
Port of Arrival	<ol style="list-style-type: none"> <li>1. Review the documentation to ensure that the shipment is en route out of the U.S.<sup>1</sup></li> <li>2. Ensure that the shipment is adequately safeguarded during storage and transfers/transloads at the port. See <b>Safeguarding Cargo</b> on <b>page 2-2-13</b> and <b>Transloading</b> on <b>page 2-2-14</b>.</li> <li>3. Apply seals to restricted shipments moving overland by truck that require treatment or are prohibited for entry and document such action.<sup>2</sup></li> <li>4. Create an entry in the “Transit/In-Bond Tracking Database.”</li> <li>5. Notify the exit port of the pending exit.<sup>3</sup></li> <li>6. Allow to Proceed.</li> </ol>
Port of Exit	<ol style="list-style-type: none"> <li>1. Verify and document in the Transit/In-Bond Tracking Database the integrity of the seal if a seal is required. If seals are not intact, refer to <b>Assessing Civil Penalties for Breaking Seals</b> on <b>page 8-1-4</b>.</li> <li>2. Ensure that the shipment is adequately safeguarded during storage and transloads at the port. See <b>Safeguarding Cargo</b> on <b>page 2-2-13</b> and <b>Transloading</b> on <b>page 2-2-14</b>.</li> <li>3. Verify that the shipment exited.<sup>4</sup></li> <li>4. If the shipment moves without CBP authorization or violates permit conditions, or did not exit, document the violation by completing PPQ Form 518 and report the violation to IES. See <b>Cargo Violations</b> on <b>page 8-1-2</b>.</li> <li>5. Update and “Close” the entry in the “Transit/In-Bond Tracking Database.”</li> </ol>

1. Verify the in-bond status of the shipment by reviewing the In-Bond Form 7512 and other documents as necessary. Stamp paperwork with “Released for Exportation Only.”
2. A shipping “line seal” is acceptable if it is intact and not tampered with; otherwise apply a CBP seal.
3. Entrance and exit port pairs have the flexibility to coordinate and establish their notification process together for these shipments. Notification can be via fax, email, telephone, or the tracking database. You can do the following:
  - ◆ Use the “T&E Notice of Arrivals” in the “Job Aids” section of the CBP Net
  - ◆ Use the “AQI Export Verification Sheet” (formerly known as the “Green Sheet”) also listed in the “Job Aids” section of the CBP Net
  - ◆ Use “Transit/In-Bond Tracking Database” by clicking on the “Exit Port” View to see a listing of shipments pending for your Port
4. If an “AQI Export Verification Sheet” was dropped off by the trucker, use this form as verification of exit for purposes of updating the Transit/In-Bond Tracking Database.

For transit shipments that do **not** require a permit, verify exit using routine CBP in-bond procedures.

## 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 they are:

- ◆ **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 involves various means of cargo control to prevent plant and animal pest and disease dissemination. Apply safeguards that are appropriate to pest risk after evaluating the actual or suspected pests associated with the shipment. Safeguards can include, but are not limited to, the following actions:

- ◆ Supervising transloads to ensure that pests are not present on/ around the shipment or U.S. bound conveyances
- ◆ Applying physical barriers around the shipment to prevent pest escape
- ◆ Ensuring that In-Bond shipments are physically separated from consignments for entry
- ◆ Utilizing and enforcing compliance agreements with the storage/transload facilities

### 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.

## Transloading

Transloading is the manipulation of transiting product, such as a breakdown of pallets, transfer of boxes from container to container, or transfer of pallets from one conveyance to another. A maximum of one transloading may be allowed in the U.S. if authorized by the permit and 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

Monitoring a transload means being physically present to mitigate pest risks that occur while the shipment is broken down and re-assembled into the out-going conveyance. A valid compliance agreement and subsequent monitoring of the transload facility can substitute for the physical presence each time by a CBP Agriculture Specialist, if the compliance agreement specifies appropriate safeguards designed to mitigate pest risk and prevent cross-contamination with shipments for entry.

**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 truck cleaning.



For shipments of high risk fruit fly host material (e.g. mangos, guavas, etc.), be sure to thoroughly inspect truck trailers for fruit fly larvae and pupae in the floor and drain plugs of the trailer.



Some shipments of untreated fruit fly host material require 1mm x 1mm insect mesh netting as a safeguard. If netting is required by the transit permit, ensure that the netting is intact and there are no holes, gaps, etc., especially near the bottom of the stacks. Netting tends to tear during the course of rough shipments and must be repaired at the time of the transload by the broker. Document any such discrepancies in the Transit Tracking Database.



## 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.

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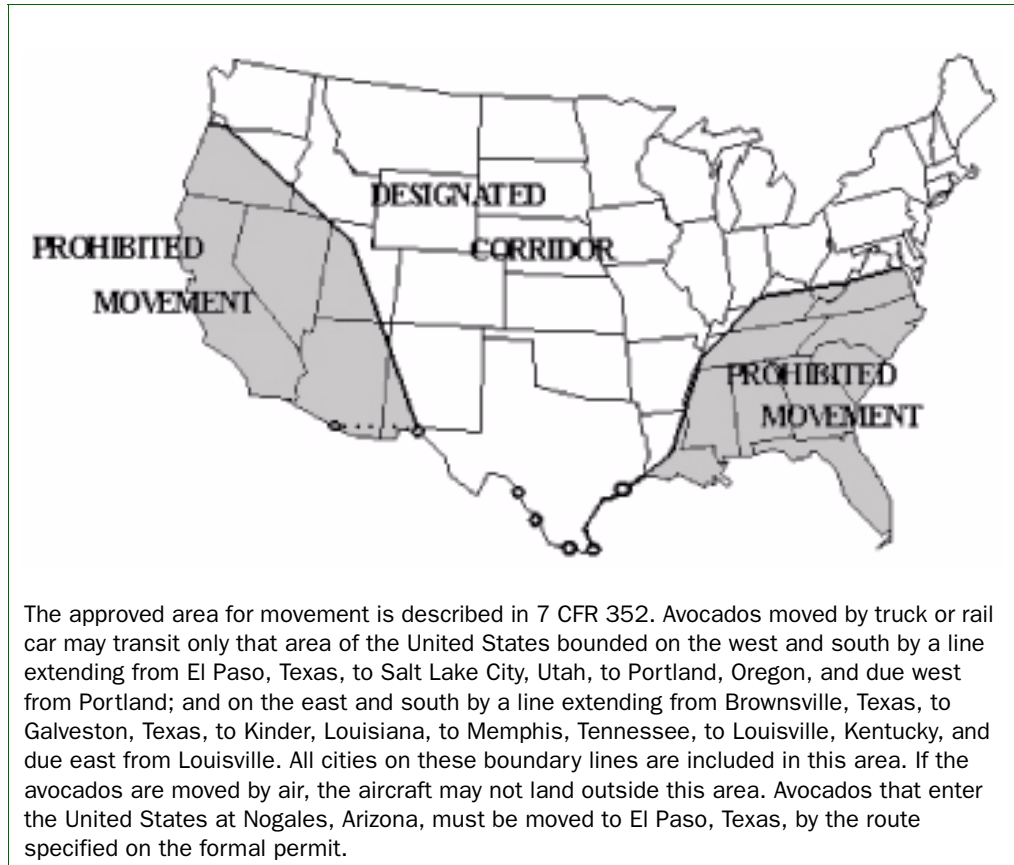
## Additional Definitions

<b>Admissible cargo</b>	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.
<b>Areas considered high-risk</b>	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.
<b>Bulk cargo</b>	Cargo <b>not</b> enclosed in a container.
<b>Commingling</b>	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).
<b>Containerized cargo</b>	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.
<b>Designated corridor</b>	Geographic areas defined by easily recognizable political or other points forming boundaries within which specific activities are authorized.
<b>Designated ports</b>	Ports with Plant Inspection Station responsibilities designated in 7 CFR 319.37-14.
<b>Extenuating circumstances</b>	Unanticipated conditions requiring deviations from prescribed policy in order to adjust safeguarding procedures or prescriptions for unique circumstances.
<b>High-risk pest</b>	A pest requiring quarantine action and believed to have the potential for serious damage to economically important plant resources in the U.S.
<b>Inspection</b>	Plant quarantine inspection equivalent to that provided to shipments offered for entry into the U.S.
<b>Manipulation</b>	Handling cargo. Moving, arranging, loading, packing or unpacking, marking, opening, sampling, etc. Manipulation does <b>not</b> include storing, holding, or transporting cargo.
<b>Monitoring</b>	Supervising on an occasional or sporadic basis to ensure compliance with specified conditions.

<b>Pest-proof packages</b>	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.
<b>Port environs</b>	The area immediately surrounding a port that has been designated by the Port Director as being under the control of a port office.
<b>Prohibited cargo</b>	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.
<b>Routine authorizations</b>	Authorizations that are issued with relative frequency and which have consistently similar or identical conditions.
<b>Secure area (of an airport)</b>	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.
<b>Secure packages</b>	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.
<b>Shipper</b>	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.
<b>Transfer</b>	Movement of the entire container of transiting product from one conveyance to the other. In a transfer, there is no manipulation of the components (e.g. boxes, pallets) of the shipment.
<b>Transit</b>	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.
<b>Transloading</b>	The manipulation of transiting product, such as a breakdown of pallets, transfer of boxes from container to container, or transfer of pallets from one conveyance to another.

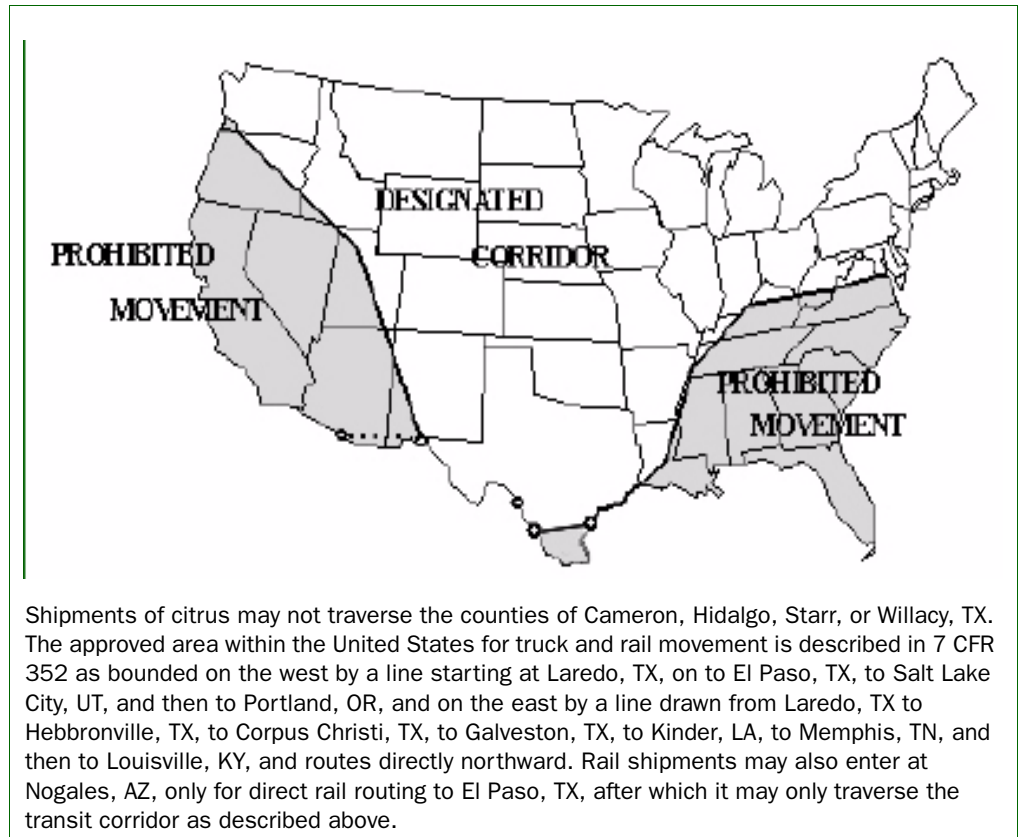
## Transit Corridors

### Transit Corridor for Avocado from Mexico



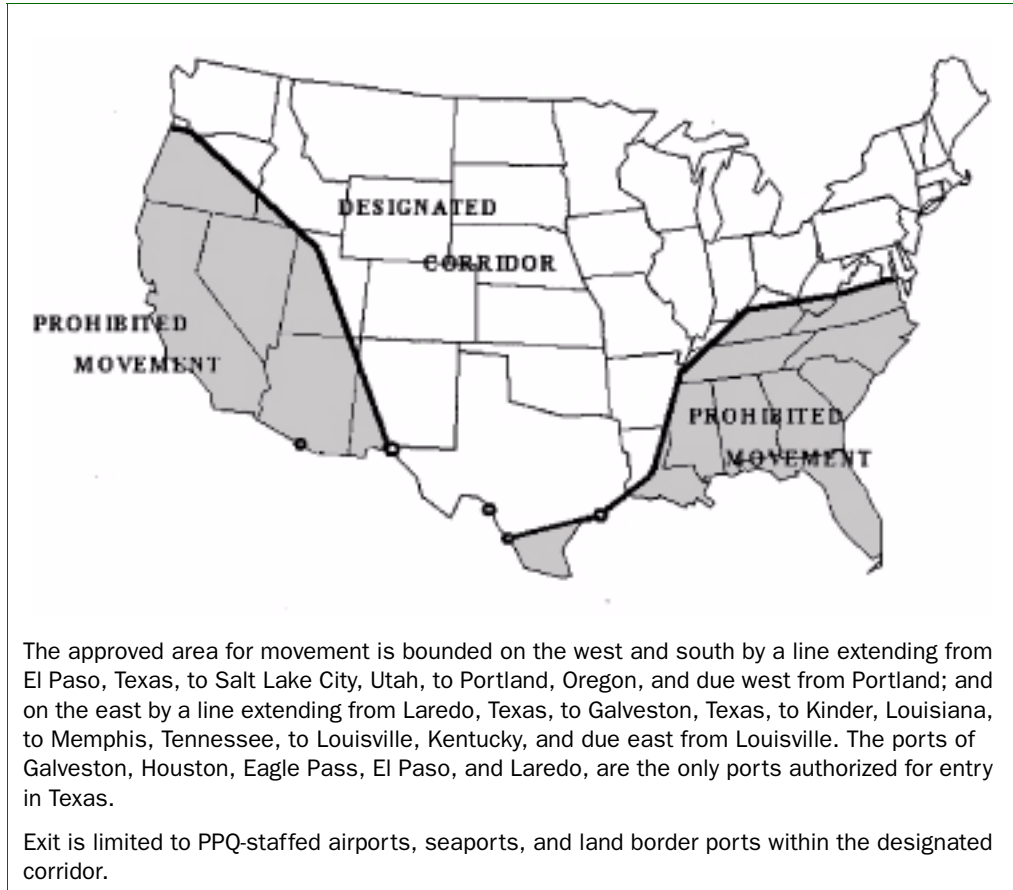
**FIGURE 2-2-1: Designated Transit Corridor for Avocado from Mexico**

## Transit Corridor for Untreated Citrus from Mexico



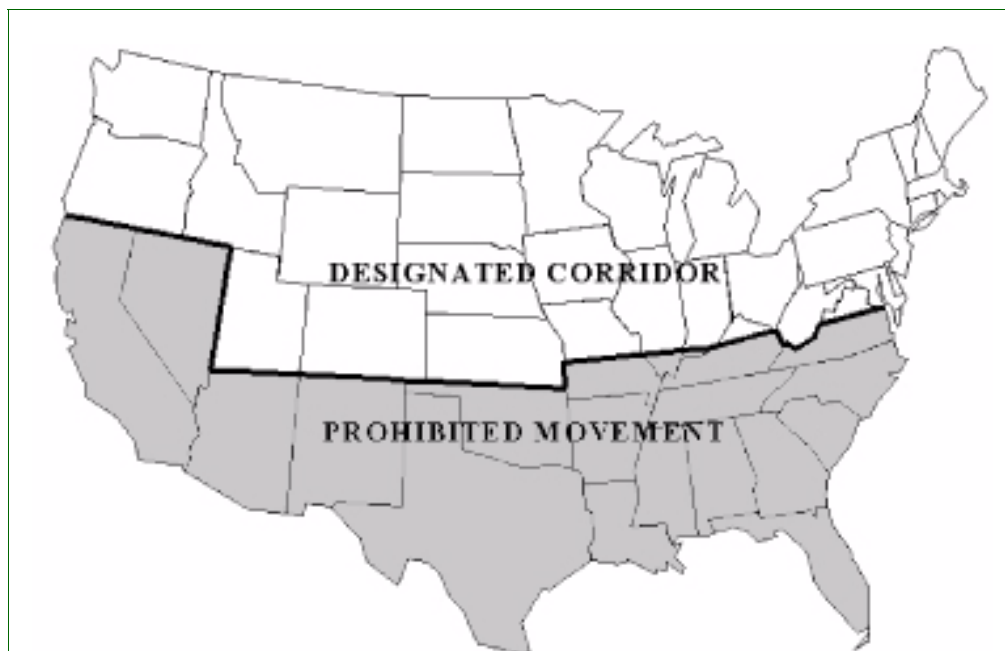
**FIGURE 2-2-2: Designated Transit Corridor for Untreated Citrus from Mexico**

### Transit Corridor for Untreated Guavas and Mangos from Mexico



**FIGURE 2-2-3: Designated Transit Corridor for Untreated Guavas and Mangos from Mexico**

## Transit Corridor for Cotton and Okra



The authority for prescribing an approved area for the movement of cotton and related articles is 7 CFR 319.8-17. Cotton and related items from Mexico are handled exactly as they would be if moving from a PBW -infested State in the United States. Cotton and related items from other countries is only authorized for movement through ports outside the corridor if meeting the density and treatment requirements for entry into the United States.

The approved areas for okra mimic the entry conditions described in 7 CFR 319.56-2p. The transit movement of untreated okra from the Dominican Republic, Mexico, and Suriname may be authorized through any State **except** that movement into or through California is prohibited between March 16 and December 31, and movement into or through any of the areas outside the corridor is prohibited between May 16 and November 30.

**FIGURE 2-2-4: Designated Transit Corridor for Cotton and Okra**





# 3

Agricultural  
Clearance

## Examining Carriers

### Monitoring Garbage

#### Contents

Introduction	page 3-1-1
All Carriers	page 3-1-2
Disposing of Garbage by Approved Methods	page 3-1-2
Handling Garbage Spills	page 3-1-3
Marking of Garbage	page 3-1-3
Recycling Materials	page 3-1-4
Vessels	page 3-1-5
Materials Needed	page 3-1-5
Garbage Removal and Disposal	page 3-1-5
Handling Regulated Garbage Aboard Commercial Vessels	page 3-1-5
Monitoring/Inspection of Garbage on Board a Vessel	page 3-1-6
Policy	page 3-1-6
Determining if Vessel Is on Garbage Violation List	page 3-1-8
Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels	page 3-1-8
Land Border	page 3-1-9
Aircraft	page 3-1-10
Materials Needed	page 3-1-10
Determining if Garbage Can Be Unloaded	page 3-1-10
Decatering of Aircraft	page 3-1-10
Monitoring Caterers and Cleaners	page 3-1-11
Unloading Garbage at Airports Not Approved by USDA	page 3-1-11
Requests for Approval	page 3-1-11
Handlers and Processors	page 3-1-12
Sterilization	page 3-1-12
Monitoring the Sterilizer	page 3-1-13
Incineration	page 3-1-15
Grinding and Disposal	page 3-1-15
Providing Backup Disposal Facilities	page 3-1-15
Completing a Compliance Agreement (PPQ Form 519)	page 3-1-16
Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage	page 3-1-18

#### 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

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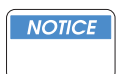
## All Carriers

### 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 <sup>1</sup> normally used in areas where food is prepared or handled   <div style="background-color: #e0f2f1; padding: 5px; display: inline-block;"> <b>Never</b> use sodium carbonate or Virkon S. They are <b>not</b> approved for use around food by <b>either</b> the Food and Drug Administration <b>or</b> 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 <a href="#">Cleaning and Disinfecting</a> on <a href="#">page 6-1-5</a> in the chapter <a href="#">Preventing the Spread of Pests and Diseases</a> 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 USDA<sup>1</sup> 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.

<sup>1</sup> 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 dewatering of the carriers to the approved disposal of the garbage.

Monitor a vessel's garbage by observing (aboard or from ashore<sup>2</sup>) 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

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<sup>2</sup> 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 years<sup>3</sup>
2. Vessel has disposed of all of the following items:
  - ❖ Meat and meat products regardless of origin, **except** shelf stable canned meat/poultry<sup>4</sup>
  - ❖ Fresh and condensed milk and cream from countries in which foot-and-mouth disease exists
  - ❖ Fresh eggs
  - ❖ Fresh fruits and vegetables<sup>5</sup>
  - ❖ All garbage aboard the vessel<sup>5</sup>

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 supervision<sup>6</sup> 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](mailto: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 vessels<sup>7</sup>, 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.

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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 as part of the regulated foreign stores, **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.

Intercepted quarantine material from foreign countries **other than** Canada must be disposed of by one of the following approved methods: (1) sterilization, (2) incineration, (3) grinding into an approved sewage system, or (4) other method approved in advance by USDA-APHIS-PPQ or USDA-APHIS-VS as appropriate.

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.<sup>8</sup>

### 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.

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<sup>8</sup> 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 3-1-13** 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 3-1-16**.

## 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.

Every entity handling and/or processing regulated garbage should be monitored every one to two months but at least once quarterly. CBP and APHIS-PPQ are required to conduct compliance enforcement visits to ensure the requirements outlined in the compliance agreement are being met.

### 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.

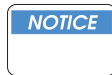
2. Twice a year, monitor the recalibration of the temperature recording device (the chart outside a sterilizer which displays the temperature of its chamber), and monitor the adjustment of the sterilization cycle. These enforcement activities are conducted to ensure the garbage is heated to a minimum 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)<sup>9</sup> 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.)

<sup>9</sup> 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.

- 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.
  - ii.** Fill the chamber with the maximum load of garbage.
  - iii.** Place thermocouple probe (B) deeply into a potato<sup>10</sup>. 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.

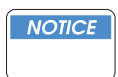


A sterilization cycle usually ranges from 90 to 120 minutes (1-1/2 to 2 hours).

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<sup>10</sup> The use of a 0.5- to 0.75-pound potato standardizes the process.

- 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.

### 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
- ◆ Incinerator must be observed during a compliance enforcement visit at least once annually to ensure the equipment burns garbage to an ash

### 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.<sup>11</sup> 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](#).

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<sup>11</sup> 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

## Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage

For a fillable version of the checklist, click [here](#).

Page 1 of 5      **QUARTERLY CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT  
 HOLDERS HANDLING REGULATED GARBAGE**  
 (Final 09/08)

Name of facility: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name of person contacted: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Type of facility/entity (Circle all applicable categories):

CATERER<sup>1</sup>      CLEANER      FIXED BASE OPERATOR      MILITARY BASE      CARTAGE FIRM  
 CRUISE SHIP OPERATOR      INCINERATOR      STERILIZER

<sup>1</sup>Use this checklist if PPQ Form 252R Quarterly Inspection Checklist for Handling of Regulated Garbage – Airport Caterers, is not available.

<b>A.    <u>ALL FACILITIES/ENTITIES</u></b>	<b>Current Status</b>			<b>Action Required?</b>	
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
<b>1. Is the company operating under a <u>current</u> compliance agreement?</b>  Note: If company has changed location, name, management, contacts, procedures, then, update the CA.  Note: If there is no compliance agreement in place, issue a violation.	Y	N	N/A	Y	N
<b>2. Were training materials reviewed during the inspection?</b>	Y	N	N/A	Y	N
<b>3. Were training records reviewed during the inspection?</b>	Y	N	N/A	Y	N
<b>4. Has training been conduct annually?</b>	Y	N	N/A	Y	N
<b>5. Have new employees been trained?</b>  Note: If no, new employees should be prohibited from handling regulated garbage until training is accomplished.	Y	N	N/A	Y	N
<b>6. Is there a written company SOP for handling regulated garbage?</b>	Y	N	N/A	Y	N
<b>7. Are APHIS-approved disinfectants (Virkon® S or Sodium hypochlorite, or Sodium carbonate) available and used for cleaning spills outside of food handling areas?</b>	Y	N	N/A	Y	N
<b>8. Do all vehicles/personnel servicing the conveyance carry sufficient APHIS-approved disinfectant and cleaning equipment to clean up spills?</b>	Y	N	N/A	Y	N
<b>9. Have there been any spills outside of the company’s premises since the last visit?</b>	Y	N	N/A	Y	N

**FIGURE 3-1-1: Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 1)**

**QUARTERLY CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT  
HOLDERS HANDLING REGULATED GARBAGE  
(Final 09/08)**

<b>A. <u>ALL FACILITIES/ENTITIES (continued)</u></b>	<b>Current Status</b>			<b>Action Required?</b>	
	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
<b>10. Is CBP/PPQ notified of spills outside of the company's premises?</b>  Note: CBP/PPQ inspects area of the spill for compliance with spill management requirements.	Y	N	N/A	Y	N
<b>11. Was the spill cleaned up according to the Addendum to Compliance Agreements?</b>  Note: If spills are not being handling 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.	Y	N	N/A	Y	N
<b>12. Were spill cleaning and disinfection documented and kept on file for 3 years?</b>	Y	N	N/A	Y	N
<b>13. Is regulated garbage stored on the premises?</b>	Y	N	N/A	Y	N
<b>14. Is it stored in covered leak-proof, vermin-proof containers?</b>  Note: Four MIL thick plastic bags are allowed to be used inside vermin-proof areas; rigid containers are required for outside storage.	Y	N	N/A	Y	N
<b>15. Is it stored longer than the compliance agreement allows</b>  Note: If no, then issue a violation.	Y	N	N/A	Y	N
<b>16. 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 thick plastic bags?</b>	Y	N	N/A	Y	N
<b>17. Are all outside areas around loading docks and garbage containers kept free of debris?</b>  Note: It is difficult to distinguish regulated garbage from non-regulated garbage; assume all unidentified garbage is regulated.	Y	N	N/A	Y	N
<b>18. Are regulated garbage and associated equipment kept separate from non-regulated garbage or clean equipment?</b>	Y	N	N/A	Y	N
<b>19. Are employees aware of the handling requirements?</b>	Y	N	N/A	Y	N
<b>20. Are aircraft cleaners disposing of regulated garbage appropriately?</b>  Note: Describe procedures in Comment Section of the Checklist.	Y	N	N/A	Y	N
<b>21. Are the records of loads (including origin, weight, dated, etc.) handled being accurately kept by the company and available for review as required by the compliance agreement?</b>	Y	N	N/A	Y	N

**FIGURE 3-1-2: Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 2)**

Page 3 of 5      **QUARTERLY CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT  
 HOLDERS HANDLING REGULATED GARBAGE**  
 (Final 09/08)

<b>A.    <u>ALL FACILITIES/ENTITIES (continued)</u></b>	<b>Current Status</b>			<b>Action Required?</b>	
	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>
<b>22. Do the records of loads handled and/or stored match the records of the originating company as required by the compliance agreement?</b>  Note: 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?  Note: If no, there may be a violation if the records indicate garbage is not handled according to the compliance agreement.	Y	N	N/A	Y	N
<b>23. Have there been any changes in the backup system identified in the Compliance Agreement?</b>	Y	N	N/A	Y	N
<b>24. Has the backup system used since last enforcement visit?</b>	Y	N	N/A	Y	N
<b>25. If the backup system was used, was CBP/PPQ notified as required by the compliance agreement?</b>	Y	N	N/A	Y	N
<b>B.    <u>CARTAGE FIRM/AULERS</u></b>	<b>Current Status</b>			<b>Action Required?</b>	
	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>
<b>1. Are garbage trucks or containers hauling regulated garbage used for non-regulated garbage?</b>	Y	N	N/A	Y	N
<b>2. If yes to B.1. above, are trucks or containers being cleaned and disinfected under CBP supervision prior to hauling non-regulated garbage?</b>  Note: If no to B.2., there may be a violation if the unregulated garbage is not being treated as regulated.	Y	N	N/A	Y	N
<b>3. If transloading garbage, is garbage spillage controlled in accordance with the Addendum to Compliance Agreements?</b>	Y	N	N/A	Y	N
<b>4. Are trucks and containers monitored/observed for leakage while hauling or storing regulated garbage? Explain how in the Comments Section of the Checklist.</b>	Y	N	N/A	Y	N
<b>5. As required by the compliance agreement to specify travel routes, is this requirement being monitored? Explain how routes are monitored in the Comments Section of Checklist.</b>	Y	N	N/A	Y	N
<b>6. List pickup companies/locations in the Comments Section of Checklist.</b>					

**FIGURE 3-1-3: Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 3)**

**QUARTERLY CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT  
HOLDERS HANDLING REGULATED GARBAGE**  
(Final 09/08)

C.	<b><u>PROCESSING (STERILIZATION/INCINERATION)</u></b>	Current Status			Action Required?	
		Yes	No	N/A	Yes	No
1.	If equipment is an autoclave or non-pressurized cooker, has it been calibrated by CBP/PPQ within the last 6 months? [The internal garbage temperature (not the chamber temperature) must be at least 212°F for at least 30 minutes]	Y	N	N/A	Y	N
	Is a thermocoupler or other necessary calibration equipment available for determination of adequate temperature?	Y	N	N/A	Y	N
1.	If equipment is an incinerator, is all garbage burned (except metal and glass) to ash?	Y	N	N/A	Y	N
2.	As required by the compliance agreement, are individual records maintained (including time/temperature in the case of sterilization)?	Y	N	N/A	Y	N
4.	Do time/temperature charts indicate any deviation below the required sterilization cycle (time or temperature) established CBP/PPQ?	Y	N	N/A	Y	N
5	a. Have there been any equipment malfunctions lasting more than 24 hours since the last visit?	Y	N	N/A	Y	N
	b. If yes, was CBP/PPQ notified? If not, there may be a violation.	Y	N	N/A	Y	N
7.	a. Have there been any major equipment repairs or renovations since the last visit?	Y	N	N/A	Y	N
	b. If yes, was a request made for recertification for sterilizing equipment or the incinerator?	Y	N	N/A	Y	N
8.	Is there processing equipment in use that has not been certified or calibrated by CBP/PPQ?	Y	N	N/A	Y	N
9.	Is sterilized/cooked garbage going to a landfill? If no, list where in the Comments Section of the Checklist. (If no, consult local AQI VMO)	Y	N	N/A	Y	N

**COMMENT SECTION**

**ALL FACILITIES/ENTITIES**

Comments from the checklist requiring further description, to include items that require action:

**FIGURE 3-1-4: Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 4)**

Page 5 of 5

**QUARTERLY CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT  
HOLDERS HANDLING REGULATED GARBAGE**  
(Final 09/08)

**COMMENT SECTION (continued)**

**ALL FACILITIES/ENTITIES**

Other deficiencies/violations noted:

Deficiencies resolved at the time of inspection:

Time allowed to correct deficiencies not immediately resolved: \_\_\_\_\_

\_\_\_\_\_  
Facility Employee Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
CBP/PPQ Official Name and Title

\_\_\_\_\_  
Date

A copy should be provided to the facility employee.

**FIGURE 3-1-5: Quarterly Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 5)**

# 3

Agricultural  
Clearance

## Examining Carriers

### *Clearing Aircraft*

---

#### Contents

Introduction	page 3-2-1
Materials Needed	page 3-2-1
Advance Notification of Arrival	page 3-2-2
Inspecting the Aircraft	page 3-2-3
Galley Areas/Stores	page 3-2-3
Passenger/Crew Areas	page 3-2-3
Cargo Holds on Cargo and Military Flights	page 3-2-4
Taking Action on Contaminants and Pests	page 3-2-4
Cleaning and Disinfecting	page 3-2-5
Documenting Aircraft Clearance	page 3-2-7
Taking Action on Contaminated Aircraft	page 3-2-7
Taking Action on Live or Dead Animals	page 3-2-7
Live Animals	page 3-2-7
Dead Animals	page 3-2-8
Taking Action on Animal Contamination	page 3-2-8
Meals Carried as Stores	page 3-2-9
In-Flight Meals Aboard Military Aircraft	page 3-2-9

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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 330.111<sup>1</sup> 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**

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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 <b>Taking Action on Contaminants and Pests</b> on <b>page 3-2-4</b>
Not found contaminants or plant pests	GO to <b>Documenting Aircraft Clearance</b> on <b>page 3-2-7</b>

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## 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** on **page-3-2-5** 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 <sup>1</sup> (see <a href="#">Cleaning and Disinfecting</a> on <a href="#">page 3-2-5</a> )

- 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

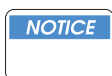
Have the following **protective clothing and safety equipment** available:

- ◆ 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 Product 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 <a href="#">Live Animals</a> on <b>page 3-2-7</b>
Solely dead animals	GO TO <a href="#">Dead Animals</a> on <b>page 3-2-8</b>

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

- 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 <b>other than</b> Canada	REQUIRE the removal of all meals, milk, and dairy products carried as stores at the first port of arrival, <b>except</b> the following: <ul style="list-style-type: none"> <li>◆ Pre-packaged snacks (such as pretzels, chips, nuts, crackers, cookies)</li> <li>◆ Beverages (such as alcoholic drinks, soda, coffee, juice, tea, water)</li> <li>◆ Condiments (such as ketchup, mustard, salt, sugar, pepper, non-dairy creamer)</li> </ul> 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 precleared<sup>2</sup> 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.

<sup>2</sup> 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 Advisor<sup>3</sup> 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.

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<sup>3</sup> 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**

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

- 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**

<b>If the vegetable originated:</b>	<b>And is to be used for:</b>	<b>And is:</b>	<b>And is:</b>	<b>Then the vegetable may:</b>
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
		<b>Neither</b> diced, peeled, <b>nor</b> sliced	<b>Other than</b> a vegetable listed in the cell above —————→	<b>Not</b> be used in meals
	<b>Other than</b> 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
		<b>Neither</b> diced, peeled, <b>nor</b> sliced	—————→	<b>Not</b> be used in meals
	<b>Other than</b> 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 <b>not</b> thoroughly cooked	U.S. origin	Frozen, prepackaged, and unopened ◆ <b>Not</b> prepackaged ◆ If prepackaged, it is opened		<b>Not</b> be used in meals
		Foreign origin	→		
Beef, lamb, or pork	→	U.S. origin	Frozen, prepackaged, and unopened ◆ <b>Not</b> prepackaged ◆ If prepackaged, it is opened	Be used in meals	
		Foreign origin	→	<b>Not</b> be used in meals	
Luncheon meat	→	U.S. origin	→	Be used in meals	
		Foreign origin	→	<b>Not</b> 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	<b>Not</b> be used in meals
Dairy product	Butter	→	→	Be used in meals
	Cheese, including cottage cheese	→	In milky liquid or brine	<b>Not</b> be used in meals
			<b>Neither</b> in milky liquid <b>nor</b> brine	Be used in meals
	Milk	U.S. origin	→	→
Foreign origin		Reconstituted	<b>Other than</b> reconstituted	<b>Not</b> be used in meals



# 3

Agricultural  
Clearance

## Examining Carriers

### *Clearing Vessels*

#### Contents

Introduction	page 3-3-1
Materials Needed	page 3-3-2
Advance Notification of Arrival	page 3-3-3
Determining if a Vessel Requires Boarding on Arrival	page 3-3-4
Categories of Vessels Which Require Boarding on Arrival	page 3-3-4
Categories of Vessels Which May Warrant Boarding on Arrival	page 3-3-5
Categories of Vessels for Deferred Boarding	page 3-3-6
Boarding Safety	page 3-3-6
Boarding Instream	page 3-3-6
Inspecting the Vessel	page 3-3-6
Determining if You Are at a Sealing Port	page 3-3-7
Activities Involved When Inspecting Vessels	page 3-3-7
Gathering Information	page 3-3-7
Inspecting Galley, Stores, Quarters, and Deck	page 3-3-8
Materials Needed When Inspecting for Africanized Honeybees	page 3-3-11
Inspection Procedures for Africanized Honeybees	page 3-3-11
Documenting Ship Clearance	page 3-3-12
Notifying and Reporting	page 3-3-12
Monitoring/Surveillance	page 3-3-13
Purging Stores and Garbage	page 3-3-13
Sealing Stores	page 3-3-14
Determining What Fruit Fly Material to Seal	page 3-3-15
Small Amounts of Fruit Fly Material	page 3-3-15
Animals Aboard Public Vessels	page 3-3-18
Transferring Meat or Poultry in a Vessel's Stores	page 3-3-19
Special Procedures for Relanding Meat Aboard U.S. Military Vessels Returning from Foreign Countries	page 3-3-20
Taking Action on Vessels In Lay-up Status	page 3-3-21
Taking Action on Live or Dead Animals	page 3-3-22
Live Animals	page 3-3-22
Dead Animals	page 3-3-23
Birds Aboard Commercial Vessels	page 3-3-23
Birds Aboard Noncommercial Vessels (Yachts and Pleasure Vessels)	page 3-3-23
Taking Emergency Action for Suspect Asian Gypsy Moth (AGM) Ships	page 3-3-24
Determine Status of Arriving Ships	page 3-3-24
Exclude Entry to High-Risk Ships	page 3-3-27
Board Low-Risk Ships	page 3-3-30
Inspect Suspect AGM Ships	page 3-3-31

#### 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 330.111<sup>1</sup> 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.

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## 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 treatment<sup>2</sup>
- ◆ 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**).

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<sup>2</sup> 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 <a href="#">Inspecting the Vessel</a> on <b>page 3-3-6</b>
Does <b>not</b> 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 <b>not</b> have approval from Headquarters CBP-AI to include the category as a board on arrival	DEFER <sup>1</sup> boarding of vessel	◆ GO to <a href="#">Categories of Vessels for Deferred Boarding</a> on <b>page 3-3-6</b>
		MONITOR vessel	◆ GO to <a href="#">Monitoring/Surveillance</a> on <b>page 3-3-13</b>

- 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

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## 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.

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## 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"> <li>◆ CONTINUE in this step, then</li> <li>◆ GO to <b>Sealing Stores</b> on <b>page 3-3-14</b></li> </ul>
St. Lawrence Seaway or Great Lakes	<ul style="list-style-type: none"> <li>◆ CONTINUE in this step</li> <li>◆ CHECK seals and reseal meats if necessary in support of Agriculture Canada's sealing</li> </ul>
<b>Other than</b> the locations listed in the two cells above	<ul style="list-style-type: none"> <li>◆ CONTINUE in this step</li> <li>◆ <b>DO NOT SEAL</b></li> </ul>

### 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	◆ <b>DO NOT</b> 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
<b>Other than</b> those listed in the cell above	<b>DO NOT</b> 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 office<sup>3</sup>
- ◆ CO<sub>2</sub> 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 bees<sup>4</sup>, 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.

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

<sup>4</sup> 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.

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## 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].”

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## 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.

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## 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](#).

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## 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](#).<sup>1</sup> 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 <b>Determining What Fruit Fly Material to Seal</b> on <b>page 3-3-15</b>
<b>Other than</b> the locations listed in the above cell	<b>DO NOT SEAL</b> 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 Mediterranean<sup>5</sup> (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 Indies<sup>6</sup>. 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.

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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**

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

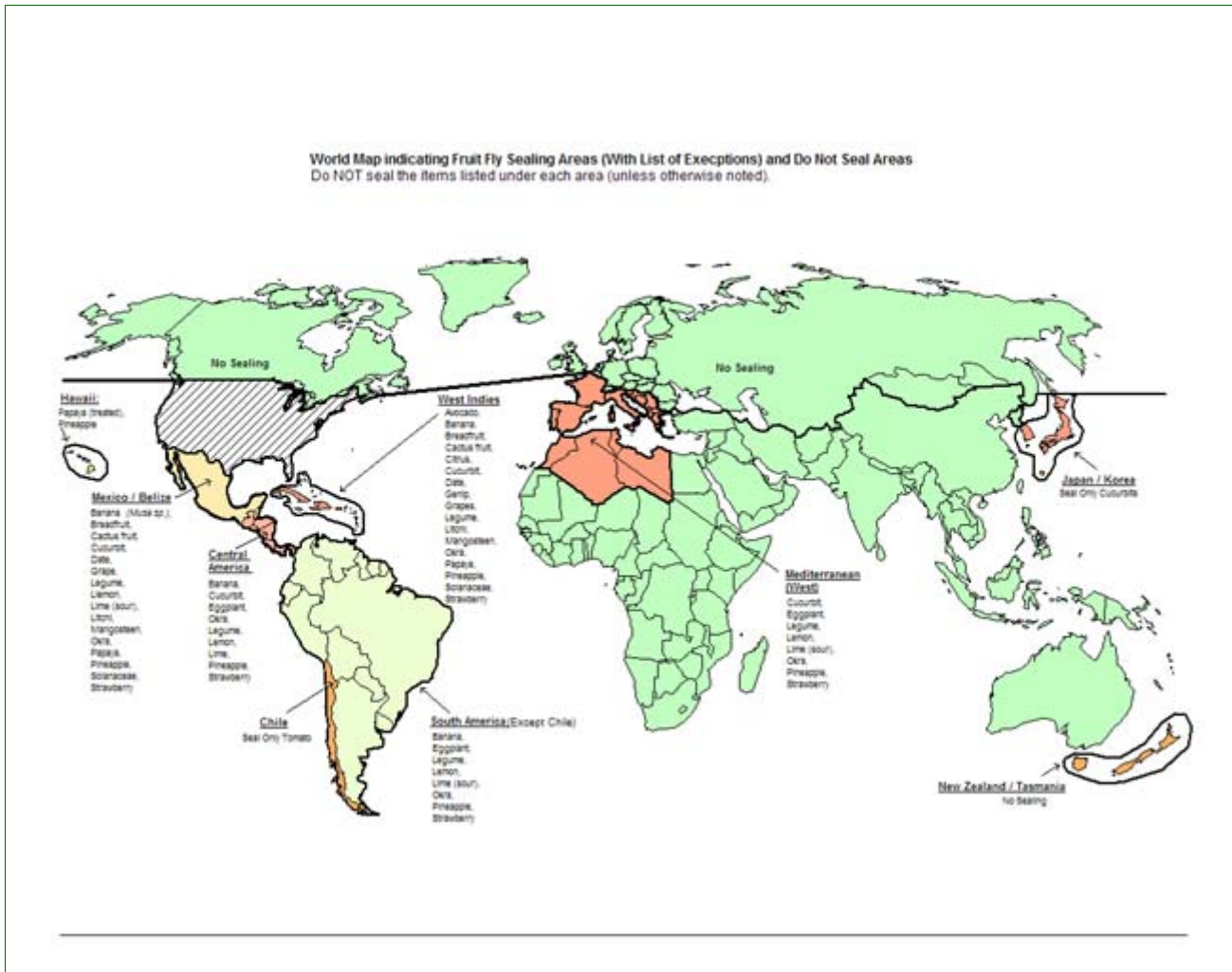
If the seal is broken or removed while in U.S. territorial waters, then complete CBP Form AI-592, Notice of Violation.

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

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

<b>If the meat or poultry originates:</b>	<b>And the vessel:</b>	<b>And it is in:</b>	<b>Then:</b>
In countries <b>free of</b> 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 <b>not</b> transit an infected country	Sealed, leakproof container	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ <b>Do not</b> allow meat to be used ashore</li> </ul>
	Transited an infected country	Sealed, leakproof container, packed as originally shipped	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ Movement must be under direct CBP supervision</li> <li>◆ <b>Do not</b> allow meat to be used ashore</li> </ul>
		Boxes or cartons that were opened (staples or bands removed or flaps unglued)	<p>ALLOW transfer of stores only under the following conditions:<sup>1</sup></p> <ul style="list-style-type: none"> <li>◆ Direct supervision of a CBP-AS officer</li> <li>◆ Transfer direct, over water from one vessel onto a barge or other floating carrier, then over water to the receiving vessel</li> </ul>
In an <b>infected</b> country	→	→	<ul style="list-style-type: none"> <li>◆ Require cleaning/disinfection of the barge and equipment following transfer</li> </ul>

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



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## 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 <b>Live Animals</b> on <b>page 3-3-22</b>
Solely dead animals	GO to <b>Dead Animals</b> on <b>page 3-3-23</b>

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

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.



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.



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.



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 Period<sup>1</sup>**

<b>If ship's name is:</b>	<b>And the itinerary:</b>	<b>And called at port:</b>	<b>And certification<sup>2</sup>:</b>	<b>Then:</b>
<b>Not on the alert list</b>	Includes a Far Eastern Russian port <sup>1</sup>	Between July 15 and September 30	Is <b>absent</b>	PROVIDE options for inspection outside the port area <sup>3</sup>
		<b>Other than</b> the time of year above	Is present	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
	Includes a high-risk Japanese port <sup>1</sup>	—————→	—————→	GO to <b>Table 3-3-14</b> on <b>page 3-3-29</b>
	Does <b>not</b> include a Far Eastern Russian or high-risk Japanese port	—————→	—————→	REQUIRE standard, non-AGM boarding procedures
	Cannot be ascertained	—————→	—————→	PROVIDE options for inspection outside the port area <sup>3</sup>
<b>On the alert list</b>	—————→		Is <b>absent</b>	PROVIDE options for inspection outside the port area <sup>3</sup>
	—————→		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**

<b>If the port is:</b>	<b>And the ship called at the port:</b>	<b>And the ship:</b>	<b>Then:</b>
Ooita, Hiroshima, or Hannan	Between June 1 and August 15	Has a pre-departure inspection certificate issued by an approved company in Japan <sup>1</sup>	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		<b>Lacks</b> the above certification	PROVIDE options for inspection outside the port area <sup>2</sup>
	<b>Other than</b> 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 <sup>1</sup>	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		<b>Lacks</b> the above certification	PROVIDE options for inspection outside the port area <sup>2</sup>
	<b>Other than</b> 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 <sup>1</sup>	◆ ALLOW movement to berth ◆ BOARD on arrival or at sunrise
		<b>Lacks</b> the above certification	PROVIDE options for inspection outside the port area <sup>2</sup>
	<b>Other than</b> 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	◆ BOARD on arrival or at sunrise
	Does <b>not</b> 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

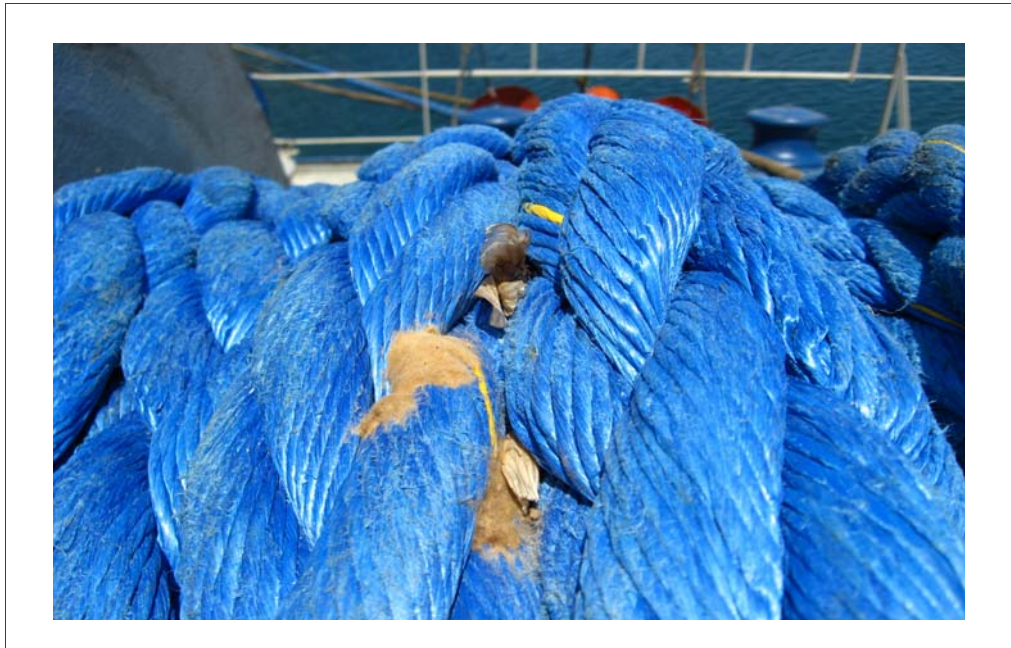
Inspect all accessible areas of the ship's super-structure. Use binoculars to inspect unreachable areas of the ship. Inspect the ship's hold(s) when there are indications (physical evidence on the superstructure or ship records) that the ship has been cleaned for AGM. Egg masses are the most likely life 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

See **Figure 3-3-3** on **page 3-3-32** for a photograph of AGM egg masses aboard a ship. The egg masses appear as brown fuzz on the blue nylon rope. The rope in this photograph was on a ship arriving from Ishikariwan Shinko, Japan. The ship was **not** on the AGM Alert lists.



**FIGURE 3-3-3: Asian Gypsy Moth Egg Masses on Blue Nylon Rope**

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**

<b>If the month is:</b>	<b>And you find:</b>	<b>Then:</b>
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 <sup>1</sup> (refer to the guidelines under <b>Order a Ship to Leave</b> on <b>page 3-3-30</b> )
	No life stages of AGM	<ul style="list-style-type: none"> <li>◆ ALLOW the ship to dock and conduct business</li> <li>◆ REQUIRE daily monitoring for hatching larvae of AGM until the ship leaves the U.S. port</li> </ul>
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 <sup>1</sup> (refer to the guidelines under <b>Order a Ship to Leave</b> on <b>page 3-3-30</b> )
	No life stages of AGM	<ul style="list-style-type: none"> <li>◆ ALLOW the ship to dock and conduct business</li> <li>◆ MONITOR the ship while in port</li> </ul>

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*

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#### Contents

(To be developed)





# 3

Agricultural  
Clearance

## Examining Carriers

### *Clearing Privately Owned Vehicles*

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#### Contents

(To be developed)



# 4

Agricultural  
Clearance

# Clearing Passengers, Crew, and Baggage

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## Contents

Introduction	page 4-1-2
Policy	page 4-1-2
Materials Needed	page 4-1-2
APHIS Manuals	page 4-1-2
Other Materials	page 4-1-3
Screening Baggage	page 4-1-3
Inspecting Baggage	page 4-1-4
Accompanied Baggage	page 4-1-4
Unaccompanied Baggage	page 4-1-5
Taking Action Based on Inspection	page 4-1-6
Seizing and Safeguarding Contraband	page 4-1-7
Safeguarding Detained Baggage Items	page 4-1-7
Inspecting Propagative Materials in Baggage	page 4-1-7
Documenting Passenger Clearance	page 4-1-9
Agricultural Quarantine Activity Systems	page 4-1-9
DHS Online	page 4-1-9
Examining and Disposing of Contraband	page 4-1-10
Handling Pet Birds in Baggage	page 4-1-10
Locations of Bird Quarantine Facilities	page 4-1-11
Responsibilities	page 4-1-11
Full-service Preclearance Locations	page 4-1-13
Supplies	page 4-1-14
Procedures	page 4-1-14
Disinfecting Footwear	page 4-1-15
Mixing Disinfectants	page 4-1-15
Courtesy of the Port When Inspecting Diplomats	page 4-1-16
Courtesy of the Port for Boarding Military and State Aircraft	page 4-1-17
Contraband on Board	page 4-1-18
Extenuating Circumstances	page 4-1-18
Courtesy of the Port to Foreign Officials and Vessels	page 4-1-19
Permission to Board	page 4-1-19
Handling Garbage	page 4-1-19
Garbage Violations	page 4-1-19
Animals Aboard Public Vessels	page 4-1-20
Handling Passengers That Are in Transit	page 4-1-20

## 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](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](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](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](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](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](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](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

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## 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

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## 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 4-1-16](#).

### 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*<sup>1</sup>, *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](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.

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<sup>1</sup> *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*<sup>1</sup>. 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
		<b>Other than</b> above	GO to <b><i>Disinfecting Footwear</i></b> on <b>page 4-1-15</b>
	<b>Never</b> 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 <b><i>Handling Pet Birds in Baggage</i></b> on <b>page 4-1-10</b>
<b>Other than</b> footwear or a pet bird	—————→	—————→	GO to <b>Table 4-1-2</b>

**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 <b><i>Safeguarding Detained Baggage Items</i></b> on <b>page 4-1-7</b>
	You are <b>not</b> holding the material	GO to <b><i>Seizing and Safeguarding Contraband</i></b> on <b>page 4-1-7</b>
Is enterable <sup>1</sup>	It is propagative plant material	GO to <b><i>Inspecting Propagative Materials in Baggage</i></b> on <b>page 4-1-7</b>
	It is nonpropagative plant material	INSPECT and RELEASE <sup>2</sup>

- 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,<sup>2</sup> 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.

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<sup>2</sup> *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**

<b>If the material:</b>	<b>And the material:</b>	<b>Then:</b>
Is prohibited by Federal Regulation (7CFR300-399)	Is <b>not</b> accompanied by a USDA-APHIS Permit	REFUSE ENTRY
	Is accompanied by a USDA-APHIS Permit	SAFEGUARD <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>3</sup>
Is admissible with a written permit issued by USDA-APHIS <sup>4</sup>	Is <b>not</b> 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 <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>3</sup>
Is admissible <b>without</b> a written USDA-APHIS permit	Is <b>not</b> 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

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## 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](#)).

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## 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)
- ◆ Psittacosis<sup>3</sup> (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

**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.

When VS is notified of live bird(s) at a port of entry, VS is responsible for the following:

- ◆ Meeting the flight upon arrival with the bird(s) without exception
- ◆ Determining whether the bird(s) is eligible for entry into the U.S.
- ◆ Inspecting the bird(s)
- ◆ Completing all necessary paperwork
- ◆ Transporting the bird(s) to a quarantine facility

If the bird is proceeding through a full-service preclearance location (see [Full-service Preclearance Locations](#) on [page 4-1-13](#)), and will proceed to a U.S. port of entry, then VS is responsible for the following:

<sup>3</sup> 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.

- ◆ Issuing a Veterinary Services Permit to Import (VS Form 17-135). The VS Form 17-135 will:
  - ❖ Identify the U.S. port of arrival
  - ❖ Require the permit holder to present a copy of the permit (VS Form 17-135) to CBP
  - ❖ Require the permit holder to arrive for preclearance with CBP two (2) hours prior to the departure of the flight
- ◆ Making arrangements for VS personnel to meet the flight for inspection and post entry clearance upon arrival at the U.S. port. CBP will not hold bird(s) at Ports of Entry (POE) upon arriving from Preclearance Facility Locations if no VS official is present. The required arrangements include:
  - ❖ Forwarding a copy of the permit (VS Form 17-135) to the Area Veterinarian-In-Charge (AVIC) of the state where the bird(s) will make entry
  - ❖ Ensuring that the permit holder verifies their appointment with the VS personnel at least 72 hours in advance of arrival at the U.S. port

## CBP

**CBP** responsibilities depend on preclearance status. When live bird(s) arrive at the U.S. port from non-precleared foreign ports, CBP is responsible for the following:

- ◆ Notifying VS (the Port Veterinarians, a field veterinarian, or the AVIC) of the bird's arrival (see [Appendix H](#) of the [Animal Product Manual](#) for the list of AVICs, VRS, and VS Staff Veterinarians)

If a VS official is not available when the bird(s) is presented for entry, then CBP personnel will hold the bird(s) until a VS official arrives and can assume responsibility for the bird(s). CBP will obtain applicable information and fill in the appropriate blocks on VS Form 17-8 (before the owner has departed the area). Complete VS Form 17-8 using the instructions in [Table A-1-39](#) on [page A-1-131](#). For a printable version of VS Form 17-8, go to: [http://www.aphis.usda.gov/library/forms/pdf/vs17\\_8.pdf](http://www.aphis.usda.gov/library/forms/pdf/vs17_8.pdf)

If the bird(s) is presented at one of the full-service preclearance locations (listed below), then CBP is responsible for the following:

- ◆ Verifying that the owner has a copy of the VS permit to Import (VS Form 17-135).



The presentation of the valid permit signifies that an appointment has been made with VS upon arrival at the destination port.

- ◆ Verifying that the port of entry listed on the permit (VS Form 17-135) corresponds to the travel on the owner's ticket



Lack of a VS permit by the owner will require that CBP refuse entry to the bird(s).

- ◆ Notifying VS (the Port Veterinarians, a field veterinarian, or the AVIC) of the bird(s) departure and estimated arrival time at the destination port that the bird(s) are enroute in the U.S. (see [Appendix H](#) of the [Animal Product Manual](#) for the list of AVICs, VRS, and VS Staff Veterinarians)

CBP is **not** responsible for safeguarding the birds(s) at the destination port once arriving from a preclearance location

### Full-service Preclearance Locations

Preclearance facilities for birds exist at the following locations:

- ◆ Aruba
- ◆ Freeport, Bahamas
- ◆ Montreal, Canada
- ◆ Nassau, Bahamas
- ◆ Toronto, Canada
- ◆ Vancouver, Canada

### The Owner of the Pet Bird

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

- ◆ Obtaining an import permit (VS Form 17-135), if necessary
- ◆ Obtaining a health certificate in the country of origin
- ◆ Obtaining any other pertinent documentation (i.e., CITES, health certificates)
- ◆ Presenting a copy of the required import permit (VS Form 17-135) and all supporting documents to CBP
- ◆ Paying all user fees and costs associated with importing pet birds
- ◆ Arranging for the quarantine of the bird(s), if necessary
- ◆ Arriving at any full-service preclearance location (see [Full-service Preclearance Locations](#) above) two (2) hours prior to the departure of the flight to complete CBP preclearance procedures

## 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 <sup>1</sup> to process and inspect the bird (except for <b>Full-service Preclearance Locations</b> ) 2. SAFEGUARD the bird until the VS veterinarian arrives
Transiting the United States	GO to <b>Table 4-1-5</b>

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
<b>Not</b> provided VS with advance notification of arrival	1. SAFEGUARD the bird 2. CONTACT local VS office or AVIC <sup>1</sup>

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% <sup>1</sup>	<ol style="list-style-type: none"> <li>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)</li> <li>2. MIX thoroughly<sup>2</sup></li> </ol>
6% <sup>1</sup>	<ol style="list-style-type: none"> <li>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)</li> <li>2. MIX thoroughly<sup>2</sup></li> </ol>

- 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	<ol style="list-style-type: none"> <li>1. ADD 8 teaspoons (1.3 ounces or 37 grams) of Virkon® S to 1 gallon of water</li> <li>2. MIX thoroughly<sup>1</sup></li> </ol>
1 quart of solution	<ol style="list-style-type: none"> <li>1. ADD 2 teaspoons (0.3 ounces or 8.5 grams) of Virkon® S to 1 quart of water</li> <li>2. MIX thoroughly<sup>1</sup></li> </ol>
1 pint of solution	<ol style="list-style-type: none"> <li>1. ADD 1 teaspoon (0.15 ounces or 4.3 grams) of Virkon® S to 1 pint of water</li> <li>2. MIX thoroughly<sup>1</sup></li> </ol>

- 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 believe<sup>4</sup> they contain regulated items.

If the diplomat declares agricultural items or you have serious reason to believe<sup>4</sup> 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.

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

- 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.

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### **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 4-1-20** 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 <b>ineligible</b> 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	REFUSE to allow transit
	Is enterable <b>without</b> treatment	—————→	ALLOW transit
Plant pest	Has a permit	—————→	
	<b>Lacks</b> a permit	—————→	REFUSE to allow transit

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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## Contents

Introduction	page 5-1-1
Policy	page 5-1-1
Materials Needed	page 5-1-2
Local Variations	page 5-1-2
Maintaining Contact with USPS	page 5-1-2
Determining the Thoroughness of Inspection Required	page 5-1-3
Checking for Permits	page 5-1-3
Opening Parcels	page 5-1-4
Determining the Condition of the Shipment	page 5-1-5
Determining Admissibility	page 5-1-6
Inspecting the Parcel's Contents	page 5-1-6
Taking Regulatory Action	page 5-1-6
Inspecting Propagative Plant Material in International Mail	page 5-1-7
Documenting Action Taken and Submitting Intercepted Pests	page 5-1-10
Agricultural Quarantine Activity Systems (AQAS)	page 5-1-11
DHS Online	page 5-1-11

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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.



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.



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**.

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## 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.

<b>Characteristics of Suspicious Parcels</b>	
<b>Characteristics of suspicious parcels include the following:</b>	
◆	Crystals, powder, or powder-like residue on the parcel's surface
◆	Suspicious or threatening language on the outside of the parcel
◆	Postmark that <b>does not</b> 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**

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

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*<sup>1</sup>
- ◆ *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](http://www.aphis.usda.gov/ppq/manuals/port/pdf_files/ClearingFlowerBulbs-CBP.pdf))

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## 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.

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## 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***.

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<sup>1</sup> *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"> <li>1. STAMP 'RELEASE' and enter your badge number</li> <li>2. RECONDITION the parcel and ALLOW it to proceed</li> <li>3. CONTINUE to <a href="#">Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10</a></li> </ol>
Inadmissible or regulated	Uncontaminated	<ol style="list-style-type: none"> <li>1. REMOVE the inadmissible material</li> <li>2. COMPLETE PPQ Form 287, Mail Interception Notice and place in the parcel</li> <li>3. RECONDITION the parcel and ALLOW it to proceed</li> <li>4. CONTINUE to <a href="#">Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10</a></li> </ol>
	Contaminated	<ol style="list-style-type: none"> <li>1. STAMP 'REFUSED ENTRY' and enter your badge number</li> <li>2. RECONDITION the parcel</li> <li>3. COMPLETE PPQ Form 287, Mail Interception Notice, and place in the parcel</li> <li>4. RETURN the entire parcel to the sender</li> <li>5. CONTINUE to <a href="#">Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10</a></li> </ol>



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**

<b>If the material is:</b>	<b>And is:</b>	<b>Then:</b>
Identified with a green and yellow label (PPQ Form 508)	—————→	SAFEGUARD <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, <sup>3</sup> along with all the accompanying documentation <sup>4</sup>
Prohibited by Federal Regulation (7CFR300-399)	Accompanied by a departmental or plant pest permit	
	<b>Not</b> accompanied by a departmental or plant pest permit	REFUSE ENTRY
A small lot of seed	Accompanied by a small lots of seed permit <sup>5</sup>	SAFEGUARD <sup>1</sup> and SEND <sup>2</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>4</sup>
	<b>Not</b> accompanied by a small lots of seed permit	GO to <a href="#">Table 5-1-4 on page 5-1-9</a>
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**

<b>If origin is:</b>	<b>And is:</b>	<b>And is:</b>	<b>Then:</b>
Canadian	Admissible with a written permit issued by USDA-APHIS <sup>1</sup>	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
		<b>Not</b> 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 <b>without</b> 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
		<b>Not</b> accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above	REFUSE ENTRY
<b>Other than</b> Canadian	Admissible with a written permit issued by USDA-APHIS <sup>2</sup>	Accompanied by the original phytosanitary certificate issued by the country of origin	SAFEGUARD and SEND <sup>3</sup> to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation <sup>4</sup>
		<b>Not</b> accompanied by the original phytosanitary certificate issued by the country of origin	REFUSE ENTRY
	Admissible <b>without</b> a written permit issued by USDA-APHIS	Accompanied by the original phytosanitary certificate issued by the country of origin	INSPECT and RELEASE
		<b>Not</b> 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.

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## 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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## Contents

Introduction	<b>page 6-1-1</b>
Emergency Procedures	<b>page 6-1-2</b>
Taking Action Based on the Pest at Hand	<b>page 6-1-2</b>
Safeguarding Cargo and Giving the Importer an Opportunity to Voluntarily Treat Cargo	
Pending Issuance of Emergency Order	<b>page 6-1-2</b>
Issuing an Emergency Action Notification	<b>page 6-1-3</b>
Deciding if Commodity Has to Be Treated	<b>page 6-1-3</b>
Preventing Damage to Commodities Being Treated	<b>page 6-1-4</b>
Revoking the Emergency Action Notification After Cargo Is Treated	<b>page 6-1-4</b>
Remedial Measures Policy and Procedures	<b>page 6-1-4</b>
Cleaning and Disinfecting	<b>page 6-1-5</b>
Materials for Disinfectant Kit	<b>page 6-1-5</b>
Protective Clothing and Safety Materials	<b>page 6-1-6</b>
Preparing the Disinfectant	<b>page 6-1-6</b>
Removing Excess Contaminant	<b>page 6-1-9</b>
Scrubbing Contaminated Area	<b>page 6-1-10</b>
Flushing Scrubbed Surfaces	<b>page 6-1-10</b>
Applying Disinfectant	<b>page 6-1-10</b>
Incinerating Refuse	<b>page 6-1-10</b>

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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 <a href="#">Issuing an Emergency Action Notification</a> on <a href="#">page 6-1-3</a> <sup>1</sup>
Is willing to wait to have the pest's identity confirmed	Actionable	1. REQUIRE that the cargo be treated 2. CONTINUE to <a href="#">Issuing an Emergency Action Notification</a> on <a href="#">page 6-1-3</a>
	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 Product 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 <a href="#">Table 6-1-4</a> on <a href="#">page 6-1-7</a> )
Aircraft	GO to <a href="#">Cleaning and Disinfecting</a> on <a href="#">page 3-2-5</a> in the <a href="#">Clearing Aircraft</a> section of <a href="#">Examining Carriers</a>
Footwear	GO to <a href="#">Disinfecting Footwear</a> on <a href="#">page 4-1-15</a> in the chapter <a href="#">Clearing Passengers, Crew, and Baggage</a>
<b>Other than</b> empty semen container, aircraft, or footwear <sup>1</sup>	Disinfect with a solution of water that contains sodium hypochlorite or Virkon® S (see <a href="#">Table 6-1-4</a> on <a href="#">page 6-1-7</a> )

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="711 390 821 464" 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"> <li>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)</li> <li>2. MIX thoroughly</li> </ol>
4 percent sodium carbonate with 0.1 percent sodium silicate	<ol style="list-style-type: none"> <li>1. ADD 5.33 ounces of the sodium carbonate to each gallon of water</li> <li>2. ADD 4 mL of sodium silicate solution to each gallon of water</li> <li>3. MIX thoroughly</li> </ol>
1 percent Virkon®S	<div data-bbox="686 772 797 846" style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <div data-bbox="829 758 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. <b>Do not</b> 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"> <li>1. PUT on rubber gloves, rubber apron, mask (N95 or better) and face shield</li> <li>2. ADD 1.3 ounces <b>or</b> 8 teaspoons <b>or</b> 37 grams of Virkon®S concentrate to 1 gallon of water</li> <li>3. STIR gently; do <b>not</b> stir vigorously (the solution should be yellow in color and will have a slight citrus odor)</li> <li>4. RESEAL the container holding the Virkon®S powder</li> <li>5. POUR the Virkon®S solution (using a plastic funnel) into a 1, 2.5, or 5 gallon plastic container</li> <li>6. CLOSE the container tightly.</li> <li>7. DISPOSE of solution after 7 days or when yellow color fades, whichever comes first</li> <li>8. WASH hands and any other areas where the solution may have come in contact with the skin</li> <li>9. CLEAN the mixing area</li> </ol> <div data-bbox="711 1650 821 1724" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 20px;">NOTICE</div> <div data-bbox="846 1640 1458 1734" style="background-color: #e0f2f1; padding: 5px; margin-left: 10px; margin-top: 20px;"><b>Do not</b> 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 ft<sup>2</sup>.</div>



**TABLE 6-1-4: Formulas and Instructions for Mixing Disinfectants (continued)**

<b>If you need a solution of:</b>	<b>Then:</b>
Sodium hypochlorite (household bleach)	<div data-bbox="659 384 771 457"></div> <div data-bbox="805 373 1409 489" style="background-color: #e0f2f1; padding: 5px;">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="646 516 829 541">GO to <a href="#">Table 6-1-5</a></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 chlorine <sup>1</sup> is:	Then:
0.1 percent solution of the disinfectant <sup>2</sup>	5.25%	<ol style="list-style-type: none"> <li>ADD 5 tablespoons (2.5 ounces) of bleach to 1 gallon of water (or 1 gallon of bleach to 50 gallons of water)</li> <li>MIX thoroughly</li> </ol>
	6%	<ol style="list-style-type: none"> <li>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)</li> <li>MIX thoroughly</li> </ol>
1.0 percent solution of the disinfectant <sup>3</sup>	5.25%	<ol style="list-style-type: none"> <li>ADD 4 cups (32 ounces) of bleach to 1 gallon of water</li> <li>MIX thoroughly</li> </ol>
	6%	<ol style="list-style-type: none"> <li>ADD 3.2 cups (26 ounces) of bleach to 1 gallon of water</li> <li>MIX thoroughly</li> </ol>
3.0 percent solution of the disinfectant <sup>4</sup>	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"> <li>ADD 1.3 gallons (170 ounces) of bleach to 1 gallon of water (or 4 parts bleach to 3 parts water)</li> <li>MIX thoroughly</li> </ol>
	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"> <li>ADD 1 gallon of bleach to 1 gallon of water</li> <li>MIX thoroughly</li> </ol>

- 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.
- This is the strength to use in baggage or passenger areas.
- This is the strength necessary for **moderately** contaminated areas.
- 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.



# Preparing Plant Pest Interceptions

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## Contents

Introduction	<b>page 7-1-1</b>
Preparing Specimens for Identification	<b>page 7-1-2</b>
Arthropods	<b>page 7-1-2</b>
Preserving Arthropod Specimens in Alcohol	<b>page 7-1-3</b>
Preserving Arthropod Specimens by Dry Mounting	<b>page 7-1-3</b>
Honey Bees	<b>page 7-1-4</b>
Host or Other Plant Material, Including Noxious Weeds	<b>page 7-1-4</b>
Preserving Soft Fruits for Identification	<b>page 7-1-5</b>
Mollusks	<b>page 7-1-6</b>
Nematodes	<b>page 7-1-7</b>
Plant Diseases	<b>page 7-1-8</b>
Classifying and Routing Interceptions for Identification	<b>page 7-1-9</b>
Routine Interceptions	<b>page 7-1-9</b>
Prompt Interceptions	<b>page 7-1-9</b>
URGENT Interceptions	<b>page 7-1-10</b>
Sending Specimens for Identification	<b>page 7-1-10</b>
Records	<b>page 7-1-10</b>
Packaging the Specimens	<b>page 7-1-10</b>
Packaging Specimens in Vials	<b>page 7-1-10</b>
Packaging Moist Materials	<b>page 7-1-11</b>
Special Instructions for Pest Interceptions on Irradiated Commodities	<b>page 7-1-11</b>
Special Instructions for Honey Bee Specimens	<b>page 7-1-11</b>

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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"> <li>◆ Acarina</li> <li>◆ Coleoptera</li> <li>◆ Dermaptera</li> <li>◆ Diptera</li> <li>◆ Heteroptera</li> <li>◆ Homoptera<sup>1</sup></li> <li>◆ Hymenoptera</li> <li>◆ Isoptera</li> <li>◆ Lepidoptera (immatures)</li> <li>◆ Orthoptera (immatures)</li> <li>◆ Thysanoptera (adults)<sup>2</sup></li> </ul>	PRESERVE specimens in alcohol (see <a href="#">Preserving Arthropod Specimens in Alcohol</a> on <a href="#">page 7-1-3</a> )
Homoptera on host material (scale insects and immature psyllids) Lepidoptera (adults) Orthoptera (adults)	PRESERVE specimens by dry mounting (see <a href="#">Preserving Arthropod Specimens by Dry Mounting</a> on <a href="#">page 7-1-3</a> )

- 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"> <li>◆ 1 part commercial Formalin</li> <li>◆ 12 parts water</li> </ul>
TAF	<ul style="list-style-type: none"> <li>◆ 7 ml Formalin</li> <li>◆ 2 ml Triethanolomine</li> <li>◆ 91 ml water</li> </ul>

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.

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## 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.

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## 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

## Contents

Introduction	<b>page 8-1-2</b>
Cargo Violations	<b>page 8-1-2</b>
Collecting Evidence to Assemble a Case File	<b>page 8-1-2</b>
Seizure of Agricultural Merchandise	<b>page 8-1-4</b>
Assessing Civil Penalties for Breaking Seals	<b>page 8-1-4</b>
Garbage Violations	<b>page 8-1-5</b>
Assessing Civil Penalties	<b>page 8-1-6</b>
Aircraft Garbage Violations	<b>page 8-1-6</b>
Ocean Vessel Garbage Violations	<b>page 8-1-8</b>
Firms Garbage Violations	<b>page 8-1-8</b>
Compliance Agreement Violations	<b>page 8-1-9</b>
Safeguards	<b>page 8-1-9</b>
Spot Settlements	<b>page 8-1-10</b>
Collecting Evidence to Support a Spot Settlement	<b>page 8-1-11</b>
Collecting Evidence to Assemble a Case File	<b>page 8-1-11</b>
Advance Notification of Arrival Violations	<b>page 8-1-13</b>
Assessing Civil Penalties for Aircraft	<b>page 8-1-13</b>
Assessing Civil Penalties for Vessels	<b>page 8-1-14</b>
Passenger and Crew Violations	<b>page 8-1-16</b>
Assessing Civil Penalties	<b>page 8-1-16</b>
Determining Legal Authority for Assessing a Civil Penalty	<b>page 8-1-16</b>
Assessing Civil Penalties to Crew Members	<b>page 8-1-17</b>
Assessing Civil Penalties to Passengers	<b>page 8-1-17</b>
Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty	<b>page 8-1-18</b>
Initiating Seizure Case into SEACATS	<b>page 8-1-19</b>
Encouraging Violators to Pay	<b>page 8-1-19</b>
Collecting the Spot Settlement	<b>page 8-1-20</b>
Mitigating the Spot Settlement	<b>page 8-1-21</b>
Inability to Pay the Civil Penalty	<b>page 8-1-22</b>
Refusal to Pay the Civil Penalty	<b>page 8-1-22</b>
Procedures for Collecting Delinquent Payment for Civil Penalties	<b>page 8-1-22</b>
Procedures for Refunding Overpayment of Civil Penalties	<b>page 8-1-23</b>
Documents and Evidence	<b>page 8-1-23</b>
Mail Violations	<b>page 8-1-23</b>
Determining Whether to Issue a Civil Penalty	<b>page 8-1-23</b>
Issuing a Civil Penalty	<b>page 8-1-24</b>
Applying a Civil Penalty	<b>page 8-1-24</b>

## 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](#).



Important

**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

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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.

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## Seizure of Agricultural Merchandise

See *Seizure of Agricultural Importations* on CBP.net.

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## 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.

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## 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 ( <b>without</b> a compliance agreement)	First	→	FILL in \$1,000
	Second, <b>or</b> committed while operating with a suspended compliance agreement	→	FORWARD the complete case file to IES <sup>1</sup> with Section II blank
Improper removal or handling of regulated garbage ( <b>under</b> compliance agreement)	First	The violator promptly corrects the situation	FILL in \$500
		The violator does not correct the situation and does <b>not</b> 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 <sup>1</sup> with Section II blank

<sup>1</sup> 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**

<b>If the violation is:</b>	<b>And the violation is:</b>	<b>And:</b>	<b>Then:</b>
Unauthorized removal or handling of garbage ( <b>without</b> a compliance agreement)	First	→	FILL in \$1,000
	Second, <b>or</b> committed while operating with a suspended compliance agreement	→	FORWARD the complete case file to IES <sup>1</sup> with Section II blank
Improper removal or handling of regulated garbage ( <b>under</b> compliance agreement)	First	The violator promptly corrects the situation	FILL in \$500
		The violator does not correct the situation and does <b>not</b> 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 <sup>1</sup> 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 <sup>1</sup> 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 <b>not</b> 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 <b>Collecting Evidence to Assemble a Case File on page 8-1-2</b> )



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

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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 <a href="#">Collecting Evidence to Assemble a Case File on page 8-1-2</a> )



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:
<b>Illegally</b> smuggling contraband into the United States through an <b>unauthorized port</b> of entry, thus eluding making a declaration	<ul style="list-style-type: none"> <li>◆ You <b>must</b> have the legal authority to assess the civil penalty</li> </ul>
Entering through an <b>authorized</b> port of entry	<ul style="list-style-type: none"> <li>◆ The person must have failed to declare a prohibited or regulated agricultural article</li> <li>◆ You must have given the person an opportunity to amend his or her declaration orally</li> <li>◆ You must have the legal authority to assess the civil penalty</li> </ul>

### 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"> <li>1. ASSESS a \$500 spot settlement</li> <li>2. FORWARD a standardized violation letter<sup>1</sup> to the crew member’s employer</li> </ol>
Repeat violation	<ol style="list-style-type: none"> <li>1. DOCUMENT the violation</li> <li>2. RECOMMEND that the crew member be assessed \$2,000 for the repeat violation</li> <li>3. FORWARD the case file to IES for review and evaluation</li> </ol>

<sup>1</sup> 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 diplomat<sup>1</sup> 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.

<sup>1</sup> 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**

<b>If the individual failed to declare and there is:</b>	<b>And the importation represents a:</b>	<b>And it is a:</b>	<b>Then assess Civil Penalty:</b>
Some evidence of concealment or misrepresentation	<b>Commercial</b> activity <sup>1</sup> as evidenced by the size of the shipment or an intent to distribute or sell	First violation	ASSESS a \$1,000 spot settlement <sup>2</sup>
		<b>Repeat</b> 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
	<b>Noncommercial</b> activity	First violation: commuter lane	ASSESS a \$500 spot settlement <sup>2</sup>
		First violation: <b>other than</b> commuter lane	ASSESS a \$300 spot settlement <sup>2</sup>
		Second violation	ASSESS a \$500 spot settlement <sup>2</sup>
		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
<b>No</b> evidence of concealment or misrepresentation	<b>Commercial</b> activity <sup>1</sup> as evidenced by the size of the shipment or an intent to distribute or sell	First violation	ASSESS a \$300 spot settlement <sup>2</sup>
		<b>Repeat</b> 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
	<b>Noncommercial</b> activity	First violation: commuter lane	ASSESS a \$500 spot settlement <sup>2</sup>
		First violation: <b>other than</b> commuter lane	ASSESS a \$300 spot settlement <sup>2, 3</sup>
		Second violation	ASSESS a \$500 spot settlement <sup>2</sup>
		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

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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



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

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**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 <a href="#">Applying a Civil Penalty on page 8-1-24</a>
<b>Other than</b> U.S. Military Mail	SKIP to <a href="#">Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10</a> . You do <b>not</b> 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><b>All three</b> of the following criteria are met:</p> <ul style="list-style-type: none"> <li>◆ Sender made a false declaration about the parcel's contents</li> <li>◆ You have the legal authority to access the civil penalty for the illicit item</li> <li>◆ Parcel was U.S. Military Mail (APO)</li> </ul>	CONTINUE to the steps that follow
<p>If <b>one or more</b> of the above bulleted criteria are <b>unmet</b></p>	<p>SKIP to <b>Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10</b>. You do <b>not</b> 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*

### Contents

Introduction **page A-1-3**  
Instructions for CBP to Order USDA Forms **page A-1-4**  
APHIS Form 94, Record of Public Funds Received **page A-1-5**  
    Purpose **page A-1-6**  
    Instructions **page A-1-6**  
    Distribution **page A-1-7**  
Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051) **page A-1-8**  
    Authority **page A-1-8**  
    Purpose **page A-1-8**  
    BRS Ports of Entry **page A-1-8**  
    BRS Contacts **page A-1-8**  
    Overview and Instructions for Inspectors **page A-1-9**  
    Scenario #1: Mailed/Shipped Regulated Articles Under a BRS Permit/Notification **page A-1-14**  
    Scenario #2: Mailed/Shipped Non-regulated Articles Under a BRS Courtesy Permit **page A-1-18**  
    Scenario #3: Hand Carried Regulated Articles Under a BRS Permit/Notification **page A-1-21**  
    Scenario #4: Hand Carried Non-regulated Articles Under a BRS Courtesy Permit **page A-1-25**  
CBP Form 4613, Order to Destroy **page A-1-27**  
    Purpose **page A-1-28**  
    Instructions **page A-1-28**  
    Distribution **page A-1-28**  
CBP Form AI-89, Billing for Reimbursable Agricultural Inspection **page A-1-29**  
    Purpose **page A-1-30**  
    Instructions **page A-1-31**  
    Distribution **page A-1-32**  
CBP Form AI-212, Agriculture Inspection Hold **page A-1-33**  
    Purpose **page A-1-33**  
    Instructions **page A-1-33**  
    Distribution **page A-1-33**  
CBP Form AI-244, Quarantine Warning **page A-1-34**  
    Purpose **page A-1-35**  
CBP Form AI-250, Aircraft Clearance or Safeguard Order **page A-1-36**  
    Purpose **page A-1-36**  
    Locator for Instructions for Completing CBP Form AI-250 **page A-1-37**  
    Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use **page A-1-37**  
    Distribution of CBP Form AI-250, Safeguard Order for Military Use **page A-1-38**  
    Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use **page A-1-38**  
    Distribution of CBP Form AI-250, Safeguard Order for Commercial Use **page A-1-39**  
CBP Form AI-277, Agriculture Inspection Baggage Information **page A-1-40**  
    Purpose **page A-1-41**  
    Instructions **page A-1-41**

Distribution **page A-1-41**  
Retention **page A-1-41**

CBP Form AI-280, Report of Regulated Importations **page A-1-42**  
Purpose **page A-1-42**  
Instructions **page A-1-42**

CBP Form AI-288, Ship Inspection Report **page A-1-43**  
Purpose **page A-1-44**  
Instructions **page A-1-44**  
Instructions for Completing CBP Form AI-288 When Using for Documenting  
Monitoring Activities **page A-1-47**  
Distribution **page A-1-47**

CBP Form AI-523A, Chain of Custody **page A-1-48**  
Purpose **page A-1-49**  
Instructions **page A-1-49**

CBP Form AI-591, Notice of Alleged Violation **page A-1-51**  
Purpose **page A-1-52**  
Instructions **page A-1-53**  
Distribution **page A-1-55**

CBP Form AI-592, Notice of Violation **page A-1-56**  
Purpose **page A-1-57**  
Instructions **page A-1-57**  
Distribution **page A-1-60**

CBP Form AI-625, Sealing Report/Authorization to Proceed **page A-1-61**  
Purpose **page A-1-62**  
Instructions **page A-1-62**

CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat  
from Restricted Countries **page A-1-63**  
Purpose **page A-1-64**  
Instructions **page A-1-64**

PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment **page A-1-65**  
Purpose **page A-1-66**  
Instructions **page A-1-66**  
Instructions for Issuing Officer **page A-1-67**  
Distribution **page A-1-67**  
Issuing Officer **page A-1-67**  
Agriculture Specialist **page A-1-67**

PPQ Form 213, Airplane Inspection Record **page A-1-68**  
Purpose **page A-1-69**  
Instructions **page A-1-69**  
Distribution **page A-1-71**

PPQ Form 250, Aircraft Clearance or Safeguard Order **page A-1-72**  
Purpose **page A-1-72**  
Instructions **page A-1-73**  
Distribution **page A-1-73**

PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated  
Garbage—Airport Caterer **page A-1-74**

PPQ Form 280, Web Based Database **page A-1-75**  
Purpose **page A-1-75**  
Instructions **page A-1-76**

PPQ Form 287, Mail Interception Notice **page A-1-82**  
Purpose **page A-1-83**  
Instructions **page A-1-83**  
Distribution **page A-1-86**

PPQ Form 301-R, Remedial Measures Billing (Statement of Services) **page A-1-87**  
Purpose **page A-1-88**

Instructions [page A-1-88](#)  
Distribution [page A-1-89](#)  
PPQ Form 309A, Pest Interception Record [page A-1-90](#)  
Purpose [page A-1-91](#)  
Instructions [page A-1-91](#)  
    Cargo Instructions [page A-1-91](#)  
    Other Interceptions [page A-1-91](#)  
Distribution [page A-1-94](#)  
PPQ Form 508, Green and Yellow Label for Mailing Plant Quarantine Material  
[page A-1-95](#)  
Purpose [page A-1-96](#)  
Instructions [page A-1-96](#)  
PPQ Form 518, Report of Violation [page A-1-97](#)  
Purpose [page A-1-98](#)  
Instructions [page A-1-98](#)  
Distribution [page A-1-101](#)  
PPQ Form 519, Compliance Agreement [page A-1-102](#)  
Purpose [page A-1-103](#)  
Instructions [page A-1-103](#)  
Distribution [page A-1-104](#)  
PPQ Form 523, Emergency Action Notification [page A-1-105](#)  
Purpose and Scope [page A-1-107](#)  
Instructions [page A-1-110](#)  
    Special Instructions for Infested Vessels Sailing Foreign Without Treatment  
    [page A-1-117](#)  
PPQ Form 599, Red and White Label for Mailing Living Plant Pests or Pathogens  
[page A-1-119](#)  
Purpose [page A-1-120](#)  
Instructions [page A-1-120](#)  
VS Form 10-4, Specimen Submission [page A-1-122](#)  
Purpose [page A-1-124](#)  
Instructions [page A-1-124](#)  
Distribution [page A-1-125](#)  
VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and  
Animal By-Products, and Other Material [page A-1-126](#)  
Purpose [page A-1-127](#)  
Instructions [page A-1-127](#)  
Distribution [page A-1-128](#)  
VS Form 17-8, Agreement of Pet Bird Owner [page A-1-129](#)  
Purpose [page A-1-130](#)  
Instructions [page A-1-131](#)  
Distribution [page A-1-132](#)

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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 Importations<sup>1</sup>  
PPQ Form 519, Compliance Agreement  
PPQ Form 523, Emergency Action Notification<sup>2</sup>

Forms **other than** those listed above may be legibly handwritten in ink.

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## 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](mailto: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.

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<sup>1</sup> Use the web-based version to record and submit records.

<sup>2</sup> The only means of issuing a PPQ 523 is using the National AQAS Emergency Action Database to complete this form.




## 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 <b>only</b> )
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><b>Important</b></p> <p>The 10-digit accounting code and the 4-digit budget object code <b>must</b> be listed for <b>each</b> 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 <b>only</b> )

### **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.

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## **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](mailto: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](mailto: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



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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](mailto: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](mailto: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

APHIS FORM 2051 (JUN 2004)

PERMIT NO. 07-199-107n

**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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Agriculture

Animal and  
Plant Health  
Inspection  
Service

Biotechnology  
Regulatory  
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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](mailto: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**


APHIS FORM 2051 (JUN 2004)

**PERMIT NO. 07-199-107n**

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

  
**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:

- 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](mailto: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.

- 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.
- 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.
- 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](mailto: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](mailto: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](mailto: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



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### 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](mailto: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



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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**

**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**

<b>ORDER TO DESTROY</b>	
Seizure or General Order No., Etc.	Quantity and Description of Merchandise
Method of Destruction	
Authorizing CBP Officer _____ X _____ Name Signature	Date
<b>RECORD OF DESTRUCTION</b>	
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. In the passenger environment, the supervisor will serve as the designated authorizing CBP Officer. 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.

In cases where a USDA approved hauler is employed to dispose of agricultural seizures, "Turned over to a USDA approved hauler" must be noted in the Method of Destruction section. No information should be noted in the Record of Destruction section. The respective receipt from the hauler must be attached to the CBP Form 4613 for submission to FP & F.

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  <b>Report of          REIMBURSABLE AGRICULTURAL INSPECTION</b>		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)						
<b>Airport and Airway Development Act of 1970 (AADA). 7 CFR 354.1 Overtime work at Border Ports, Sea Ports, and Airports.</b>									
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 <input type="checkbox"/> AADA - Private (\$25 max.) <input type="checkbox"/> Military		7b. <input type="checkbox"/> Cargo <input type="checkbox"/> Aircraft <input type="checkbox"/> Passenger <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.	
<b>13. TOTAL HOURS REIMBURSABLE</b>									
<b>14. Certification: Reimbursable services recorded above have been received.</b>									
Importer/Importer Representative's Name					Signature <b>X</b>				
<b>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.</b>									
CBP Agriculture Specialist's Name			Signature <b>X</b>			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/](http://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](mailto: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](mailto:reimbsvcs@dhs.gov)



## CBP Form AI-212, Agriculture Inspection Hold

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection  Agriculture Inspection <b>HOLD</b>			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

**W A R N I N G!**

This material is being held in

**Q U A R A N T I N E**

**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  <b>AIRCRAFT CLEARANCE                  OR                  SAFEGUARD ORDER</b>	1. AIRCRAFT NO.	2. TRIP/FLIGHT NO.	3. NAME OF CARRIER
	4. FOREIGN ORIGIN (When applicable)		5. PLACE OF DEPARTURE (U.S.)
	6. DESTINATION AIRPORT OR AIR BASE (U.S.)		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND – 7. <input type="checkbox"/> COMPLETELY CLEARED (Including all baggage, personal effects stores, garbage, and cargo.)			
8. <input type="checkbox"/> PARTIALLY CLEARED (Exceptions and safeguard conditions noted in item 11 below.)			
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 <a href="#">Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use</a> on <a href="#">page A-1-37</a>
Commercial Use	See <a href="#">Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use</a> on <a href="#">page A-1-38</a>



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"> <li>◆ Describe the clearance activities and safeguards that you have completed</li> <li>◆ Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of</li> </ul>
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 on Flights Not Regularly Scheduled or Private Aircraft Arriving from Foreign Destinations**

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 on flights **not** regularly scheduled or private aircraft arriving from foreign destinations, 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. Dairy Product Count		
			Weight	Weight	Weight	Weight	Weight	Weight		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

SAMPLE

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  <b>REPORT OF REGULATED IMPORTATIONS</b>			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. Inspected & Released	E. T & E or DE	F. Fumigated	G. Other	H. Pre-Cleared	I. Departmental Permit	J. Destroyed	K. IE or T & E	L. Returned	
CBP/AI Officer's Name		Signature ✕									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 ( <i>Port and Country</i> )			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	
<b>PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS</b>					
13. COMMODITY		14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED	

**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.**

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.

**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.

17. *I fully understand the safeguards prescribed above.*

SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		TITLE	DATE

18. CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED			DEFICIENT CONDITION CORRECTED <input type="checkbox"/> YES <input type="checkbox"/> NO	19. SHIP AREAS NOT INSPECTED <input type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY	HOLDS INSPECTED ( <i>identify</i> )	20. LIVE ANIMALS/BIRDS ABOARD <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: _____ NUMBER: _____
COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO	INSIDE RAILING <input type="checkbox"/> YES <input type="checkbox"/> NO	LEAKPROOF <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.  YES  NO THERE IS A FUNCTIONAL INCINERATOR OR OTHER DISPOSAL METHOD ABOARD.

22.  YES  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 \_\_\_\_\_

**ALERT:** REPORT THE PRESENCE OF HONEY BEES (*swarms or individual bees*) TO THE NEAREST AGRICULTURAL OFFICER. TELEPHONE \_\_\_\_\_

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"> <li>◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited</li> <li>◆ <b>DO NOT</b> 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</li> </ul>
14	<ul style="list-style-type: none"> <li>◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings</li> <li>◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage</li> </ul>

**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	Fill in a statement to be used for safeguard and/or disposition prescribed, as follows: <ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ Enter other appropriate statements, such as:               <ul style="list-style-type: none"> <li>❖ May be used while in port</li> <li>❖ To remain under seal pending treatment</li> <li>❖ Destroyed</li> <li>❖ See <i>Remarks</i></li> </ul> </li> </ul>
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"> <li>◆ Check any ship areas that were <b>not</b> inspected</li> <li>◆ If holds were inspected, then list</li> </ul>
20	<ul style="list-style-type: none"> <li>◆ Check as appropriate</li> <li>◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; <b>do not</b> list cats or dogs</li> </ul>
21	If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO <div style="text-align: center; margin-top: 20px;">  </div> <div style="background-color: #e0f2f1; padding: 10px; margin-top: 10px;"> <p><b>The following checks in <i>Block 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</b></p> <p><b>21) No</b></p> <p><b>22) No</b></p> </div>
22	Check YES or NO as appropriate and list the title of the ship's representative <div style="text-align: center; margin-top: 20px;">  </div> <div style="background-color: #e0f2f1; padding: 10px; margin-top: 10px;"> <p><b>The following checks in <i>Blocks 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</b></p> <p><b>23) No</b></p> <p><b>24) No</b></p> </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"> <li>◆ If crew member informs you that plastics were dumped at sea, then write the crew member's statement and have crew member sign</li> <li>◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation</li> <li>◆ Reference to cargo that CBP at next port of call should know about</li> <li>◆ Reference to giving a copy to Master or other officer</li> <li>◆ Warning notice</li> <li>◆ Dry stores fumigated</li> <li>◆ 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"</li> <li>◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate</li> <li>◆ 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</li> <li>◆ 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>]</li> <li>◆ 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>]."</li> </ul>
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:	
<b>CHAIN OF CUSTODY          EMERGENCY ACTION NOTIFICATION</b>			
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:	
<p>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*.</p> <p>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:</p>			
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:	
<b>ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION</b>			
<i>I hereby acknowledge receipt of the foregoing notification.</i>			
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"> <li>◆ PPQ 523 (Emergency Action Notification)</li> <li>◆ CBP AI 523A (Chain of Custody)</li> </ul>
Requires a precautionary/condition of entry treatment and the shipment will change custody from CBP to PPQ	<ul style="list-style-type: none"> <li>◆ CBP AI 523A (Chain of Custody)</li> </ul>
Must be transferred from CBP to a USDA Plant Inspection Station for inspection by PPQ	<ul style="list-style-type: none"> <li>◆ CBP AI 523A (Chain of Custody)</li> </ul>

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 <b>not</b> 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**

<b>Block</b>	<b>Instructions</b>
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 <sup>1</sup>	<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>

<sup>1</sup> 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 <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span>	
<b>NOTICE OF ALLEGED VIOLATION</b>					
TYPE OF VIOLATOR: <input type="checkbox"/> PASSENGER <input type="checkbox"/> CREW <input type="checkbox"/> DECAL <input type="checkbox"/> SERVICE PERSONNEL					
<b>SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION</b>					
1. PORT LOCATION	2. DATE ISSUED	3. TIME ISSUED	4. CARRIER (Name and ID)	5. ARRIVING/DEPARTING FROM	
6. REGULATION VIOLATED			7. IDENTIFICATION NUMBER		
8. NAME OF ALLEGED VIOLATOR (Last name first) REPEAT VIOLATOR <input type="checkbox"/>			<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>		
			9. ADDRESSES (include zip for U.S. addresses) AND TELEPHONE NO.(S)		
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.e., labels on material, passenger remarks). IF CASE IS FORWARDED, OFFICER'S STATEMENT MUST BE ATTACHED.					
SAMPLE					
13. SIGNATURE OF OFFICER			14. BADGE NO.		15. DATE
<b>SECTION II – ALLEGED VIOLATOR (Please read Section I and Section II. If you agree to waive hearing and pay the penalty, sign and date below.)</b>					
<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	
<b>SECTION III – FOR USE BY U.S. CUSTOMS AND BORDER PROTECTION</b>					
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"> <li>◆ Enter the name of the airline (do <b>not</b> abbreviate)</li> <li>◆ Enter the flight number of airplane</li> </ul>
5	Enter the name of the last foreign country of departure
6	<ul style="list-style-type: none"> <li>◆ Enter the CFR(s) that the passenger has violated; be sure to cite the appropriate title, part, and subpart</li> <li>❖ Animal products—cite the title and part violated (Example: Yams, 7CFR 319.56 and 9CFR 94)</li> <li>❖ If you <b>do not</b> know the animal regulation, contact a HQ, PPQ, VMO in PPQ, VRS</li> </ul>
7	<ol style="list-style-type: none"> <li>1. Examine available document (passport, Social Security card, birth certificate, etc.)</li> <li>2. Enter identification number (passport number/country, Social Security number, date of birth or other)</li> </ol>
8	<ol style="list-style-type: none"> <li>1. Examine all available documents (passport, airline ticket)</li> <li>2. Fill in as complete a name as possible</li> <li>3. Check the box if the person is a repeat violator</li> </ol>
9	<ol style="list-style-type: none"> <li>1. List the permanent address, include zip code</li> <li>2. If the permanent address is <b>not</b> in the U.S., then also list the address under the block <i>While in the United States</i>; include zip code</li> </ol>
10a	<ul style="list-style-type: none"> <li>◆ Enter the amount in either kilos or number of items seized</li> <li>◆ Enter the item for which the civil penalty is being imposed</li> <li>❖ Enter the common name</li> <li>❖ If plant material, enter the scientific name</li> </ul>
10b	List the name of the country of origin (if known)
11	Check the appropriate box; you can <b>not</b> assess a civil penalty if the material was declared
11a	Check the appropriate box; you can <b>not</b> assess a civil penalty if the passenger did <b>not</b> 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 <b>not</b> contained in other sections of the form when one of the following applies:</p> <ul style="list-style-type: none"> <li>◆ If the item was concealed or misrepresented, explain how</li> <li>◆ If an interpreter was used to obtain the declaration or to interview, list the name and title of the interpreter</li> <li>◆ If the declaration was checked “yes” in response to the agricultural question and a civil penalty is being imposed, explain why</li> <li>◆ If permits accompany shipment, describe permits</li> <li>◆ 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</li> </ul>								
13, 14, 15	Fill in								
Section II	<ul style="list-style-type: none"> <li>◆ Fill in the amount of the civil penalty before you give the form to the passenger</li> <li>◆ See <b><i>Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty</i></b> on <b>page 8-1-18</b> to determine the amount of the civil penalty</li> <li>◆ See <b><i>Mitigating the Spot Settlement</i></b> on <b>page 8-1-21</b> for mitigation procedures</li> <li>◆ 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</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <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"> <li>◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters</li> <li>◆ Fill out and give the violator one of the <b><i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i></b> on <b>page P-1-1</b></li> </ul> </td> </tr> <tr> <td><b>Refuses</b> to pay the civil penalty</td> <td>See <b><i>Refusal to Pay the Civil Penalty</i></b> on <b>page 8-1-22</b></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"> <li>◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters</li> <li>◆ Fill out and give the violator one of the <b><i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i></b> on <b>page P-1-1</b></li> </ul>	<b>Refuses</b> to pay the civil penalty	See <b><i>Refusal to Pay the Civil Penalty</i></b> on <b>page 8-1-22</b>
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"> <li>◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters</li> <li>◆ Fill out and give the violator one of the <b><i>APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty</i></b> on <b>page P-1-1</b></li> </ul>								
<b>Refuses</b> to pay the civil penalty	See <b><i>Refusal to Pay the Civil Penalty</i></b> on <b>page 8-1-22</b>								
Section III	<ol style="list-style-type: none"> <li>1. Tell violator to take CBP Form AI-591 to CBP cashier and pay the civil penalty</li> <li>2. CBP cashier will complete this section (fill in the amount of money received, sign, and date the form)</li> </ol>								

## 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"> <li>◆ KEEP Part 1 for port files</li> <li>◆ GIVE Part 2 to the violator</li> <li>◆ GIVE Part 3 to CBP Cashier</li> </ul>
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ GIVE Part 2 to the violator</li> <li>◆ KEEP Part 3 for port files</li> </ul>
Refuses to pay the civil penalty	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ GIVE Part 2 to the violator</li> <li>◆ KEEP Part 3 for port files</li> </ul>

## CBP Form AI-592, Notice of Violation

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection					Serial Number <b>A</b>
<b>NOTICE OF VIOLATION</b>					
TYPE OF VIOLATION: <input type="checkbox"/> GARBAGE <input type="checkbox"/> SEALS <input type="checkbox"/> NOTIFICATION					
<b>SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION</b>					
1. PPQ 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	
<b>SECTION II – If you agree to waive hearing and pay the penalty, sign and date below.</b>					
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	
<b>SECTION III – FOR USE BY RECEIVING OFFICE</b>					
ADDRESS OF RECEIVING OFFICE		AMOUNT OF CHECK \$ _____		DATE	
		SIGNATURE OF OFFICER			
<b>SECTION IV – ACKNOWLEDGEMENT OF RECEIPT OF FORM (<i>If section II is not signed</i>)</b>					
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 <ul style="list-style-type: none"> <li>◆ Garbage refers to garbage regulated by CBP and/or APHIS; see <a href="#">Glossary</a> for definition</li> </ul>
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 <ul style="list-style-type: none"> <li>◆ Vessels—include flag of registry (use the abbreviation list in <a href="#">Appendix F</a>), type, and name; use three-letter country code</li> <li>◆ Aircraft—enter the flight number</li> <li>◆ Railroad cars—enter the railroad car number</li> </ul>
4	Enter date of carrier arrival
5	<ul style="list-style-type: none"> <li>◆ Enter docking time for vessels</li> <li>◆ Enter block time for aircraft</li> </ul>
6	<ul style="list-style-type: none"> <li>◆ Fill in the name of the last foreign port</li> <li>◆ List all previous coastwise (U.S.) ports</li> </ul>
7	Enter the date the violation was discovered
8	Enter the time the violation was discovered
9	<ul style="list-style-type: none"> <li>◆ Fill in the name (last name first) of the owner/operator (specify)</li> <li>◆ List the address (may be foreign) of the owner/operator               <ul style="list-style-type: none"> <li>❖ List the Tax ID number of the owner or operator (specify)</li> <li>Vessels—Customs Form 1300, Masters Oath, lists the name and address of the owner and operator</li> <li>Customs Form 1301, General Declaration, lists the name and address of the agent</li> </ul> </li> <li>◆ If the violation is breaking seals on cargo, then enter name and address of the cargo owner or importer (specify)</li> </ul>
10	Fill in the name, address, and Tax ID number of the agent handling clearance formalities at port
11	<ul style="list-style-type: none"> <li>◆ Check all blocks that apply to the violation</li> <li>◆ Describe conditions <b>not</b> adequately expressed by one or more of the printed statements under <i>Remarks</i></li> </ul>
Remarks	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ <b>Never</b> use the <i>Remarks</i> section for the Officer's Statement</li> <li>◆ Attach the Officer's Statement when violation is sent to Riverdale</li> <li>◆ Identify that off-loaded garbage came off a particular vessel or aircraft</li> <li>◆ 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)</li> </ul>

**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"> <li>1. See <i>Inspecting the Aircraft</i> on <b>page 3-2-3</b>, <i>Determining if a Vessel Requires Boarding on Arrival</i> on <b>page 3-3-4</b>, and <i>Assessing Civil Penalties</i> on <b>page 8-1-6</b>, to determine if you should assess the spot settlement or if you must forward the form to IES for assessment</li> <li>2. If you should assess a spot settlement, then enter the amount specified in the sections above</li> <li>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</li> <li>4. If the violator signs Section II and pays the spot settlement, then continue to Section III of this table</li> <li>5. If the violator refuses to sign Section II, then go to Section IV of this table</li> <li>6. Go to <i>Distribution</i> on <b>page A-1-60</b></li> </ol>
Section III	<p><i>Receiving office/CBP Officer completes at time violator pays civil penalty</i></p> <ol style="list-style-type: none"> <li>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")</li> <li>2. Enter the address of the receiving office, the check amount, and the date</li> <li>3. Sign Section III</li> <li>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</li> <li>5. GO TO <i>Distribution</i> on <b>page A-1-60</b></li> </ol>
Section IV	<ol style="list-style-type: none"> <li>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, <b>or</b>            b. Have a repeat violator sign here to acknowledge</li> <li>2. Allow the owner, operator, or representative to write a statement of explanation</li> <li>3. If the violator pays the penalty within 3 work days, then go to Section III of this table</li> <li>4. GO TO <i>Distribution</i> on <b>page A-1-60</b></li> </ol>

## 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 <sup>1</sup> or Section IV	Pays the penalty within 3 work days	<ul style="list-style-type: none"> <li>◆ ENSURE that the title and date blocks are filled in</li> <li>◆ GIVE Part 1 to the person <b>paying</b> the penalty (at the time of paying)</li> <li>◆ KEEP Part 2 for the port files</li> <li>◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)</li> </ul>
	<b>Fails</b> to pay the penalty within 3 work days	<ul style="list-style-type: none"> <li>◆ ENSURE that the title and date blocks are filled in</li> <li>◆ 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</li> <li>◆ KEEP Part 2 for the port files</li> <li>◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)</li> </ul>
Refuses to sign either Section II or Section IV	→	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ KEEP Parts 2 and 3 for the port files</li> </ul>

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			
<b>SEALING REPORT / AUTHORIZATION TO PROCEED</b>			
VESSEL NAME:		DESTINATION:	
PORT OF ARRIVAL:		DATE OF ARRIVAL:	
<b>AGRICULTURE SPECIALIST</b>			
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:		<b>CAUTION HOLD</b> - SHIPMENT AUTHORIZED TO:	
		<b>NO DIVERSION PERMITTED</b>	
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	
<b>NOTIFICATION FOR PERISHABLE COOKED RUMINANT or                  COOKED SWINE MEAT FROM RESTRICTED COUNTRIES</b>	
Fill out one notification form per container.	
<b>Section A: DHS / CBP / AI</b>	
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	
<b>NOTE:</b> 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	
<b>Section B: USDA / FSIS / IID</b>	
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.	
<b>NOTE:</b> 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  <b>FOREIGN SITE CERTIFICATE OF INSPECTION          AND/OR TREATMENT</b>		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"> <li>◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity, <b>or</b> a copy of the master PPQ Form 203 for the commodity</li> <li>◆ An original phytosanitary certificate that specifies the number of units shipped <b>or</b> the number of units remaining in cold storage from the master 203</li> </ul>
Chile <sup>1</sup>	Vessel	<ul style="list-style-type: none"> <li>◆ Original Chilean Phytosanitary Certificate</li> <li>◆ E-mail notification of the cargo on board and its status from the IS Region II office to the POE</li> </ul> <p><b>NOTE:</b> No PPQ Form 203 will accompany the commodity</p>
	Air	<ul style="list-style-type: none"> <li>◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity</li> <li>◆ Original Chilean Phytosanitary Certificate</li> </ul>
India or Thailand		<ul style="list-style-type: none"> <li>◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity</li> <li>◆ Original Indian or Thailand Phytosanitary Certificate</li> </ul>
New Zealand		<ul style="list-style-type: none"> <li>◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity, <b>or</b> a copy of the master PPQ Form 203 for the commodity</li> <li>◆ 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</li> </ul>
<b>Other than</b> a country listed above <sup>1</sup>		<ul style="list-style-type: none"> <li>◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity</li> </ul>

1 Commodities may be treated in Chile, then moved to Argentina by truck or air. Commodities may also be treated in Argentina or Uruguay, then moved to the other country to be shipped to the U.S. The PPQ Form 203 will show that the commodity was treated in one country and exported from another.

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) <sup>1</sup>	FAX a copy to the U.S. Port of Arrival
Copy	ATTACH to trip report

<sup>1</sup> 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		USDA-APHIS		AIRPORT		Houston Intercontinental		LOCATION		Houston, TX		DATE		04/20/02					
DATE	BLOCK TIME	PLANE	FROM	NUMBER		INSECTIONS		SHOES		SEIZURES		QTRS		STORES		OPTIONAL USE		INSPECTOR	
				PAX	BAGG	TOTAL	POS	C & D	P	A	WGT	P	A	WGT	P	A	WGT	PL	INSPECTOR
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.																			
<b>TOTALS</b>				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"> <li>◆ Enter arrival time</li> <li>◆ Include time passenger inspection was completed (if required)</li> </ul>
Plane	Fill in the country of registry, plane number, and flight number as needed
From	<ul style="list-style-type: none"> <li>◆ Fill in where the flight is coming from (last departure location)</li> <li>◆ “From” may be changed to “To” for preflight inspections; include U.S. ports where partial clearance occurred</li> </ul>
Number	<b>NOTE:</b> This section does <b>not</b> 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><b>Example</b> 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><b>Example</b> 10 ham (swine) sandwiches @ 2 kilos (swine) and 4 hamburgers (ruminant) count @ 1 kilo count as 2 animal seizures at 3 kilos</p>
QTRS	<ul style="list-style-type: none"> <li>◆ 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)</li> <li>◆ Draw a line to divide the box in two when you have both plant and animal seizures to separate the entries</li> </ul> <p><b>Example</b> 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><b>Example</b> 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><b>Example</b> 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  <b>AIRCRAFT CLEARANCE          OR          SAFEGUARD ORDER</b>		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 Islands<sup>3</sup>; 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.

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<sup>3</sup> 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 compacters 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 Compacter 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 .....				<b>MANAGEMENT</b>					
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 .....				<b>EMPLOYEES</b>					
				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
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PPQ FORM 252-R (AUG 91) (Local Reproduction Authorized) (Previous editions are obsolete)

**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	<b>Cargo Clearance; No further Action taken.</b>
CTPT	Sent to <b>Cold Treatment</b> facility in U.S.; <b>Precautionary Treatment</b> to meet entry requirements.
DPRP	Entered with a <b>Departmental Permit; Restricted Product.</b>
DEAP	<b>Destroyed; Actionable Pest</b> found on/with product <sup>1</sup> .
DECC	<b>Destroyed; Container Contaminated</b> with non-enterable products such as citrus leaves, soil, blood, or noxious weed seeds.
DEPD	<b>Destroyed; Phyto Discrepancy</b> (including lack of phyto). A discrepancy may be defined as wrong phyto, lack of an AD, wrong quantity, weight, or commodity.
DEPC	<b>Destroyed; Product Contaminated</b> with another non-enterable product such as citrus leaves, soil, or noxious weed seeds.
DEPP	<b>Destroyed; Product Prohibited.</b>
ESRC	<b>Endangered Species.</b> Sent to <b>Rescue Center.</b>
ENPE	<b>Entered</b> under <b>Post Entry</b> requirements.
FUAP	<b>Fumigated; Actionable Pest</b> was found associated with the product <sup>1</sup> .
FUCC	<b>Fumigated; Container Contamination.</b>
FUPT	<b>Fumigated</b> as a <b>Precautionary Treatment</b> to meet entry requirements.
FUPC	<b>Fumigated; Container Contamination.</b>
ITNE	<b>IT Avocados</b> entering into the U.S. for destination to 31 <b>Northern</b> States.
IEND	<b>Immediate (DIRECT) Export, No Diversion</b> allowed.

**TABLE A-1-22: Codes for Recording Disposition of Products**

Code	Definition
IRAR	<b>Inspected and Released</b> under the <b>Agricultural Release</b> Program.
IRMR	<b>Inspected and Released; Meets</b> U.S. entry <b>Requirements</b>
IRPD	<b>Inspected and Released; Phyto Discrepancy</b> has been Reconciled to meet U.S. entry requirements. A superseded phyto or new phyto was issued for the commodity.
OTAP	<b>Other Action Taken</b> on product because of <b>Actionable Pest</b> so that product meets U.S. entry requirements <sup>1</sup> .
OTCC	<b>Other Action Taken</b> on product because of <b>Carrier Contamination</b> . Product transferred and allowed to enter. Carrier refused entry.
OTPD	<b>Other Action Taken</b> on product because of <b>Phyto Discrepancy</b> .
OTPC	<b>Other Action Taken</b> on product because of <b>Product Contamination</b> so that product meets U.S. entry requirements.
PPRP	<b>Plant Pest</b> Permit <b>Regulated Product</b> .
PCIR	<b>Precleared</b> in another country. <b>Inspected</b> and <b>Released</b> to monitor preclearance program.
RXPD	<b>Re-exported</b> due to <b>Phyto Discrepancy</b> .
REAR	<b>Released</b> under the <b>Agricultural Release</b> Program.
RXAP	<b>Re-exported</b> to country of origin because <b>Actionable Pest</b> was found <sup>1</sup> .
RXCC	<b>Re-exported</b> to country of origin because of <b>Carrier Contamination</b> .
RXPC	<b>Re-exported</b> to country of origin because of <b>Product Contamination</b> with non-enterable products such as blood, citrus leaves, manure, etc.
RXPP	<b>Re-Exported</b> to country of origin because <b>Product</b> is <b>Prohibited</b> entry into the U.S.
TEOC	<b>Transits</b> from one U.S. port to another U.S. port then <b>Exported</b> to <b>Other Country</b> .

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  <b>MAIL INTERCEPTION NOTICE</b>		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 319.56</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"> <li>◆ If contents were broken, leaked, or skilled, then list</li> <li>◆ If there was no breakage, enter "NONE"</li> </ul>
11	<ul style="list-style-type: none"> <li>◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check "Yes"</li> <li>◆ If reconditioning of the package was not required, check "No"</li> </ul>
12	<ul style="list-style-type: none"> <li>◆ Enter the regulation that governs the unauthorized animal product, animal by-product, plant, plant product, plant pest, or soil</li> <li>◆ If you do not know the regulation, then refer to</li> </ul>
13	<ul style="list-style-type: none"> <li>◆ Check the block that states what regulatory action you took—removed, destroyed, or returned</li> <li>◆ <b>Do not</b> 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</li> </ul>

**TABLE A-1-24: Instructions for Completing PPQ Form 287, Mail Interception Notice**

Block	Instructions
14	<ul style="list-style-type: none"> <li>◆ Check the block that states the reason why you took regulatory action</li> <li>◆ If the reason is not specifically listed, then check the “Other” block and list the reason</li> </ul>
15	<ul style="list-style-type: none"> <li>◆ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why</li> </ul> <p><b>Example</b> <span style="border: 1px solid black; padding: 2px;">Pork appeared to be home prepared–roasted and put in a jar.</span></p> <ul style="list-style-type: none"> <li>◆ 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</li> </ul>
16	Sign your name
Reverse side of PPQ 287	<ul style="list-style-type: none"> <li>◆ 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</li> <li>◆ 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)</li> </ul>

**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"> <li>◆ Meat and meat products</li> <li>◆ Milk and milk products</li> <li>◆ Eggs</li> </ul>	9CFR Part 94
	Inedible by-products such as: <ul style="list-style-type: none"> <li>◆ Bones</li> <li>◆ Hay or straw</li> <li>◆ Hides</li> <li>◆ Skins</li> </ul>	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)**

<b>If the product is:</b>	<b>And it is:</b>	<b>Then the regulation is:</b>
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  <b>REMEDIAL MEASURES BILLING</b> <i>(Statement of Services)</i>		1. ORIGINATING OFFICE AND TELEPHONE NO.	2. LOCATION CODE (4 Digits)		
		3. SERVICE DATE	4. IRS TAX ID NO./SS NO.		
5. OWNER/AGENT NAME	6. OWNER/AGENT ADDRESS	7. OWNER/AGENT TELEPHONE NO.			
<p><b>NOTE: Partial units must be in quarter increments (e.g., 15 minutes = 1; 30 minutes = 2; 45 minutes = 3)</b></p>					
8. REIMBURSABLE TIME (2 hour minimum)	9. UNIT COST		10. NUMBER OF UNITS		11. TOTAL DOLLARS
	FOR HOURS	FOR QUARTERS	FOR HOURS	FOR QUARTERS	
Normal Tour of Duty	<b>\$84.00</b>	<b>\$21.00</b>			
Outside Normal Tour of Duty					
Sunday/Holiday	<b>\$112.00</b>	<b>\$28.00</b>			
Other than Sunday/Holiday	<b>\$100.00</b>	<b>\$25.00</b>			
Commuted Travel Time (If applicable under 7 CFR § 354.2)	<b>\$65.00</b>	<b>\$16.25</b>			
					12. TOTAL REIMBURSABLE CHARGE \$ _____
13. ADDITIONAL COSTS (See Attached Invoice(s)) <input type="checkbox"/> Destruction \$ _____ <input type="checkbox"/> Treatment \$ _____ <input type="checkbox"/> Handline \$ _____ <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					
<b>CERTIFICATION: I CERTIFY THAT SERVICES RECORDED ABOVE WERE PERFORMED.</b>					
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 <b>minimum</b> time, regardless of when the service is provided; the two-hour <b>minimum</b> 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  <b>EXAMPLE</b> 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

 <b>Plant Protection &amp; Quarantine</b> <b>PEST INTERCEPTION RECORD</b>			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	
Biological or Pest Host:		NARP: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pest Proximity: <input type="checkbox"/> In <input type="checkbox"/> On <input type="checkbox"/> With		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 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		Pest Stage: <small>(Insects, Mites, &amp; Nematodes)</small>		
		Immature	Pupae	Adults
		Eggs	Cysts	
		Alive		
		Dead		
Final: <input type="checkbox"/>		Pest Determination:		Reportable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Determined By:		Date:		
Pest Order:		Quarantine Status: <small>For PPQ Use</small> <input type="checkbox"/> Action <input type="checkbox"/> No Action <input type="checkbox"/> Check Regs		
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

The image shows a screenshot of the 'PEST INTERCEPTION RECORD' form. It is a complex grid of fields with various checkboxes and dropdown menus. Numbered callouts (1-29) are placed over the form to indicate specific fields mentioned in the instructions. For example, callout 1 points to the 'Location' dropdown, callout 2 points to the 'Port Reference Number' field, and callout 29 points to the 'Remarks' text area at the bottom.

**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.




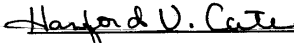
**For Express Courier packages**, if the courier delivery label on the outside of the package bears an address that is different from the address on the PPQ Form 508 shipping label, explain the problem to the courier agent. The courier may choose to return the package to origin, or, if the location has 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		<b>SERIAL NO.</b> A3998345	
<b>REPORT OF VIOLATION</b>		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"> <li>◆ Enter date violation was discovered</li> <li>◆ If violation was discovered after it occurred, EXPLAIN in <i>Block 15</i></li> </ul>	
2	Specify as follows:	
	<b>If:</b>	<b>Then:</b>
	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"> <li>1. Fill in the violator's name</li> <li>2. Indicate the person's position in parentheses after the violator's name (such as caterer, shipper, cleaner, etc.)</li> <li>3. List the violator's business address</li> </ol>
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"> <li>◆ Ask the violator to provide an explanation of the incident</li> <li>◆ Get a written statement if possible</li> <li>◆ Get statements from the carrier agent, importer, caterer, or any other involved party, as follows: <ul style="list-style-type: none"> <li>❖ The statement may be written on a separate sheet of paper or you may use the sample format in <a href="#">Appendix C</a></li> <li>❖ Title the statement using a description of the person's designation, e.g., "Violator's Statement," "Agent's Statement," etc.</li> <li>❖ Give the statement an exhibit number</li> </ul> </li> <li>◆ If a person refuses to write a statement <ul style="list-style-type: none"> <li>❖ Ask that person to tell you what happened relative to the violation</li> <li>❖ Write down exactly what the person tells you</li> <li>❖ Indicate that the statement was transcribed by you, the officer</li> <li>❖ Use your transcription as the statement</li> <li>❖ If the person gives you only a few brief remarks, enter these directly in <i>Block 16</i></li> </ul> </li> <li>◆ If you got a written statement, enter "See attached [<i>Violator/Carrier Agent/Importer, Caterer, etc.'s</i>] Statement."</li> </ul>

**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"> <li>◆ Write your explanation of the violation on a separate sheet of paper titled "Officer's Statement"</li> <li>◆ Give this statement an exhibit number</li> <li>◆ 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></li> <li>◆ State all facts including who, what, when, where, and how</li> <li>◆ Include the following information where appropriate:               <ul style="list-style-type: none"> <li>❖ State when and where the violation occurred</li> <li>❖ Describe how the violation occurred</li> <li>❖ Identify the carrier from which the garbage was removed and where the garbage came from</li> <li>❖ Identify the owner of the cargo</li> <li>❖ Identify the employer of the violator</li> <li>❖ Refer to your exhibits and explain their relevance to the case</li> <li>❖ State if you witnessed the violation</li> </ul> </li> <li>◆ Sign and date the Officer's Statement (<b>only the officer signs</b>); if more than one officer was involved in the violation, each officer must write a separate statement</li> </ul>
18-20	Fill in
 <b>Important</b>	<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"> <li>◆ Fill in any additional information<sup>1</sup> 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</li> <li>◆ Enter your recommendation for <b>one</b> of the following:               <ul style="list-style-type: none"> <li>❖ Warning letter</li> <li>❖ Civil penalty</li> <li>❖ Criminal penalty</li> </ul> </li> </ul>
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**

<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b> <b>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</b> <b>PLANT PROTECTION AND QUARANTINE</b>		<b>COMPLIANCE AGREEMENT</b>	
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 (continued)**

Block	Instructions
5	<p>If completing a Compliance Agreement for regulated garbage:</p> <ul style="list-style-type: none"> <li>◆ Write “See Attached Compliance Agreement (# pages) and Addendum to Compliance Agreement”</li> <li>◆ See <b>Completing Compliance Agreements</b> on <b>page B-1-1</b></li> </ul> <p>If completing a Compliance Agreement for <b>other than</b> regulated garbage:</p> <ul style="list-style-type: none"> <li>◆ See <b>Completing Compliance Agreements</b> on <b>page B-1-1</b></li> <li>◆ Outline stipulations which apply to the establishment for each quarantine or regulation affecting the establishment</li> <li>◆ Make clear to the establishment that stipulations in the Compliance Agreement <b>do not</b> preclude compliance with other sections of a quarantine or regulation</li> <li>◆ If space in <i>Block 5</i> is inadequate for listing the stipulations, then write “See Attached Sheets”</li> </ul>
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 <b>one</b> work unit	<ul style="list-style-type: none"> <li>◆ GIVE original to the establishment</li> <li>◆ KEEP a copy for port files in the area where the establishment is located</li> </ul>
Affects <b>more</b> than one work unit	<ul style="list-style-type: none"> <li>◆ GIVE original to the establishment</li> <li>◆ GIVE copies to all work units affected by the compliance agreement</li> <li>◆ KEEP a copy for port files in the area where the establishment is located</li> </ul>



## 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  <b>EMERGENCY ACTION NOTIFICATION</b>		SERIAL NO. <b>1339-POE</b>	
		1. PPQ LOCATION <b>FL Miami Sea CBP</b>	2. DATE ISSUED <b>09/14/2006</b>
3. NAME AND QUANTITY OF ARTICLE(S) Article Name <b>Chemicals</b> Quantity <b>100 Each</b> Description <b>Industrial Cleaning Solution In Barrels</b>		4. LOCATION OF ARTICLES <b>Maersk Line</b>	
		5. DESTINATION OF ARTICLES <b>Custom Broker's Warehouse</b> <b>1093 Indian Spring Drive</b> <b>Plantation FL 39284</b> <b>United States of America</b>	
6. SHIPPER <b>London Freight</b> <b>3827 Queensway Boulevard</b> <b>London RHY3029</b> <b>United Kingdom of Great Britain and N. Ireland</b>		7. NAME OF CARRIER <b>M/V Trinidad</b> <b>32948</b>	
		8. SHIPMENT ID NO.(S) Airway Bill, B/L, Etc. <b>439548574643</b> Tariff Number <b>34022011</b> Container Num <b>CNRU39284</b> Customs Entry Num <b>94837562847</b>	
9. OWNER/CONSIGNEE OF ARTICLES Name <b>United Supply Company</b>  Address <b>3928 Overland Park Lane</b>  City <b>Orlando</b> State <b>FL</b> Zip <b>39485</b> Country <b>United States of America</b>		10. PORT OF LADING <b>Pembroke United Kingdom of Great Britain and N. Ireland</b>	11. DATE OF ARRIVAL <b>09/10/2006</b>
		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) <b>Lacking Ispm 15 Marking</b>	
		12a. PEST ID NO.	12b. DATE INTERCEPTED <b>09/13/2006</b>
PHONE <b>482-555-4938</b> FAX <b>482-555-0938</b>	13. COUNTRY OF ORIGIN <b>United Kingdom of Great Britain and N. Ireland</b>		14. GROWER NO.
SS NO. TAX ID NO.	15. FOREIGN PHYTOSANITARY CERTIFICATE NO. Certificate Status <b>Not Required</b>		
		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: <b>847-555-0283</b>			
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): <b>24 Hours</b>		18. SIGNATURE OF OFFICER <b>Gretchen L. Rector</b>	
ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION <i>I hereby acknowledge receipt of the foregoing notification.</i>			
SIGNATURE AND TITLE <b>Tom Kincaid Yard Master</b>		DATE AND TIME <b>09/14/2006</b>	
19. REVOCATION NOTIFICATION			
ACTION TAKEN <b>Reexported</b>			
SIGNATURE OF OFFICER <b>Gretchen L. Rector</b>		DATE <b>09/16/2006</b>	

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. <b>1336-POE</b>	
<b>EMERGENCY ACTION NOTIFICATION</b>		1. PPQ LOCATION <b>TX Laredo CBP</b>	2. DATE ISSUED <b>10/02/2006</b>
3. NAME AND QUANTITY OF ARTICLE(S) Article Name <b>Asparagus, FV</b> Quantity <b>1,000 Kilogram</b>		4. LOCATION OF ARTICLES <b>World Trade Bridge Cargo 715 Bob Bullock Loop</b>	
6. SHIPPER <b>Albatros Truckline</b> <b>9384 Los Alamos</b> <b>Mexico City</b> <b>Mexico</b>		7. NAME OF CARRIER <b>Albatros Trucks</b> <b>Mx32932</b>	
9. OWNER/CONSIGNEE OF ARTICLES Name <b>Food Lion</b> Address <b>309 Seashore Drive</b> City <b>Galveston</b> State <b>TX</b> Zip <b>94837</b> Country <b>United States of America</b>		8. SHIPMENT ID NO.(S) Airway Bill, B/L, Etc. <b>39284756347</b> Tariff Number <b>07092010</b> ISPM 15 Marking <b>MX932HT</b> Customs Entry Num <b>48372584938</b>	
PHONE <b>329-555-3847</b> FAX <b>329-555-3291</b>		10. PORT OF LADING <b>Mexico City Mexico</b>	11. DATE OF ARRIVAL <b>09/30/2006</b>
SS NO. TAX ID NO.		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) <b>Contaminant - Other</b>	
		12a. PEST ID NO.	12b. DATE INTERCEPTED <b>10/01/2006</b>
		13. COUNTRY OF ORIGIN <b>Mexico</b>	14. GROWER NO. <b>236587</b>
		15. FOREIGN PHYTOSANITARY CERTIFICATE NO. Certificate Status <b>Not Required</b>	
		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): <b>24 Hours</b>	18. SIGNATURE OF OFFICER <b>Gretchen L. Rector</b>
--	---

ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION

*I hereby acknowledge receipt of the foregoing notification.*

SIGNATURE AND TITLE <b>Jose Salvador Truck Driver</b>	DATE AND TIME <b>10/02/2006</b>
--	------------------------------------

19. REVOCATION NOTIFICATION

ACTION TAKEN <b>Reexported</b>	DATE <b>10/02/2006</b>
SIGNATURE OF OFFICER <b>Gretchen L. Rector</b>	

**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.<sup>1</sup>

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 Product 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 <a href="#">Table A-1-33</a> on <a href="#">page A-1-109</a>
United States Postal Service Mail	PPQ 287 (Mail Interception Notification) GO to <a href="#">Table A-1-24</a> on <a href="#">page A-1-83</a>
Express Courier (ex: FedEx, DHL, UPS, etc.)	PPQ 523 (EAN) GO to <a href="#">Table A-1-33</a> on <a href="#">page A-1-109</a>

**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 <b>not</b> 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 <b>not</b> 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 <b>not</b> 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 <b>not</b> 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 <b>not</b> change custody. The inspecting agency will complete final action.	ISSUE PPQ 523 (EAN)
	The shipment contains smuggled merchandise	→	<ul style="list-style-type: none"> <li>◆ ISSUE PPQ 523 (EAN) and PPQ 518 (Report of Violation)</li> <li>◆ INITIATE seizure case in SEACATS</li> <li>◆ SEE Important box below</li> </ul>



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://mokcs14.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. <b>Only one commodity is allowed to be listed per EAN.</b> Do <b>NOT</b> list pallets, crates, dunnage, etc. as the Name of Article unless they are the actual <b>commodity</b> being shipped.</p> <p><b>Article Category</b> - 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><b>Animal Products</b></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 <a href="#">Animal Product Manual (APM)</a> 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 <a href="#">Animal Product Manual</a>. If you need assistance with this menu, see the APM.</p> <p><b>Plant Products</b></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><b>Miscellaneous Products</b></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><b>Article Name</b> - 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. <b>“Boxes/Crates” may not be used if another option is available.</b>
	APHIS Permit Number	<b>APHIS Permit Number</b> - 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. <b>If wood is not marked with an acceptable symbol, then it is considered unmarked.</b>
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 <b>not</b> use the broker as destination. Do <b>not</b> 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. <b>This must be a foreign address.</b>



**TABLE A-1-34: Instructions for Initiating an EAN**

Block Number	Field Name	Instructions
<b>7</b> 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 <b>not</b> enter vehicle numbers in this field. <b>Do NOT enter abbreviations for the name of carrier including airline codes.</b>
	Flight/ Voyage/ Trip Number*	Enter the appropriate number based on pathway. For trucks use the trailer license number.
<b>8</b> 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. <b>This is a mandatory field. Every shipment will have this number at the time that shipment is presented for inspection.</b>
	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: <a href="http://dataweb.usitc.gov/scripts/tariff_current.asp">http://dataweb.usitc.gov/scripts/tariff_current.asp</a>
	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"  <b>Do not enter N/A or Not Available. If the user doesn't have an entry number other than listed above, describe why.</b>
	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 <b>marked</b> 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. <b>If the pathway is air cargo, the House Airway Bill must be entered here.</b>
	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.  <b>Pest</b> - If a pest or disease is found on, in, or with a shipment. Do <b>not</b> to enter a tentative ID. A national AQAS Pest ID number will be required.  <b>Lacks Documentation or Certification</b> - 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.  <b>Contaminant- Seed</b> - 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.  <b>Contaminant-Other</b> - Shipment is found to have any contaminant that does not need to be sent to an identifier. Examples include blood, soil, manure, etc.  <b>Lacking ISPM15 Marking</b> - Shipment was found to have unmarked or improperly marked WPM.  <b>Prohibited Animal Product</b> - Shipment was found to be prohibited by a 9 CFR.  <b>Prohibited Product</b> - Shipment was found to be prohibited by 7 CFR regulation.

**TABLE A-1-34: Instructions for Initiating an EAN**

Block Number	Field Name	Instructions
<b>12a</b>	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.
<b>12b</b>	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).
<b>13</b>	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.
<b>14</b>	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.
<b>15</b>	Foreign Sanitary Certificate Status*	Select the status of the certificate. If a certificate is not required continue to Block 16.
<b>15a</b>	Foreign Sanitary Certificate Number	Enter the certificate number.
<b>15b</b>	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.
<b>Contact Number</b>	Phone Number*	Enter the phone number at which the user issuing the EAN can be reached.
<b>16</b>	Treatment Schedule	Using the drop down menu, <b>if treatment is available</b> , select the appropriate treatment schedule. The treatment schedule <b>MUST</b> be provided by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier. CBP AI should <b>not</b> 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. <b>This is where the options are given. DO NOT use the "check boxes" printed on the form.</b>
	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
<b>16</b> (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: <a href="http://ecfr.gpoaccess.gov">http://ecfr.gpoaccess.gov</a>
	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) <b>must</b> be included.  <b>NOTE:</b> 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.  <b>NOTE:</b> These comments will print on the paper EAN.
<b>17</b>	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.
<b>18</b>	Name of Inspecting Officer	Enter the name of the officer that inspected the shipment.  <b>DO NOT</b> 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 <b>MUST</b> 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. <b>DO NOT</b> 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.
<b>19</b> Revocation Notification	Reason for Action Taken*	Enter the reason that the EAN was written. <b>This should match the data entered in block 12.</b>

**TABLE A-1-34: Instructions for Initiating an EAN**

Block Number	Field Name	Instructions
<b>19</b> Revocation Notification (continued)	Action Taken*	Enter the action that was actually taken. <b>Do not enter an action unless that action was taken.</b>  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.

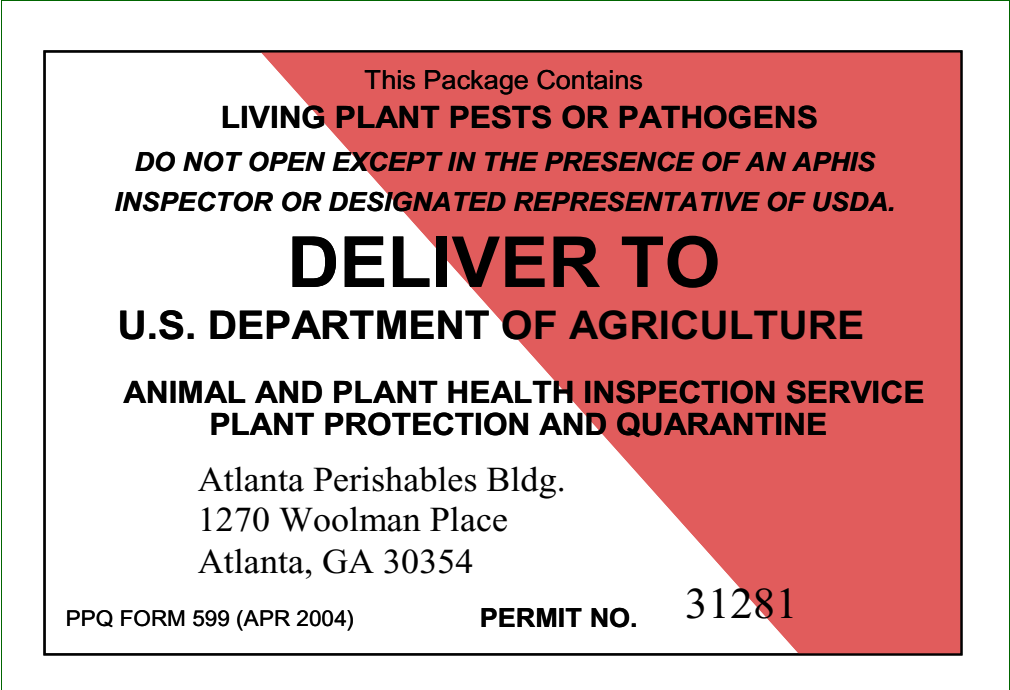
The requirements of the Emergency Action Notification are suspended upon condition that this vessel shall leave the territorial limits of the United States within *[list number]* of hours after receipt of this notice. This vessel shall **not** re-enter any port in the United States unless it has been 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](mailto: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.



**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"> <li>◆ 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</li> <li>◆ When submitting samples of sodium carbonate with sodium silicate:               <ul style="list-style-type: none"> <li>❖ Specify that the examination requested is for concentrate of sodium</li> <li>❖ Submit samples in plastic containers; <b>never</b> use glass containers</li> <li>❖ <b>DO NOT</b> refer to any specific disease (such as FMD) when submitting samples to determine pH level or internal temperature</li> </ul> </li> </ul>
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"> <li>◆ Mark the appropriate specimen being submitted</li> <li>◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown</li> </ul>
17	Enter the total number of specimens submitted
18	<ul style="list-style-type: none"> <li>◆ Mark the appropriate species or source submitted</li> <li>◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown</li> </ul>
19	Leave blank

**TABLE A-1-35: Instructions for Completing VS Form 10-4, Specimen Submission (continued)**

Block	Instructions
20	<ul style="list-style-type: none"> <li>◆ Enter the sample identification as consecutive numbers beginning with 1</li> <li>◆ 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</li> <li>◆ Mark all containers (<b>not</b> lids) with the identification numbers</li> <li>◆ Leave blank the columns <i>Age</i> and <i>Sex</i></li> </ul>
21	<ul style="list-style-type: none"> <li>◆ Enter any information about the history of submission, sex of importation, number of containers, number sampled, and additional information</li> <li>◆ Indicate the articles being submitted for disinfectant samples</li> <li>◆ Add the statement “Please phone or FAX the results to the CBP office that submitted the request” for all other submissions</li> </ul>
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 <b>REPORT OF ENTRY, SHIPMENT OF RESTRICTED                  IMPORTED ANIMAL PRODUCTS AND ANIMAL BY-PRODUCTS, AND OTHER MATERIAL</b>		1. CASE NO. _____	
		2. PORT OF ENTRY <b>New Orleans, LA</b>	
<b>A. REPORT OF ENTRY, AND FORWARDING OF SHIPMENT FROM FIRST PORT OF ARRIVAL</b>			
3. NAME AND ADDRESS OF IMPORTER OR SHIPPER <i>(Include Zip Code)</i> <b>International Casein                  2024 Swan Street                  Slidell, LA 70460</b>		4. COUNTRY OF ORIGIN <b>France</b>	5. CUSTOMS ENTRY NO. <b>140-93-19606</b>
		6. PRODUCT OR MATERIAL <b>Casein</b>	7. DATE OF ARRIVAL <b>10/30/02</b>
8. VETERINARIAN IN CHARGE IN STATE WHERE APPROVED ESTABLISHMENT IS LOCATED <i>(Include Zip Code)</i> <b>Area Veterinarian in Charge                  USDA, APHIS, VS                  5825 Florida Blvd., Room 1140                  Baton Rouge, LA 70806-9985</b>		9. NAME OF VESSEL <b>Am. Sealand Express</b>	
		10. NAME OF CARRIER <i>(Include R.R. Car No. or Truck License No.)</i> <b>LA Trucking, Inc. LA 45389</b>	
		11. SEAL NOS. OR QUARANTINE TAPE <b>USDA 8369, 48370</b>	
12. TOTAL QUANTITY RECEIVED AT PORT OF ARRIVAL <i>(Lbs. only)</i> <b>450,000 lbs.</b>	13. NO. UNITS RECEIVED AT PORT OF ARRIVAL <i>(Specify Carton, Boxes, Bundles, etc.)</i> <b>300 casks</b>		
14. NAME AND ADDRESS OF APPROVED ESTABLISHMENT <i>(Include Zip Code and phone no.)</i> <b>International Casein                  2024 Swan Street                  Slidell, LA 70460                  985/643-0315</b>		FROM PORT OF ENTRY TO APPROVED ESTABLISHMENT	
		15. NO. LBS. <b>450,000 lbs.</b>	16. NO. UNITS <b>300 casks</b>
17. REMARKS  <b>Invoice #IC383154</b>			
18. PRINTED NAME AND SIGNATURE OF INSPECTOR <b>Ronald Rockefeller</b> <i>Ronald Rockefeller</i>		19. PPQ STATION <b>France Road Work Station                  New Orleans</b>	20. DATE <b>10/30/02</b>
<b>B. REPORT OF RECEIPT AND TREATMENT BY ESTABLISHMENT <i>(To be completed by Approved Establishment)</i></b>			
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.



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 <a href="#">Animal Product Manual</a> see <a href="#">List of VS-AVIC in Figure H-1-4</a> and <a href="#">Appendix E</a> )
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 <b>only</b> , 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 <a href="#">Appendix E</a> in the <a href="#">Animal Product Manual</a> )
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   <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>
Part 3	FAX <sup>1</sup> to the Area Veterinarian in Charge in the State where the approved establishment is located (in the <a href="#">Animal Product Manual</a> see <a href="#">List of VS-AVIC in Figure H-1-4</a> and <a href="#">Appendix E</a> )
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	
<b>U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGREEMENT OF PET BIRD OWNER</b>			<b>1. NAME AND ADDRESS OF OWNER (Include Zip Code)</b>		
<b>INSTRUCTIONS:</b> Complete items 1 through 6 and the applicable Agreement A, B, or C. Distribute copies as identified.			Barry Brown		
			119 Meadowlark Drive		
<b>2. PASSPORT NO. (If none, give Social Security No., or Driver's License No.)</b>		<b>3. DATE OFFERED FOR ENTRY</b>		<b>4. NO. OF BIRDS</b>	
SS#371-82-2117		March 16, 2002		2	
<b>6. FROM (Country of Origin)</b>			<b>5. KIND OF PET BIRDS</b>		
Guatemala			Parrots		
<b>7. OWNER'S AGREEMENT - SIGN A - B - C OR D BELOW (Refusal to sign this form, automatically places option D into effect)</b>					
<b>A</b>					
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 <i>prior to such movement</i> .					
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.					
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.					
<b>(1) LOCATION WHERE BIRDS WILL BE HELD</b>			<b>(2) NAME AND ADDRESS OF FEDERAL OFFICIAL TO CONTACT</b>		
119 Meadowlark Drive			Area Veterinarian in Charge		
Kansas City, MO 64123			USDA-APHIS-PPQ		
STATE			1442 Aaron Court P.O. Box 104418		
Missouri			Jefferson City, MO 65110		
<input checked="" type="checkbox"/> <b>LABORATORY SPECIMEN TAKEN</b>			<b>PHONE NUMBER (Include Area Code)</b>		
SPECIMENS SUBMITTED BY (Name)			006-02		
A. Smith			REFERRAL NO.		
<b>B</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))					
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.					
<b>SIGNATURE OF OWNER</b>		<b>DATE SIGNED</b>		<b>OWNER'S TELEPHONE NO.</b>	
		3/16/02		AREA CODE PHONE NO.	
WITNESSED BY (Signature)		TITLE		DATE	
		PPQ Officer		3/16/02	
<b>C</b>					
In lieu of A above, I agree to export my birds to (Country)					
<b>SIGNATURE OF OWNER</b>				<b>DATE SIGNED</b>	
<b>D</b>					
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.					
<b>SIGNATURE OF OWNER</b>				<b>DATE SIGNED</b>	
Barry Brown				3-16-02	
<b>8. PORT OF ENTRY</b>		<b>9. CARRIER AND FLIGHT NO.</b>		<b>10. POST-ENTRY NO.</b>	
<b>11. DETAINING OFFICIAL (Signature)</b>		<b>12. TITLE</b>		<b>13. AGENCY</b>	
<b>14. DATE</b>		<b>15. PORT RELEASING OFFICIAL (Signature)</b>			
<b>16. TITLE</b>		<b>17. DATE RELEASED</b>			
I have inspected the birds inspected above, and find that all applicable provisions of 9 CFR Part 92 as amended have been met.					
<b>18. FINAL RELEASING OFFICIAL (Signature)</b>		<b>19. TITLE</b>		<b>20. DATE RELEASED</b>	

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

If VS personnel are not readily available to obtain applicable information while the owner is present, then the CBP Agriculture Specialist or CBP Officer will obtain the information and fill in the appropriate blocks on VS Form 17-8 (before the owner has to depart the area). Complete VS Form 17-8 using the instructions in **Table A-1-39**. For a printable version of VS Form 17-8 go to: [http://www.aphis.usda.gov/library/forms/pdf/vs17\\_8.pdf](http://www.aphis.usda.gov/library/forms/pdf/vs17_8.pdf)

**TABLE A-1-39: Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner**

Block	Instructions <sup>1</sup>
1-6	Fill in
7	<ol style="list-style-type: none"> <li>1. The pet bird owner must complete and sign either Box A, B, C, or D</li> <li>2. If the owner refuses to sign the form, then advise the owner that option D is automatically placed in effect</li> <li>3. Attach a note to the form explaining the circumstances</li> <li>4. Let VS know if the owner is going to contact VS</li> </ol>
7A	<ol style="list-style-type: none"> <li>1. Fill address where the birds will be held for 30 days</li> <li>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>)</li> <li>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)</li> </ol>
7B	<ol style="list-style-type: none"> <li>1. Fill in if appropriate</li> <li>2. Have the owner sign, date, and provide home phone number</li> <li>3. The person witnessing signs, dates, and provides title information</li> </ol>
7C	<ol style="list-style-type: none"> <li>1. Have owner fill in the name of the country to which the birds are being exported</li> <li>2. Have the owner sign and date the form</li> </ol>
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

<sup>1</sup> 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**

<b>If:</b>	<b>Then:</b>
Original	GIVE to VS
Second copy	GIVE to pet bird owner
Other copies	GIVE to VS as arranged locally between CBP and VS



# Appendix B

## Completing Compliance Agreements

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### Contents

Introduction [page B-1-1](#)  
Procedures [page B-1-2](#)  
Uniform Standards for Compliance Agreements for Caterers [page B-1-4](#)  
Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas [page B-1-12](#)  
Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas [page B-1-19](#)  
Uniform Standards for Compliance Agreements for Regulated Garbage Processing [page B-1-25](#)  
Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms [page B-1-33](#)  
Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries [page B-1-38](#)  
Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing [page B-1-43](#)  
Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing [page B-1-51](#)  
Addendum to Compliance Agreements [page B-1-62](#)  
    Cleaning and Disinfection [page B-1-62](#)  
    Disinfectant Information [page B-1-63](#)  
    Disinfectant Procedures [page B-1-64](#)  
Fillable PPQ Form 519 [page B-1-65](#)

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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. Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

[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 appropriate<sup>1</sup>. 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**

<b>If the compliance agreement<sup>1</sup> is with a:</b>	<b>And the garbage is moving through an area that is:</b>	<b>Then:</b>
Caterer	→	See <i>Uniform Standards for Compliance Agreements for Caterers</i> on <b>page B-1-4</b>
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 <b>page B-1-12</b>
	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 <b>page B-1-19</b>
Processing establishment	→	See <i>Uniform Standards for Compliance Agreements for Regulated Garbage Processing</i> on <b>page B-1-25</b>
Aircraft cleaning firm Fixed base operator <sup>2</sup>	→	See <i>Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms</i> on <b>page B-1-33</b>
Cruise ship	→	See <i>Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries</i> on <b>page B-1-38</b>
Military base/facility <b>without</b> on-site processing	→	See <i>Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing</i> on <b>page B-1-43</b>
Military base/facility <b>with</b> on-site processing	→	See <i>Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing</i> on <b>page B-1-51</b>

- 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.<sup>2</sup>

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.

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<sup>2</sup> Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.



Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

**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 plant<sup>3</sup> or animal<sup>4</sup> (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.

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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.<sup>5</sup>

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.

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<sup>5</sup> 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.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

## 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 plant<sup>6</sup> or animal<sup>7</sup> (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

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<sup>6</sup> 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.

<sup>7</sup> Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

**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.

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## 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.<sup>8</sup>

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.

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<sup>8</sup> 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.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

## 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 plant<sup>9</sup> or animal<sup>10</sup> (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.

<sup>9</sup> 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.

<sup>10</sup> 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:  
  

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- 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.<sup>11</sup>

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.

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<sup>11</sup> Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

**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 plant<sup>12</sup> or animal<sup>13</sup> (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.

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<sup>12</sup> 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.

<sup>13</sup> 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:

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- 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.<sup>14</sup>

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.

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<sup>14</sup> Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

## 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 plant<sup>15</sup> or animal<sup>16</sup> (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.

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<sup>15</sup> 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.

<sup>16</sup> 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.

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## **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.<sup>17</sup>

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<sup>17</sup> 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.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

#### 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 plant<sup>18</sup> or animal<sup>19</sup> (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

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<sup>18</sup> 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.

<sup>19</sup> Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.

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.

## 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.

## **Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing**

This Uniform Standards for Compliance Agreements for Military Bases outlines the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in [7 CFR 330.400](#) - [7 CFR 330.403](#) or [9 CFR 94.5](#)), and serves as an attachment to any compliance agreement ([PPQ Form 519](#)).

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Use an addendum if major additions to the compliance agreement are needed.

### **Military Base/Facility (WITHOUT on-site processing) Compliance Agreement Attachment to PPQ Form 519, Compliance Agreement**

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

The military installation under this Compliance Agreement shall immediately notify the local Department of Homeland Security (DHS), Customs and Border Protection (CBP) at phone number \_\_\_\_\_ of any management changes, which may void this Compliance Agreement. If this Compliance Agreement is used to develop a Base Instruction, the military installation under this Compliance Agreement shall immediately notify the local DHS, CBP at phone number \_\_\_\_\_ of any changes made to the Base Instruction. A copy of the Base Instruction shall be made available to DHS, CBP or to the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) upon request.

By signing this agreement, the signer certifies the military installation has met the requirements of all applicable environmental authorities prior to handling and/or disposing of garbage regulated by the DHS, CBP under the authority of the USDA, APHIS.

The military installation, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by DHS, CBP or USDA, APHIS.

All records required by this agreement must be made available to DHS, CBP or USDA, APHIS upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) Mil (0.004-inch) thick.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

**1. Definitions**

- A. Regulated garbage** - As defined under 7 CFR 330.400 - 7 CFR 330.403 and 9 CFR 94.5, garbage includes 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 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 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, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine 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. Regulated Garbage Handling Procedures**

Regulated garbage will be handled by \_\_\_\_\_.  
*(Identify the Section, Division, Group, Staff, etc., on the military installation designated to handle regulated garbage)*

**A. Removal of regulated garbage from means of conveyance:**

Regulated garbage removed from foreign arriving conveyances will be: *(check appropriate boxes)*



- Transported by an APHIS-approved cartage firm for incineration or sterilization. (The military installation must retain records for one (1) year from the date of transportation. The records must contain the following information: date, conveyance numbers, time, type of units (bags, carts, containers, etc.), number of units, and quantity (weight) of garbage. The military installation must assure that these records can be used to validate the inventory control system at the point of destination).

Hauler or Cartage firm located at:

\_\_\_\_\_

\_\_\_\_\_  
*(Name, address, phone number)*

- 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 Regulated Garbage:**

*(check appropriate box)*

Regulated garbage will be separated from domestic garbage by (circle one)

▶ Location (clearly designated by signs)

▶ Labeled container (marked per Section **D.** and **F.** below)

All garbage in facility will be handled as regulated garbage.

**C.** The military installation personnel will meet the conveyance originating from a foreign location on arrival for the purpose of off-loading the regulated garbage onboard the conveyance. The military installation must immediately notify the local CBP at phone number \_\_\_\_\_ if unable to meet a conveyance on arrival, in which case no regulated garbage will be off-loaded from the conveyance until a military representative is present or a CBP representative is available.

**D.** Regulated garbage removed from the conveyance will be continually maintained in rigid, tight, covered, leak-proof receptacles until disposed of in a CBP/APHIS-approved manner. Regulated garbage must 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.

i. Any plastic bag used in the transportation or storage of regulated garbage must be at least four (4) Mil (0.004-inch) thick, and must be easily identifiable, by either tags with "REGULATED GARBAGE" or by unique color \_\_\_\_\_ (specify color). Regulated garbage in plastic bags stored outside, must be stored in a sealed, rigid container with a tightly-fitting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.

ii. Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers if the garbage is not separated by location. 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.

iii. Containers used for regulated garbage will not be used for domestic garbage, nor will containers used for domestic garbage be used for regulated garbage.

- iv. Storage sheds used to store regulated garbage 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. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

The area around the storage shed shall be kept clean and free of loose garbage at all times. Leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

The military installation must clean and disinfect the area in accordance with the [Addendum to Compliance Agreements](#) or as described below:

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- v. The dock area and the area surrounding garbage dumpsters shall be kept clean and free of loose garbage at all times. Dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

The military installation must clean and disinfect the area in accordance with the [Addendum to Compliance Agreements](#) or as described below:

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- vi. The military installation must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number of units (bags, carts, containers, etc.), quantity (weight) of stored regulated garbage, and storage site location of regulated garbage.
- vii. Scraped residue and runoff may be ground into an approved sewage system as defined in [7 CFR 330.400 - 7 CFR 330.403](#) or [9 CFR 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.

- viii. Storage of regulated garbage must not exceed 72 hours without prior approval from PPQ, VRS or their designee.
- ix. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.
- E. The military installation 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. 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.
- F. The military installation must keep regulated garbage segregated from domestic garbage until incinerated, sterilized, or removed by an approved cartage firm, unless all garbage is treated as regulated garbage. Regulated garbage will not be combined with hospital medical waste or any other type of domestic garbage, unless all garbage is treated as regulated garbage.
- G. Spills and Routine Disinfection

The military installation must immediately notify the local CBP at phone number \_\_\_\_\_ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the military installation for garbage spills and routine surface disinfections including areas around the conveyance and around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The military installation 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 Environmental Protection Agency (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 sodium hypochlorite (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 (3) 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. Sodium hypochlorite (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.

- H. The military installation must conspicuously post regulated garbage-handling procedures in the work area. The procedures must be in English and other appropriate languages.

### 3. Backup System

In the event the primary garbage processing/disposal system(s) listed in Section **2. A.** above is inoperable, the military installation must immediately notify the local CBP at phone number \_\_\_\_\_ and be advised, in advance, as to the use of the following prearranged approved backup systems: *(check one)*

- Hauler or Cartage firm located at:

\_\_\_\_\_

\_\_\_\_\_  
*(Name, address, phone number)*

### 4. Training

- A. The military installation must 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 regulated garbage 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.** Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of conveyance 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 review.
  - v.** This compliance agreement.
  - vi.** Presentation in English and other appropriate languages.
- C.** The military installation must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.

## **Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing**

This Uniform Standards for Compliance Agreements for Military Bases outlines the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in [7 CFR 330.400](#) - [7 CFR 330.403](#) or [9 CFR 94.5](#)), and serves as an attachment to any compliance agreement ([PPQ Form 519](#)).

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Use an addendum if major additions to the compliance agreement are needed.

### **Military Base/Facility (WITH on-site processing) Compliance Agreement Attachment to PPQ Form 519, Compliance Agreement**

This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

The military installation under this Compliance Agreement shall immediately notify the local Department of Homeland Security (DHS), Customs and Border Protection (CBP) at phone number \_\_\_\_\_ of any management changes, which may void this Compliance Agreement. If this Compliance Agreement is used to develop a Base Instruction, the military installation under this Compliance Agreement shall immediately notify the local DHS, CBP at phone number \_\_\_\_\_ of any changes made to the Base Instruction. A copy of the Base Instruction shall be made available to DHS, CBP or to the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) upon request.

By signing this agreement, the signer certifies the military installation has met the requirements of all applicable environmental authorities prior to handling and/or disposing of garbage regulated by the DHS, CBP under the authority of USDA, APHIS.

The military installation, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by DHS, CBP or USDA, APHIS.

All records required by this agreement must be made available to DHS, CBP or USDA, APHIS upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least four (4) Mil (0.004-inch) thick.

Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

**1. Definitions**

- A. Regulated garbage** - As defined under 7 CFR 330.400 - 7 CFR 330.403 and 9 CFR 94.5, garbage includes 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 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 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, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.
- D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine 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. Regulated Garbage Handling Procedures**

Regulated garbage will be handled by \_\_\_\_\_.  
(Identify the Section, Division, Group, Staff, etc., on the military installation designated to handle regulated garbage)

- A. Removal of regulated garbage from means of conveyance:**



Regulated garbage removed from foreign arriving conveyances will be: *(check appropriate boxes)*

- Transported by an APHIS-approved cartage firm for incineration or sterilization. (The military installation must retain records for one (1) year from the date of transportation. The records must contain the following information: date, conveyance numbers, time, type of units (bags, carts, containers, etc.), number of units, and quantity (weight) of garbage. The military installation must assure that these records can be used to validate the inventory control system at the point of destination).

Hauler or Cartage firm located at:

\_\_\_\_\_

\_\_\_\_\_  
*(Name, address, phone number)*

- 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 Regulated Garbage:  
*(check appropriate box)*

- Regulated garbage will be separated from domestic garbage by *(circle one)*
    - ▶ Location (clearly designated by signs)
    - ▶ Labeled container (marked per Section **D.** and **F.** below)
  - All garbage in facility will be handled as regulated garbage.
- C.** The military installation personnel will meet the conveyance originating from a foreign location on arrival for the purpose of off-loading the regulated garbage onboard the conveyance. The military installation must immediately notify the local CBP at phone number \_\_\_\_\_ if unable to meet a conveyance on arrival, in which case no regulated garbage will be off-loaded from the conveyance until a military representative is present or a CBP representative is available.
- D.** Regulated garbage removed from the conveyance will be continually maintained in rigid, tight, covered, leak-proof receptacles until disposed of in a CBP/APHIS-approved manner. Regulated garbage must 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.
- i.** Any plastic bag used in the transportation or storage of regulated garbage must be at least four (4) Mil (0.004-inch) thick, and must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color \_\_\_\_\_ (specify color). Regulated garbage in plastic bags stored outside, must be stored in a sealed, rigid container with a tight-fitting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.
  - ii.** Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers. 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.
  - iii.** Containers used for regulated garbage will not be used for domestic garbage, nor will containers used for domestic garbage be used for regulated garbage.
  - iv.** Storage sheds used to store regulated garbage 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. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

The area around the storage shed shall be kept clean and free of loose garbage at all times. Leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

The military installation must clean and disinfect the area in accordance with the **Addendum to Compliance Agreements** or as described below:

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- 
- v. The dock area and the area surrounding garbage dumpsters shall be kept clean and free of loose garbage at all times. Dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

The military installation must clean and disinfect the area in accordance with the **Addendum to Compliance Agreements** or as described below:

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- 
- vi. The military installation must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number of units (bags, carts, containers, etc.), quantity (weight) of stored regulated garbage, and storage site location of regulated garbage.
  - vii. Scraped residue and runoff may be ground into an approved sewage system as defined in [7 CFR 330.400 - 7 CFR 330.403](#) or [9 CFR 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.
  - viii. Storage of regulated garbage must not exceed 72 hours without prior approval from PPQ, VRS or their designee.
  - ix. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

- E. The military installation 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. 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.
- F. The military installation must keep regulated garbage segregated from domestic garbage until incinerated, sterilized, or removed by an approved cartage firm, unless all garbage is treated as regulated garbage. Regulated garbage will not be combined with hospital medical waste or any other type of domestic garbage, unless all garbage is treated as regulated garbage.

G. Equipment

i. Steam sterilization or non-pressurized water cooker

a. If steam sterilization is used, it will be as follows:

- (1) The steam sterilizer equipment 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, containers, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.

- (2) A thermocouple probe will be used initially and twice each year to re-calibrate 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 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.

**(3)** The time and temperature record of each batch of regulated 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.

**(4)** The bottom rear drain of the sterilizer unit will be cleared as needed to assure proper steam circulation and drainage.

**b.** If non-pressurized water cooking is used, it will be as follows:

**(1)** The water level must reach within three (3) inches of the garbage level.

**(2)** The non-pressurized cooking equipment must have a time/temperature recording device and must be capable of heating regulated garbage to a minimal internal temperature of 212°F. The PSI (water cooker probe must be below surface of water) must be 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 \_\_\_\_\_

Maximum load of \_\_\_\_\_ units (bags, carts, containers, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.

**(3)** A thermocouple probe will be used initially and twice each year to re-calibrate 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 CBP/APHIS. The adjusted cooking cycle will be included in an addendum to this compliance agreement and will be followed.

**(4)** The time and temperature record of each batch of regulated 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.** The military installation must immediately notify the local CBP at phone number \_\_\_\_\_ if the sterilizer, the non-pressurized water cooker, or associated equipment (such as the time and temperature recorder) malfunctions. The sterilizer or the non-pressurized water cooker, and associated equipment shall be properly maintained to ensure that each load of regulated garbage is processed at a minimal internal temperature of 212°F for a minimum of 30 minutes.
- d.** The sterilizer or non-pressurized cooking equipment must be properly maintained to ensure that each load is processed at a minimum internal temperature of 212°F for a minimum of 30 minutes. The sterilizer or non-pressurized cooking equipment must be re-calibrated after major repairs or malfunction by CBP/APHIS.

**v.** Incinerator

- a.** If an incinerator is used, the incinerator must be properly maintained to ensure that each load is incinerated to an ash. Glass and metal shall be the only residue in the ash.
- b.** The military installation must maintain records which will include the date, time, number of units (bags, carts, containers, etc.), and quantity (weight) of garbage incinerated. The records must be retained for a minimum of one (1) year from the end of the month in which the incineration occurred.
- c.** The incinerator must be observed after major repairs or malfunction to ensure that regulated garbage is properly incinerated to ash by CBP/APHIS.

**H.** Spills and Routine Disinfection

The military installation must immediately notify the local CBP at phone number \_\_\_\_\_ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the military installation for garbage spills and routine surface disinfections including areas around the conveyance and

around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The military installation 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 Environmental Protection Agency (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 sodium hypochlorite (bleach), stated as a percentage, and the number of gallons of concentration of sodium hypochlorite (bleach) used;
- iv. Location of spills.

The record or log book should be kept for three (3) 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. Sodium hypochlorite must not be used inside an 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.

- i. The military installation must conspicuously post regulated garbage-handling procedures in the work area. The procedures must be in English and other appropriate languages.

### 3. Backup System

In the event the primary garbage processing/disposal system(s) listed in Section **2. A.** above is inoperable, the military installation must immediately notify the local CBP at phone number \_\_\_\_\_ and be advised, in advance, as to the use of the following prearranged approved backup systems: *(check one)*

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)*

Hauler or Cartage firm located at:

\_\_\_\_\_

\_\_\_\_\_  
*(Name, address, phone number)*

**4. Training**

- A.** The military installation must 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 regulated garbage 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. Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of conveyance 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 review.
  - v. This compliance agreement.
  - vi. Presentation in English and other appropriate languages.
- C.** The military installation must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.

## 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
- L. Copy of all applicable Material Safety Data Sheets

### 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) in passenger or cargo areas of aircraft as it can corrode sensitive aircraft or electronic parts. Do **not** use Virkon®S in passenger areas, including galley or food preparation areas, as it is **not** approved by the EPA for use around food or on food contact surfaces. Virkon®S may damage carpets or seat covers in passenger areas of the aircraft.



Detergents may be used inside aircraft, in accordance with the manufacturer's specifications, and Department of Defense or Department of Transportation regulations, as applicable, to mitigate the threat of animal diseases. According to U.S. Air Force regulations, citrus-based cleaners may be used in non-food passenger areas.

Contact the local CBP Agriculture Specialist at \_\_\_\_\_  
when a spill occurs inside a conveyance.

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## 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**

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## Sample Letter to Notify a Firm or Company that a Violation was Issued to an Employee or Crew Member



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*

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### Contents

Introduction	<b>page D-1-1</b>
Federal Agencies Cooperating with Customs and Border Protection (CBP)	<b>page D-1-1</b>
Department of Agriculture (USDA)	<b>page D-1-1</b>
APHIS	<b>page D-1-1</b>
AMS	<b>page D-1-3</b>
FSIS	<b>page D-1-3</b>
Department of Defense (DOD)	<b>page D-1-4</b>
Food and Drug Administration of the Department of Health and Human Services (FDA)	<b>page D-1-5</b>
Fish and Wildlife Service of the Department of the Interior (FWS)	<b>page D-1-5</b>
Public Health Service of the Department of Health and Human Services (PHS)	<b>page D-1-5</b>

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### Introduction

Sometimes regulations of different Federal agencies govern the same importations. Products presented at ports of entry may be regulated by more than one federal regulatory agency. When a product is regulated by more than one agency, all entry requirements of each agency must be met.

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### Federal Agencies Cooperating with Customs and Border Protection (CBP)

The cooperation CBP receives from other Federal Agencies helps accomplish the mission of preventing the introduction of agricultural pests and diseases. All personnel from other Federal Agencies 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"> <li>◆ Live animals including birds</li> <li>◆ Hatching eggs</li> <li>◆ Animal semen, ova, and embryos</li> </ul>	<ol style="list-style-type: none"> <li>1. The appropriate VS Field Office</li> <li>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</li> </ol>
<ul style="list-style-type: none"> <li>◆ Organisms and vectors</li> </ul>	<ul style="list-style-type: none"> <li>◆ PPQ, VRS at 301/734-7633</li> <li>◆ VS Technical Trade Services Products Staff (TTSPS) at 301/734-3277</li> </ul>
<ul style="list-style-type: none"> <li>◆ Permit renewals for veterinary biological products</li> </ul>	The Center for Veterinary Biologics (VS, CVB) at 301/734-8245
<ul style="list-style-type: none"> <li>◆ VS permit renewals</li> </ul>	VS, TTSPS at 301/734-3277
<ul style="list-style-type: none"> <li>◆ Meat</li> <li>◆ Animal products</li> <li>◆ Animal by-products</li> <li>◆ Associated materials</li> </ul>	<ol style="list-style-type: none"> <li>1. Your supervisor</li> <li>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 <a href="#">Animal Product Manual (APM)</a></li> </ol>

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.<sup>1</sup> Refer importations of shell eggs for breaking to FSIS to issue FSIS Form 5200-8, Import Request Egg Products.

<sup>1</sup> 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

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### Contents

Introduction [page E-1-1](#)  
Contact Information [page E-1-1](#)  
List of Airports [page E-1-1](#)

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### 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.

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### 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.

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### 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

# F

Agricultural  
Clearance

## 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*

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### Contents

Introduction	page G-1-1
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

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### 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
<b>Atlanta, GA</b>	Charles Olsen, Entomologist USDA-APHIS-PPQ Atlanta Perishables Building 1270 Woolman Place Atlanta, GA 30354		◆ Georgia—all ports <b>except</b> Savannah	COM: 404/765-3821 FAX: 404/763-7644
<b>Atlanta, GA</b>	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
<b>Baltimore, MD</b>	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
<b>Boston, MA</b>	Jonathan L. Bruschi, Entomologist USDA-APHIS-PPQ 10 Causeway Street Room 516 Boston, MA 02222	Canada— Montreal, Toronto	◆ Connecticut ◆ Maine ◆ Massachusetts ◆ New Hampshire ◆ Rhode Island ◆ Vermont	COM: 617/565-7034 FAX: 617/565-6933
<b>Charleston, SC</b>	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
<b>Chicago, IL</b>	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"> <li>◆ Illinois</li> <li>◆ Indiana</li> <li>◆ Minnesota</li> <li>◆ Ohio—<b>except</b> Cincinnati Airport</li> <li>◆ Wisconsin</li> </ul>	COM: 773/894-2920 Ext. 5000 FAX: 773/894-2935
<b>Columbus, OH</b>	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"> <li>◆ Eastern Region</li> </ul>	COM: 614/688-4471 FAX: 614/292-7774
<b>Detroit, MI</b>	James Zablotny, 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"> <li>◆ Michigan</li> </ul>	COM: 734/942-9005 FAX: 734/942-7691
<b>Fort Lauderdale, FL</b>	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"> <li>◆ Florida—all maritime and international airports <b>except</b> Miami and Key West</li> </ul>	COM: 954/356-7072 FAX: 954/356-7110 Emergency entomology cell phone: 954/553-7420
<b>Gulfport, MS</b>	Randall L. Pingel, Entomologist USDA-APHIS-PPQ 3505 25th Avenue Building 16, Room 5 Gulfport, MS 39501	Argentina	<ul style="list-style-type: none"> <li>◆ Alabama</li> <li>◆ Kentucky</li> <li>◆ Mississippi</li> <li>◆ Ohio—Cincinnati Airport only</li> <li>◆ Tennessee</li> </ul>	COM: 228/822-3134 FAX: 228/822-3132

**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
<b>JFK International Airport, NY</b>	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"> <li>◆ Connecticut</li> <li>◆ Maine</li> <li>◆ Massachusetts</li> <li>◆ New Hampshire</li> <li>◆ New York—JFKIA and all ports <b>except</b> Brooklyn</li> <li>◆ Rhode Island</li> <li>◆ Vermont</li> </ul> CITES Issues: <ul style="list-style-type: none"> <li>◆ All ports east of the Mississippi River</li> </ul>	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
<b>JFK International Airport, NY</b>	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"> <li>◆ Connecticut</li> <li>◆ Maine</li> <li>◆ Massachusetts</li> <li>◆ New Hampshire</li> <li>◆ New York—JFKIA and all ports <b>except</b> Brooklyn</li> <li>◆ Rhode Island</li> <li>◆ Vermont</li> </ul>	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
<b>JFK International Airport, NY</b>	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"> <li>◆ New York—JFKIA and all ports <b>except</b> Brooklyn</li> </ul>	COM: 718/553-1732 718/553-1733 FAX: 718/553-0060
<b>JFK International Airport, NY</b>	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"> <li>◆ Connecticut</li> <li>◆ Maine</li> <li>◆ Massachusetts</li> <li>◆ New Hampshire</li> <li>◆ New York—JFKIA and all ports <b>except</b> Brooklyn</li> <li>◆ Rhode Island</li> <li>◆ Vermont</li> </ul>	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
<b>Linden, NJ</b>	Ana Margina, Botanist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036		<ul style="list-style-type: none"> <li>◆ Delaware</li> <li>◆ Illinois</li> <li>◆ Indiana</li> <li>◆ Kentucky</li> <li>◆ Maryland</li> <li>◆ Michigan</li> <li>◆ Minnesota</li> <li>◆ New Jersey</li> <li>◆ New York—Port of Brooklyn</li> <li>◆ Ohio</li> <li>◆ Pennsylvania</li> <li>◆ Virginia</li> <li>◆ West Virginia</li> <li>◆ Wisconsin</li> </ul>	<p>COM: 908/862-2012</p> <p>FAX: 908/862-2095</p>
<b>Linden, NJ</b>	Bob Tracy, Entomologist Jianxin "Jason" Zhang, Entomologist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036		<ul style="list-style-type: none"> <li>◆ New Jersey</li> <li>◆ New York—Port of Brooklyn</li> </ul>	<p>COM: 908/862-2012</p> <p>FAX: 908/862-2095</p>
<b>Linden, NJ</b>	Marty Feinstein, Plant Pathologist USDA-APHIS-PPQ Frances Krim Memorial Inspection Station 2500 Brunswick Avenue, Bldg. G Linden, NJ 07036	Argentina, Brazil	<ul style="list-style-type: none"> <li>◆ Illinois</li> <li>◆ Minnesota</li> <li>◆ New Jersey</li> <li>◆ New York—Port of Brooklyn</li> <li>◆ Wisconsin</li> </ul>	<p>COM: 908/862-2012</p> <p>FAX: 908/862-2095</p>
<b>Miami, FL</b>	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"> <li>◆ Alabama</li> <li>◆ Florida</li> <li>◆ Georgia</li> <li>◆ Mississippi</li> <li>◆ North Carolina</li> <li>◆ Puerto Rico</li> <li>◆ South Carolina</li> <li>◆ Tennessee</li> <li>◆ Virgin Islands</li> </ul>	<p>COM: 305/526-3900</p> <p>FAX: 305/871-1562 or 305/871-4205</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
<b>Miami, FL</b>	Charles Brodel, Entomologist <i>(National Coleoptera Specialist)</i> Tad Dobbs, Entomologist <i>(National Heteroptera Specialist)</i> Fernando Lenis, Entomologist Thomas Skarlinsky, Entomologist Margarita Dotres-Perez, 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	◆ Florida—Miami Plant Inspection Station, Miami Cargo	COM: 305/526-3900 FAX: 305/871-1562 or 305/871-4205
<b>Miami, FL</b>	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	◆ Florida—Miami Plant Inspection Station, Airport & Seaport  ◆ North Carolina ◆ South Carolina	COM: 305/526-3900 FAX: 305/871-1562 or 305/871-4205
<b>Miami, FL</b>	Ramon Dones, Entomologist USDA-APHIS-PPQ 5600 North West 36th Street Suite 391 Miami, FL 33159		◆ Florida—Miami Airport	COM: 305/526-2794 FAX: 305/526-2807
<b>Miami, FL</b>	William Tang, Entomologist USDA-APHIS-PPQ 2915 Biscayne Blvd., Ste. 304 Miami, FL 33137		◆ Florida—Ports of Miami (Maritime) and Key West	COM: 305/536-4083 FAX: 305/536-4058
<b>Orlando, FL</b>	Metwaly Sheta, Plant Pathologist Plant Inspection Station USDA-APHIS-PPQ 3951 Centerport St. Orlando, FL 32827	Chile	◆ Delaware  ◆ Florida—all ports <b>except</b> Miami  ◆ Indiana ◆ Maryland ◆ Michigan ◆ Ohio ◆ Pennsylvania ◆ West Virginia	COM: 407/825-4237 FAX: 407/648-6859
<b>Philadelphia, PA</b>	Stacey Boyd, Entomologist USDA-APHIS-PPQ PNBC, Building 6, Suite 320 4900 South Broad St. Philadelphia, PA 19112	Brazil, Chile <b>(except</b> Coleoptera & Hemiptera)	◆ Delaware ◆ Pennsylvania ◆ West Virginia	COM: 215/334-0300 334-0777 FAX: 215/334-9799

**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
<b>Ponce, PR</b>	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	COM: 787/806-1087 through 1089 FAX: 787/806-1219
<b>San Juan, PR</b>	Leon Praetorius, Entomologist USDA-APHIS-PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 <b>or</b> P.O. Box 37521 Airport Station San Juan, PR 00937-0521	Aruba, Bahamas, Bermuda, Haiti, Jamaica	◆ Puerto Rico ◆ U.S. Virgin Islands	COM: 787/253-4699 FAX: 787/253-7837
<b>San Juan, PR</b>	Wilfredo Garcia, Plant Pathologist USDA-APHIS-PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 <b>or</b> P.O. Box 37521 Airport Station San Juan, PR 00937-0521	Aruba, Bahamas, Bermuda, Haiti, Jamaica	◆ Puerto Rico ◆ U.S. Virgin Islands	COM: 787/253-4699 FAX: 787/253-7837

**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
<b>Blaine, WA</b>	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
<b>Dallas/Fort Worth, TX</b>	Nathan Cottrell, Entomologist Richard P. Elliott, Entomologist USDA-APHIS-PPQ P. O. Box 610063 Dallas/Fort Worth Airport, TX 75261-0063 or <b>FedEx:</b> 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
<b>El Paso, TX</b>	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
<b>El Paso, TX</b>	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
<b>Honolulu, HI</b>	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
<b>Honolulu, HI</b>	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
<b>Honolulu, HI</b>	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
<b>Houston, TX</b>	Norma Diaz, Botanist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		<ul style="list-style-type: none"> <li>◆ Arkansas</li> <li>◆ Iowa</li> <li>◆ Kansas</li> <li>◆ Louisiana</li> <li>◆ Missouri</li> <li>◆ Nebraska</li> <li>◆ Oklahoma</li> <li>◆ South Dakota</li> <li>◆ Texas</li> </ul>	<p>COM: 281/233-7100</p> <p>FAX: 281/230-7203</p>
<b>Houston, TX</b>	Eric McDonald, Entomologist <i>(National Acarology Specialist)</i> Mark Segall, Entomologist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		<ul style="list-style-type: none"> <li>◆ Texas—Corpus Christi, Houston, Galveston, Port Arthur</li> </ul>	<p>COM: 281/233-7100</p> <p>FAX: 281/230-7203</p>
<b>Houston, TX</b>	Maria Perez, Plant Pathologist USDA-APHIS-PPQ Plant Inspection Station 19581 Lee Road Humble, TX 77338		<ul style="list-style-type: none"> <li>◆ Texas—Austin, Corpus Christi, Dallas, Galveston, Houston, Port Arthur, San Antonio</li> </ul>	<p>COM: 281/233-7100</p> <p>FAX: 281/230-7203</p>
<b>Laredo, TX</b>	Donald J. Provencher, 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		<ul style="list-style-type: none"> <li>◆ Texas—Del Rio, Eagle Pass, Laredo</li> </ul>	<p>COM: 956/726-2225</p> <p>Ext. 25 Don Provencher</p> <p>Ext. 27 Nathan Cottrell</p> <p>FAX: 956/726-2322</p>
<b>Laredo, TX</b>	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		<ul style="list-style-type: none"> <li>◆ Texas—Del Rio, Eagle Pass, Laredo</li> </ul>	<p>COM: 956/726-2225</p> <p>Ext. 26 Willis Gentry</p> <p>FAX: 956/726-2322</p>
<b>Long Beach, CA</b>	Kristin Kaser, Botanist USDA-APHIS-PPQ 11 Golden Shore, Suite 210 Long Beach, CA 90802		<ul style="list-style-type: none"> <li>◆ California—Long Beach</li> </ul>	<p>COM: 310/762-2829</p> <p>FAX: 310/762-2827</p> <p>562/499-6000</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
<b>Long Beach, CA</b>	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
<b>Los Angeles, CA</b>	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
<b>Los Angeles, CA</b>	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
<b>Los Angeles, CA</b>	Musa Abdelshife, Plant Pathologist Tesfaye 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
<b>Los Indios, TX</b>	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
<b>Los Indios, TX</b>	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
<b>New Orleans, LA</b>	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"> <li>◆ Arkansas</li> <li>◆ Iowa</li> <li>◆ Kansas</li> <li>◆ Louisiana</li> <li>◆ Missouri</li> <li>◆ Nebraska</li> <li>◆ North Dakota (<b>except</b> Canadian border ports)</li> <li>◆ Oklahoma</li> <li>◆ South Dakota</li> </ul>	<p>COM: 504/464-8863</p> <p>FAX: 504/465-0968</p>
<b>New Orleans, LA</b>	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"> <li>◆ Arkansas</li> <li>◆ Iowa</li> <li>◆ Kansas</li> <li>◆ Louisiana</li> <li>◆ Missouri</li> <li>◆ Nebraska</li> <li>◆ North Dakota (<b>except</b> Canadian border ports)</li> <li>◆ Oklahoma</li> <li>◆ South Dakota</li> </ul>	<p>COM: 504/464-8863</p> <p>FAX: 504/465-0968</p>
<b>Nogales, AZ</b>	Jason T. Botz, Entomologist Cheryle O'Donnell, Entomologist USDA-APHIS-PPQ Plant Inspection Station 9 N. Grand Avenue, Rm 120 Nogales, AZ 85621		<ul style="list-style-type: none"> <li>◆ Arizona</li> <li>◆ New Mexico</li> </ul>	<p>COM: 520/287-4462</p> <p>FAX: 520/397-0138</p>
<b>Nogales, AZ</b>	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"> <li>◆ Arizona</li> <li>◆ New Mexico</li> </ul>	<p>COM: 520/287-4462</p> <p>FAX: 520/397-0138</p>
<b>Portland, OR</b>	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"> <li>◆ Oregon</li> </ul>	<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
<b>San Diego, CA</b>	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
<b>San Diego, CA</b>	Michael E. Meadows, 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
<b>San Francisco, CA</b>	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
<b>San Francisco, CA</b>	John W. Dooley, Entomologist <i>(Homoptera Specialist)</i> Allan H. Smith-Pardo, Entomologist 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
<b>San Francisco, CA</b>	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
<b>San Francisco, CA</b>	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
<b>Seattle, WA</b>	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"> <li>◆ Alaska</li> <li>◆ Colorado</li> <li>◆ Idaho</li> <li>◆ Montana</li> <li>◆ North Dakota (Canadian border ports <b>only</b>)</li> <li>◆ Oregon</li> <li>◆ Utah</li> <li>◆ Washington</li> <li>◆ Wyoming</li> </ul>	<p>COM: 206/878-6600</p> <p>FAX: 206/870-8043</p>
<b>Seattle, WA</b>	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"> <li>◆ Alaska</li> <li>◆ Colorado</li> <li>◆ Idaho</li> <li>◆ Montana</li> <li>◆ Oregon</li> <li>◆ Utah</li> <li>◆ Washington</li> <li>◆ Wyoming</li> </ul> <p><b>except</b> Canadian Border ports covered by Blaine</p>	<p>COM: 206/878-6605</p> <p>FAX: 206/870-8043</p>
<b>Seattle, WA</b>	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"> <li>◆ Alaska</li> <li>◆ Colorado</li> <li>◆ Idaho</li> <li>◆ Montana</li> <li>◆ North Dakota (Canadian border ports <b>only</b>)</li> <li>◆ Utah</li> <li>◆ Washington</li> <li>◆ Wyoming</li> </ul>	<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 <sup>1</sup>	Area of Coverage	Telephone/FAX
<b>Gainesville, FL</b>	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
<b>Manhattan, KS</b>	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
<b>University Park, PA</b>	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
<b>West Lafayette, IN</b>	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 <b>URGENT</b> <b>USDA-APHIS-PPQ</b> Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350 CALL (301) 504-8605
Honey Bees	→	Carl Hayden Bee Research Center <b>URGENT</b> 2000 E. Allen Rd. Tucson, AZ 85719 CALL (520) 670-6380
Host Material	→	Rodney Young or David Bitzel <b>URGENT</b> <b>USDA-APHIS-PPQ</b> Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350 CALL (301) 504-8605
All Insects <b>not</b> listed under insects and Mites below	Includes Coleoptera, Lepidoptera, Diptera, Hymenoptera, Heteroptera, Homoptera: Auchenorrhynca (cicadas, leafhoppers, treehoppers, spittlebugs), Neuropteroid orders	Location leader <b>URGENT</b> <b>Systematic Entomology Laboratory, USDA</b> 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 <sup>1</sup>
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	<b>URGENT</b> <b>Systematic Entomology Laboratory</b> 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 <b>URGENT</b> <b>USDA-ARS Nematology Laboratory</b> 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 <b>URGENT</b> <b>USDA-APHIS-PPQ</b> 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 <b>URGENT</b> <b>USDA-APHIS-PPQ</b> 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 <b>URGENT</b> <b>USDA-APHIS-PPQ</b> 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 <b>URGENT</b> Malacology Identification Specialist <b>USDA-APHIS-PPQ</b> Academy of Natural Sciences 1900 Benjamin Franklin Parkway Philadelphia, PA 19103 CALL (215) 299-1175
Ticks	→	Dr. James W. Mertins <b>URGENT</b> <b>USDA-APHIS-VS</b> National Veterinary Services Lab. 1800 Dayton Ave. 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 <b>USDA-APHIS-PPQ</b> Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Coleoptera Families, Bostrichidae, Meloidae, Scarabaeidae—all life stages	→	Chuck Brodel Coleoptera Identification Specialist <b>USDA-APHIS-PPQ</b> Plant Inspection Station 3500 NW. 62nd Avenue PO Box 59-2136 Miami, FL 33159
Host Material	→	Rodney Young or David Bitzel <b>USDA-APHIS-PPQ</b> Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Insects	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 (Miridae), Homoptera: Auchenorrhyncha (cicadas, leafhoppers, treehoppers, spittlebugs), and the neuropteroid orders: plus Coleoptera or Lepidoptera families ( <b>do not</b> include Coleoptera families Bostrichidae, Meloidae, Scarabaeidae)	<b>Systematic Entomology Laboratory</b> Attn: Communication and Taxonomic Services Unit Building 005, Room 137, BARC-West 10300 Baltimore Avenue Beltsville, MD 20705
Insects	Heteroptera <b>except</b> Miridae	Tad Dobbs <b>USDA-APHIS-PPQ</b> Miami Plant Inspection Station 3500 NW 62nd Avenue PO Box 59-2136 Miami, FL 33122
Lepidoptera Families	Geometridae, Noctuidae, Notodontidae, Saturniidae—all life stages	Steven Passoa Lepidoptera Identification Specialist <b>The Ohio State University Museum of Biological Diversity</b> 1315 Kinnear Road Columbus, OH 43212-1192

**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:
Mites	→	Eric McDonald <b>USDA-APHIS-PPQ</b> Houston Plant Inspection Station 19581 Lee Road Humble, TX 77338
Nematodes	→	Dr. David J. Chitwood <b>USDA-ARS</b> Nematology Laboratory Bldg. 011A, Room 159, BARC-West 10300 Baltimore Ave. Beltsville, MD 20705-2350 (301) 504-6666
Noxious Weed Seeds	→	Rodney Young or David Bitzel <b>USDA-APHIS-PPQ</b> United Bldg. 580, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705-2350
Plant Diseases	→	Dr. Mary Palm <b>USDA-APHIS-PPQ</b> Bldg. 011A, Rm. 329, BARC – West 10300 Baltimore Ave. Beltsville, MD 20705-2350
Scale Insect Families Aleyrodidae and Diaspididae	→	John W. Dooley <b>USDA-APHIS-PPQ</b> 389 Oyster Point Blvd., Suite 2A South San Francisco, CA 94080
Snails and other mollusks	→	Dr. David Robinson Malacology Identification Specialist <b>USDA-APHIS-PPQ</b> Academy of Natural Sciences 1900 Benjamin Franklin Parkway Philadelphia, PA 19103
Ticks	→	Dr. James W. Mertins <b>USDA-APHIS-VS</b> National Veterinary Services Lab. 1800 Dayton Ave. 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	





# I

Agricultural  
Clearance

## Appendix I

### *Lists of Military Bases and Approved Garbage Facilities*

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#### 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](#)

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#### 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.

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#### 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.

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#### 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

**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 [KMTC]	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

**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
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 <a href="http://www.dupont.com">www.dupont.com</a>







# 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 Arachnida  
Order Araneae (spiders)  
Order Opiliones (harvestment or daddy long-legs)  
Order Pseudoscorpiones (pseudoscorpions)  
Order Scorpionida (scorpions)  
Order Uropygi (whip scorpions)  
Class Chilopoda (centipeds)  
Class Crustacea  
Order Isopoda (sowbugs)  
Class Diplopoda (millipedes)  
Class Insecta  
Subclass Apterygota  
Order Collembola (springtails), **except** Sminthuridae  
Order Diplura (Diplurans)  
Order Protura (proturans)  
Order Thysanura (Bristletails)  
Subclass Pterygota  
Order Blattodea (roaches)  
Order Coleoptera  
Suborder Adephaga [**except** *Zabrus* spp. (Carabidae)]  
Order Dermaptera (earwigs)  
Order Diptera [**except** Agromyzidae, Anthomyiidae, Cecidomyiidae, Chloropidae, Lonchaeidae, Syrphidae, Tephritidae, Tipulidae, *Atheriogona* spp. (Muscidae)]  
Order Embiidina (webspinners)  
Order Ephemeroptera (mayflies)  
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]  
Order Mantodea (mantids)  
Order Mecoptera (scorpion flies)  
Order Neuroptera (antlions, lacewings, et. al.)  
Order Odonata (dragonflies and damselflies)  
Order Plecoptera (stoneflies)  
Order Psocoptera (Psocids) [**Do not** confuse with psyllids]  
Order Strepsiptera (stylopids)  
Order Trichoptera (caddisflies) [**Do not** confuse with adult moths]  
Order Zoraptera (zorapterans)

**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.

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## 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**

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## 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, Aleyrodidae<sup>1</sup>, 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"> <li>◆ Bombycoidea (adult)</li> <li>◆ Geometroidea (adult)</li> <li>◆ Hesperioidea (adult)</li> </ul>	Cargo is being held	<ol style="list-style-type: none"> <li>1. TREAT interception as URGENT</li> <li>2. SEND adult Lepidoptera to SEL specialist (SEL specialist will identify as far as possible)</li> </ol>
<ul style="list-style-type: none"> <li>◆ Papilionoidea (adult)</li> <li>◆ Sphingoidea (adult)</li> </ul>	Cargo is <b>not</b> being held	<ol style="list-style-type: none"> <li>1. TREAT interception as Routine or Prompt</li> <li>2. IDENTIFY to family only</li> <li>3. REPORT on PPQ Form 309</li> <li>4. RETAIN specimen in port collection for future reference</li> </ol>

## 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	<b>Not</b> identified as non-Africanized European honeybee	Reportable
		Identified as non-Africanized European honeybee	Nonreportable
	Species <i>Coelioxys</i> (Megachilidae)	—————▶	Reportable
	Species <i>Sphcodes</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 <b>not</b> widely distributed in the U.S.	—————→	It is REPORTABLE
	Widely distributed in the U.S.	Does <b>not</b> threaten American agriculture	It is NONREPORTABLE
		Threatens American agriculture	It is REPORTABLE
Not from a parasitic plant	—————→	—————→	GO to <a href="#">Table K-1-4 on page-K-1-4</a>

**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
		<b>Not</b> for propagation	—————→	
	Federal Noxious Weed Act (FNWA) noxious weed		—————→	It is REPORTABLE
		Neither an FSA nor FNWA noxious weed	—————→	It is NONREPORTABLE
Identifiable only to genus or family	—————→	—————→	—————→	GO to <a href="#">Table K-1-5 on page-K-1-5</a>

**TABLE K-1-5: Discriminate Reportable from Nonreportable Plants and Disseminules from Plants Identifiable Only to Genus or Family**

<b>If:</b>	<b>And the interception is from a country that is:</b>	<b>Then it is:</b>
Noxious weeds exist within that taxon	<b>Within</b> the range of noxious weed species within that taxon	REPORTABLE
	<b>Outside</b> 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

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# Appendix L

## *Investigative and Enforcement Services*

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### Contents

Introduction	<b>page L-1-1</b>
Investigative and Enforcement Services Headquarters	<b>page L-1-2</b>
Eastern Region Investigative and Enforcement Services	<b>page L-1-3</b>
Western Region Investigative and Enforcement Services	<b>page L-1-5</b>

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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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### Contents

Reasons for Not Sealing in Hawaii, Puerto Rico, and the U.S. Virgin Islands	page M-1-1
Hawaii	page M-1-1
Puerto Rico and the U.S. Virgin Islands	page M-1-1
Reasons for Sealing and Not Sealing Fruits from Other Areas	page M-1-2
Central America	page M-1-2
Mediterranean (West)	page M-1-2
Chile	page M-1-2
Hawaii	page M-1-2
Japan and Korea	page M-1-2
Mexico or Belize	page M-1-2
South America (except Chile)	page M-1-3
West Indies	page M-1-3

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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.

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## 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

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# Appendix N

## *Subpoenas Under the Plant Protection Act*

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### Contents

Introduction	page N-1-1
What a Subpoena Is	page N-1-1
What a Subpoena Is Not	page N-1-2
Definitions	page N-1-2
Subpoena Application or Request	page N-1-3
Procedures	page N-1-3
Field Operations	page N-1-3
Serving of the Subpoena	page N-1-5
Proof of Service	page N-1-5
Noncompliance by Recipient of Subpoena	page N-1-5
Quashing a Subpoena	page N-1-5
Subpoenas for Witnesses at Administrative Hearings	page N-1-6

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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.

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### 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).

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## 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

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## 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.

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## 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.

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## 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.

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## 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.

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## **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*

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### 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.

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## 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

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## **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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### Contents

: Prepared English/Arabic Letter of Instruction	<b>page P-1-3</b>
: Prepared English/Bosnian Letter of Instruction	<b>page P-1-4</b>
: Prepared English/Cambodian Letter of Instruction	<b>page P-1-5</b>
: Prepared English/Standard Chinese Letter of Instruction	<b>page P-1-6</b>
: Prepared English/Traditional Chinese Letter of Instruction	<b>page P-1-7</b>
: Prepared English/Creole Letter of Instruction	<b>page P-1-8</b>
: Prepared English/Farsi Letter of Instruction	<b>page P-1-9</b>
: Prepared English/Finnish Letter of Instruction	<b>page P-1-10</b>
: Prepared English/French Letter of Instruction	<b>page P-1-11</b>
: Prepared English/German Letter of Instruction	<b>page P-1-12</b>
: Prepared English/Greek Letter of Instruction	<b>page P-1-13</b>
: Prepared English/Hebrew Letter of Instruction	<b>page P-1-14</b>
: Prepared English/Hindi Letter of Instruction	<b>page P-1-15</b>
: Prepared English/Italian Letter of Instruction	<b>page P-1-16</b>
: Prepared English/Japanese Letter of Instruction	<b>page P-1-17</b>
: Prepared English/Korean Letter of Instruction	<b>page P-1-18</b>
: Prepared English/Laotian Letter of Instruction	<b>page P-1-19</b>
: Prepared English/Polish Letter of Instruction	<b>page P-1-20</b>
: Prepared English/Portuguese Letter of Instruction	<b>page P-1-21</b>
: Prepared English/Romanian Letter of Instruction	<b>page P-1-22</b>
: Prepared English/Russian Letter of Instruction	<b>page P-1-23</b>
: Prepared English/Spanish Letter of Instruction	<b>page P-1-24</b>
: Prepared English/Tag Letter of Instruction	<b>page P-1-25</b>
: Prepared English/Thai Letter of Instruction	<b>page P-1-26</b>
: Prepared English/Turkish Letter of Instruction	<b>page P-1-27</b>
: Prepared English/Urdu Letter of Instruction	<b>page P-1-28</b>
: Prepared English/Vietnamese Letter of Instruction	<b>page P-1-29</b>

## 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:

ផ្ញើរ បេឡាមូលប្បទានប័ត្រ រឺប័ណ្ណផ្ញើប្រាក់ ទៅតាមអាស័យដ្ឋាន :

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.

អ្នកចំណាយត្រូវតែបានផ្ញើរទៅអាស័យដ្ឋានខាងលើ រឺបានផ្ញើរត្រឡប់ទៅបុគ្គលក្នុងរយៈពេល ៣ ថ្ងៃ ចាប់ពីថ្ងៃមានការប៉ាន់ ដែលបានកើតមាន ។

Please return this notice with your payment. Thank you.

សូមផ្ញើរសេចក្តីប្រកាសនេះត្រឡប់ទៅវិញ 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**

**Direktiv pou Pèman Amann**

You have been assessed a civil penalty in the following amount: \$

Yo enpoze w yon amann pou kantite lajan sa a: \$

Make out a cashier’s check or a money order payable to: **Treasury of the United States**

Fè yon chèk labank (cashier's check), oswa yon manda postal (money order) sou non: **Treasury of the United States**

Mail the cashier’s check or money order to the following address:

Poste chèk la oswa manda postal la nan adrès sa a:

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.

Chèk labank la oswa manda postal la dwe soti nan yon bank ki Ozetazini.

Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

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.

Please return this notice with your payment. Thank you.

Tanpri retounen avi sa a ansanm ak pèman w lan. Mèsi.

PPQ Violation #

# Vyolasyon PPQ

Date of Violation:

Dat vyolasyon an:

**FIGURE P-1-6: Prepared English/Creole Letter of Instruction**

**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** قابل تادیه (money order)  
را ترتیب نمازید.

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 חזר 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**

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 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:

USDA is an equal opportunity provider and employer.

**Lineamientos generales para el pago de sanciones civiles**

Usted ha recibido una sanción civil por el monto de: US\$

Emita su cheque de caja, o giro postal a nombre de: **Treasury of the United States**

Envíe el cheque o giro postal a la siguiente dirección:

USDA, APHIS, IES  
4700 River Road, Unit 85  
Riverdale, MD 20737-1234

El cheque de caja, o giro postal debe ser emitido contra un banco estadounidense.

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.

Envíe esta notificación junto con el pago. Gracias.

Infracción PPQ N.º:

Fecha de la infracción:

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**

ส่งจ่ายเช็คเชียร์เช็ค หรือธนาคณัติถึง:  
**Treasury of the United States**

Mail the cashier's check or money order to the following address:

ส่งเช็คเชียร์เช็คหรือธนาคณัติไปยังที่อยู่ด้านล่างนี้ :

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.

เช็คเชียร์เช็คหรือธนาคณัติต้องขึ้นเงินกับธนาคารในสหรัฐ

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 ریگولیشنری (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*

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### Contents

Policy for Maintaining the Manual for Agricultural Clearance (MAC)	page Q-1-1
Supporting and Updating the MAC	page Q-1-2
Issuing Revisions	page Q-1-2
Keeping Manuals Current	page Q-1-2
Knowing What Is Revised and the Nature of the Revision	page Q-1-3
Knowing Your Responsibilities So Your MAC Is Always Up to Date	page Q-1-3
Supersede Statements	page Q-1-4
Adding and Changing Addresses and Copy Counts	page Q-1-4
Ordering Additional Manuals and Transmittals	page Q-1-5

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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](mailto: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.).

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## Adding and Changing Addresses and Copy Counts

**TABLE Q-1-1: Contacts for Changing Copy Count or Address**

<b>If you need to add or change the:</b>	<b>Then contact through the proper channels:</b>
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 <a href="mailto:edward.s.lawson@aphis.usda.gov">edward.s.lawson@aphis.usda.gov</a>
Address	John Patterson, Manuals Unit, at 240/629-1934 or <a href="mailto:john.l.patterson@aphis.usda.gov">john.l.patterson@aphis.usda.gov</a>

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](mailto:edward.s.lawson@aphis.usda.gov)

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### **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](mailto: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

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**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,

## Glossary

Definitions—Terms and Abbreviations

---

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

## Glossary

Definitions—Terms and Abbreviations

---

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.

**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.

**Subpoena duces tecum**—A command to a witness to produce documents.

## Glossary

Definitions—Terms and Abbreviations

---

**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.

# Index

Agricultural  
Clearance

## Numerics

21 U.S.C. 111 [1-1-4](#)

## A

Abbreviations [Glossary-1-1](#)

Act of July 2, 1962—21 U.S.C. 134d [1-1-4](#)

Actual time of arrival, definition of [Glossary-1-1](#)

Advisories [1-1-8](#)

Africanized honeybees  
  areas known to have [3-3-8](#)  
  protective equipment [3-3-11](#)

Agriculture Quarantine Inspection Monitoring [1-1-1](#)

Air taxi, definition of [Glossary-1-1](#)

Aircraft  
  and vessel stores [1-1-5](#)  
  decatering of [3-1-10](#)  
  if live pests are found [3-2-3](#)  
  inspection [3-2-7](#)

Airplane Inspection Report [3-2-7](#)

A-1 or A-2 visa [8-1-17](#)

Aluminum cans, recycling of [3-1-4](#)

American National Standards Institute [1-1-8](#)

Anchorage, definition of [Glossary-1-1](#)

Animal by-products [1-1-5](#)

Animal contamination, definition of [Glossary-1-1](#)

Animal Health Protection Act [1-1-4](#)

Animal Product Manual [D-1-2](#)  
  as another document including information  
  related to agricultural clearance [1-1-4](#), [2-1-2](#)  
  topics covered in both the MAC and the  
  APM [1-1-3](#)  
  used as a reference for seizing contraband [4-1-7](#)  
  used in baggage inspection [4-1-5](#)  
  used in clearing passengers [4-1-2](#)  
  used to determine legal authority for assessing a  
  civil penalty [8-1-16](#)  
  used to determine regulatory action [4-1-6](#)

Animal products, disposal of [4-1-10](#)

Animals  
  aboard aircraft  
    dead animals [3-2-7](#), [3-2-8](#)  
    live animals [3-2-7](#)  
  aboard vessels  
    dead animals [3-3-22](#)  
    live animals [3-3-22](#)

ANSI [1-1-8](#)

APHIS Forms  
  2051 [A-1-8](#)  
  7060 [8-1-2](#)  
  94 [A-1-5](#)

Approved airports for handling regulated  
  garbage [3-1-10](#)

Approved sewage system [4-1-10](#)

AQIM [1-1-1](#)

AQIM Handbook [1-1-1](#), [1-1-3](#)

Army Regulation 40-12, SECNAVINST 6210.2A and  
  AFR 161-4 [1-1-6](#)

Asian gypsy moth, taking emergency action  
  for [3-3-24](#)

ATA, definition of [Glossary-1-1](#)

Australia [4-1-6](#)

Automated Cargo System (ACS) [2-1-2](#), [2-1-3](#)

## B

### Baggage

- accompanied, inspection of [4-1-4](#)
- handling pet birds in [4-1-10](#)
- inspection of [4-1-4](#)
- inspection, documentation forms [4-1-9](#)
- safeguarding items detained in [4-1-7](#)
- unaccompanied, inspection of [4-1-5](#)

Bags, leakproof, sources of supply for [J-1-1](#)

Barge shipments [2-1-13](#)

Bees, inspecting the vessel for [3-3-11](#)

Birds aboard vessels [3-3-23](#)

Block time, definition of [Glossary-1-1](#)

### Boarding on arrival

- categories of vessels which may require [3-3-5](#)
- categories of vessels which require [3-3-4](#)

Boarding vessels instream [3-3-6](#)

Boldfacing [1-1-8](#)

Bolt cutters [4-1-3](#)

Bottle, spray, sources of supply [J-1-1](#)

Brochure handouts [4-1-3](#)

Broom, whisk, sources of supply for [J-1-1](#)

BSE risk concerns [4-1-10](#)

Bulbs for planting [2-1-9](#)

Bulk shipments [2-1-10](#)

Bullets, used as a convention in the manual [1-1-8](#)

Button seals [2-1-3](#)

## C

Can opener [4-1-3](#)

Canada, reshipment of infested cargo to [2-1-15](#)

Canadian service, vessels entering [3-3-13](#)

### Cargo

- documenting action taken [2-1-15](#)
- documents, review of [2-1-3](#)
- for immediate export [1-1-5](#)
- holds, inspecting [3-2-4](#)
- how to place a PPQ hold [2-1-3](#)
- manifest [2-1-10](#)
- precleared [2-1-9](#)

Case file, assembling [8-1-2](#), [8-1-11](#)

Caution: Shipment Authorized, definition of [Glossary-1-2](#)

### CBP Forms

- AI-212 [A-1-33](#)
- AI-244 [A-1-34](#)
- AI-250 [A-1-36](#)
- AI-277 [4-1-3](#), [4-1-9](#), [A-1-40](#), [A-1-41](#)
- AI-280 [A-1-42](#)
- AI-288 [3-3-2](#), [3-3-11](#), [3-3-12](#), [4-1-9](#), [A-1-43](#), [A-1-44](#), [A-1-47](#), [A-1-60](#), [A-1-101](#)
- AI-523A [A-1-48](#)
- AI-591 [3-3-2](#), [8-1-17](#), [A-1-51](#), [A-1-52](#), [A-1-53](#), [A-1-54](#), [A-1-55](#)
- AI-592 [3-3-2](#), [8-1-4](#), [A-1-56](#), [A-1-57](#), [A-1-58](#), [A-1-60](#)
- AI-89 [A-1-27](#), [A-1-29](#)

CD-ROM [N-1-2](#)

CE [Glossary-1-2](#)

Charter flight, definition of [Glossary-1-2](#)

CITES (Convention on International Trade in Endangered Species of Wild Flora and Fauna)  
FWS regulating pet birds [4-1-10](#)

CITES Ports [O-1-2](#)

### Civil penalties

- assessing [8-1-16](#)
- collecting delinquent payment [8-1-22](#)
- for breaking seals [8-1-4](#)
- issuing for mail [8-1-23](#)
- to crew members [8-1-17](#)
- to passengers [8-1-17](#)

Cleaners, monitoring of [3-1-11](#)

Clearing privately owned vehicles [3-5-1](#)

Clearing trains and busses [3-4-1](#)

Clearing vessels [3-3-1](#)

Coastwise arrival, definition of [Glossary-1-2](#)

Code of Federal Regulations [1-1-5](#)

Commercial carrier, definition of [Glossary-1-2](#)



- Compliance agreement [2-1-14](#)  
 caution on issuing spot settlement [8-1-7](#)  
 caution on revoking [8-1-4](#), [8-1-9](#), [8-1-13](#)  
 completing [3-1-16](#)  
 definition of [Glossary-1-2](#)  
 requests for handling regulated garbage [3-1-11](#)  
 reviewing an application for [3-1-17](#)  
 uniform standards for completing [A-1-102](#)  
 uniform standards for completing a [A-1-102](#)
- Consumption Entry, definition of [Glossary-1-2](#)
- Contaminants, taking action on [3-2-4](#)
- Contraband [4-1-3](#), [4-1-7](#), [4-1-9](#), [8-1-17](#)  
 agricultural, examination of [4-1-10](#)  
 definition of [Glossary-1-2](#)  
 seizing and safeguarding [4-1-7](#)
- Control data, description of [1-1-9](#)
- Controlling garbage [3-1-10](#)
- Conventions [1-1-8](#)
- Courtesy of the Port  
 for boarding military and state aircraft [4-1-17](#)  
 to foreign officials and vessels [4-1-19](#)  
 when inspecting diplomats [4-1-16](#)
- Customs Declaration [4-1-9](#)  
 passenger, review of [4-1-4](#)
- Customs entry documents [2-1-10](#)
- Customs transit air cargo manifest, definition of [Glossary-1-2](#)
- Cut Flowers and Greenery Manual [8-1-16](#)  
 used as a reference in seizing contraband [4-1-7](#)
- 
- D**
- Dairy products [1-1-5](#)
- DD Forms 1253 and 2855 [2-1-10](#)
- DE, definition of [Glossary-1-3](#)
- Decatering, definition of [Glossary-1-2](#)
- Defense Procurement Services Center (D.P.S.C.) [2-1-16](#)
- Deferred boarding [3-3-6](#)
- Deferred ship, definition of [Glossary-1-2](#)
- Department of Defense, Regulation 5030.49R [1-1-6](#)
- Departmental permit [2-1-7](#)
- Detained baggage items [4-1-7](#)
- Detector dogs [4-1-2](#)
- Diplomatic immunity, definition of [Glossary-1-3](#)
- Diplomatic pouches, caution on opening or x-raying [4-1-2](#)
- Direct exportation, definition of [Glossary-1-3](#)
- Disease dissemination [2-1-11](#), [2-2-13](#)
- Diseases [4-1-10](#)
- Disinfectant kit, assembling [3-2-5](#)
- Disinfectants [4-1-3](#)
- Disinfectants, mixing [4-1-15](#)
- Disposable gloves [4-1-3](#)
- Domestic arrival, definition of [Glossary-1-3](#)
- Domestic status, how nonmilitary vessels can attain [3-3-13](#)
- Dunnage  
 definition of [Glossary-1-3](#)  
 on barges [2-1-13](#)  
 using a compliance agreement to control [2-1-14](#)
- 
- E**
- Emergency Action Notice [2-1-14](#)
- Endangered species [1-1-5](#)
- Endangered Species Act [1-1-4](#)
- Entry, definition of [Glossary-1-3](#)
- Environmental Protection Agency (EPA), warning regarding disinfectants used around food [3-1-3](#)
- Equipment needed for clearing aircraft [3-2-1](#)
- Estimated time of arrival (ETA), definition of [Glossary-1-3](#)
- European Command [2-1-10](#)
- Evidence  
 in conducting an investigation [8-1-22](#)  
 to support a spot settlement [8-1-11](#)
- Exhibition entry, definition of [Glossary-1-3](#)

---

## F

Far East Russian port, definition of [Glossary-1-3](#)

Farm, footwear used on [4-1-6](#)

FDA, definition of [Glossary-1-4](#)

Federal Inspection Service, definition of [Glossary-1-4](#)

Fibrous plant material, disposal of [4-1-10](#)

Fines (civil penalties) [8-1-23](#)

FIS, definition of [Glossary-1-4](#)

Fish and Wildlife Service, definition of [Glossary-1-4](#)

Fleshy botanical fruit, definition of [Glossary-1-4](#)

Fleshy fruits, disposal of [4-1-10](#)

Flower bulbs [4-1-7](#), [5-1-7](#)  
precleared [2-1-9](#)

Food and Drug Administration, definition of [Glossary-1-4](#)

Food Safety and Inspection Service, definition of [Glossary-1-4](#)

Food, avoiding use of unapproved disinfectants [3-1-3](#)

Footwear [4-1-6](#)  
cleaning and disinfecting [4-1-15](#)

Foreign arrival, definition of [Glossary-1-4](#)

Foreign Clearance Guide [1-1-6](#)

Foreign diplomats [8-1-17](#)

Foreign Trade Zone Entry, definition of [Glossary-1-4](#)

Foreign Trade Zone, definition of [Glossary-1-4](#)

Fresh fruits and vegetables [2-1-9](#)

Fresh Fruits and Vegetables Manual [8-1-16](#)  
used as a reference in seizing contraband [4-1-5](#),  
[4-1-7](#), [5-1-6](#)

Fruit [4-1-10](#)

Fruit, fleshy botanical, See Fleshy botanical fruit

Fruits [2-1-9](#)

fruits and vegetables, precleared [2-1-9](#)

FSIS, definition of [Glossary-1-4](#)

FTZ, definition of [Glossary-1-4](#)

FWS, definition of [Glossary-1-4](#)

---

## G

G-1 or G-2 visa [8-1-17](#)

Garbage [1-1-5](#)  
approved methods for disposing of [3-1-2](#)  
checklist for monitoring entities handling  
garbage [3-1-18](#)  
chutes, sealing of [3-3-10](#)  
conditions to be maintained aboard vessels [3-1-8](#)  
definition of [Glossary-1-4](#)  
determining where unloading is approved [3-1-10](#),  
[3-1-11](#)  
spills, handling [3-1-3](#)

Gloves, disposable [4-1-3](#)

Goggles, sources of supply for [J-1-1](#)

Green stalks with nodes [4-1-7](#), [5-1-7](#)

Grinding and disposal, conditions for regulated  
garbage [3-1-15](#)

Guam [1-1-4](#)

---

## H

Hand lens [4-1-3](#)

Handling pet birds [4-1-10](#) to [4-1-14](#)

Hard plant material, disposal of [4-1-10](#)

Hawaii [1-1-4](#)

Headings, description of [1-1-9](#)

Headquarters VRS [2-1-16](#), [8-1-2](#)

High-risk areas for Asian gypsy moth [3-3-24](#)

Hitchhiking insects [3-2-4](#)

Honeybees or honeybee semen [8-1-16](#)

How to use this manual [1-1-6](#)

Hypertext [1-1-9](#)

**I**

Iceland 4-1-6

IE, definition of [Glossary-1-5](#)

IES Headquarters 8-1-5

Immediate transport entry, definition of [Glossary-1-5](#)

Imminent risk, definition of [Glossary-1-5](#)

Inability to pay the civil penalty 8-1-22

Incineration, as a method of disposal 4-1-10

Incineration, conditions to be met to handle regulated garbage 3-1-2

Intentions 1-1-9

Infested cargo, reshipment of 2-1-16

Inland ports 2-1-14

Insects 4-1-10

Inspected and released, definition of [Glossary-1-5](#)

Inspecting aircraft 3-2-1

Inspecting vessels  
activities involved in 3-3-7  
equipment needed 3-3-2

Inspection belt 4-1-4

Inspection Station 2-1-5, 2-1-8, 4-1-7, 4-1-8, 5-1-7, 5-1-8, 0-1-1, 0-1-2

Instream boarding, definition of [Glossary-1-5](#)

Interceptions 7-1-1, K-1-1

Investigative and Enforcement Services (IES) 1-1-3

IT  
definition of [Glossary-1-5](#)

**K**

Khapra beetle 1-1-5  
inspecting vessel for 3-3-8

**L**

Lay-up  
definition of [Glossary-1-5](#)  
taking action on vessels in 3-3-21

Lighter 4-1-3

Live animals 1-1-5, 2-1-8, 3-3-22

Livestock 4-1-6

Luggage keys 4-1-3

**M**

Mail  
APHIS policy pertaining to 5-1-1  
violations 8-1-23

Manure 4-1-5

MARPOL Annex V 3-3-10

Materials for inspecting mail 5-1-2

Meals  
carried as stores 3-2-9

Meat 1-1-5  
carried as cargo aboard U.S. Military vessels 2-1-16  
transferring in vessels 3-3-19

Military bases, USDA approved, definition of [Glossary-1-8](#)

Military cargo 2-1-9

Military Customs Inspectors 3-2-9

Military flights 3-2-4

Military vessels  
landing meat carried as cargo 2-1-16  
relanding meat 3-3-20

Miscellaneous and Processed Products Manual 8-1-16  
used as a reference in seizing contraband 4-1-5, 4-1-7, 5-1-6

Mites 4-1-10

Mole [Glossary-1-1](#)  
definition of [Glossary-1-6](#)

Mollusks 4-1-10

Mollusks, submitting interceptions [7-1-6](#)

Monitoring  
definition of [Glossary-1-6](#)

Monitoring/surveillance of ships' garbage and stores [3-3-13](#)

---

## N

Naked cane, definition of [Glossary-1-6](#)

Naval Supplemental Publication Number 486, Vol.1 [1-1-6](#)

Nematodes [4-1-10](#)

New Zealand [4-1-6](#)

Nonimminent risk, definition of [Glossary-1-6](#)

Nonmilitary vessels, purging stores and garbage [3-3-14](#)

Nonpropagative plant material [4-1-6](#)

Nonstandard procedures, getting approval for [3-3-1](#)

Notice, what it means [1-1-8](#)

Noxious weeds [1-1-5](#)

Numbering scheme used in the manual [1-1-9](#)

Nursery Stock Restrictions [8-1-16](#)  
used as a reference in seizing contraband [4-1-7](#)

---

## O

Opening parcels, OSHA guidelines for [5-1-4](#)

Oral responses [4-1-3](#)

---

## P

Page numbering, how it's done [1-1-8](#)

Paper bags [4-1-3](#)

Paper towels [4-1-3](#)

Parcels, OSHA guidelines for opening [5-1-4](#)

Parcels, suspicious, characteristics of [5-1-5](#)

Partial clearance, definition of [Glossary-1-6](#)

Passenger baggage, inspecting propagative materials in [4-1-7](#)

Passenger clearance, documentation of [4-1-9](#)

Permit  
definition of [Glossary-1-6](#)  
transit [2-2-8](#)  
transit, Departmental [2-1-7](#)

Pet birds  
aboard vessels [4-1-14](#)  
diseases carried by [4-1-11](#)  
handling [4-1-10](#) to [4-1-14](#)  
quarantine facilities for [4-1-11](#)  
responsibilities for handling [4-1-11](#)  
supplies for handling [4-1-14](#)  
taking action on [4-1-6](#)  
transiting the U.S. [4-1-14](#)

Phytosanitary certificate [4-1-7](#), [5-1-7](#)

Pill boxes [4-1-3](#)

Plant Import: Nonpropagative Volume of Manuals  
used in baggage inspection [4-1-5](#)  
used to determine regulatory action [4-1-6](#)

Plant Inspection Station [2-1-5](#), [2-1-8](#), [4-1-7](#), [4-1-8](#),  
[5-1-7](#), [5-1-8](#), [0-1-1](#), [0-1-2](#)

Plant pests [4-1-10](#)

Plant propagative materials, inspecting in passenger baggage [4-1-7](#)

Plant Protection Act [1-1-3](#), [1-1-4](#)

Plants and plant products in mail [1-1-5](#)

Plants in growing media [4-1-7](#), [5-1-7](#)

Plastic bags [4-1-3](#)

Pocket knife [4-1-3](#)

Policy, APHIS, pertaining to mail [5-1-1](#)

Port of Entry Manual [1-1-5](#)

Postentry growing [8-1-16](#)

Postponing payment of the civil penalty [8-1-22](#)

Poultry [4-1-6](#)

PPQ Forms  
 203 [A-1-65](#)  
 212 [2-1-4](#)  
 213 [3-2-7](#), [4-1-9](#), [A-1-68](#)  
 227 [3-3-2](#)  
 250 [3-2-7](#), [A-1-72](#)  
 254 [2-1-9](#)  
 280 [2-1-15](#), [4-1-9](#), [5-1-11](#), [A-1-75](#)  
 287 [A-1-82](#)  
 301-R [A-1-47](#), [A-1-87](#)  
 309A [4-1-3](#), [4-1-10](#), [8-1-4](#), [A-1-90](#)  
 508 [A-1-95](#)  
 518 [2-1-9](#), [A-1-97](#)  
 519 [A-1-102](#)  
 523 [2-1-8](#), [3-3-2](#), [A-1-105](#)  
 599 [A-1-119](#)

PPQ Treatment Manual [1-1-5](#)

PPQ, QPAS [2-1-15](#)

Preclearance  
 definition of [Glossary-1-6](#)  
 forms [2-1-10](#)  
 program [2-1-10](#)

Precleared flower bulbs [2-1-9](#)

Precleared fruits and vegetables [2-1-9](#)

Private aircraft, definition of [Glossary-1-6](#)

Progressive clearance, definition of [Glossary-1-7](#)

Prohibited cargo  
 animal products and by-products [2-1-8](#)  
 plants and plant products [2-1-7](#)

Propagative materials in baggage [4-1-7](#)

Propagative plant material [4-1-6](#)

Psittacosis [4-1-11](#)

Public Health, definition of [Glossary-1-8](#)

Puerto Rico [1-1-4](#)

Pulpy fruits, disposal of [4-1-10](#)

Purge, definition of [Glossary-1-7](#)

Purging stores and garbage for nonmilitary vessels [3-3-13](#)

---

## Q

Quarantine facilities for pet birds [4-1-11](#)

Quarantine material stickers [2-1-3](#)

Quarantine material tags [2-1-3](#)

Quarters, inspection aboard vessels [3-3-8](#)

---

## R

Ranch, footwear used on [4-1-6](#)

Refuse entry, definition of [Glossary-1-7](#)

Regulatory action, mail [5-1-6](#)

Regulatory authority, listing of [1-1-4](#)

Reporting problems [1-1-7](#), [Glossary-1-8](#)

Reshipment of cargo infested with quarantine significant organisms [2-1-15](#)

Residue cargo  
 definition of [Glossary-1-7](#)  
 determining what is [2-1-3](#)

Responsibilities for handling pet birds [4-1-11](#)

Rooted items [4-1-7](#), [5-1-7](#)

---

## S

Safeguard, definition of [Glossary-1-7](#)

Safeguarding [2-1-11](#), [2-2-13](#)

Safety  
 hazards [4-1-4](#)  
 vessel boarding [J-1-1](#)

Sanitizer  
 definition of [Glossary-1-7](#)  
 use of [3-1-3](#)

Scheduled flight, definition of [Glossary-1-7](#)

Screening [4-1-3](#)

Sealing, definition of [Glossary-1-7](#)

Seals [2-1-3](#), [2-1-10](#), [2-1-16](#)

Section 306(2) of the Tariff Act of June 17, 1930 [1-1-4](#)

Section, what it means [1-1-9](#)

Seeds [2-1-9](#)

Seeds for planting [4-1-7](#), [5-1-7](#)

Sewage system [4-1-10](#)

Sewage system, approved [3-1-3](#), [3-1-15](#)

Snails, submitting interceptions [7-1-6](#)

Soda ash, mixing [6-1-7](#)

Soil [4-1-5](#)

Special manifest, definition of [Glossary-1-7](#)

Specimen  
submit with PPQ Form 309A [A-1-91](#)  
submit with VS 10-4 [A-1-122](#)

Spills, garbage, handling [3-1-3](#)

Spot settlement [8-1-17](#)  
for breaking seals [8-1-4](#)  
for garbage violations at airports [8-1-11](#)

Sterilization, as a method of disposal [4-1-10](#)

Sterilizer  
how to monitor for hauling regulated  
garbage [3-1-13](#)  
recalibration of [3-1-13](#)

Stores  
meals carried as [3-2-9](#)  
purging of for nonmilitary vessels [3-3-13](#)  
sealing of aboard vessels [3-3-14](#)

Strap seals [2-1-3](#)

Strip seals [2-1-3](#)

Supplies for handling pet birds [4-1-14](#)

Suspicious parcels, characteristics of [5-1-5](#)

Syringes [4-1-4](#)

---

## T

T&E, definition of [Glossary-1-8](#)

TACM, definition of [Glossary-1-2](#)

Taking action based on inspection [4-1-6](#)

Tape [4-1-3](#)

Technical Guidance 31, Contingency Retrograde  
Washdown [1-1-6](#)

Terms, definitions of [Glossary-1-1](#)

Transit permit  
definition of [Glossary-1-8](#)  
used in determining whether to allow movement  
of cargo [2-2-8](#)

Transportation and exportation, definition  
of [Glossary-1-8](#)

Treated and released, definition of [Glossary-1-8](#)

Twine [4-1-3](#)

Tyden seals [2-1-3](#)

---

## U

U.S. Public Health Service, definition  
of [Glossary-1-8](#)

U.S. Virgin Islands [1-1-4](#)

Unaccompanied baggage, inspection of [4-1-5](#)

Unprocessed Seeds Manual [8-1-16](#)  
used as a reference in seizing contraband [4-1-5](#),  
[4-1-7](#), [5-1-6](#)

USDA APHIS plant inspection station [4-1-7](#), [5-1-7](#)

USDA approved airport, definition of [Glossary-1-8](#)

USDA approved military bases, definition  
of [Glossary-1-8](#)

USDA, APHIS, AQIM Handbook [1-1-1](#)

Users, assumed knowledge of [1-1-4](#)

---

## V

Vegetables [2-1-9](#), [4-1-10](#)

Vessel Supplies Immediate Export, definition  
of [Glossary-1-8](#)

Vessels, nonmilitary, purging of stores and  
garbage [3-3-13](#)

Veterinary Services, definition of [Glossary-1-8](#)

Vials [4-1-3](#)

Vienna Convention on Diplomatic and Consular  
Relations [1-1-6](#)

Vienna Convention on Diplomatic Relations [4-1-2](#)

---

**Violation**

cargo, documentation of [8-1-2](#)  
garbage, action to take [3-1-11](#)  
garbage, action to take on flagrant  
violations [8-1-6](#)

VRS [2-1-16](#)

**VS**

See Veterinary Services

**VS Forms**

10-4 [4-1-3](#), [A-1-122](#)  
16-78 [A-1-126](#)  
17-8 [A-1-129](#)

VSIE, definition of [Glossary-1-8](#)

---

**W**

WADS [2-1-15](#), [4-1-9](#), [5-1-11](#)

**Warning**

pertaining to use of disinfectants around  
food [3-1-3](#)  
regarding primate material [2-1-3](#)  
what it means [1-1-9](#)

Wood packing materials [2-1-13](#)

Work Accomplishment Data System [2-1-15](#), [4-1-9](#),  
[5-1-11](#)

Written declaration [4-1-3](#)

---

**X**

X-ray equipment [4-1-2](#)

