Appendix Q

Agricultural Clearance

Maintenance of the Manual

Contents

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 calender year, allowing you to know if you have missed something.

Port offices and work locations are to numerically file all transmittals. The filed transmittals will be used by Headquarters to audit the manuals during port reviews. Individually, you may want to retain and file the transmittals to assure yourself that you have received all the previous issuances.

In addition to having numbered transmittals, each manual page has control data positioned at the bottom. The revised pages' control data alerts you to whether or **not** you have the most up–to–date version. See Figure Q-1-1 below.

12/2001-01 PPQ	◆ 12/2001 is the month and year the manual transmittal was issued ◆ -01 is the transmittal number ◆ The first transmittal number for each edition is -01

FIGURE Q-1-1: Example of Manual Control Data

Knowing What Is Revised and the Nature of the Revision

Each transmittal will explain the purpose of the revision and give you directions for making the revision, such as adding or replacing pages.

Except for changes to the indexes, all revisions will be marked with a change bar as located to the left of this sentence.

Knowing Your Responsibilities So Your MAC Is Always Up to Date

To maintain the MAC effectively and to enhance professionalism, it must be kept up to date. If you fail to keep the work location manual updated, you run the risk of making a decision that provides the opportunity for an outbreak of an exotic disease. Your diligence is a crucial part of this process.

When you receive revisions, please do the following:

1. Read all revisions when you receive them.

2. Add or replace the revised pages the day they are received.

3. File transmittal memos.

4. If you have missed a transmittal, let APHIS Distribution know. Make sure that you communicate, through channels, the information that allows APHIS Distribution to update the mailing list.

5. Sound off when you feel you know a way to improve the maintenance of our manual system. Use the comment sheets to let the Manuals Unit know of technical errors, procedural changes, or needed enhancements. If it's complex and you need to explain it to someone, then contact Bruce Attavian.

> Phone: 240-529-0355
> Fax: 240-529-0399
> Email: bruce.n.attavian@aphis.usda.gov

Supersede Statements

The Manuals Unit is obligated to the users of any document produced to identify all the previous documents which contain outdated information and are no longer valid. Also, it has become apparent that supersede statements are critical from a legal standpoint. If a user accessed outdated information which has **not** been formally superseded, our agency can be liable.

Therefore, a supersede statement will be incorporated in each update we produce if the content in fact has superseded existing documents (manual, memorandum, e-mail message, etc.).

Adding and Changing Addresses and Copy Counts

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

If you need to add or change the:	Then contact through the proper channels:
Copy count (number of copies of the manual your work location is receiving)	Edward S. Lawson, Printing, Distribution, and Mail Services Unit, at 301/734-8455 or edward.s.lawson@aphis.usda.gov
Address	John Patterson, Manuals Unit, at 240/629-1934 or john.l.patterson@aphis.usda.gov

When updating mailing lists maintained by APHIS Distribution, always provide the following information:

◆ Distribution code: (for the MAC)

◆ Access code from a mailing label used to send your operational manuals to your work location. This code is the top line consisting of numbers and letters

EXAMPLE | Access code from mailing label used to send operational manuals to your work location:

YM017 34043/20737CGUA 4 0001

◆ Old address

◆ New address

◆ Contact person

◆ Telephone and FAX numbers

Mail, FAX, or e-mail APHIS Distribution at the following address:

USDA, APHIS, PDMSC
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, Maryland 20737-1229
Attn: Ed Lawson
FAX: 301-734-8455
Email: edward.s.lawson@aphis.usda.gov

Ordering Additional Manuals and Transmittals

APHIS Distribution is responsible for storing and distributing the MAC and its associated updates. The address is as follows:

USDA, APHIS, PDMSC
Printing, Distribution, and Mail Services Center
4700 River Road, Unit 1A01
Riverdale, Maryland 20737-1229
Attn: Mary L. Kellington
FAX: 301-734-8455
Email: mary.l.kellington@aphis.usda.gov

Use e-mail, FAX, telephone, or mail when requesting services and always provide the following information:

Organization
P.O. Box or Street address (include room or suite number)
City, State, and nine-digit Zip Code
Contact person
Telephone and FAX numbers
Manual title: MAC
Transmittal number (i.e., 09/2001-01)
Number of copies needed