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U.S. Department Of Agriculture (USDA) Animal and Plant  
Health Inspection Service (APHIS)

# **ePermits BRS Reports & Notices User Guide**

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Version 1.5

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## Revision History

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# 1 Introduction

As part of the U.S. Department of Agriculture's (USDA) overall eGovernment initiative to transform and enhance the delivery of its programs, services, and information, the Animal and Plant Health Inspection Service (APHIS) has implemented an electronic permitting system called ePermits. The ePermits system is a Web-based tool that gives customers the ability to apply for a permit, check its status, and view it online. APHIS customers save a tremendous amount of time and effort by submitting applications and receiving permits via the ePermits system. The system also enables Federal regulatory officials to issue, track, and rapidly verify the validity of import permits, thus reducing the time and expense for processing and delivering permits.

This document describes the functionality of the web forms used to create reports and notices in the system using the new module that was added with release 2.4 of ePermits.

## 1.1 Background

Reports and notices are mechanisms with which applicants communicate important post-response, compliance-related information about regulated materials covered by permits and notifications. Each report and notice has specific requirements regarding due dates, applicability to a specific permit or notification, and required data. USDA BRS staff use reports and notices for various purposes such as initiating an inspection process or monitoring compliance. The Reports and Notices module automates the creation of these documents, thus improving efficiency and accuracy of reported information.

Each report and notice is associated with a permit or notification which contains one or more release sites. The following reports and notices are included as part of the Reports and Notices module developed for ePermits release 2.4:

- **Planting Report:** contains either Planting and Construct data or No-Planting data for each release site on the original permit or notification.
- **Volunteer Monitoring Report:** contains Monitoring Periods and Observations, or No-Monitoring data, for each release site that has a Planting entered on a submitted Planting Report.
- **Annual Field Test Report:** contains Field Test data for each release site that has a Planting entered on a submitted Planting Report. This report is only available for multi-year permits.
- **Final Field Test Report:** contains Field Test Data for each release site that has a Planting entered on a submitted Planting Report.

- **Pre-Planting Notice:** allows the user to enter a date and comments for each release site on the parent permit that is about to be planted. This is only available for industrial and pharmaceutical permits.
- **Pre-Harvest/Pre-Destruct Notice:** allows the user to enter a date and comments for each release site on the parent permit that is about to be harvested or destroyed. This is only available for industrial and pharmaceutical permits.
- **Equipment/Facility Cleaning for Return to General Service Notice:** contains a report-level comment or description and pertains to either equipment, a facility, or both. This is only available for industrial and pharmaceutical permits.

## 1.2 Definitions, Acronyms, and Abbreviations

Term	Definition
Applicant	The person applying for the BRS Permit or Notice.
BRS User	The APHIS staff member assigned to BRS who is responsible for taking various actions on the Permit/Notice application and/or Planting Report
Breadcrumbs	Set of links in the Reports and Notices module header; allow the user to navigate to screens previously visited
BRS	Biotechnology Regulatory Services
Button	Screen component; appears as a grey rectangle with word(s) on it that indicate what action will occur when the component is selected
CBI	Confidential Business Information
Column	Screen component; a vertical piece of a table, containing data of a similar type across multiple rows
Construct	Detailed genetic information about a genetically engineered organism that is a regulated article
Drop-down	Screen component; looks like a rectangle with a down-arrow on the right side; select the down arrow to view all options in a list.
ePermits	Electronic Permitting system
Field	Screen component; a piece of data that is requested from the user
Icon	Screen component; a small picture that acts as a link; when selected, performs some action such as edit, copy, delete, etc.
Link	Screen component; underlined text which when selected, navigates the user to another page in the application.
Location	Synonymous with Release Site; areas that applicants defined in their permit/notification, where material is to be released

Metrostop	Screen component; a link on the metromap. In the Reports and Notices module, each report and notice workflow contains a metromap with metrostops representing different sections of the workflow.
Module	The Reports and Notices portion of ePermits
Notice	Formal alert of some action to occur in the near future
Planting	Occurrence of an occasion in which material was released into the environment deliberately, usually by planting into the ground.
Pop-up	Screen component; a small window that displays, requesting the user answer a question before proceeding with some action.
Record	A set of data related to some event, like a planting or a monitoring period.
Release Site	Synonymous with Location; areas that applicants defined in their permit/notification, where material is to be released
Report	Formal submission of required information; can contain one or more records.
Row	Screen component; a horizontal section of a table, containing data belonging to one record displayed in the table
System	ePermits application
Table	Screen component; contains rows and columns. Used to display data.
Text Box	Screen component; a box containing several type-able rows, usually accepting 4,000 characters of text.
USDA	United States Department of Agriculture
User	Any person logged into the ePermits system.

## 2 Module Overview

USDA regulations require that reports and/or notices be submitted within a specified timeframe for certain issued permits and approved notifications. The nature and contents of these reports and notices differ slightly from the paper submissions that were accepted by BRS up until the release of the Reports & Notices module in ePermits. However, the basic process of creating and submitting a report or notice remains straightforward.

### 2.1 Qualifying Permits and Notifications

Not all permits and notifications need to have reports and/or notices submitted for them. Courtesy, withdrawn, denied, and suppressed permits and notifications will not need to have reports or notices submitted. Only active, issued permits (and acknowledged notifications) that contain release sites need to have reports and/or notices submitted. In addition, only industrial and pharmaceutical permits will be eligible for filing notices. Both the preparer and submitter of a permit or notification can submit reports and notices; the signature section in the report or notice will display the submitter's name.

### 2.2 Reporting Fundamentals

Each qualifying permit contains one or more release sites, and each release site can be planted or monitored several times over the permit's lifespan. These plantings and monitorings must be documented in reports; each report includes data for only one permit, but for any number of release sites. Within a report, a given release site can contain one or more data records (plantings or monitorings). Reports may be submitted multiple times over the life of a permit. For example, a planting report will be submitted each time a release site gets planted. Monitoring reports could be submitted every month or so. At any given time, only one unsubmitted report of a type is allowed. For example, you cannot have two unsubmitted planting reports at the same time. (On the other hand, it is permitted to have more than one unsubmitted notice of the same type at the same time.)

The planting and monitoring reports are cumulative; whenever you add a report to a permit where a previous report was already submitted, all the originally submitted records will be automatically copied by the system to the new report. Field test reports are a little different; they are intended to be a snapshot of each planted location's field conditions at the time the report is submitted. Notices are not cumulative.



## 2.3 Creating a Planting Report: the Basics

The general flow for creating a Planting Report is as follows:

1. Locate the permit on which you wish to report
2. Launch the report creation process
3. Enter information for each release site, one at a time, by repeating these steps for each one:
  - a. Enter planting information
  - b. Enter construct information
4. Select “Continue” to progress to the attachments screen, where you can upload supporting documentation, if needed.
5. Select “Continue” again to reach the Certification step. Certify and submit the report.

## 3 Getting Started

Before delving deeply into the details of creating reports and notices, this section will introduce some common features. First, the screen components available from almost anywhere in the module will be discussed. Next, the screens unrelated to any particular report will be detailed. Finally, the reports and notices share screens for adding attachments and for submitting. Thus, these common screens will be discussed in this section instead of repeating the information in each of the report and notice sections.

### 3.1 Overview of Module Geography

From the Homepage (section 3.2), you can access the Reports and Notices module via the “My Reports and Notices” link in the left-hand bar. This takes you to the Reports & Notices screen (section 3.3). Here you can select a permit or notification, which will take you to the Reports Summary screen (section 3.4), which shows all the reports and notices for the selected permit or notification. From this screen, you can launch the process for creating a report or notice. You can also view submitted reports and notices, and edit unsubmitted reports and notices. Thus, the Reports Summary screen is the main hub for the module.

Each report and notice has its own set of screens, but they all share a Supporting Documents screen (section 3.5) and a Certification screen (section 3.6). Each report screen has a header containing similar links. There is a link to the Homepage (“Home”), a link to view the current permit or notification (“Permit” or “Notification” with print icon), and one or more report printing links. Each report screen also has two navigational tools: a Breadcrumb set and a Metromap.

Breadcrumbs (Fig. 1) are present at the top of each screen in the module. They consist of screen names separated by “<<” symbols. Each screen name is a link that takes you to that screen. It is meant to be used as a trail of breadcrumbs – it shows your progress through the module and gives you quick access to any screen you have visited along the path to your current location.

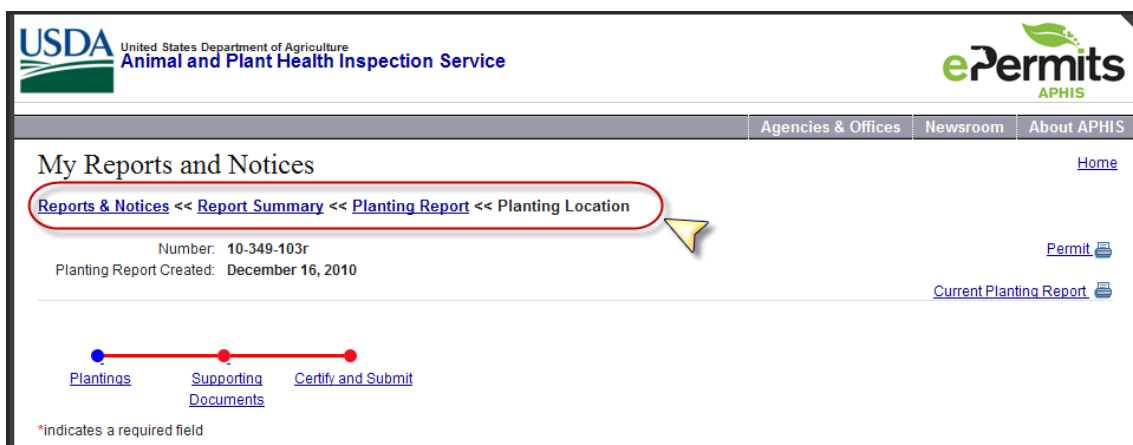


Figure 1: Breadcrumbs

The Metromap (Fig. 2) is another navigational tool. It consists of three to four links, with dots above each link, and horizontal lines connecting the dots. Each dot or link is called a metrostop. The Metromap appears in the workflows for each of the six reports and notices. Its purpose is to aid in movement between the data entry, supporting document, and certification screens within a report or notice.

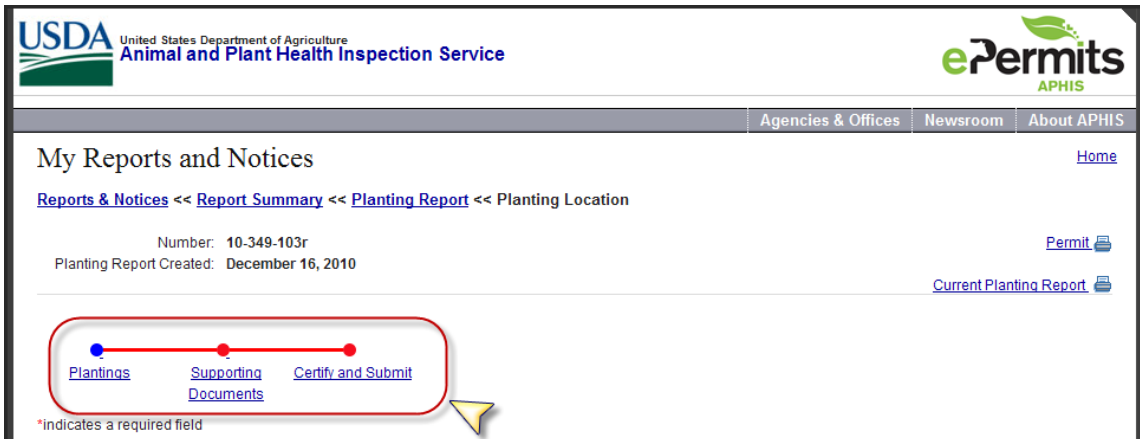


Figure 2: Metromap

### 3.2 Homepage

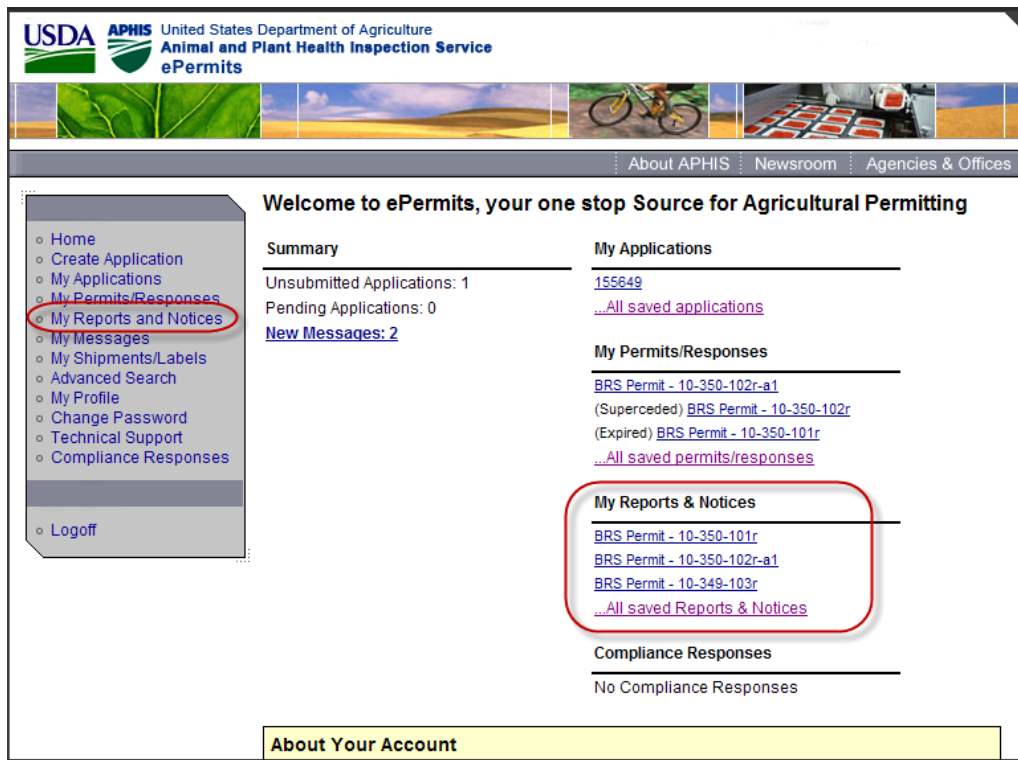


Figure 3: Homepage

From the Homepage, you can access the Reports and Notices module in several ways. First, in the left-hand sidebar, there is a “My Reports and Notices” link, which will take you to the Reports and Notices screen. Second, on the right-hand side of the screen there is a section titled, “My Reports & Notices”. This section lists the three permit and/or notification numbers for which you most recently created reports or notices. When selected, these links take you to the Reports Summary screen. Finally, these links are followed by another link, “...All reports & notices”, which takes you to the Reports and Notices screen. If you have not yet submitted any reports or notices, this section will display the text, “No Reports or Notices”.

### 3.3 Reports and Notices Screen

The screenshot displays the 'My Reports and Notices' screen on the ePermits APHIS website. The page includes the USDA logo, navigation links for Agencies & Offices, Newsroom, and About APHIS, and a 'Home' link. The main content area is titled 'My Reports and Notices' and contains instructions for selecting a permit number to view, edit, or submit a report or notice. Below the instructions is a table of permits and notifications. The table has three main sections: 'Permits and Notifications', 'Report Submission Summary', and 'Notice Submission Summary'. The 'Permits and Notifications' section includes columns for Number, Expiration Date, and Issuance Date. The 'Report Submission Summary' section includes columns for Planting, Volunteer Monitoring, and Field Test. The 'Notice Submission Summary' section includes columns for Pre-Planting, Pre-Harvest, and Cleaning (RTGU). A dropdown filter labeled 'Display those issued:' is set to 'Within the past 3 years'. The permit number '10-350-101r' is highlighted with a red circle and a yellow arrow.

Permits and Notifications			Report Submission Summary			Notice Submission Summary		
Number	Expiration Date	Issuance Date	Planting	Volunteer Monitoring	Field Test	Pre-Planting	Pre-Harvest	Cleaning (RTGU)
P: 10-350-102r-a1	12/14/2011	12/16/2010	12/16/2010	12/16/2010	12/16/2010			
P: 10-350-101r	10/09/2005	12/16/2010						12/16/2010
P: 10-349-103r	01/31/2011	12/15/2010	12/16/2010	12/15/2010	12/15/2010	12/15/2010		

BRSGEN-000-100

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Figure 4: Reports and Notices Screen

The Reports and Notices screen lists in a table all your permits and notifications that require reports and notices. All those listed are approved, have release sites, and are not withdrawn, suppressed, denied, or superseded. Courtesy permits do not require reports and notices, and thus do not display on this screen. Each column in the table can be sorted by clicking the column header. Default sort order is by permit/notification Issuance Date, in descending order.

Use the drop-down filter on the right side of the screen, just above the table, to filter the displayed permits and notifications. The options are: “Within the past 3 years”, “Within the past 2 years”, “Within the past 1 year”, “More than 3 years”, and “Show All”. The default

setting is “Within the past 3 years”, so any issued more than 3 years ago will not display when the screen loads. Just select the down-arrow on the filter, and then choose a filter option. The screen will refresh, displaying only those permits/notifications that fall within the selected time period.

The first three columns in the table refer to the permit/notification: Number, Expiration Date, and Issuance Date. The next three columns display the dates of the most recently submitted reports of each type for the current permit/notification. The last three columns display the dates of the most recently submitted notices of each type for the current permit. Note that only pharmaceutical and industrial permits can have notices; any other type of permit and all notifications will display “N/A” in these columns. If no report or notice of a given type has yet been submitted for a given permit/notification, that table cell will be empty.


The Number column displays a prefix of “P:” or “N:” for each row, indicating whether the number is for a permit or notification. You can click the number to get to the Reports Summary screen for that permit/notification.

### 3.4 Reports Summary Screen

When you access the Reports Summary screen for the first time for a given permit or notification, it will appear as it does in Fig. 5. You must select either the “Add/Update” link on the right of the Planting Reports section or the “Add” link on the right of any of the Notice sections (if applicable), to get started creating a report or notice.

Note: Only edit submitted planting records to fix errors or update planting information. Any new planting, even at the same location, requires a new planting record.

Planting Reports			Upload Data via XML	Add/Update
Edit/View	Status	Submitted Date		
<b>Field Test Reports (Final)</b>				
Edit/View	Status	Submitted Date	Annual/Final	
<b>Volunteer Monitoring Reports</b>				
Edit/View	Status	Submitted Date	Interim/Final	

 Planting Reports, Volunteer Monitoring Reports, and Field Test Reports may only have one report open at a time for editing. The “Add” and “Upload Data via XML” links will not be visible when you already have a report of the same type open for editing.

**Figure 5: Reports Summary Screen, on First Access (no reports yet)**

Once you have begun a report or notice, or have submitted one, it will appear in the applicable section as shown in Fig. 6.

**My Reports and Notices** [Home](#)

[Reports & Notices](#) << Reports Summary:

Number: 10-349-103r [Permit](#)

Effective: December 14, 2010

Expires: January 31, 2011

**Planting Reports**

Edit/View	Status	Submitted Date	Delete
<a href="#">Edit</a>	Unsubmitted		<a href="#">Delete</a>
<a href="#">View</a>	Submitted	December 16, 2010 12:08 PM CST	
<a href="#">View</a>	Submitted	December 16, 2010 10:59 AM CST	
<a href="#">View</a>	Submitted	December 15, 2010 02:28 PM CST	

**Volunteer Monitoring Reports**

Edit/View	Status	Submitted Date	Delete
<a href="#">Edit</a>	Unsubmitted		<a href="#">Delete</a>
<a href="#">View</a>	Submitted	December 15, 2010 02:32 PM CST	

**Field Test Reports (Annual and Final)**

Edit/View	Status	Submitted Date	Type	Delete
<a href="#">Edit</a>	Unsubmitted		Annual	<a href="#">Delete</a>
<a href="#">View</a>	Submitted	December 15, 2010 02:34 PM CST	Annual	

**Pre-Planting Notice** [Add/Update](#)

Edit/View	Created Date	Status	Submitted Date	Delete
<a href="#">Edit</a>	December 16, 2010 11:11 AM CST	Unsubmitted		<a href="#">Delete</a>
<a href="#">Edit</a>	December 16, 2010 11:40 AM CST	Unsubmitted		<a href="#">Delete</a>
<a href="#">View</a>	December 15, 2010 02:33 PM CST	Submitted	December 15, 2010 02:35 PM CST	

**Pre-Harvest/Pre-Destruct Notices** [Add/Update](#)

Edit/View	Created Date	Status	Submitted Date	Delete
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**Cleaning (RTGU) Notices** [Add/Update](#)

Edit/View	Created Date	Equipment/Facility	Status	Submitted Date	Delete
<a href="#">Edit</a>	December 16, 2010 12:01 PM CST	Equipment	Unsubmitted		<a href="#">Delete</a>

Planting Reports, Volunteer Monitoring Reports, and Field Test Reports may only have one report open at a time for editing. The "Add" and "Upload Data via XML" links will not be visible when you already have a report of the same type open for editing.

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**Figure 6: Reports Summary Screen, Showing Reports and Notices**

The Reports Summary screen displays a section for each report/notice type that is valid for the current permit/notification. Only pharmaceutical and industrial permits display all six report and notice sections; notifications, standard permits, and phytoremediation permits only display three sections, one for each of the three report types.

Within each section, all submitted and unsubmitted reports/notices for the current permit/notification are displayed, sorted in reverse chronological order. All sections share the following columns:

- 1) Edit/View – contains an “Edit” link for unsubmitted reports/notices, or “View” link for submitted reports/notices
- 2) Status – states whether the report/notice is submitted or unsubmitted
- 3) Submitted Date – date the report/notice was submitted; blank if unsubmitted
- 4) Delete – contains a “Delete” link for each unsubmitted report/notice; submitted reports/notices cannot be deleted

Some sections contain additional columns:

- 1) Created Date - each of the notice sections contains this column; useful in differentiating between multiple unsubmitted notices
- 2) Type – the Field Test Reports section contains this column; displays either Annual or Final, depending on the report type
- 3) Equipment/Facility – the Cleaning (RTGU) section contains this column; displays Equipment, Facility, or Both

To add a report, select the “Add/Update” link in the right-hand side of the header for the desired report type. To add a notice, select the “Add” link in the right-hand side of the header for the desired notice type. This will take you to the first metrostop for the report/notice you chose to add. There are two situations in which the “Add/Update” link is unavailable:

- 1) You will not be able to add Monitoring or Field Test reports until you have submitted a planting report, because both of these reports refer to the most recently submitted planting report when deciding which locations to make available for reporting. For example, you cannot monitor an unplanted site.
- 2) If there is an unsubmitted report in a report section, the “Add/Update” link will be unavailable, since you may only have one unsubmitted report at a time in a section.

To view a submitted report or notice, select the “View” link in the left-most column. This will launch a pop-up window, allowing you to choose if you want to view a CBI or CBI-deleted version of the report/notice. After making your selection, the report/notice will display in a new window as an HTML file.

To edit an unsubmitted report/notice or continue working on it, select the “Edit” link in the left-most column. This will take you to the first metrostop for that report/notice. **Note: you cannot directly edit a submitted report/notice. If you find a mistake in submitted data, and wish to correct it, refer to that specific report or notice type’s section later in this document to learn what data can and cannot be edited, and how to do it.**



### 3.5 Supporting Documents

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

ePermits APHIS

Agencies & Offices | Newsroom | About APHIS

My Reports and Notices [Home](#)

[Reports & Notices](#) << [Report Summary](#) << [Planting Report](#) << Supporting Documents

Number: 10-349-103r [Permit](#)

Planting Report Created: December 16, 2010 [Current Planting Report](#)

[Plantings](#) [Supporting Documents](#) [Certify and Submit](#)

**Attach Supporting Documents**

\*indicates a required field

Description/Title \*:

Does this document contain CBI:  Yes  No

Note: When submitting documents to BRS that contain Confidential Business Information (CBI), it is necessary to provide two versions: CBI-included and CBI-deleted. Above, if you answer "Yes" to "Does this document contain CBI?", you will need to upload both versions, which will share the same Short Description/Title.

Select the supporting document(s) using the browse button

Document \*:

**Submitted Documents**

To view the attached document, select the hyperlinked file description.

Attachment Description	File Name	CBI?	Delete
<a href="#">Plot diagram</a>	Release Site Plot Diagram.png	No	<input type="button" value="X"/>

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Figure 7: Supporting Documents Screen

Each report and notice type provides the opportunity to attach supporting documents, which are later embedded in the submitted report/notice's HTML file in the Attachments section. The following document types are permitted: DOC, DOCX, XLS, XLSX, JPEG, JPG, GIF, PNG, PDF and TXT.

If you are creating a report which contains CBI, you must attach a CBI Justification statement. This can be in any of the following formats: DOC, DOCX, TXT, or PDF. Only one CBI Justification statement is needed for each permit or notification.

If a document contains CBI, you will have to upload two copies – one containing the CBI and one with the CBI deleted. Both are uploaded simultaneously. If the document does not contain CBI, then you only need to upload one version of the document. Either way, the total size of the entire upload cannot exceed 24MB.

The files you upload will only be associated to your current report/notice. If you later create a second report, the supporting documents from your first report will not be copied to the second report.

You can access this feature by going to the second-to-last metrostop in any report or notice workflow. Follow these steps to attach your document(s):

- 1) Enter a description/title for your document(s). This title will be shared by the CBI and non-CBI versions of your document
- 2) Select whether your document is CBI or not. Based on your selection, either one or two Browse fields will be displayed.
- 3) Select the file(s) using the Browse button(s).
- 4) Select the Upload button. If the files are of a valid type and size, and you have filled in the required information, the screen will refresh, this time displaying your uploaded file(s) in a list at the bottom of the screen.
- 5) Repeat steps 1-4 for each document you wish to upload. Once you have uploaded all your files, you can select the Continue button at the bottom of the screen to progress to the Certification screen.

All uploaded files appear in the Submitted Documents table below the Upload button.

The table contains four columns:

- 1) Attachment Description – contains a link to view your document
- 2) File Name – the file name of the uploaded document
- 3) CBI – displays “No” for non-CBI documents, “Yes (CBI included)” for CBI versions of CBI documents, and “Yes (CBI deleted)” for CBI-deleted versions of documents.
- 4) Delete – displays a delete icon

To view an uploaded document, select the link in the Attachment Description column. The file will open in a new window. If you need to delete an uploaded document, select the Delete icon for that row. Note: if you delete a document that is part of a CBI/CBI- deleted pair, both versions of the document will be deleted.

### 3.6 Certification and Submission

The screenshot shows the 'My Reports and Notices' page for a planting report. At the top left is the USDA logo and 'United States Department of Agriculture Animal and Plant Health Inspection Service'. At the top right is the 'ePermits APHIS' logo. A navigation bar contains 'Agencies & Offices', 'Newsroom', and 'About APHIS'. The main heading is 'My Reports and Notices' with a 'Home' link. Below this is a breadcrumb trail: 'Reports & Notices << Report Summary << Planting Report << Certify and Submit'. The report details include 'Number: 10-349-103r' and 'Planting Report Created: December 16, 2010'. There are links for 'Permit' and 'Current Planting Report'. A progress bar shows three steps: 'Plantings', 'Supporting Documents', and 'Certify and Submit', with the third step being the active one. A note states: 'NOTE: Any missing or incorrect information within the report may delay the processing of your report.' Below this is a legend: '\*indicates a required field'. A certification statement follows: 'I, Mary Jones, hereby certify that the Planting Report submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Planting Report, I will contact APHIS.' A red warning message says: 'WARNING: Once you certify and submit, the report will no longer be editable'. At the bottom, there are 'Certify and Submit' and 'cancel' buttons. The footer contains links for 'APHIS Home', 'USDA.gov', 'Get Adobe Reader', 'Accessibility Statement', 'Privacy Policy', 'Information Quality', 'FirstGov', and 'White House', along with the ID 'BRSPLR-003-100'.

**Figure 8: Certification Screen**

Each report and notice type has “Certify and Submit” as the last metrostop. Just as when you submit a permit or notification, you are required to certify that the information being submitted is accurate to the best of your knowledge and belief. Certification is straightforward; just check the box and select the Certify and Submit button. The system will validate the data that you entered, and will display error messages if anything is missing or incorrectly formatted. If it validates successfully, the report/notice status will change from Unsubmitted to Submitted, and an HTML version of it will be made available on the Reports Summary screen.

Once the report/notice is submitted, it can no longer be modified. All the data in the report is frozen, and will always be accessible on the Reports Summary screen. Note: some data in Planting Reports CAN be edited if you create a new report and then modify the records that are copies of the previously submitted records, but remember that the original data will still be displayed when you view that first submitted report. In this way, a historical record of submissions is maintained. However, BRS always considers the most recently submitted report to be the active and correct one, so your changes will be recognized.

## 4 Creating a Planting Report

Whenever plantings are performed at a release site described in a permit or notification, you are responsible for reporting those plantings in a Planting Report submitted to BRS by the 15<sup>th</sup> of the month following the month in which the planting occurred. Each Planting Report contains information about each release site in a permit or notification – planting start date, proposed harvest date, quantity planted, etc.

Usually the release sites do not get planted all at the same time, so you only need to fill in data for those locations that were planted. You also have the option of entering a No Planting Explanation, signifying that the release site was not planted, and that there is no intention to plant there in the future under the permit or notification. Before you can submit the Final Field Test Report, you must have submitted a Planting Report containing either planting records or a No Planting Explanation for each release site. In other words, all release sites must be accounted for as having been planted or not planted before the Final Field Test Report can be submitted.

Planting Reports are cumulative – when you create a subsequent report for a permit/notification, the system copies all of the previously submitted planting records and No Planting Explanations and places them in the new report. Because of the cumulative nature of these reports, only one may be open and unsubmitted at a time.

The Plantings Summary screen shows all the release sites and summarizes planting information for each in a table. From this screen, you may choose to edit information for any release site. Editing is then performed on the Planting Location screen, which captures all the relevant planting information, or the No Planting Explanation screen, whichever is applicable. Once all the plantings have been recorded, you can attach any useful documents on the Supporting Documents screen (see section 3.5). Finally, you must certify and submit the report (see section 3.6).

### 4.1 How to Create and Submit a Planting Report

In this example, we will create a Planting Report with one planting and one no-planting record. Use the following steps:

- 1) Log into ePermits and select the “My Reports and Notices” link in the left-hand sidebar on the Homepage.
- 2) On the Reports and Notices screen, find the permit/notification for which you wish to enter a report, and select the link.
- 3) On the Reports Summary screen, check to make sure there is no unsubmitted Planting Report. If there is, you can select “Edit” to continue working on it. Otherwise, Select “Add” on the right hand side of the Planting Reports section header.
- 4) You are now on the Planting Report Summary screen:

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**ePermits**  
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[Reports & Notices](#) << [Report Summary](#) << [Planting Report](#)


Number: 10-349-103r [Permit](#)

Planting Report Created: December 16, 2010 [Current Planting Report](#)

[Plantings](#) | [Supporting Documents](#) | [Certify and Submit](#)

**Note:** To submit your Final Field Test Report you must have a submitted Planting Report that accounts for each release site. This means that eventually each site must have either 1 or more Plantings, or have a No Planting Occurred Comment

Action	Location ID	Location Name/ Planting ID	County	State	Planting Date	Constructs	Comments
  	[Location1]	[Discovery Farm] 99	Maui	Hawaii	Dec 15, 2010	1	All went well.
 	[Location2]	[Discovery Farm] No Planting Occurred	Maui	Hawaii			Site was determined to be in a poor location and was thus not planted.
<a href="#">Add Planting</a> <a href="#">No Planting Occurred</a>	[Location3]	[Discovery Farm]	Maui	Hawaii			
<a href="#">Add Planting</a> <a href="#">No Planting Occurred</a>	[Location4]	[Discovery Farm]	Maui	Hawaii			
<a href="#">Add Planting</a> <a href="#">No Planting Occurred</a>	[Location5]	[Discovery Farm]	Maui	Hawaii			

 If a Planting is accompanied by this icon instead of a delete icon, it indicates that this Planting was included as part of a previously submitted Planting Report. These plantings may be edited or copied, but cannot be deleted. If you mistakenly submitted a planting for a location where no planting occurred, this can be corrected in the final Field Test Report.

[Continue](#) [Cancel](#)

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**Figure 9: Planting Report Summary Screen**

Each release site is listed. If this is not the first Planting Report for this permit/notification, you will see previously submitted Planting or No-Planting records under the release sites. These were copied by the system when you selected “Add” on the Reports Summary screen. Select the “Add Planting” link shown below the release site to which you wish to report a planting.

5) You are now on the Planting Location screen:

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### My Reports and Notices [Home](#)

[Reports & Notices](#) << [Report Summary](#) << [Planting Report](#) << Planting Location

Number: 10-349-103r [Permit](#)

Planting Report Created: December 16, 2010 [Current Planting Report](#)

[Plantings](#) [Supporting Documents](#) [Certify and Submit](#)

\*Indicates a required field

Release Site: [Discovery Farm]([Location1]), Maui, Hawaii

Planting ID \* : PV-AA200-Site-PI-2

Start Date \* : 12/14/2010

Anticipated Harvest/Destruct Date:

Quantity \* : 20 Acres [Explain](#)

Coordinates CBI?:  Check this box if the GPS Coordinates are to be treated as CBI data

Latitude \* : 42.336 Longitude \* : -90.1211 [Explain](#)

Latitude : 42.335 Longitude : -90.1212 [Explain](#)

[Add another GPS Coordinate](#)

Phenotypic Designations:

Construct	Lines
PV-ZMCTB3403	<a href="#">Add</a>

Comments: No comments at this time.

[save](#) [cancel](#)

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Figure 10: Planting Location Screen

This is where you enter information pertaining to one planting at one release site. Enter the following:

- a. Planting ID – this is an alphanumeric ID of your choosing. It can contain dashes but not spaces or special characters. It must be unique for the current

permit/notification, with all its amendments (if any). Two different

permits/notifications can contain the same ID, but two release sites in the same permit/notification cannot. Also, this ID must be different from No-Planting Explanation record IDs, too.

- b. Start Date – this is the date that planting occurred or began. It must fall on or between the effective date and expiration date of the permit/notification, and cannot be after the current date. You can use the calendar icon to select a date, or just type a date into the field in the following format: 12/29/2010
  - c. Anticipated Harvest/Destruct Date – this is the date you expect to harvest or destroy the planting. It must fall on or between the effective data and expiration date of the permit/notification, and cannot be before the Start Date. You can use the calendar icon to select a date, or just type a date into the field in the following format: 12/29/2010. This date is optional.
  - d. Quantity – this is the amount of material that was planted, in acres.
  - e. Coordinates CBI? – check this box if the coordinates you enter are CBI. Do not enter brackets around the GPS coordinates to indicate they are CBI. Use the checkbox only.
  - f. Latitude/Longitude – you can add up to six latitude/longitude pairs. Each entry must be in decimal format; latitude can range from -90.0 to 90.0, and longitude can range from -180.0 to 180.0. The values may not contain more than 6 decimal places. If you need to add another pair, select the “Add another GPS Coordinate” link. If you need to delete a pair, select the Delete icon. If only one coordinate pair is entered, it must be the northwest corner of the planting/release.
  - g. Comments – this is a basic text box, allowing you to enter any relevant comments you wish to capture; you may enter up to 4,000 characters.
- 6) Select the “Add” link on the far right in the blue box next to the Phenotypic Designations prompt. If any of the above-entered data is malformed or missing, error messages will display. Correct the data and again select the “Add” link.

7) You are now on the Phenotypic Designations screen:

**Figure 11: Phenotypic Designations Screen**

This is where you enter the constructs and lines that were planted. Enter the following:

- a. Construct – this is the construct that was planted; it must match one of the constructs included in the permit/notification. To enter, begin typing in the field – choices that match your entered characters will appear for you to select. You can also click in the field and then double-click in the field to see all the choices immediately.
  - b. Lines/Events – here you can enter any information about the lines/events that were planted. The system will accept up to 8,000 characters.
- 8) Select the Save button to return to the Planting Location screen. Notice that the Phenotypic Designations table now displays a row for your entered construct, along with Edit and Delete icons. You can repeat steps 6-8 as often as needed, until all constructs have been added. Note, you must add each construct one at a time by repeating these steps.
- 9) Select the Save button to return to the Planting Report Summary screen. You will now see your new planting record associated with the release site that was planted; notice the Edit, Copy, and Delete icons associated with the new planting row:



Action	Location ID	Location Name/ Planting ID	County	State	Planting Date	Constructs	Comments
<a href="#">Edit</a>	testsite1	Test [test]	Test [test]	Delaware			
<a href="#">Copy</a>		Test1			Jan 1, 2010	1	test[test]test
<a href="#">Add Planting</a>		pl-02			Dec 8, 2010	1	
<a href="#">Delete</a>	testsite2	Test [test]	Test [test]	Delaware			
<a href="#">Edit</a>		No Planting Occurred					Planting Explanation appears here
<a href="#">Delete</a>	test[test] 3	test[test]	test	Delaware			

[Add Planting](#) [No Planting Occurred](#)

Figure 12: Planting Report Summary, After Adding Records

10) Pick another release site and select the “No Planting Occurred” link. You are now on the No Planting Explanation screen:

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[Reports & Notices](#) << [Report Summary](#) << [Planting Report](#) << [No Planting Explanation](#)

Number: 10-349-103r [Permit](#)

Planting Report Created: December 16, 2010 [Current Planting Report](#)

[Plantings](#) [Supporting Documents](#) [Certify and Submit](#)

\*indicates a required field

**Note:** Enter an Explanation only if there will be no Plantings ever at this release site on this permit or notification. By entering a No Planting Occurred comment, you inform BRS that there were no Plantings, therefore no Field Test Data should be expected for this location. Do not enter and submit a No Planting Occurred Comment if there might be Plantings for this permit or notification submitted at a later date.

By the time of your Final Field Test Report, you must have submitted a Planting Report that accounts for each release site. This means that eventually each site must have either one or more Plantings, or have a No Planting Occurred Comment.

Release Site: [Discovery Farm][Location2], Maui, Hawaii

No-Plant Record ID \*:

Explanation \*:

BRSPLR-001-130

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Figure 13: No Planting Explanation Screen

This is where you can indicate that you no longer intend to plant at this location. In practice, it is better to wait until your last Planting Report before entering these

records, just in case you later do decide to plant the location. Enter the following data:

- a. No-Plant Record ID – this is an alphanumeric ID of your choosing. It can contain dashes but not spaces or special characters. It must be unique for the current permit/notification, with all its amendments (if any). Two different permits/notifications can contain the same ID, but two release sites in the same permit/notification cannot. Also, this ID must be different from any Planting IDs.
  - b. Explanation – intended to capture your reason for not planting at this location. The system will accept up to 4,000 characters.
- 11) Select the Save button to return to the Planting Report Summary screen. You can now see your new no-planting record associated with the release site you selected. Notice the Edit and Delete icons associated with the new row.
  - 12) We are now done entering data, so it is time to move on to the next metrostop. At the bottom of the Planting Report Summary screen, select the Continue button.
  - 13) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
  - 14) Select “Yes” for the question, “Does this document contain CBI?”.
  - 15) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
  - 16) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
  - 17) Enter another description/title.
  - 18) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
  - 19) Use the Browse button to select a non-CBI file to upload.
  - 20) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
  - 21) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
  - 22) You are now on the Certify and Submit screen. Read the certification statement and check the box.
  - 23) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.

- 24) Note on the Reports Summary screen that there is now a Planting Report listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted report.
- 25) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the report. Select the CBI version:

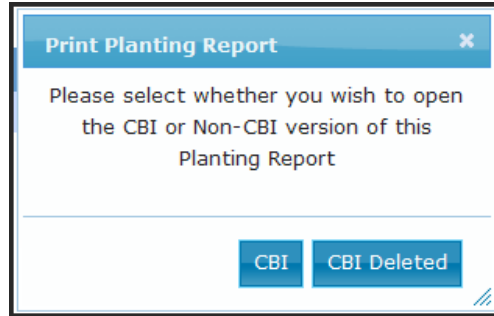


Figure 14: CBI Pop-up Window

- 26) The HTML report displays in a new window:

**7. LOCATIONS**

Location #1: [Discovery Farm] ([Location1]), Maui, Hawaii


<u>Location Name &amp; Description</u>	<u>Location Address</u>	<u>Contact(s)</u>
[Discovery Farm] ([Location1])	[Hawaii Road]	
	[Maalaea], HI [96098]	Day Telephone:
Planting Identifier: 99		
Planting Start Date: Dec 15, 2010		
Anticipating Harvest/Destruction Date: Dec 15, 2010		
Quantity Planted: [12] Acres		
GPS Coordinates: [72.80686], [105.282416]		
[29.09891], [148.580064]		
[1.086666], [164.75346]		
[3.589757], [92.688246]		
Comments:		
Constructs: PV-ZMCTB3403		
Line/Events: [XXXXXX]		

Location #2: [Discovery Farm] ([Location2]), Maui, Hawaii

<u>Location Name &amp; Description</u>	<u>Location Address</u>	<u>Contact(s)</u>
[Discovery Farm] ([Location2])	[Hawaii Road]	
	[Maalaea], HI [96098]	Day Telephone:
No-Plant Record ID: EP-321		
No Planting Explanation: Site was determined to be in a poor location and was thus not planted.		

**8. ATTACHMENTS**

[Plot diagram](#)



Release Site Plot  
Diagram.png

Figure 15: HTML Planting Report, Sections 7 and 8

Scroll down to section 7 to see your entered report records. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 4.2 Making Corrections to a Submitted Planting Report

If you find a mistake in a submitted planting report, the system will allow you to make changes to most of the data. Just create a new report – the submitted records will be copied over to the new report – and make the needed changes before submitting. Here is a list of the capabilities and restrictions:

- 1) You can change anything in a submitted planting record except the Planting ID and Start Date.
- 2) You can change the Explanation in a submitted No-Planting record, but not the No-Plant Record ID.
- 3) You can delete a submitted No-Planting record, and then add a planting record to the same release site.
- 4) You cannot delete a submitted Planting record. Instead of a delete icon, you will see a warning icon. If you have submitted the planting in error and do not intend to plant at this location, change the quantity field to “0” and add comments explaining the mistake, and then in the Field Test report, again explain the mistake in the “Explanation” field.

## 4.3 Adding Constructs to Submitted Plantings

Often, a Planting Report is due before the exact constructs that were planted can be determined. In this case, you can submit the planting report without the construct information. However, by the time you submit your Field Test report, all submitted plantings need to have constructs associated with them. To accomplish this, create a new Planting Report (the submitted records will be copied into it), and edit each planting by selecting the Edit icon. Add the construct(s) that were planted and save the record. Repeat this for each planting record, and then submit the report. You will now be able to complete your Field Test Report.

## 5 Creating a Volunteer Monitoring Report

Monitoring for volunteers is sometimes required after each harvest and can go on for years after permit/notification expiration. All monitoring periods and resulting observations are recorded in a Volunteer Monitoring (VM) Report.

The VM report captures Monitoring Period start and end dates, comments, and observation details (date of observation, number of volunteers found, and actions taken). Some people may prefer to record several months' worth of monitorings in one report containing several monitoring periods, while others may prefer to submit on a monthly basis. No-Monitoring Comment records can also be created. These allow you to explain that monitoring of a release site has been completed, or that monitoring isn't necessary because the planted seeds never germinated or the field test was harvested early before flowering or seed set. In the VM report each release site can have no-monitoring comments mixed with monitoring periods, in any order. The VM reports are cumulative; subsequent reports will be created by copying the previous submission, so all previously submitted data will be visible in each report. Because of the cumulative nature of these reports, only one may be open and unsubmitted at a time.

You can only enter monitoring data for release sites with reported plantings. If you want to report monitorings for a release site not listed in the VM module, you will have to submit a new Planting Report that includes a planting record for the missing release site. On returning to the VM module, you will then see the release site and can move forward with the VM report, since the VM module builds dynamically each time it is accessed, and always gets its information from the most recently submitted Planting Report.

Due to the cumulative nature of the reported information, previously submitted monitoring records cannot be edited or deleted. If a record was reported by mistake, you should contact BRS staff (see Appendix B) and ask them to delete the record. BRS staff have access to edit and delete all submitted records by creating a new report and making the necessary changes.

The VM module is comprised of four screens plus the Supporting Documents and Certification screens that all reports and notices share. The Volunteer Monitoring Summary screen shows all the planted locations and summarizes monitoring information for each in a table. From this screen, the user may choose to edit information for any location. Editing is then performed on the Monitoring Period and Observation Details screens, or the No-Monitoring Comment screen, whichever is applicable.

### 5.1 How to Create and Submit a Volunteer Monitoring Report

In this example, we will create a Volunteer Monitoring Report with one monitoring and one no-monitoring record. Use the following steps:

- 1) Log into ePermits and select the "My Reports and Notices" link in the left-hand sidebar on the Homepage.
- 2) On the Reports and Notices screen, find the permit/notification for which you wish to enter a report, and select the link.

- 3) On the Reports Summary screen, check to make sure there is no unsubmitted Volunteer Monitoring Report. If there is, you can select “Edit” to continue working on it. Otherwise, select “Add” on the right hand side of the Volunteer Monitoring Reports section header.
- 4) You are now on the Volunteer Monitoring Report Summary screen:

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[Reports & Notices](#) << [Report Summary](#) << Volunteer Monitoring Report

Number: 10-350-102r-a1 [Permit](#)

Report Created: December 16, 2010 [Current Report](#)   
[Current Planting Report](#)

[Monitorings](#) [Supporting Documents](#) [Certify and Submit](#)

\*Indicates a required field

**Note:** Only release sites that have been planted, as determined by a submitted Planting Report for this same permit or notification, are displayed below. If you expect but do not see a release site below, please check your most recently submitted Planting Report to ensure that you have recorded a planting for the release site.

Is this the "Final" Volunteer Monitoring Report for this permit or notification? \* :  Yes, this will be the last for this permit or notification  
 No, this is an annual or interim submission, but not the last

Action	Location ID	Location Name/ Monitoring Period	County	State	Monitoring Period Date/ Comment Date	Observations
	[Location 1]	[Discovery Farm]	Maui	Hawaii		
		No-Monitoring Comment			12/17/2010	
		Monitoring Period			12/16/2010 - 12/30/2010	1

[Add a Monitoring Period](#) [Add a Non-Monitoring Comment](#)

If a Monitoring Period or No-Monitoring Comment is accompanied by this icon instead of an edit or delete icon, it indicates that this record was included as part of a previously submitted Volunteer Monitoring Report. These Periods or Comments can only be edited or deleted by a BRS Staff member.

[cancel](#)

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**Figure 16: Volunteer Monitoring Report Summary Screen**

Each planted release site is listed. If this is not the first Volunteer Monitoring Report for this permit/notification, you will see previously submitted Monitoring or No-Monitoring records under the release sites. These were copied by the system when you selected “Add” on the Reports Summary screen. Select the “Add a Monitoring Period” link shown below the release site to which you wish to report a monitoring.

5) You are now on the Monitoring Period screen:

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[Reports & Notices](#) << [Report Summary](#) << [Volunteer Monitoring Report](#) << Monitoring Period

Number: 10-350-102r-a1  
Report Created: December 16, 2010

[Permit](#)

[Current Report](#)

[Current Planting Report](#)

[Monitorings](#) [Supporting Documents](#) [Certify and Submit](#)

\*Indicates a required field

Release Site: [Discovery Farm] ([Location1]), Maui, Hawaii

Monitoring Period Start \*: 12/15/2010

Monitoring Period End \*: 12/30/2010

Comments:

Observations \*:

Observation Date	Number of Volunteers
Dec 16, 2010	10 per field

[Add](#)

[Continue](#) [cancel](#)

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**Figure 17: Monitoring Period Screen**

This is where you enter information about monitoring that occurred at one release site. Enter the following:

- a. Monitoring Period Start– this is the date when the period of monitoring began. It must fall on or after the effective date of the permit/notification, and cannot be after the current date. You can use the calendar icon to select a date, or just type a date into the field in the following format:  
12/29/2010
- b. Monitoring Period End – this is the date when the period of monitoring ended. It must fall on or after the effective date of the permit/notification, and cannot be more than five years after the expiration date. You can use the calendar icon to select a date, or just type a date into the field in the following format:  
12/29/2010

- c. Comments - this is a basic text box, allowing you to enter any relevant comments you wish to capture; you may enter up to 4,000 characters.
- 6) Select the “Add” link on the far right in the blue box next to the Observations prompt. If any of the above-entered data is malformed or missing, error messages will display. Correct the data and again select the “Add” link.
- 7) You are now on the Observation Details screen:

**Figure 18: Observation Details Screen**

This is where you enter the observations recorded during the monitoring period. Enter the following:

- a. Observation Date – this is the date when the observation was made. It must fall on or between the monitoring period start and end dates, and cannot be after the current date. You can use the calendar icon to select a date, or just type a date into the field in the following format: 12/29/2010
- b. Number of Volunteers – this is the number of volunteers found when the observation was made. It must be a positive whole number.
- c. Units (for Number of Volunteers) – this is a choice box – options include: “per field”, “per 1 sq. ft.”, “per 10 sq. ft.”, “per 100 sq. ft.”, “per 1000 sq. ft.”, and



“per acre”. Select the one that matches the number entered for volunteers.

- d. Action Taken - here you can enter information about any actions taken as a result of the observation that was made. The system will accept up to 4,000 characters.
  - e. Comments – here you can enter additional information about the observation. The system will accept up to 4,000 characters.
- 8) Select the Continue button to return to the Monitoring Period screen. Notice that the Observations table now displays a row for your entered observation, along with Edit, Copy, and Delete icons. You can repeat steps 6-8 as often as needed, until all observations have been added. You can add as many observations as you would like.
- 9) Select the Continue button to return to the Volunteer Monitoring Report Summary screen. You will now see your new monitoring record associated with the release site that was monitored. Notice the Edit and Delete icons associated with the new monitoring row.
- 10) Pick the same or another release site and select the “Add a Non-Monitoring Comment” link.
- 11) You are now on the No-Monitoring Comment screen:

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[Reports & Notices](#) << [Report Summary](#) << [Volunteer Monitoring Report](#) << No-Monitoring Comment

Number: 10-350-102r-a1 [Permit](#)

Report Created: December 16, 2010 [Current Report](#)

[Current Planting Report](#)

[Monitorings](#) [Supporting Documents](#) [Certify and Submit](#)

\*indicates a required field

**Note:** Use this option only when monitoring was not necessary for this release site during the timeframe of this report. Examples of valid reasons for using this option include: 1) the planted seeds didn't develop, so there is no chance of offspring and thus no monitoring is necessary; or 2) Monitoring is complete and/or no longer necessary for this release site.

Release Site: [Discovery Farm] (Location1), Maui, Hawaii  
No-Monitoring Comment

Comment Date \*: 12/17/2010

Comments\*: Monitoring is complete.

[Continue](#) [cancel](#)

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BRSVOL-001-130

**Figure 19: No-Monitoring Comment Screen**

This is where you can explain that monitoring of a release site has been completed, or that monitoring isn't necessary because the planted seeds never germinated or the field test was harvested early before flowering or seed set. Enter the following data:

- a. Comment Date – this is the date when the monitoring completed, or when it was decided that monitoring was not needed. It must fall on or after the permit/notification effective date, and cannot be after the current date. You can use the calendar icon to select a date, or just type a date into the field in the following format: 12/29/2010.
- b. Comments – intended to capture details about this record. The system will accept up to 4,000 characters.

- 12) Select the Continue button to return to the Volunteer Monitoring Report Summary screen. You can now see your new no-monitoring record associated with the release site you selected. Notice the Edit and Delete icons associated with the new row.
- 13) We are now done entering data, so it is time to move on to the next metrostop. At the bottom of the Volunteer Monitoring Report Summary screen, select the Continue button.

- 14) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
- 15) Select “Yes” for the question, “Does this document contain CBI?”.
- 16) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
- 17) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
- 18) Enter another description/title.
- 19) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
- 20) Use the Browse button to select a non-CBI file to upload.
- 21) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
- 22) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
- 23) You are now on the Certify and Submit screen. Read the certification statement and check the box.
- 24) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.
- 25) Note on the Reports Summary screen that there is now a Volunteer Monitoring Report listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted report.
- 26) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the report. Select the CBI version.
- 27) The HTML report displays in a new window. Scroll down to section 7 to see your entered report records. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 5.2 Making Corrections to a Submitted Volunteer Monitoring Report

Because the system stores the volunteer monitoring reports cumulatively, if you realize there are mistakes in submitted monitoring and/or no-monitoring records, it is not possible to edit them. If changes are required to correct mistakes, contact BRS and let them know about the changes (see Appendix B). The staff at BRS have the ability to make changes, if needed.

## 6 Creating a Field Test Report

The Field Test (FT) Report describes the condition of planted material – if there is any remaining in the field, if it was disposed of and how, or if it was harvested. Information is submitted for each planted location listed in the permit or notification. Most permits, and all notifications, will only require a Final FT Report. For multi-year permits, Annual FT Reports are required yearly until the last year, when the Final FT Report is required. Both report types contain the same data; the only difference is that the Annual FT Reports do not require that each location be accounted for.

The FT module displays different fields depending on how certain questions are answered. Only sites that have reported plantings are eligible to enter FT data. The FT Reports are cumulative; subsequent reports will be created by copying the previous submission, so all previously submitted plantings will be visible in each report. However, previous FT data will not be copied – it must be entered from scratch each time. The FT Report is considered to be a snapshot in time of the status of a release site. Because of the cumulative nature of these reports, only one may be open and unsubmitted at a time.

Only release sites with reported plantings will appear on the FT Report. If you want to report FT data for a release site not listed in the FT module, you will have to submit a new Planting Report that includes a planting record for the missing release site. On returning to the FT module, you will then see the release site and can move forward with the FT Report, since the FT module builds dynamically each time it is accessed, and always gets its information from the most recently submitted planting report.

Due to the cumulative nature of the reported information, previously submitted FT records cannot be edited or deleted. If a record was reported by mistake, you will need to submit another report with the correct information. BRS always considers the most recently submitted report to be the active and correct one.

The FT module is comprised of several screens. The Planting Summary and Planting Location screens are read-only and intended to give a quick summary of the reported plantings. The FT Summary screen summarizes the current state of the FT Report, release site by release site. From this screen, each release site can be accessed in order to fill out its field test data on the FT Location screen. Finally, as with the other reports and notices, there are the Supporting Documents and Certification screens.

### 6.1 How to Create and Submit a Field Test Report

The system refers to the most recently submitted Planting Report when checking for the following criteria:

- 1) Final Field Test Reports require that each release site be accounted for. Thus, each site must have either a No-Planting record or one or more Planting records, each complete with construct information.
- 2) Annual Field Test Reports only allow you to enter Field Test data for locations that have one or more Planting records, complete with constructs.

If you wish to enter data for a release site that does not meet these criteria, you must go back to the Reports Summary screen and create and submit an updated Planting Report

that contains all the necessary information. Then you can come back to work on your unsubmitted Field Test Report; the system will acknowledge the new information in the just-submitted Planting Report, and will allow you to proceed with entering field test data for your release site.

In this example, we will complete field test data for one location. Follow these steps:

- 1) Log into ePermits and select the “My Reports and Notices” link in the left-hand sidebar on the Homepage.
- 2) On the Reports and Notices screen, find the permit/notification for which you wish to enter a report, and select the link.
- 3) On the Reports Summary screen, check to make sure there is no unsubmitted Field Test Report. If there is, you can select “Edit” to continue working on it. Otherwise, Select “Add” on the right hand side of the Annual/Final Field Test Reports section header.
- 4) You are now on the Field Test Report’s Planting Summary screen:

**My Reports and Notices** [Home](#)

[Reports & Notices](#) << [Report Summary](#) << Field Test Report

Number: 10-350-102r-a1 [Permit](#)

Report Created: December 16, 2010 [Current Field Test Report](#)

[Current Planting Report](#)

[Plantings](#) [Field Test Data](#) [Supporting Documents](#) [Certify and Submit](#)

**Note:** The information below is populated from the most recently submitted Planting Report. Any changes or updates to this planting information must be made by submitting an updated Planting Report. By the time of your Final Field Test Report, each Release Site must have a planting or be declared as having no plantings. Release Sites without submitted planting information are highlighted with the exclamation icon (⚠). If you need to submit a planting report or update an existing planting report, click here: [Report Summary](#).

5 location(s), 1 planting(s).

Loc ID	Location Name / Planting ID	County	State	Planting Date	Anticipated Harvest Date	Quantity	Constructs	Comments
[Location1]	[Discovery Farm]	Maui	Hawaii					
	<a href="#">Test</a>			Dec 16, 2010		10 acres	1	
[Location2]	[Discovery Farm]	Maui	Hawaii					⚠ No Planting information entered for this Release Site
[Location3]	[Discovery Farm]	Maui	Hawaii					⚠ No Planting information entered for this Release Site
[Location4]	[Discovery Farm]	Maui	Hawaii					⚠ No Planting information entered for this Release Site
[Location5]	[Discovery Farm]	Maui	Hawaii					⚠ No Planting information entered for this Release Site

[cancel](#)

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Figure 20: Field Test Report's Planting Summary Screen

Each release site is listed, along with the planting and no-planting records that were submitted. Select the Planting ID link for any row whose details you wish to see.

5) You are now on the Field Test Report's Planting Location screen:

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Animal and Plant Health Inspection Service

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[Reports & Notices](#) << [Report Summary](#) << [Field Test Report](#) << [Planting Location](#)

Number: 10-350-102r-a1 [Permit](#)

Report Created: December 16, 2010 [Current Field Test Report](#)

[Current Planting Report](#)

[Plantings](#) [Field Test Data](#) [Supporting Documents](#) [Certify and Submit](#)

Note: The information below is populated from the most recently submitted Planting Report. Any changes or updates to this planting information must be made by submitting an updated Planting Report. Each Planting must have at least one entered Construct to be considered complete. If you need to submit a planting report or update an existing planting report, click here: [Report Summary](#).

Release Site: [Discovery Farm]([Location1]), Maui, Hawaii

Planting ID: Test

Planting Start Date: Dec 16, 2010

Anticipated Harvest/  
Destruct Date:

Quantity: 10 acres

Coordinates: 10.0 , 10.0

Comments:

Phenotypic Designations:

Construct	Lines/Events
PV-ZMCTB3403	

[Back](#)

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**Figure 21: Field Test Report's Planting Location Screen**

This is where you can see all the submitted information pertaining to one planting at one release site. This is a read-only screen; if you see any data that needs to be edited, you must make your changes in a new Planting Report. Select the “Back” link at the bottom left of the screen to return to the Field Test Report’s Planting Summary screen.

- 6) If all the data looks ok, and all plantings have constructs, select the Continue button at the bottom of the screen.
- 7) You are now on the Field Test Data Summary screen:

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Animal and Plant Health Inspection Service

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## My Reports and Notices [Home](#)

[Reports & Notices](#) << [Report Summary](#) << [Field Test Report](#) << Field Test Data Summary

Number: 10-350-102r-a1 [Permit](#)  
Report Created: December 16, 2010

[Current Field Test Report](#)  
[Current Planting Report](#)

[Plantings](#) [Field Test Data](#) [Supporting Documents](#) [Certify and Submit](#)

\*Indicates a required field

**Note:** A release site must have planting data (by submitting an updated Planting Report) before you can open and edit its field test data. By the time of your Final Field Test Report each release site must have a planting or be declared as having no plantings. Release sites without submitted planting information are highlighted with the exclamation icon . If you need to submit a planting report or update an existing planting report, click here: [Report Summary](#).

Field Test Report Type \* :  Annual (only applicable for multi-year permits)  
 Final

Edit	Location ID	Location Name	County	State	Status
	[Location1]	[Discovery Farm]	Maui	Hawaii	All expected field test data entered
	[Location2]	[Discovery Farm]	Maui	Hawaii	Planting information for this release site is incomplete or absent
	[Location3]	[Discovery Farm]	Maui	Hawaii	Planting information for this release site is incomplete or absent
	[Location4]	[Discovery Farm]	Maui	Hawaii	Planting information for this release site is incomplete or absent
	[Location5]	[Discovery Farm]	Maui	Hawaii	Planting information for this release site is incomplete or absent

[cancel](#)

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BRSFTD-002-100

**Figure 22: Field Test Data Summary Screen**

Select “Annual” for Field Test Report Type. Then look at the table below. Each row represents a release site declared in the permit/notification. The left column has one of:

- Edit icon – select this to enter or edit field test data for the location
- No icon – the site was declared to have no plantings, and so no data is necessary
- Warning icon – indicates that planting information is incomplete or absent for this location on the latest Planting Report. Either no information has been submitted, or the constructs are missing. Before you can fill in any data for this site, you will have to submit an updated Planting Report. Note: you will not be able to submit a Final Field Test Report until all release sites have been accounted for in a submitted in a planting report, and all planted release sites have field test data.



- 8) Select the Edit icon for one of the release sites.
- 9) You are now on the Location Field Test Data screen. On first entering this screen, you will see three yes/no questions, followed by a “Field Test Data General” section containing several textboxes:

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[Reports & Notices](#) << [Report Summary](#) << [Field Test Report](#) << Location Field Test Data

Number: 10-350-102r-a1 [Permit](#)

Report Created: December 17, 2010 [Current Field Test Report](#)  
[Current Planting Report](#)

[Plantings](#) [Field Test Data](#) [Supporting Documents](#) [Certify and Submit](#)

\*Indicates a required field

Release Site: [Discovery Farm]([Location1]), Maui, Hawaii

1. Was any planted material harvested? \* :  Yes  No [Explain](#)

2. Was any planted material destroyed before harvest? \* :  Yes  No [Explain](#)

3. Is any planted material still growing in the field? \* :  Yes  No [Explain](#)

Note: If there is planting material still growing in the field for one or more release sites, please attach your inventory of this material.

**Field Test Data General:**

Have you submitted any of the following? \* :

- A report on the accidental or unauthorized release of the regulated article;
- A report stating that characteristics of the permitted species are substantially different from those listed in the application; or
- A report of any unusual occurrence

Describe any deleterious effects on plants, non target organisms, or the environment \* :

Describe methods of observations and resulting data and analyses \* :

Describe any other crop observations \* :

Comments :

[Continue](#) [cancel](#)

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BRSFTD-002-120

Figure 23: Location Field Test Data – On First Entry

10) Answer “Yes” to question 3. Notice that there is now a blue boxed area below question 3. It contains two fields that are now required because you answered “Yes” to the question above them:

1. Was any planted material harvested? \*:  Yes  No  
[Explain](#)

2. Was any planted material destroyed before harvest? \*:  Yes  No  
[Explain](#)

3. Is any planted material still growing in the field? \*:  Yes  No  
Note: If there is planting material still growing in the field for one or more release sites, please attach your inventory of this material.  
[Explain](#)

Required when material is still growing in the field

How much planted material is still growing in the field, in acres? \*:  acres

Description of still growing material \*:

Field Test Data General:

Figure 24: Location Field Test Data - "Yes" for Question 3

Now select “No” for question 3, and notice that the box and fields disappear. They are no longer required.

11) Answer “Yes” to question 2. Notice that a second blue box appeared, with another two fields. As with question 3, these two exposed fields are now required:

1. Was any planted material harvested? \*:  Yes  No  
[Explain](#)

2. Was any planted material destroyed before harvest? \*:  Yes  No  
[Explain](#)

Required when planted material destroyed before harvest

Pre-harvest destruction date \*:

Pre-harvest destruction description \*:

3. Is any planted material still growing in the field? \*:  Yes  No  
Note: If there is planting material still growing in the field for one or more release sites, please attach your inventory of this material.  
[Explain](#)

Field Test Data General:

Figure 25: Location Field Test Data - "Yes" for Question 2

Select “No” to question 2, and see the box disappear. Now those hidden fields are no longer required.

- 12) Answer “Yes” to question 1. Notice that a blue box containing a date field and another question appears. Fill in a valid date (must be later than the release site’s planting start date).
- 13) For the question, “Of harvested material, how was it terminated?”, answer “All terminated in-field”, and note the additional two fields that display.
- 14) Change your answer to, “All terminated off-field”. Note how the exposed two fields disappeared and were replaced by another question.
- 15) For the question, “Of off-field terminated material, how was it disposed?”, select “All stored or contained” to expose three new fields.
- 16) Now change your answer to, “All destroyed”. The three exposed fields disappear, and are replaced with two other fields. Enter data in these fields.

1. Was any planted material harvested? \*:  Yes  No  
[Explain](#)

Required when planted material has been harvested  
 Harvest Completion Date \*: 12/15/2010

Of harvested material, how was it terminated? \*:  All terminated in-field  All terminated off-field  Both  
[Explain](#)

Required when terminated in-field  
 In-field terminated completion Date \*:   
 In-field terminated description \*:

Required when terminated off-field  
 Of off-field terminated material, how was it disposed? \*:  All stored or contained  All destroyed  Both (some of each)

Required when off-field terminated and stored or contained  
 Stored or contained quantity \*:   
 Stored or contained units \*: acres  
 Description of storage location and material placed in storage \*:

Required when terminated off-field and destroyed  
 Off-field destruction date \*:   
 Off-field destruction description \*:

2. Was any planted material destroyed before harvest? \*:  Yes  No  
[Explain](#)

3. Is any planted material still growing in the field? \*:  Yes  No  
 Note: If there is planting material still growing in the field for one or more release sites, please attach your inventory of this material.  
[Explain](#)

Field Test Data General:

Figure 26: Location Field Test Data - "Yes" for Question 1 and Sub-Questions

- 17) Fill out the data in the remaining text boxes, in the Field Test Data General section.
- 18) Once you are satisfied with your data, scroll down to the bottom of the screen and select the Continue button.
- 19) If there are any other release sites that have edit icons, you must now enter data for them all. You can answer the questions however you like, but remember that all

displayed fields must be populated in order to be able to save the data. Note: all text boxes accept 4,000 characters.

- 20) Select the Continue button at the bottom left of the screen.
- 21) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
- 22) Select “Yes” for the question, “Does this document contain CBI?”.
- 23) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
- 24) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
- 25) Enter another description/title.
- 26) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
- 27) Use the Browse button to select a non-CBI file to upload.
- 28) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
- 29) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
- 30) You are now on the Certify and Submit screen. Read the certification statement and check the box.
- 31) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.
- 32) Note on the Reports Summary screen that there is now a Field Test Report listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted report.
- 33) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the report. Select the CBI version.
- 34) The HTML report displays in a new window. Scroll down to section 7 to see your entered field test data for each location. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 6.2 Making Corrections to a Submitted Field Test Report

Field Test Reports are a snapshot of the status of your release sites at a moment in time. If you find mistakes in submitted data, you can just create and submit another report with the correct data. The staff at BRS will always reference the most recent report as the current one.

## 7 Creating Notices

Permit owners must notify BRS staff several days before any planned plantings, harvests, or destructions at release sites described in industrial and pharmaceutical permits. This is done via Pre-Planting and Pre-Harvest/Pre-Destruct notices, which when submitted, are used to begin the inspection process. A third notice is required several days before performing any cleaning (for the purpose of returning a facility or equipment to general service) at release sites described in industrial and pharmaceutical permits. The submitted information is used to begin the inspection process.

The Pre-Planting Notice module consists of four screens. The Pre-Planting Notice Summary screen will show all the release sites for which notice of planting is being provided. From this screen, you may choose the release site(s) for which to add or edit plantings. The planned start date and any relevant comments for each release site will be captured on the Pre-Planting Location screen. Once all the applicable locations have been entered, you can attach any useful documents on the Supporting Documents screen. Finally, there is a Certify & Submit screen which validates that all required information has been entered and allows you to submit the notice.

The Pre-Harvest/Destruct Notice module consists of four screens. The Pre-Harvest/Destruct Notice Summary screen will show all the release sites for which notice of harvest/destruction is being provided. From this screen, you may choose the release site(s) for which to add or edit data. The planned start date and any relevant comments for each release site will be captured on the Pre-Harvest/Destruct Location screen. Once all the applicable locations have been entered, you can attach any useful documents on the Supporting Documents screen. Finally, there is a Certify & Submit screen which validates that all required information has been entered and allows you to submit the notice.

The Cleaning (RTGU) Notice module is different from the others because it is associated with the permit, not with release sites in the permit. It consists of three screens. The Cleaning (RTGU) Notice Description screen will show the cleaning type and description fields that make up this notice. Once all the applicable information has been entered, you can attach any useful documents on the Supporting Documents screen. Finally, there is a Certify & Submit screen which validates that all required information has been entered and allows you to submit the notice.

NOTE: These notices are not cumulative; each is independent of any previously submitted notices.

### 7.1 How to Create and Submit a Pre-Planting Notice

In this example, we will create a Pre-Planting Notice with one record. Use the following steps:

- 1) Log into ePermits and select the “My Reports and Notices” link in the left-hand sidebar on the Homepage.

- 2) On the Reports and Notices screen, find the pharmaceutical or industrial permit for which you wish to enter a notice, and select the link.
- 3) On the Reports Summary screen, select “Add” on the right hand side of the Pre-Planting Notice section header.
- 4) You are now on the Pre-Planting Notice Summary screen:

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[Reports & Notices](#) << [Report Summary](#) << Pre-Planting Notice

Number: 10-350-102r-a1 [Permit](#)

Notice Created: December 17, 2010 [Current Notice](#)

[Locations](#) [Supporting Documents](#) [Certify and Submit](#)

Action	Location ID	Location Name	County	State	Planned Start Date	Comments
<a href="#">Add Pre-Planting Location</a>	[Location3]	[Discovery Farm]	Maui	Hawaii	December 15, 2010	Intent to plant is being issued.

[Continue](#) [cancel](#)

BRNTC-101-100

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Figure 27: Pre-Planting Notice Summary Screen

Select the “Add Pre-Planting Location” link.

5) You are now on the Pre-Planting Location screen:

The screenshot shows the 'Pre-Planting Location' screen within the ePermits system. At the top left is the USDA logo and 'United States Department of Agriculture Animal and Plant Health Inspection Service'. At the top right is the 'ePermits APHIS' logo. Below the logos is a navigation bar with 'Agencies & Offices', 'Newsroom', and 'About APHIS'. The main heading is 'My Reports and Notices' with a 'Home' link. Below this is a breadcrumb trail: 'Reports & Notices << Report Summary << Pre-Planting Notice << Pre-Planting Location'. The screen displays the following information:

- Number: 10-350-102r-a1
- Notice Created: December 17, 2010
- Buttons: 'Permit' and 'Current Notice' (both with printer icons).
- A progress bar with three steps: 'Locations' (selected), 'Supporting Documents', and 'Certify and Submit'.
- A note: '\*Indicates a required field'.
- Form fields:
  - 'Location\*': A dropdown menu showing 'very Farm] ([Location3])'.
  - 'Planned Start Date': A date field showing '12/15/2010' with a calendar icon.
  - 'Comments': A text area containing 'Intent to plant is being issued.'
- Buttons: 'save' and 'cancel'.
- Footer: 'BRSNTC-101-120' and a row of links: 'APHIS Home | USDA.gov | Get Adobe Reader | Accessibility Statement | Privacy Policy | Information Quality | FirstGov | White House'.

**Figure 28: Pre-Planting Location Screen**

This is where you enter information pertaining to one anticipated planting at one release site. Enter the following:

- Location – this is the release site you intend to plant. The field is actually a choice box; begin typing the location name (case-sensitive), and the locations with names that start with the entered letters will appear in a list. Select the one you need. Alternately, you can double-click in the box to see the complete list, and choose from that.
- Planned Start Date – this is the date that planting is scheduled to begin. It must fall on or between the effective date and expiration date of the permit. You can use the calendar icon to select a date, or just type a date into the field in the following format: 12/29/2010
- Comments – this is a basic text box, allowing you to enter any relevant comments you wish to capture; you may enter up to 4,000 characters.




- 6) Select the Save button to return to the Pre-Planting Notice Summary screen. You will now see your new record in the table. Notice the Edit and Delete icons associated with the new row.
- 7) We are now done entering data, so it is time to move on to the next metrostop. At the bottom of the Pre-Planting Notice Summary screen, select the Continue button.
- 8) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
- 9) Select “Yes” for the question, “Does this document contain CBI?”.
- 10) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
- 11) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
- 12) Enter another description/title.
- 13) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
- 14) Use the Browse button to select a non-CBI file to upload.
- 15) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
- 16) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
- 17) You are now on the Certify and Submit screen. Read the certification statement and check the box.
- 18) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.
- 19) Note on the Reports Summary screen that there is now a Pre-Planting Notice listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted notice.
- 20) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the notice. Select the CBI version.
- 21) The HTML notice displays in a new window. Scroll down to section 7 to see your entered records. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 7.2 How to Create and Submit a Pre-Harvest/Pre-Destruct Notice

In this example, we will create a Pre-Harvest/Pre-Destruct Notice with one record. Use the following steps:

- 1) Log into ePermits and select the “My Reports and Notices” link in the left-hand sidebar on the Homepage.
- 2) On the Reports and Notices screen, find the pharmaceutical or industrial permit for which you wish to enter a notice, and select the link.
- 3) On the Reports Summary screen, select “Add” on the right hand side of the Pre-Harvest/Pre-Destruct Notices section header.
- 4) You are now on the Pre-Harvest/Pre-Destruct Notice Summary screen:

The screenshot shows the 'My Reports and Notices' page for a Pre-Harvest/Pre-Destruct Notice. The page header includes the USDA logo and 'ePermits APHIS'. The main content area displays the notice number '10-350-102r-a1' and the creation date 'December 17, 2010'. Below this, there is a progress bar with three steps: 'Locations', 'Supporting Documents', and 'Certify and Submit'. A table lists the location details:

Action	Location ID	Location Name	County	State	Planned First Date of Harvest or Destruct	Comments
	[Location1]	[Discovery Farm]	Maui	Hawaii	December 15, 2010	

Below the table, there is a link 'Add Pre-Harvest/Pre-Destruct Location' and buttons for 'Continue' and 'cancel'. The page footer contains various links including 'APHIS Home', 'USDA.gov', and 'Get Adobe Reader'.

Figure 29: Pre-Harvest/Pre-Destruct Notice Summary Screen

Select the “Add Pre-Harvest/Pre-Destruct Location” link.

5) You are now on the Pre-Harvest/Pre-Destruct Location screen:

The screenshot shows the 'Pre-Harvest/Pre-Destruct Location' screen in the ePermits system. The page header includes the USDA logo and 'Animal and Plant Health Inspection Service' on the left, and the 'ePermits APHIS' logo on the right. A navigation bar contains 'Agencies & Offices', 'Newsroom', and 'About APHIS'. The main content area is titled 'My Reports and Notices' and includes a breadcrumb trail: 'Reports & Notices << Report Summary << Pre-Harvest/Pre-Destruct Notice << Pre-Harvest/Pre-Destruct Location'. The permit number is '10-350-102r-a1' and the notice was created on 'December 17, 2010'. A progress bar shows three steps: 'Locations' (active), 'Supporting Documents', and 'Certify and Submit'. Below the progress bar, there are input fields for 'Location\*' (containing 'Discovery Farm'), 'Planned First Date of Harvest or Destruct\*' (containing '12/15/2010'), and a 'Comments' text area. 'save' and 'cancel' buttons are at the bottom. A note at the bottom states: 'Note: Only locations that have a submitted planting report show in the select list for Location'.

**Figure 30: Pre-Harvest/Pre-Destruct Location Screen**

This is where you enter information pertaining to one anticipated harvest or destruction at one release site. Enter the following:

- Location – this is the release site you intend to plant. The field is actually a choice box; begin typing the location name (case-sensitive), and the locations with names that start with the entered letters will appear in a list. Select the one you need. Alternately, you can double-click in the box to see the complete list, and choose from that.
- Planned First Date of Harvest or Destruct – this is the date that harvest or destruction is scheduled to begin. It must fall on or between the effective date and expiration date of the permit. You can use the calendar icon to select a date, or just type a date into the field in the following format:  
12/29/2010
- Comments – this is a basic text box, allowing you to enter any relevant comments you wish to capture; you may enter up to 4,000 characters.

- 6) Select the Save button to return to the Pre-Harvest/Pre-Destruct Notice Summary screen. You will now see your new record in the table. Notice the Edit and Delete icons associated with the new row.
- 7) We are now done entering data, so it is time to move on to the next metrostop. At the bottom of the Pre-Harvest/Pre-Destruct Notice Summary screen, select the Continue button.
- 8) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
- 9) Select “Yes” for the question, “Does this document contain CBI?”.
- 10) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
- 11) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
- 12) Enter another description/title.
- 13) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
- 14) Use the Browse button to select a non-CBI file to upload.
- 15) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
- 16) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
- 17) You are now on the Certify and Submit screen. Read the certification statement and check the box.
- 18) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.
- 19) Note on the Reports Summary screen that there is now a Pre-Planting Notice listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted notice.
- 20) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the notice. Select the CBI version.
- 21) The HTML notice displays in a new window. Scroll down to section 7 to see your entered records. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 7.3 How to Create and Submit a Cleaning (Return to General Use) Notice

In this example, we will create a Cleaning Notice with one record. Use the following steps:

- 1) Log into ePermits and select the “My Reports and Notices” link in the left-hand sidebar on the Homepage.
- 2) On the Reports and Notices screen, find the pharmaceutical or industrial permit for which you wish to enter a notice, and select the link.
- 3) On the Reports Summary screen, select “Add” on the right hand side of the Cleaning (RTGU) Notices section header.
- 4) You are now on the Cleaning (RTGU) Notice screen:

The screenshot displays the 'My Reports and Notices' interface. At the top, it shows the USDA logo and 'United States Department of Agriculture Animal and Plant Health Inspection Service' on the left, and the 'ePermits APHIS' logo on the right. Below the header, there are navigation links for 'Agencies & Offices', 'Newsroom', and 'About APHIS'. The main heading is 'My Reports and Notices' with a 'Home' link. Below this, there are links for 'Reports & Notices', '<< Report Summary', and '<< Cleaning (RTGU) Notice'. The permit number '10-350-102r-a1' is displayed, along with a 'Permit' icon. A progress bar shows three steps: 'Description' (active), 'Supporting Documents', and 'Certify and Submit'. Below the progress bar, there is a note: '\*indicates a required field'. The 'Equipment/Facility Indication \*' dropdown menu is open, showing options: 'Equipment', 'Facility', and 'Both'. The 'Description \*' text box contains the text: 'The greenhouse and tools were cleaned.' At the bottom of the form, there are 'continue' and 'cancel' buttons. The footer of the page contains the text 'BRSNTC-301-100'.

**Figure 31: Cleaning (RTGU) Notice Screen**

This is where you enter information pertaining to the cleaning of equipment and/or facilities related to this permit. Enter the following:

- a. Equipment/Facility Indication – select Equipment, Facility, or Both from this drop-down choice field.
  - b. Description – this is a basic text box, allowing you to enter any relevant comments you wish to capture; you may enter up to 4,000 characters.
- 5) Select the Continue button at the bottom of the screen.

- 6) You are now on the Supporting Documents screen. Enter a description/title for a document you wish to upload.
- 7) Select “Yes” for the question, “Does this document contain CBI?”.
- 8) Use the two Browse buttons to select two versions of your file – one with CBI, and the other with CBI deleted.
- 9) Select the Upload button. The screen will refresh, with your uploaded documents displayed in rows in the table below the Upload button.
- 10) Enter another description/title.
- 11) Select “No” for the question, “Does this document contain CBI?”. Notice that the second Browse button disappears.
- 12) Use the Browse button to select a non-CBI file to upload.
- 13) Select the Upload button. The screen will refresh, with your uploaded document displayed in a row in the table below the Upload button. Notice the delete icon next to each row; select this icon if you need to delete an entry. Keep in mind that if you delete one document of a pair, both documents of the pair will be deleted.
- 14) We are now done uploading documents, so it is time to move on to the next metrostop. At the bottom of the screen, select the Continue button.
- 15) You are now on the Certify and Submit screen. Read the certification statement and check the box.
- 16) Select the Certify and Submit button. The system will validate your data; if any data is missing or incorrectly formatted, you will see error messages. Otherwise, the system returns you to the Reports Summary screen.
- 17) Note on the Reports Summary screen that there is now a Cleaning (RTGU) Notice listed, and that it has a status of Submitted, as well as the date and time of submission. Select the View icon for your submitted notice.
- 18) A pop-up window asks you whether you want to view the CBI or CBI-deleted version of the notice. Select the CBI version.
- 19) The HTML notice displays in a new window. Scroll down to section 7 to see your entered data. Also note the attachments in section 8. Select one (blue underlined link); it will open in a new window for you to view.

## 8 Appendix A: CBI Handling

Most fields in the Reports and Notices module allow CBI, with a few exceptions:

- 1) Date fields
- 2) Number and ID fields – can be entirely CBI or not CBI (you cannot indicate only part of a number or ID field as CBI)

## 9 Appendix B: BRS Contact Information

If at any time you need assistance, you may contact BRS via phone or email:

Phone: 301-734-5690

E-mail: [BRSCompliance@aphis.usda.gov](mailto:BRSCompliance@aphis.usda.gov)