



# 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

**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

**Inland Inspection** – All inspections of ground-based shipments performed at sites located in the nation's interior.

**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).

**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 inspection was conducted under National Agricultural Release Program guidelines.

**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, 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.