Appendix - Consolidated Monthly Planting and Release Reports

Information that must be submitted in a planting/release report is described in Appendix - Planting/Environmental Reports; some organizations release at many locations under multiple permits and may prefer to submit consolidated monthly reports. In this appendix, APHIS provides to these organizations guidance for (1) the data elements to be provided, (2) the formatting of those data elements, and (3) the methods of report submission. All required information must be reported for each environmental release. If a planting/release made during a calendar month is not included in the consolidated report that is due for that month, then permit holders must include those plantings/releases in the consolidated planting/release report due the following month.

Data Elements to be Provided

In general, the data elements needed to satisfy the planting/release report requirements in a consolidated monthly planting/release report must be arranged in a tabular, spreadsheet format. The data elements described below are consistent with the ePermits module that allows the web form entry or XML uploading of planting/release information into the system. For consolidated monthly planting/release reports APHIS is requesting that the same data elements be provided as follows:

1. Permit Number. Report the permit number.

2. State. Report the name of the State in which the planting/release occurs.

3. County. Depending on the State or territory, report the name of the County, parish, borough or municipality in which the planting/release occurs.

4. Location Name. Report the release site's Location name (farm level) the same as it is listed in the issued permit.

5. Location Unique ID. This is an alphanumeric code that more specifically identifies the release site of the planting/release, typically at the field level and is used, among other reasons, to link all reports for the same field location. It can be any combination of letters or numbers that you choose, but it must be unique for each release site within each permit. If a Unique ID was provided for this release site in the issued permit, the applicant must use the same Unique ID in the planting/release report.

6. Planting/Release occurred. Indicate whether or not a planting/release has occurred at this release site. There are three possible entries: Use a "Y" if a planting/release occurred or an "N" if the release site will never be planted/released under this permit. Leave the entry blank if no planting/release was made but the site will be, or may be, planted/released later under this permit.

7. Planting/Release Unique ID. For this permit and unique release site, use a unique alphanumeric term or code to identify this planting/release at a specific field, plot or time. Use a simple planting/release identifier even if there will be only one planting/release at the site. Provide this identifier only if you entered "Y" for "planting/release occurred" (**#6** above).

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8. Planting/Release start date. Report the beginning date on which the release was planted/release occurred. Provide this date only if you entered "Y" for "planting/release occurred" (**#6** above).

9. Size. Report the total size of the planting/release, including only the area planted/released with the regulated article(s). This quantity must be submitted in acres; use no more than three decimal places. APHIS prefers that border rows not be included in this figure, even though they usually are treated as regulated during the release. For complex field designs that involve plantings/releases under multiple permits and notifications at one field location, report the planting/release size separately for each permit or notification, excluding border rows. Provide the planting/release size only if you entered "Y" for "planting/release occurred" (**#6** above).

10. Latitude coordinate. Report a latitude coordinate for the planting/release in degree decimal format. Up to six decimal places can be provided. Provide this coordinate only if you entered "Y" for "planting/release occurred" (**#6** above). Example: 39.123456.

11. Longitude coordinate. Report the corresponding longitude coordinate in degree decimal format. Up to six decimal places can be provided. Each value is reported as a negative number. Provide this coordinate only if you entered "Y" for "planting/release occurred" (**#6** above). Example: -101.123456.

NOTE: Up to six latitude/longitude pairs may be provided to define the perimeter of each planting/release location. However, if you report only one pair of coordinates, the latitude and longitude coordinates must be for the northwest corner, or northwestern-most point, of the field or plot planted/released.

GENERAL NOTE: Submit only new (not previously reported) planting/release information in each monthly report. Do not submit previously reported plantings/releases at the same location unless it is a new planting/release (e.g., a new plot, field or time with a new planting/release identifier).

Other Data Elements that May be Provided (Optional)

Elements aligning with ePermits

A new ePermits module is now available and allows for the electronic reporting of planting/release information. The module contains additional data elements that applicants may optionally include in consolidated monthly reports. Although their use will not be required, applicants who plan to use these elements in ePermits may want to establish some continuity in their planting/release report submissions prior to using ePermits by using one or more of these elements. They are described below.

1. Site cooperator contact information. Provide the name and contact information for the person responsible for conducting the release at this specific location. Provide this contact

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information only if you entered "Y" for "planting/release occurred" (**#6** above). Note: After the new ePermits module becomes available, the system will automatically bring forward this information from the permit into the planting/release report.

2. Anticipated harvest/destruct date. Provide the date on which the regulated article(s) planted/release is expected to be harvested or to be terminated prior to harvest.

3. Comments. Provide as text any comments or miscellaneous information relating to the planting/release. Examples of such information include data elements that the applicant has provided in the past or desires to add to the ePermits record (e.g., total acres planted, including borders, cumulative acres planted). Note that multiple comments and data elements may be provided for each planting/release, but they may be entered only into one open "Comments" text field in ePermits.

4. Phenotypic designation. The applicant may provide the constructs involved with this planting/release. Note that the phenotypic designations must be provided in the final field test report even if they have been provided earlier in planting/release reports.

Other Optional Elements

An applicant may voluntarily provide in a consolidated planting/release report other information not listed above. However, with the availability of the ePermits reporting, an applicant may continue to submit all such voluntary information to ePermits, but these additional elements will need to be submitted either in the single "Comments" text field that will be available for each planting/release, or in a separate attachment.

Formatting of Data Elements

APHIS requests this information as an Excel spreadsheet file containing the above information in the columnar format shown on the next page, or in another format that allows for data extraction. Formats such as the portable document file (pdf) do not allow for data extraction and processing. However, a second file in a non-extractable format may be submitted with the extractable spread sheet. APHIS is requesting this information in an extractable format due to the large volume of records received on a monthly basis, and due to the varying formats of reports being received. An example of a consolidated monthly planting/release report table is shown on the final page of this appendix. This example includes only data elements that are required by the ePermits reporting module. It does not include optional data elements. APHIS requests receiving the report in the format shown, but applicants may include optional fields. Columns may be arranged in any order the applicant desires. In either instance, these column headings are requested to facilitate accurate data processing.

If CBI is involved, please submit both a CBI and CBI-deleted version.

Appendix - Consolidated Monthly Planting and Release Reports

Example: Consolidated Planting/Release Report

Consolidated Planting/Release Report for June 2010

Notification Number	State Name	County Name	Location Name	Location Unique ID	Release Site planted? (Y/N)	Planting Unique ID	Planting Start Date	Quantity Planted (acres)	Latitude coordinates for field or plot planted	Longitude coordinates for field or plot planted	Site cooperator name & contact information (optional)
10-999-101n	AK	Nome	Fred's Farms	Fred0010	Y	F1	6/1/10	2	123.456789	-987.654321	Fred Smith 515-555-5555
10-999-101n	AK	Nome	Fred's Farms	Fred0010	Y	F2	6/8/10	2.5	123.456772	-987.654321	Fred Smith 515-555-5555
10-999-101n	AK	Nome	Fred's Farms	Fred0022							
10-801-104n	AK	Bethel	Shortseason Ranch	SR001	N						
10-801-104n	AK	Bethel	Shortseason Ranch	SR002	Y	S1	6/25/10	1.333	120.456789	-987.054321	Bill Seward 515-555-9900

Note: This report would be due on the date provided in the permit conditions.

Version

12/7/2011 "USDA-APHIS-BRS User's Guide Permit Appendix - Consolidated Monthly Planting and Release Reports" updates "USDA-APHIS-BRS User's Guide Notification, Appendix B Consolidated Monthly Planting Report Submission Formats for Applicable Organizations" Version 3/28/11 to be specific to Permits.