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CAUTION: Pesticides can be injurious to humans, domestic animals, desirable plants, fish, or other wildlife—if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.
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Introduction

Purpose

The Manual for Agricultural Clearance (MAC) provides Customs and Border Protection (CBP) personnel working at airport, maritime, and land border locations with guidelines, directions, and policy for excluding pests that are a threat to American agriculture. CBP personnel will prevent pests from entering the United States by performing the following duties:

- Examining cargo and associated documentation
- Examining carriers\(^1\)
- Clearing passengers, crew, and their baggage
- Examining international mail
- Preventing the spread of pests
- Preparing plant pest interceptions

CBP clears carriers and passengers and controls garbage and cargo to minimize the risk of introducing plant pests and/or animal diseases into the United States. This manual provides the information necessary to accomplish those clearance tasks that are performed at airports, maritime ports, and land border points of entry. As a part of excluding pests, CBP will also perform Agriculture Quarantine Inspection Monitoring (AQIM) activities on passengers, vehicles and cargo that enter at ports of entry. This activity is a critical step to providing USDA with risk information that ultimately provides additional direction and policy for better exclusion of pests. CBP personnel can find AQIM definitions, steps, procedures and other related information in the online USDA, APHIS, AQIM Handbook.

Scope

What the Manual Covers

This manual is broadly divided into chapters that address each of the duties mentioned above. In addition to information presented in the chapters, the manual contains appendixes, a glossary, and an index.

The chapters are summarized below:

The Introduction provides basic information about the manual. This information includes purpose, scope, users, related documents, how to use the manual, and a description of conventions (unfamiliar or unique symbols and highlighting) that appear throughout the manual.

\(^1\) Airplanes, barges, boats, busses, cars, railroad cars, ships, sea-land trailers, trucks, or other devices that transport or convey products, goods, or passengers.
The **Examining and Monitoring Cargo** chapter is subdivided into these sections:

- *Clearing Imported Cargo and Inspecting Cargo Holds*
- *Clearing Transiting In-Bond Cargo*

The **Examining Carriers** chapter is subdivided into these sections:

- *Monitoring Garbage*
- *Clearing Aircraft*
- *Clearing Vessels*
- *Clearing Trains and Buses*
- *Clearing Privately Owned Vehicles*

The **Clearing Passengers, Crew, and Baggage** chapter provides policy, methods, and procedures for clearance.

The **Examining United States Postal Service (USPS) International Mail** chapter gives you the information needed to regulate mail.

The **Preventing the Spread of Pests and Diseases** chapter includes information on safeguarding, cleaning, and disinfecting.

The **Preparing Plant Pest Interceptions** chapter outlines procedures for preserving and submitting specimens for identification.

The **Violations** chapter includes information on violations and assessing civil penalties.

Each section includes an *Introduction* that gives a brief review of the content of the section, the equipment you need, any general policies, and any information you need to know before beginning a task.

The **Appendixes** contain information such as completing and distributing forms; cooperation with other federal agencies; lists of military bases, stations, airfields, sealift command vessels, approved airports; garbage violation and in-flight meals aboard military aircraft policies; emergency procedures to prevent dissemination of pests, fruits and vegetables in transit; operation guidelines; Investigative and Enforcement Services; and subpoenas under the Plant Protection Act.

The **Glossary** defines specialized words, abbreviations and acronyms, and other terms used in airport and maritime operations that may be difficult or unfamiliar.

The **Index** contains topics and page numbers for quick reference.
Introduction

Users

What the MAC Covers That Is Also Covered in the Animal Product Manual (APM)

For easier reference, the following topics are covered in this manual as well as in the *Animal Product Manual*:

◆ Cleaning and disinfection
◆ Cooperating with other Federal agencies
◆ Handling pet birds in baggage and aboard vessels
◆ Taking action on prohibited animal products in cargo

What the Manual Does Not Cover

The MAC does **not** cover the following:

◆ Information on determining enterability of items
◆ Information on what types of cargo to hold
◆ Port policies or port guidelines
◆ Information pertaining to treatments
◆ Information on specific inspection techniques
◆ Specific AQI Monitoring (AQIM) directions or procedures to do at the ports of entry. Refer to the online *AQIM Handbook* for these specifics.

Users

This manual is written for use by CBP personnel. The experience levels of users will vary, but it is assumed that the officer has a working knowledge of the following:

◆ Assessing civil penalties
◆ Selecting passenger baggage for agricultural risk
◆ Clearing passengers
◆ Examining cargo for clearance
◆ Verifying cargo
◆ Recognizing contamination in cargo
◆ Recognizing pests in cargo
Authorities and Policies

The regulatory authority for taking the actions listed in this manual is contained in the following Acts:

- Animal Health Protection Act
- Endangered Species Act
- Plant Protection Act
- Section 306(2) of the Tariff Act of June 17, 1930
- 21 U.S.C. 111

These Acts and statutes give you authority to control garbage and inspect carriers, passenger baggage, and cargo arriving from Guam, Hawaii, Puerto Rico, U.S. Virgin Islands, and foreign countries.\(^2\)

APHIS Manuals

- Animal Product Manual
- Cut Flowers and Greenery Import Manual
- Fresh Fruits and Vegetables Import Manual
- Miscellaneous and Processed Products Manual
- Seed Not for Planting
- CITES I-II-III Timber Species Manual
- Plants for Planting Manual
- PPQ Treatment Manual

Code of Federal Regulations (CFR)

Authority for specific regulatory actions is contained in Titles 7, 9, and 50 Code of Federal Regulations (CFR).

Title 7 CFR contains the following parts:

- Part 319 for specific quarantine actions
- Part 330 for inspecting means of conveyance, taking emergency action on khapra beetle, regulating garbage, soil, plant pests, and requiring advance notice of arrival for carriers
- Part 351 for regulating plants and plant products in mail
- Part 352 for safeguarding items not intended for entry into the United States (aircraft and vessel stores, and cargo for immediate export)

\(^2\) Interstate movement is not handled by CBP.
Introduction

Application

- Part 360 for regulating noxious weeds

Title 9CFR contains the following parts:
- Part 93 for regulating live animals
- Part 94 for regulating garbage, milk and milk products, and meat
- Part 95 for regulating animal by-products
- Part 96 for regulating casings

Title 50CFR for regulating endangered species.

Refer to the CFRs if you are interested in finding more information on specific regulations.

Other documents which include information related to agricultural clearance are as follows:
- CBP Agricultural Alerts and Notices
- Army Regulation 40-12, SECNAVINST 6210.2A and AFR 161-4
- Department of Defense, Regulation 4500.9R, Ch. 505 and 506
- Foreign Clearance Guide
- Naval Supplemental Publication Number 486, Vol.1
- Technical Guidance 31, Contingency Retrograde Washdown
- Vienna Convention on Diplomatic and Consular Relations

Application

This manual contains the policy and guidelines for the tasks associated with agricultural clearance. The policies listed in this manual must be followed. The guidelines were written with the recognition that there are differences between ports, and allows individual ports some procedural flexibility in completing required tasks.

This manual not only informs officers on how to perform various clearance tasks, but also informs Port Directors (PDs) on what tasks take priority to aid in allocating resources to accomplish those tasks.
Maintaining Contact with APHIS PPQ

Supervisory Agriculture Specialists or their designees can maintain close contact with their counterparts in PPQ through appropriate channels to keep informed of any changes in local entry procedures. Make sure that whenever procedures change, control is maintained over cargo that is at risk for introducing pests and pathogens.

Conventions

Conventions are established by custom and are widely recognized and accepted. Major conventions used in this manual follow.

Advisories

Advisories are used throughout the manual to bring important information to your attention. Please carefully review each advisory. The definitions coincide with American National Standards Institute (ANSI), and are in the format shown below.

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

- **WARNING** indicates that **people** could **possibly** be hurt or killed.

- **CAUTION** indicates that people could possibly be endangered and slightly hurt.

- **NOTICE** indicates a possibly dangerous situation where **goods** might be damaged.

- **IMPORTANT** indicates helpful information.

- **EXAMPLE** Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples will always appear in a box.
**Boldface**

Boldfaced type is used to emphasize important words throughout the MAC. These words include: *always, cannot, do not, does not, except, lacks, must, neither, never, nor, not, only, other than.*

**Bullets**

Bulleted lists indicate that there is no order to the information listed.

**Change Bars**

Black change bars (see left margin) are used to indicate changes and appear on revised pages. Unfortunately, change bars do not always appear when text is merely deleted. Change bars from the previous update are deleted when the chapter or appendix is revised.

**Chapters**

This manual contains the following chapters: *Introduction; Examining and Monitoring Cargo; Examining Carriers; Clearing Passengers, Crew, and Baggage; Examining United States Postal Service (USPS) International Mail; Preventing the Spread of Pests and Diseases; Preparing Plant Pest Interceptions;* and *Violations.*

**Contents**

Every chapter has a table of contents that lists the heading titles within.

**Control Data**

Control data are located at the top and bottom of each page to help manual users keep track of where they are in the manual and be aware of updates to specific chapters, sections, appendixes, etc., in the manual. At the top of each page is the chapter title and first-level heading for that page. At the bottom of each page is the transmittal number (month, year, number), title of the manual, page number, and unit responsible for content. To track revisions to the MAC, use the Control data.

**Decision Tables**

Decision tables are used throughout the manual. The first and middle columns in each table represent conditions, and the last column represents the action to take after all conditions listed for that row are considered. Begin with the column headings and move left-to-right. If the condition does not apply, then continue one row at a time until you find the condition that does apply (see **TABLE 1-1-1**).
TABLE 1-1-1: How to Use Decision Tables

<table>
<thead>
<tr>
<th>If you:</th>
<th>And if the condition applies:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read this column cell and row first</td>
<td>Continue in this cell</td>
<td>TAKE the action listed in this cell</td>
</tr>
<tr>
<td>Find the previous condition did not apply, then read this column cell</td>
<td>Continue in this cell</td>
<td>TAKE the action listed in this cell</td>
</tr>
</tbody>
</table>

Examples

Examples are used to clarify a point by applying it to a real-world situation. Examples always appear in boxes as a means of visually separating them from the other information contained on the page.

EXAMPLE

Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples always appear in a box like this.

Footnotes

Footnotes comment on or cite a reference to text and are referenced by number. The footnotes used in this manual include general text footnotes, figure footnotes, and table footnotes. General text footnotes are located at the bottom of the page. When space allows, figure and table footnotes are located directly below the associated figure or table. However, for multi-page tables or tables that cover the length of a page, footnote numbers and footnote text cannot be listed on the same page. If a table or figure continues beyond one page, the associated footnotes will appear on the page following the end of the figure or table.

Heading Levels

Within each chapter and section there are three heading levels. The first heading is indicated by a horizontal line, and the heading follows directly below and across both the left and right columns. The second heading is in the right-hand column with the text beginning below. The third heading is in the left-hand column and the text is in the right-hand column.

Hypertext Links (Highlighting) to Tables, Figures, and Headings

Figures, headings, and tables are cross-referenced in the body of the manual and are highlighted in boldface type. These appear in blue hypertext in the online manual.

EXAMPLE

Refer to the Glossary for a definition of air taxi.

Indentions

Entry requirements which are summarized from CFRs, import permits, or policies are indented on the page.
**Italics**
The following items are italicized throughout the MAC:

- Cross-references to headings and titles
- Publication names
- Scientific names of commodities

**Numbering Scheme**
A three-level numbering scheme is used to indicate pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for identifying and updating. Dashes are used in page numbering to differentiate page numbers from decimal points.

**Section**
The *Examining and Monitoring Cargo* and *Examining Carriers* chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual.

**Transmittal Number**
The transmittal number contains the month, year, and a consecutively-issued number (beginning with -01 for the first edition and increasing consecutively for each update to the edition). The transmittal number is **only** changed when the specific chapter sections, appendixes, or glossary, tables, or index is updated. If **no** changes are made, then the transmittal number remains the unchanged. The transmittal number **only** changes for the entire manual when a new edition is issued or changes are made to the entire manual.

**EXAMPLE**
12/2009-14 is the transmittal number for this update and is located in the control data on the pages in this chapter.

12 is the month the update was issued
2009 is the year the update was issued
14 is the number (the original new edition was 01 plus 13 updates)
Using the Manual

Review the contents of this manual to get a feel for the scope of material covered. Glance through the section that you will be using, and familiarize yourself with the organization of the information. Use the table of contents for each section to find the information you need. If the table of contents is not specific enough, then turn to the index to find the topic and corresponding page number.

EXAMPLE To find information on assessing a civil penalty for a ship’s garbage violation, go to the section within Examining Carriers titled Monitoring Garbage and check the table of contents (within the section) for the page number.

Reporting Problems With or Suggestions for the Manual

Use TABLE 1-1-2 to report suggestions, problems, situations, and disagreements which directly affect the contents of the MAC.

TABLE 1-1-2: How to Report Problems with the Manual

<table>
<thead>
<tr>
<th>If you:</th>
<th>And the problem is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have a situation that requires an immediate response</td>
<td>Regarding birds, animal product or animal by-product, or procedures or regulatory actions in the MAC</td>
<td>CALL a HQ, PPQ, VMO at PPQ, VRS, 301-851-2295</td>
</tr>
<tr>
<td></td>
<td>Regarding all other procedures or regulatory actions in the MAC that are not related to animal products or animal by-products</td>
<td>CONTACT the Field Office Agriculture Liaison through the chain of command</td>
</tr>
<tr>
<td>◆ Have comments, suggestions, or complaints about the content of the MAC or you disagree with a policy, procedure, or regulatory action identified in the MAC</td>
<td></td>
<td>SEND an e-mail to <a href="mailto:OFO-APL@dhs.gov">OFO-APL@dhs.gov</a> (precede your message with “MANUAL QUESTION FOR APTL”)</td>
</tr>
<tr>
<td>◆ Have a suggestion for improving the formatting (design, layout, composition), grammar, or spelling of your MAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Have a problem accessing or with the availability of the on-line MAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have comments, suggestions, or complaints relating to any animal product or animal by-product or birds procedure or regulatory action content of the MAC</td>
<td></td>
<td>CONTACT PPQ, VRS through the chain of command and describe why you disagree and what you recommend</td>
</tr>
</tbody>
</table>
Manual Updates
The PPQ Manuals Unit issues and maintains manuals electronically on the Manuals Unit Web site. The on-line manuals contain the most up-to-date information.

Immediate update revisions to the MAC are issued and distributed via e-mail to CBP Agriculture Specialists and all PPQ employees.

Each immediate update contains the following information:
- Link to access and download the on-line manual
- List of the revised page numbers
- Purpose of the revision(s)
- Transmittal number

Ordering Additional Manuals and Revisions
Although using the on-line manuals is the preferred method, APHIS employees may order hard copies of manuals from the APHIS Printing, Distribution, and Mail Services Center in Riverdale, Maryland. Visit the Riverdale Print Shop Web site for detailed information and printing costs. The Manuals Unit is not responsible for printing costs.
Examining and Monitoring Cargo

Clearing Imported Cargo and Inspecting Cargo Holds

Contents

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General Procedure page 2-1-2
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Completing CBP Form AI-212, Agriculture Inspection Hold page 2-1-4
Taking Action on Held Cargo page 2-1-4
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Nonpropagative Plant Material, Not Precleared page 2-1-9
Departmental Permits for Prohibited Materials page 2-1-9
Precleared Plant Material page 2-1-10
Inspecting Animal Material page 2-1-11
Animal Product/Animal By-Product On Hold Shipment Release Request page 2-1-12
Prohibited Cargo: Live Animals page 2-1-12
Prohibited Cargo: Animal Products and By-products page 2-1-13
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Cargo Enforcement Reporting Tracking System (CERTS) page 2-1-19
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Reshipment of Cargo Infested With Quarantine Significant Organisms page 2-1-19
Special Procedures for Landing Meat Carried as Cargo Aboard U.S. Military Vessels Returning from Foreign Countries page 2-1-20
Introduction

This chapter provides the general procedures and guidelines for examining cargo and inspecting cargo holds and barges. Most aspects of the clearance process that are routinely performed are outlined in this section, including documenting the inspection.

Sometimes there will be more specific guidance related to the physical inspection that are specific to a country or a commodity, and such procedures may be found in the *APHIS Manuals* on page 2-1-3.

In addition, the completion of AQI Monitoring (AQIM) activities on foreign agricultural cargo is essential to provide valuable risk information. The exam findings and data results are needed to create or revise operational strategies for mitigating the pest risk of foreign cargo.

**Policy**

It is PPQ’s policy to clear all foreign cargo of agricultural interest, including returning military equipment and supplies, at the first port of arrival or first port of unlading. The holding of nonregulated, miscellaneous cargo for assessment of pest risk, including hitchhiking pests and misclassification, is also supported.

**General Procedure**

Review the cargo documents available, such as manifests, air waybills, bills of lading, PPQ Form 203 (Foreign Site Certificate of Inspection and/or Treatment), Notice of Arrival, Customs entry Form 3461, invoices, APHIS permits, sanitary and phytosanitary certificates, and vessel reports as soon as they are available. Look for and note items of agricultural interest, including the following:

- animal products and by-products
- cut flowers
- fresh fruits and vegetables
- grains and seeds
- live organisms
- other miscellaneous or processed articles
- propagative plant materials

While reviewing the cargo documents, determine what cargo will remain on the conveyance (residue cargo) and what cargo will be off-loaded. If regulated cargo is transiting the U.S., refer to the section *Clearing Transiting In-Bond Cargo* on page 2-2-1.
Examining and Monitoring Cargo: Clearing Imported Cargo and Inspecting Cargo Holds

Introduction

Materials Needed
You will need a working knowledge of the following manuals and job aids to understand and apply agricultural laws, statutes, regulations and policies to properly control cargo. To determine what cargo items are regulated specifically by regulation (i.e., prohibited or restricted items), refer to any of the following APHIS Import Manuals:

**APHIS Manuals**
- Animal Product Manual
- Clearing Nursery Stock and Flower Bulbs for CBPAS
- Clearing Seeds for Planting-A Job Aid for CBPAS
- Cut Flowers and Greenery Import Manual
- FAVIR Online Reference
- Fresh Fruits and Vegetables Import Manual
- Miscellaneous and Processed Products Manual
- Seeds Not for Planting Manual

**Other Useful Sources and Materials**
- APHIS Plant Health Website
- AQIM sampling schedule and data worksheets
- CBP Agricultural Alerts and Notices
- CITES I-II-III Timber Species Manual
- PPQ Treatment Manual
- Flashlight
- Latex gloves
- Port guidelines for holding miscellaneous cargo
- Quarantine material tags, tape, and stickers
- Strip (Tyden), strap, or button seals
- Various forms (refer to Appendix A)

Local Variations
The use of automated CBP systems, CBP release programs, and other CBP initiatives may vary from location to location. Because of the differences in local practices, the operational methods of controlling regulated cargo may vary slightly from port to port. Follow local management guidelines.
Holding Cargo of Agricultural Interest

Depending on local practice, hold all cargo determined to be of agricultural interest, using the Automated Cargo System (ACS), Automated Targeting System (ATS), or paper CBP Form AI-212, Agriculture Inspection Hold.

By placing a hold on the cargo, you are informing the carrier and the other parties involved in the importation (broker, freight forwarder, importer) that the cargo is being restricted for agricultural reasons and should not be released until CBP has authorized the release.

Completing CBP Form AI-212, Agriculture Inspection Hold

Use the paper CBP Form AI-212 only in the event that the automated CBP systems for holding cargo are not operational or the commercial carrier is unable to receive the cargo hold information electronically. It can serve as a combination local use worksheet and port record.

Completing CBP Form AI-212 varies from port to port depending on the information needed at each port. Fill in the information as required by local practice at your port (see CBP Form AI-212, Agriculture Inspection Hold on page A-1-35 for directions on completing the form).

Taking Action on Held Cargo

Agricultural cargo of interest may be of plant or animal origin, and may arrive precleared by APHIS. Plant material cleared overseas for pests under an APHIS-PPQ preclearance program in a foreign country will be accompanied by PPQ official documentation. Only a few country’s products (typically fresh fruits and bulbs for planting) qualify to participate in APHIS-run overseas preclearance programs.

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

Refer to Table 2-1-1 on page 2-1-5.
Examining and Monitoring Cargo: Clearing Imported Cargo and Inspecting Cargo Holds
Taking Action on Held Cargo

### TABLE 2-1-1: Action to Take on Held Cargo of Agricultural Interest

<table>
<thead>
<tr>
<th>If the cargo is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Federal noxious weeds</td>
<td>Has a valid PPQ Form 526 Pest Permit and/or a <strong>PPQ Form 599, Red and White Permit Label</strong></td>
<td>SAFEGUARD and SEND to the Plant Inspection Station listed on the permit or permit label, unless otherwise instructed in the permit conditions</td>
</tr>
<tr>
<td>◆ Living plant pests</td>
<td></td>
<td>Lacks above permit or label CONTACT PPQ Permit Unit at 301-851-2046</td>
</tr>
<tr>
<td>◆ Living regulated organisms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Pathogens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◆ Soil for the isolation of living organisms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other regulated plant material</td>
<td>The importer, broker, airline representative, or carrier operator requests that CBP allow movement of held cargo to another port for CBP clearance</td>
<td>GO to <strong>Authorizing Immediate Transportation (IT) Movement of Cargo</strong> on page 2-2-5</td>
</tr>
<tr>
<td>Other regulated animal material</td>
<td>The importer, broker, airline representative, or carrier operator moves or releases cargo held without CBP authorization</td>
<td>GO to <strong>Cargo Violations</strong> on page 8-1-2</td>
</tr>
<tr>
<td>Other miscellaneous material</td>
<td>The importer, broker, airline representative, or carrier operator requests that CBP allow exportation of cargo on HOLD</td>
<td>GO to <strong>Clearing Transiting In-Bond Cargo</strong> on page 2-2-1</td>
</tr>
<tr>
<td></td>
<td>The importer, broker, airline representative, or carrier operator does not request any of the above actions</td>
<td>GO to <strong>Table 2-1-2</strong> on page 2-1-6</td>
</tr>
</tbody>
</table>

If the product you are clearing is accompanied by documentation that mentions the word “precleared” or if a PPQ 203, Preclearance certificate is provided, consider the product precleared. If the product does **not** meet the parameters of preclearance, or when you know the article is **not** a precleared item, consider the product not precleared. Refer to **Table 2-1-2** on page 2-1-6.
Propagative Plant Material, Not Precleared

Propagative plant material may include nursery stock, bulbs, seeds, weeds, and parasitic plants. Refer to Table 2-1-3 on page 2-1-7.

### TABLE 2-1-2: Action to Take Based on Clearance Status

<table>
<thead>
<tr>
<th>If the plant material is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not precleared</td>
<td>Propagative</td>
<td>GO to Propagative Plant Material, Not Precleared on page 2-1-6</td>
</tr>
<tr>
<td></td>
<td>Nonpropagative</td>
<td>GO to Nonpropagative Plant Material, Not Precleared on page 2-1-9</td>
</tr>
<tr>
<td>Precleared(^1,2)</td>
<td></td>
<td>GO to Precleared Plant Material on page 2-1-10</td>
</tr>
</tbody>
</table>

1. Only a few country’s products (typically fresh fruits and bulbs for planting) qualify to participate in a preclearance program.

2. U.S. military cargo is typically pre-inspected, under APHIS procedures, for entry back into the U.S.

Important

CBP Agriculture Specialists also have the following job aids available:

- Clearing Nursery Stock and Flower Bulbs for CBPAS
- Clearing Seeds for Planting – A Job Aid for CBPAS

Important

Record in PPQ280 only those propagative materials that you are authorized to inspect and release. Do not enter data into PPQ280 for plant material forwarded to a plant inspection station. See guidelines in Appendix A for additional information.
### TABLE 2-1-3: Action to Take on Propagative Plant Material

<table>
<thead>
<tr>
<th>If:</th>
<th>And origin is:</th>
<th>And:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanied by <strong>PPQ Form 508, Green and Yellow Permit Label</strong> or <strong>PPQ Form 599, Red and White Permit Label</strong></td>
<td>Canada</td>
<td>Accompanied by a Canadian phytosanitary certificate or other official form</td>
<td></td>
<td>REGULATE per Plants for Planting Manual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not as above</td>
<td>Accompanied by a Small Lots of Seed permit</td>
<td>PROHIBIT ENTRY</td>
</tr>
<tr>
<td>Other than Canada</td>
<td></td>
<td></td>
<td>SAFEGUARD$^2$ and SEND$^3$ to the Plant Inspection Station$^4$ listed on the permit or permit label, along with all the accompanying documentation$^5$</td>
<td>REFER to Appendix A for handling information</td>
</tr>
<tr>
<td>Accompanied by <strong>Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not as above</td>
<td>Canada</td>
<td>Accompanied by a Canadian phytosanitary certificate or other official form</td>
<td>Q37 permit is required but absent</td>
<td>PROHIBIT ENTRY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q37 permit is not required</td>
<td>REGULATE per Plants for Planting Manual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not as above</td>
<td></td>
<td>PROHIBIT ENTRY</td>
</tr>
<tr>
<td>Other than Canada</td>
<td>Accompanied by a phytosanitary certificate from the country of origin</td>
<td>Q37 permit is required but absent</td>
<td>Contact PPQ Plant Inspection Station for instructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accompanied by a Small Lots of Seed permit</td>
<td></td>
<td>REGULATE per Plants for Planting Manual</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not as above</td>
<td></td>
<td>PROHIBIT ENTRY</td>
</tr>
</tbody>
</table>

---

1. The phytosanitary certificate may be CFIA Form 1327, CFIA Form 4743, or CFIA/ACIA 5378. Other official forms include CFIA/ACIA 4702, CFIA/ACIA 5289, CFIA/ACIA 5309, PPQ Form 925. See Appendix A of the **Canadian Border Agricultural Clearance Manual** for examples.

2. The plant material must be stored in a CBP restricted access area.
3 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.

4 See Appendix N for a list of plant inspection stations.

5 See PPQ280 guidelines. Record in the PPQ280 only those propagative materials that you are authorized to inspect and release. Do not enter data into PPQ280 for plant material forwarded to a plant inspection station.

6 A shipment from Canada requires a written permit if it contains any of the following:
   ◆ Articles that require a Postentry Permit
   ◆ Plants regulated by CITES or ESA
   ◆ Articles that require treatment as a condition of entry
   ◆ Articles (except seeds) of Malus, Pyrus, Prunus, Cydonia, Chaenomeles, and/or Rubus
   ◆ Articles (except seeds) of Castanea or Castanopsis destined to California or Oregon
   ◆ Articles (except seeds) of Pinus (5-leaved), destined to Wisconsin
   ◆ Articles of Ribes destined to Massachusetts, New York, West Virginia, or Wisconsin
   ◆ Articles (except seeds) of Planera or Zeikova destined to California, Nevada, or Oregon
   ◆ Seeds of Prunus destined to Colorado, Michigan, New York, Washington or West Virginia
   ◆ Articles (except seeds) of Vitis destined to California, New York, Ohio, Oregon and Washington
   ◆ Articles (except seeds) of Corylus from provinces east of Manitoba and destined to Oregon or Washington
   ◆ Articles (except seeds) of Pinus
   ◆ Articles (except seeds) of Ulmus destined to California, Nevada or Oregon
   ◆ Small lots of seed entering without a phytosanitary certificate

7 A shipment from any country other than Canada requires a written permit if it contains any of the following:
   ◆ Articles that require a Postentry Permit
   ◆ Plants regulated by CITES or ESA
   ◆ Articles that require treatment as a condition of entry
   ◆ Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants)
   ◆ Seeds of woody plants (trees or shrubs)
   ◆ Bulbs of Allium sativum, Crocosmia, Gladiolus and Watsonia from New Zealand
   ◆ Articles of Cocos nucifera (coconut)
   ◆ Articles (except seeds) of Dianthus spp.
   ◆ Articles (except seeds) of Castanea or Castanopsis destined to California or Oregon
   ◆ Articles (except seeds) of Pinus (5-leaved), destined to Wisconsin
   ◆ Articles (except seeds) of Planera or Zeikova from Europe, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
   ◆ Solanum tuberosum true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude
   ◆ Small lots of seed entering without a phytosanitary certificate

Continue to Post Inspection Steps on page 2-1-15.
Nonpropagative Plant Material, Not Precleared

Nonpropagative plant materials include but are not limited to the following items:

- Cut flowers and greenery
- Dried and processed fruits, vegetables and plant materials
- Dried beans and seeds for consumption
- Fresh fruits and vegetables
- Materials for research
- Timber and wood products, including wood packaging material

Consult the appropriate APHIS PPQ Import manual to verify the import requirements. Clearance of admissible material may be made by presentation of paperwork (certifications, permits), by an inspection (random, routine or targeted examination), or by a combination of both.

If the material is a prohibited agricultural commodity, continue to Departmental Permits for Prohibited Materials.

Follow any special exam instructions in the appropriate import manual to inspect and regulate restricted plant products appropriately. Also inspect for possible contamination of the container (exterior/interior), the packaging, ISPM 15 compliance, etc.

If a quarantine plant pest is found in foreign origin cargo of any kind, the cargo would be considered regulated until the pest concern can be eliminated or alleviated. Consult Inspecting Cargo Holds on page 2-1-16 and Preventing the Spread of Pests and Diseases on page 6-1-1, to mitigate the risks associated with infested, contaminated or prohibited cargo.

Continue to Post Inspection Steps on page 2-1-15.

Departmental Permits for Prohibited Materials

Prohibited plant products manifested for unloading in the United States may be imported only if approved by a valid Departmental permit. Use Table 2-1-4 on page 2-1-10 to determine your action.
Table 2-1-4: Action to Take on Cargo Containing Prohibited Nonpropagative Plant Material Requiring a Departmental Permit

<table>
<thead>
<tr>
<th>If the cargo is:</th>
<th>And it is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by a Departmental Permit</td>
<td>Moving to a research facility or educational institution</td>
<td>REVIEW the APHIS import permit conditions and handle the shipment as directed</td>
</tr>
<tr>
<td>Not moving to a research facility or educational institution</td>
<td></td>
<td>FORWARD the shipment to the Plant Inspection Station listed on the permit</td>
</tr>
<tr>
<td>Not approved by a Departmental Permit</td>
<td></td>
<td>➤ SAFEGUARD the shipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➤ COMPLETE PPQ Form 523, Emergency Action Notification on page A-1-114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➤ ORDER the item destroyed or reexported</td>
</tr>
</tbody>
</table>

Continue to Documenting Action Taken on page 2-1-18.

Precleared Plant Material

Precleared cargo is inspected by APHIS-PPQ or under APHIS-PPQ work plans that are negotiated with the foreign country’s National Plant Protection Organization (NPPO). Examples of precleared cargo may include the following commodities:

- Fresh fruits and vegetables
- Bulbs for planting
- Certain seeds
- Military cargo (with Form DD2855, DD1253, or Label 30-1)

The following procedures do not preclude the option at port of entry to monitor or inspect precleared shipments.

Follow these procedures for precleared cargo:

1. For precleared flower bulbs, refer to Clearing Nursery Stock and Flower Bulbs for CBPAS.
2. For precleared military cargo, the following conditions apply:
   a. USDA APHIS has a permanent preclearance program in the European Command, led by a USDA Advisor. All US military shipments originating in Europe are considered precleared.¹

¹ The instructions apply only to the USDA-APHIS European Preclearance Program. Handle broken seals from Mexico issues according to established protocol.
b. USDA APHIS may preclear military cargo from specific operations and exercises at the request the military. USDA will notify CBP.

c. Military cargo will be accompanied by DD Forms 1253, 2855, or Label 30-1.

3. For precleared fruits and vegetables, make sure that all commodities precleared at foreign site locations are accompanied by PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment on page A-1-70, or a vessel report sent by fax or e-mail that verifies PPQ precleared the shipment. Refer to FAVIR and follow any specific officer instructions for verification of the shipment. Monitor unloading of bulk shipments that include both precleared and noncleared cargo to prevent commingling. Ensure the placement of precleared and noncleared cargo in separate areas using either of the following methods:

a. If there is one warehouse site, remove the precleared cargo before unloading the noncleared cargo. or

b. If there are separate warehouses or a separation in the warehouse (floor to ceiling and buffer zone), off-load the cargo to the appropriate section.

When the monitoring or inspection of precleared cargo reveals noncompliance and/or additional quarantine action is required, the CBPAS will take appropriate safeguarding action. The CBPAS will notify APTL though appropriate channels.

Continue to Post Inspection Steps on page 2-1-15.

Inspecting Animal Material

For APHIS purposes, regulated animal material includes meat, bones, blood, milk, eggs, hides, organs and pet food. Refer to the Animal Product Manual to determine admissibility and to confirm a country’s disease status. Contact your local Plant Protection and Quarantine Veterinary Regulatory Support Agricultural Quarantine Inspection (PPQ-VRS-AQI) Veterinarian or a PPQ HQ Staff VRS Veterinarian for current information on VS-defined regions in areas defined as “regionalized countries.”

To determine the entry requirements for earthworms, insects (including bees), snails, and similar organisms, refer to the Miscellaneous and Processed Products Manual.

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2 PPQ Form 203 may also be emailed or FAXED by APHIS-IS.
Examining and Monitoring Cargo:  Clearing Imported Cargo and Inspecting Cargo Holds

Inspecting Animal Material

**Animal Product/Animal By-Product On Hold Shipment Release Request**

If an animal product/animal by-product shipment is put on hold that requires a release from USDA/APHIS Veterinary Services National Center for Import and Export (VS/NCIE), Technical Trade Services Product Staff (TTSPS), and an Emergency Action Notice (PPQ Form 523) has not been issued, then inform the broker/importer to provide the information listed below (as applicable) to USDA/APHIS/VS/NCIE/TTSPS (see On Hold Shipment).

- On hold shipment notification form
- A copy of the shipping invoice or manifest
- The bill of lading, air waybill or tracking receipt
- Foreign government certification
- Valid Veterinary Services import permit
- A phone and fax number of the port where the shipment is being held
- CBP document outlining the reason for the quarantine

Instruct the broker/importer to use the On Hold Shipment Notification Form to request a release of the on hold shipment from USDA/APHIS/VS/NCIE/TTSPS.

For more information, contact VS/NCIE/TTSPS at 301-851-3300.

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**Prohibited Cargo: Live Animals**

Prohibited cargo may consist of either live animals or animal products and by-products. Refer to local VS for procedures on safeguarding live animals, including poultry and VS-regulated aquaculture.

Do not handle live animals, except pet birds or smuggled birds as necessary! Use appropriate personal protective equipment when handling birds per CBP policy if the birds are from VS-defined regions considered to be affected with Highly Pathogenic Avian Influenza (HPAI) or Exotic Newcastle Disease (END).
Prohibited Cargo: Animal Products and By-products

If you know there is prohibited material aboard, do not allow off-loading until you are satisfied adequate safeguarding procedures are in place to hold and control the movement of the prohibited material at the port of arrival. If the carrier arrives with prohibited material aboard, take the following action:

1. Safeguard the product until it is disposed of.
2. If contamination is present, refer to Table 2-1-5 on page 2-1-13. After disinfecting, proceed to 3. below.

**TABLE 2-1-5: Action to Take if Contamination is Present**

<table>
<thead>
<tr>
<th>If the carrier is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>An aircraft</td>
<td>GO to Cleaning and Disinfecting on page 3-2-5 in the chapter Examining Carriers</td>
</tr>
<tr>
<td>Other than an aircraft</td>
<td>GO to Cleaning and Disinfecting on page 6-1-9 in the chapter Preventing the Spread of Pests and Diseases</td>
</tr>
</tbody>
</table>

3. Give the consignee these options to complete within specified time frame:
   A. Reexport
   B. Incinerate to ash
   C. Sterilize at 212 °F internal temperature for 30 minutes

   If none of the options are possible, contact Headquarters VRS at 301-851-2295.


5. Complete PPQ Form 523, Emergency Action Notification (see Table A-1-36 on page A-1-120 for directions).

Refer to Documenting Action Taken on page 2-1-18.
Inspecting Miscellaneous Material

Refer to the Procedures and Reference sections of the Miscellaneous and Processed Products Manual to regulate the importation of miscellaneous material of non-plant origin regulated by Plant Protection and Quarantine. Follow the general inspection procedures in the Procedures Section.

Examples of miscellaneous material of non-plant origin follow:

- Containerized cargo that is packaged in jute or burlap
- Maritime containers (including reefers)
- Household goods
- Used bags, bagging, and covers
- Used farm tractors, machinery, or vehicles

Determine whether the contents of the shipment are regulated by PPQ. If the article is not regulated, consider the article's risk of carrying pests, prohibited packaging, or contaminants. Use the Reference Section of the Miscellaneous and Processed Products Manual to determine if the shipment's contents are regulated. Also, read what your authority is for taking action to help you evaluate the pest risk.

Follow the Safety Instructions When Inspecting Certain Categories of Cargo in the Miscellaneous and Processed Products Manual.

Continue to Post Inspection Steps below.
Post Inspection Steps

After reviewing the shipment by paperwork or physical inspection, you may decide to continue to hold the shipment for these reasons:

◆ Identification of pests
◆ Verification of a requirement
◆ Review of appropriate import permits
◆ Review of other official foreign documentation
◆ Gathering of additional shipment details, such as the following:
  ❖ Ingredients list
  ❖ Processing statements
  ❖ Destination of shipment
◆ Contamination that needs to be cleaned, treated, or removed

Capture that hold information and provide the information to the appropriate parties involved, such as the broker, steamship line, importer, etc. Follow the guidelines used at your port to undertake this important step in the clearance process.

If you find a pest, contamination (soil, weed seeds, prohibited plant parts, etc.), or prohibited cargo, safeguard the cargo to minimize the risk of pest dissemination or accidental release. If the pest(s) found are only of an organism for which you have earned Cargo Release Authority (CRA), and you recognize the pest as a non-regulated pest of cargo which is on both your list and one of the NIS CRA Taxa Lists, release the shipment. If you find the article contaminated with soil, then have the soil removed and disposed of (refer to the Miscellaneous and Processed Products Manual).

If submitting pests for final identification to USDA APHIS, follow the instruction in Preparing Plant Pest Interceptions on page 7-1-1. For information on multiple interceptions, see Multiple Interceptions on page 7-1-3.

If you find no quarantine or regulated pests, contamination, or other reasons to prohibit or restrict the cargo and are ready to release the shipment, go to Documenting Action Taken on page 2-1-18.
Examining and Monitoring Cargo: Clearing Imported Cargo and Inspecting Cargo Holds

Inspecting Cargo Holds

Inspect self-contained cargo holds that have separate compartments with walls in the following manner:

Inspect each cargo hold separately by selecting a representative sample. Close each hold after selecting the sample. Refer to **Table 2-1-6** on page 2-1-16.

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

<table>
<thead>
<tr>
<th>If inspection reveals a pest that is:</th>
<th>And the pest is:</th>
<th>And after ID the pest is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A hitchhiking pest</td>
<td>Found at large or in open containers</td>
<td>Actionable</td>
<td>REQUIRE action for the contents of the cargo hold</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not actionable</td>
<td>RELEASE the shipment</td>
</tr>
<tr>
<td></td>
<td>Found in enclosed containers¹</td>
<td>Actionable</td>
<td>FOLLOW instructions from the USDA-APHIS-PPQ Plant Inspection Station that made the final determination²</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not actionable</td>
<td>RELEASE the shipment</td>
</tr>
<tr>
<td>Not a hitchhiking pest, but one associated with a host</td>
<td>Actionable</td>
<td>FOLLOW instructions from the USDA-APHIS-PPQ Plant Inspection Station that made the final determination²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not actionable</td>
<td>RELEASE the shipment</td>
</tr>
</tbody>
</table>

¹ For example, cardboard boxes with lids (6 covered sides and reduced number and size ventilation holes).

² The Plant Inspection Station may consider the following factors when action is required and when treatment is selected:

- Grower
- Lot number
- Packing shed designation

Controlling Barge Shipments

Since barges are vessels, you **must** control all barge shipments that are likely to present a pest risk. One primary interest in barge shipments is unmarked wood packaging materials including dunnage. Regulations for wood packaging materials (WPM) are listed in 7 CFR 319.40-3. Information on regulating WPM is available in the Miscellaneous and Processed Products Manual.

Empty barges may carry dunnage residue. Do **not** allow the discharge of unmarked dunnage, and safeguard infested dunnage on board. If a barge of interest is moving to an inland destination, alert the CBP inland destination about the condition of the dunnage on board. Refer to **Table 2-1-7** on page 2-1-17 to determine where to inspect the barge.
TABLE 2-1-7: Determine Where to Inspect the Barge

<table>
<thead>
<tr>
<th>If the barge is:</th>
<th>And the:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving to an inland location that is covered by CBP</td>
<td>CBP office can inspect the incoming barge shipment</td>
<td></td>
<td>1. AUTHORIZE MOVEMENT to the inland location for clearance by CBP</td>
</tr>
<tr>
<td></td>
<td>CBP office can <strong>not</strong> inspect the incoming barge</td>
<td></td>
<td>2. SEND a copy of the Hold to the inland CBP office</td>
</tr>
<tr>
<td>Not moving to an inland location that is covered by CBP</td>
<td>Barge is empty</td>
<td>Barge is safely accessible</td>
<td>REQUIRE removal of dunnage for inspection at the port of arrival</td>
</tr>
<tr>
<td></td>
<td>Barge is not safely accessible</td>
<td><strong>Barge is not safely accessible</strong></td>
<td>REQUIRE removal of dunnage from barge</td>
</tr>
<tr>
<td></td>
<td>Barge is <strong>not</strong> empty</td>
<td></td>
<td>REQUIRE removal of dunnage for inspection</td>
</tr>
</tbody>
</table>

**Notice to Inland Ports**

Using a compliance agreement may be helpful in controlling unmarked dunnage from barges. When completing a compliance agreement, incorporate the following considerations:

- Obtain a compliance agreement template from APHIS PPQ
- Refer to *Completing a Compliance Agreement (PPQ Form 519)* on page 3-1-18
- Require notification when dunnage is removed
- Make work plans that include a regular schedule for monitoring

When you intercept a plant pest in properly marked dunnage that is confirmed by USDA APHIS personnel to be quarantine significant and requires a quarantine action, initiate an Emergency Action Notification. If the barge has moved inland, notify CBP at the next port of arrival by providing copies of *PPQ Form 523, Emergency Action Notification* on page A-1-114 and *PPQ Form 309, Pest Interception Record* on page A-1-95, if needed.
Documenting Action Taken

Document all regulatory action you take in response to a hold placed on cargo. Interested parties may need to know the final action you have taken in response to the hold. A release serves as a notification to interested parties that the cargo has met agricultural requirements or that it is authorized to move. Appropriate actions to be documented are:

◆ Caution: Shipment Authorized
◆ Inspected and Released
◆ Prohibited Entry (cargo destroyed or re-exported)
◆ Released for Export
◆ Seized
◆ Treated and Released

Depending on the method of holding cargo used at your port, document your final regulatory action.

Inform private personnel (air carriers, freight forwarders, clerks, brokers) at the cargo offices of the final regulatory action.

Agricultural Quarantine Activity Systems (AQAS)

Record your inspection data for input into the AQAS web site. This web site includes databases for:

◆ WADS (Work Accomplishment Data System)
◆ PPQ280

The PPQ280 is for specific agricultural commodities and Work Accomplishment Data System (WADS) is a tally system for total activities performed by day/month. Both are required systems to use in recording inspection data and totals so risk management priority decisions and policy decisions can be made.

◆ AQIM

The completion of AQI Monitoring (AQIM) activities on foreign agricultural cargo is essential to provide valuable risk information. The exam findings and data results are needed to create or revise operational strategies for mitigating the pest risk of foreign cargo.

◆ PPQ Form 287, Mail Interception Notice
◆ PPQ Form 309A, Pest Interception Record Worksheet
◆ PPQ Form 523, Emergency Action Notification


**Cargo Enforcement Reporting Tracking System (CERTS)**
All AMS/ATS holds must have an event recorded against them in CERTS before the holds may be removed. This includes non-intrusive inspections (NII), physical examinations, and non-examination events.

**Seized Assets and Case Tracking System (SEACATS)**
Initiate seizure case for seized agricultural merchandise.

---

## Reshipment of Cargo Infested With Quarantine Significant Organisms

If the importer requests that cargo infested with quarantine significant organisms be reshipped from the United States, follow the instruction in **Table 2-1-8** below:

### TABLE 2-1-8: Determine if Infested Cargo May Be Reshipped

<table>
<thead>
<tr>
<th>If the cargo request is to:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canada</strong></td>
<td>CALL PPQ, Quarantine Policy, Analysis and Support (QPAS) at 301-851-2312, through appropriate channels, and provide this information:</td>
</tr>
<tr>
<td></td>
<td>◆ Confirmed identity and life stage of organism(s)</td>
</tr>
<tr>
<td></td>
<td>◆ Identity and quantity of infested or infected cargo</td>
</tr>
<tr>
<td></td>
<td>◆ Identifying marks (such as bill of lading, container number)</td>
</tr>
<tr>
<td></td>
<td>◆ Origin of cargo</td>
</tr>
<tr>
<td></td>
<td>◆ Original foreign shipper</td>
</tr>
<tr>
<td></td>
<td>◆ Consignee (if cargo is moving to Canada or Mexico)</td>
</tr>
<tr>
<td></td>
<td>HOLD the cargo; QPAS will contact you on the appropriate action to take</td>
</tr>
<tr>
<td><strong>Mexico</strong></td>
<td>PROHIBIT reshipment unless the cargo arrived directly from Mexico</td>
</tr>
<tr>
<td><strong>Countries other than Canada or Mexico</strong></td>
<td>ALLOW reshipment of the infested cargo out of North America</td>
</tr>
</tbody>
</table>
Special Procedures for Landing Meat Carried as Cargo Aboard U.S. Military Vessels Returning from Foreign Countries

Follow the special procedures in the order that is listed below for landing meat that is carried as cargo aboard U.S. Military vessels that are returning from foreign countries:

1. Supervise the movement of all meat.
2. Allow meat to move only if it is in unopened cartons.
3. Release the meat without restriction if the cartons are marked by the Defense Procurement Services Center (D.P.S.C.) as a product of the United States. If the meat is not so marked, continue to 4.
4. Allow movement of meat to take place only within the metropolitan area of the port where the meat is off-loaded.
5. Move meat to refrigeration units.
6. Seal refrigeration units until meat is to be loaded on an outbound vessel for use outside the United States.
7. Break the seals and supervise loading of meat back to vessel's stores when meat sealed in refrigeration units is ready for loading on outbound vessel.
8. Contact Headquarters VRS at 301-851-2295 for approval of any deviations from the above procedures.
Examining and Monitoring Cargo

Clearing Transiting In-Bond Cargo

Contents

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

Introduction

The Department of Homeland Security (DHS), Customs and Border Protection-Agriculture Programs and Trade Liaison (CBP-APTL) and APHIS carefully monitor the movement of regulated agricultural commodities during the period of time they are transiting the United States, prior to clearance or re-export, to ensure they are adequately safeguarded and re-exported in the specified timeframe. This section provides guidance, consistency, and general rules for the methods, procedures, documentation and action required to authorize and safeguard the movement of prohibited, restricted and admissible cargo of agriculture interest. The policies described herein apply to foreign plant material subject to Plant Protection and Quarantine (PPQ) regulations when moving through a U.S. port for export, or past the first port of arrival for final action at another location.
APHIS issues both import and transit permits for the entry and movement of foreign regulated plant material. Transit permits are issued in accordance with the Code of Federal Regulations Title 7, CFR Part 352 (Safeguard Regulations). Regulated agricultural shipments of foreign plant material moving for Transportation and Exportation or Immediate Export will require an approved APHIS transit permit and only permits issued from APHIS headquarters are valid. Most shipments moving under Customs bond as Immediate Transportation or Residue Cargo are covered by other authorization mechanisms.

Refer to the Animal Product Manual for instructions regarding the regulations for movement of animal products, by-products, and admissable meats for export. USDA-APHIS-NCIE issues transit permits for certain meats.

### Definitions—Transit Cargo

Definitions of the various types of transit cargo follow:

**Residue cargo (RC)**

Shipments that remain in the incoming conveyance and move beyond the port of first arrival. The conveyance is cleared at the port of arrival but the RC shipment is cleared at a subsequent location, normally the next port.

**Immediate Transportation (IT)**

Shipments that enter without clearance at the port of first arrival and move from the port environs to another location for final disposition.

**Immediate Export (IE)**

Shipments that enter and exit the same port with minimum manipulation and delay, normally exiting within 24 hours.

**Transportation and Exportation (T&E)**

Shipments that enter through one port and exit through another, often requiring transloading and a change of conveyance or both.

### Determining Action to Take on Transiting Cargo

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

Use Table 2-2-1 on page 2-2-3 to determine if a written transit permit is required.
### TABLE 2-2-1: Determine if a Written Transit Permit is Required

<table>
<thead>
<tr>
<th>If the shipment is:</th>
<th>And is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precleared by APHIS</td>
<td></td>
<td></td>
<td>1. VERIFY precleared status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. ALLOW to proceed without transit permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. VERIFY exit using routine CBP in-bond procedures</td>
</tr>
<tr>
<td>Not precleared by APHIS</td>
<td>Subject to CITES or ESA</td>
<td>Accompanied by valid CITES documentation</td>
<td>1. ALLOW to proceed without a written transit permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. GO to Table 2-2-2 on page 2-2-4</td>
</tr>
<tr>
<td>Not subject to CITES or ESA</td>
<td></td>
<td>Not accompanied by valid CITES documentation</td>
<td>1. HOLD the shipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. CONTACT a PPQ Plant Inspection Station botanist for further directions</td>
</tr>
<tr>
<td></td>
<td>Requires an import permit, phytosanitary certificate, or other official certification of origin for entry</td>
<td></td>
<td>1. REQUIRE a formal written transit permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. GO to Table 2-2-2 on page 2-2-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Is prohibited entry into the U.S.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is an admissible Canadian grown plant or plant product or a restricted plant with a CFIA issued phytosanitary certificate indicating “in transit via the United States” that is transiting the U.S. for re-entry into Canada</td>
<td></td>
<td>1. ALLOW to proceed without a written transit permit.(^1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tracking the shipment via the Transit/In-Bond Tracking Database is not necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. GO to Table 2-2-2 on page 2-2-4</td>
</tr>
</tbody>
</table>

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

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

Residue cargo movement by sea or air may be authorized for subsequent movement without a written transit permit if the commodity is admissible without treatment and has no entry restrictions.

Residue cargo that is not admissible must be cleared at the first port of arrival, unless the carrier or importer has a valid written permit that authorizes movement to a port of unlading.

Document review and commodity inspection of the admissible residue cargo will be performed by CBP at the port of unlading.

**Important** Live plants, some tree seeds, some CITES material, and some live insects will need to go to the nearest USDA Plant Inspection Station for clearance.

RC shipments of untreated fruit fly host material, which require a transit permit, must arrive in a leakproof, sealed conveyance or container and remain in the conveyance with the hold or container sealed if moving through tropical or subtropical ports.

Any manipulation of RC cargo is subject to CBP AS supervision/monitoring and must be authorized by PPQ as far in advance as possible.

---

### TABLE 2-2-2: Determine Action to Take on Regulated Agricultural Shipments Based on Type of Proposed Movement

<table>
<thead>
<tr>
<th>If the movement is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC</td>
<td>GO to <em>Authorizing Movement of Residue Cargo (RC)</em> on page 2-2-4</td>
</tr>
<tr>
<td>IT</td>
<td>GO to <em>Authorizing Immediate Transportation (IT) Movement of Cargo</em> on page 2-2-5</td>
</tr>
<tr>
<td>IE</td>
<td>GO to <em>Authorizing Movement of Immediate Exportation (IE) Cargo</em> on page 2-2-6</td>
</tr>
<tr>
<td>T&amp;E</td>
<td>GO to <em>Authorizing Movement of Transportation and Exportation (T&amp;E) Cargo</em> on page 2-2-7</td>
</tr>
</tbody>
</table>
Manipulation of RC cargo must be the minimum necessary to expedite onward movement. Unless covered by a written transit permit, removal of the cargo from the conveyance will not normally be authorized unless one of the following occurs:

- Removal is absolutely necessary, such as to adjust trim or arrange containers, and only for the minimum time necessary (not to exceed 2 hours)
- Removal is under unusual circumstances, such as equipment problems, weather, etc.

**Authorizing Immediate Transportation (IT) Movement of Cargo**

National policy and federal regulations state that the first port of arrival is responsible for enforcement of agriculture regulations and inspection of cargo. However, there are situations where this clearance is impossible and IT movement of regulated cargo is permitted. IT movement of a shipment is defined as a shipment that enters without clearance at the port of first arrival and moves from the port environs to another location for final disposition.

Whether a shipment arrives with a written transit permit or the importer requests special movement of the shipment to another port for entry/clearance, prior to authorization of IT movement of a regulated shipment from the first port of arrival, the destination port must be contacted and must confirm acceptance of the IT movement.

If an IT shipment changes carriers but does not clear CBP inspection, then you must assess the pest risk and decide if safeguards are adequate (that pests will not escape) while the off-loaded material is awaiting transshipment. Unless there is a compelling pest risk involved, authorize movement per the IT permit (as applicable) and under CBP custody after contacting a CBP Agriculture Specialist at the destination port to inquire if they will accept IT cargo for clearance, as specified in Table 2-2-3 on page 2-2-6.
IE cargo movement requires an APHIS transit permit with the exceptions listed in Table 2-2-1 on page 2-2-3. The permit will state the conditions of transit which need to be met to mitigate any pest risks during the transit period.

- IE movement will **not** be authorized for other than the minimum amount of time and manipulation necessary to expedite onward movement of the shipment. Preferences related to carriers or rates will not be a factor in determining the time or degree of manipulation authorized.

- Accomplishing IE movement through the transfer of intact sealed containers is preferred. However, the transloading of loose or break-bulk cargo may be authorized if the port is able to monitor. Secure packaging may be required for certain prohibited or restricted commodities.

Shipments that have been refused entry and cannot be treated or are not treated, may be routinely authorized for immediate exportation and need not have a written transit permit but will utilize **PPQ Form 523, Emergency Action Notification** as a record of re-export action. VERIFY exit of these EAN shipments using routine CBP in-bond procedures. Tracking the shipment via the Transit/In-Bond Tracking Database is not necessary.

Refer to Table 2-2-4 on page 2-2-8 for handling regulated agricultural shipments that require a written transit permit.
Authorizing Movement of Transportation and Exportation (T&E) Cargo

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

- T&E shipments of admissible cargo\(^1\) must enter a CBP AS staffed port, but may exit any port provided the route is identified as among the quickest and most direct route to the destination.

- T&E shipments of restricted\(^2\) and prohibited cargo\(^3\) must enter and exit CBP AS staffed ports except for Mexican citrus and avocado shipments authorized under the conditions described in the permit.

- The use of overland transportation will not be authorized through regions of the United States that are considered high-risk, or susceptible to pest(s). See Transit Corridors on page 2-2-18.

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

---

\(^1\) Admissible cargo: articles that, if presented for consumption entry, are subject to inspection only.

\(^2\) Restricted cargo: articles that, if presented for consumption entry, would be subject to treatment and/or other restrictions in addition to inspection. For example, a commodity that requires a phytosanitary certificate, must be grown in a specific region in the country of origin, or requires treatment as a condition of consumption entry.

\(^3\) Prohibited cargo: articles that, if presented for consumption entry, would not be allowed to enter the U.S. under any circumstances.
Use **Table 2-2-4** below to take appropriate action on regulated agricultural shipments that require a written transit permit.

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

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

\(^1\) Monitoring a transload means being physically present to mitigate pest risks that occur while the shipment is broken down and re-assembled into the out-going conveyance. A valid compliance agreement and subsequent monitoring of the transload facility can substitute for the physical presence each time by a CBP Agriculture Specialist, if the compliance agreement specifies appropriate safeguards designed to mitigate pest risk and prevent cross-contamination with shipments for entry.
Authorizing Movement of Agricultural Cargo Without a Written Permit

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

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

TABLE 2-2-5: Action to Take on Agricultural Regulated Cargo with Proof of Application for a USDA APHIS Transit Permit1

<table>
<thead>
<tr>
<th>If the shipment consists of cargo that is2:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissible3</td>
<td>GO to Table 2-2-6 on page 2-2-10</td>
</tr>
<tr>
<td>Restricted4</td>
<td>GO to Table 2-2-7 on page 2-2-11</td>
</tr>
</tbody>
</table>
| Prohibited5                             | 1. DO NOT ALLOW overland transit without APHIS HQ authorization or written permit  
2. APPLY the following safeguards immediately:  
   a. Cover the shipment with a physical barrier on all sides to prevent pest escape  
   b. Do not allow transloading  
   c. Allow one transfer, but only if supervised by a CBP Agriculture Specialist  
3. ALLOW the T&E shipment to return to origin or the IE shipment to exit immediately |

1 Proof of Application must be one of the following:
   ◆ Confirmation of permit application via e-Permits  
   ◆ Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)  
   ◆ Verbal confirmation from PPQ Permit Services (301-851-2046 or toll free 1-877-770-5990)

2 If a shipment has a mixture that includes restricted material, take action as if the entire shipment consists of restricted material. If the shipment has a mixture that includes prohibited material, do not allow the shipment to proceed without a written permit.

3 Admissible cargo: articles that, if presented for consumption entry, would be subject to inspection only.

4 Restricted cargo: articles that, if presented for consumption entry, would be subject to treatment and/or other restrictions in addition to inspection.

5 Prohibited cargo: articles that, if presented for consumption entry, would not be allowed to enter the U.S. under any circumstances.
### TABLE 2-2-6: Action to Take on Admissible Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit

<table>
<thead>
<tr>
<th>If the bond is:</th>
<th>And the shipment is moving through:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE</td>
<td></td>
<td>1. ALLOW to transit&lt;br&gt;For air shipments, do <strong>not</strong> allow shipment to move beyond the restricted area of the airport.²&lt;br&gt;2. VERIFY exit using routine CBP in-bond procedures&lt;br&gt;Tracking the shipment via the Transit/In-Bond Tracking Database is <strong>not</strong> necessary.</td>
</tr>
<tr>
<td>T&amp;E A State <strong>other than AZ, CA, or FL</strong></td>
<td>1. ALLOW to transit <strong>only if the following conditions are met:</strong>&lt;br&gt;◆ Adequate safeguards³ are in place&lt;br&gt;◆ Transloading⁴ activity is monitored by a CBP Agriculture Specialist&lt;br&gt;2. GO to Table 2-2-8 on page 2-2-12</td>
<td></td>
</tr>
<tr>
<td>AZ, CA, or FL</td>
<td>1. <strong>DO NOT ALLOW</strong> transit without authorization from APHIS HQ or a written permit&lt;br&gt;2. APPLY adequate safeguards³ immediately&lt;br&gt;3. If APHIS authorizes movement, GO to Table 2-2-8 on page 2-2-12</td>
<td></td>
</tr>
</tbody>
</table>

---

1 Proof of Application must be one of the following:
   - Confirmation of permit application via e-Permits
   - Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)
   - Verbal confirmation from PPQ Permit Services (301-851-2046 or toll free 1-877-770-5990)

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

3 Adequate safeguards means the shipment is packaged or presented in a way that prevents any chance of pests escaping, including: boxes in the shipment or containers undamaged, not leaking, and pests not present upon a visual examination. For further information, refer to **Safeguarding Cargo** on page 2-2-13.

4 See **Transloading** on page 2-2-14.
TABLE 2-2-7: Action to Take on RESTRICTED Agricultural Cargo with Proof of Application for a USDA APHIS Transit Permit

<table>
<thead>
<tr>
<th>If the bond is:</th>
<th>And the shipment:</th>
<th>And moving through:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| IE            |                  |                     | 1. ALLOW to transit **only if the following conditions are met:**  
|               |                  |                     | ◆ Adequate safeguards\(^2\) are in place  
|               |                  |                     | ◆ Transloading\(^3\) activity is monitored by a CBP Agriculture Specialist  
|               |                  |                     | ◆ Air shipments do **not** move beyond the restricted area of the airport\(^4\)  
| T&E           | Meets U.S. entry requirements | A State **other than AZ, CA, or FL** | 1. ALLOW to transit **only if the following conditions are met:**  
|               |                  |                     | ◆ Adequate safeguards\(^2\) are in place  
|               |                  |                     | ◆ Transloading\(^3\) activity is monitored by a CBP Agriculture Specialist  
| T&E           | Does not meet U.S. entry requirements | AZ, CA, or FL | 1. **DO NOT ALLOW** transit without authorization from APHIS HQ or a written permit  
|               |                  |                     | 2. APPLY the following safeguards immediately:  
|               |                  |                     | a. Cover the shipment with a physical barrier on all sides to prevent pest escape  
|               |                  |                     | b. **Do not** allow transloading  
|               |                  |                     | c. Allow one transfer, but only if supervised by a CBP Agriculture Specialist  
|               |                  |                     | 3. ALLOW the shipment to return to origin  
|               |                  |                     | 4. If APHIS authorizes movement, GO to **Table 2-2-8 on page 2-2-12**  

---

1 Proof of Application must be one of the following:
- Confirmation of permit application via e-Permits
- Fax receipt showing successful delivery to the APHIS transit desk (fax 301-734-0572)
- Verbal confirmation from PPQ Permit Services (301-851-2046 or toll free 1-877-770-5990)

2 Adequate safeguards means the shipment is packaged or presented in a way that prevents any chance of pests escaping, including: boxes in the shipment or containers undamaged, not leaking, and pests not present upon a visual examination. For further information, refer to **Safeguarding Cargo on page 2-2-13**.

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

4 Movement may be authorized to warehouses in the immediate area if the warehouses have a valid compliance agreement on file with the CBP Agriculture office which specifies safeguards designed to mitigate pest escape and prevent cross-contamination with shipments for entry.
TABLE 2-2-8: Action to Take on Overland T&E Shipments

<table>
<thead>
<tr>
<th>If the shipment is at the:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Port of Arrival           | 1. Review the documentation to ensure that the shipment is en route out of the U.S.²  
                              2. Ensure that the shipment is adequately safeguarded during storage and transfers/transloads at the port. See Safeguarding Cargo on page 2-2-13 and Transloading on page 2-2-14.  
                              3. Apply seals to restricted shipments moving overland by truck that require treatment or are prohibited for entry and document such action.²  
                              4. Create an entry in the “Transit/In-Bond Tracking Database.”  
                              5. Notify the exit port of the pending exit.³  
                              6. Allow to Proceed. |
| Port of Exit              | 1. Verify and document in the Transit/In-Bond Tracking Database the integrity of the seal if a seal is required. If seals are not intact, refer to Assessing Civil Penalties for Breaking Seals on page 8-1-5.  
                              2. Ensure that the shipment is adequately safeguarded during storage and transloads at the port. See Safeguarding Cargo on page 2-2-13 and Transloading on page 2-2-14.  
                              3. Verify that the shipment exited within the approved time frame.⁴  
                              4. If the shipment moves without CBP authorization or violates permit conditions, or did not exit, document the violation by completing PPQ Form 518 and report the violation to IES. See Cargo Violations on page 8-1-2.  
                              5. Update and “Close” the entry in the “Transit/In-Bond Tracking Database.” |

1 Verify the in-bond status of the shipment by reviewing the In-Bond Form 7512 and other documents as necessary. Stamp paperwork with “Released for Exportation Only.”

2 A shipping “line seal” is acceptable if it is intact and not tampered with; otherwise apply a CBP seal.

3 Entrance and exit port pairs have the flexibility to coordinate and establish their notification process together for these shipments. Notification can be via fax, email, telephone, or the tracking database. You can do the following:
   - Use the “T&E Notice of Arrivals” in the “Job Aids” section of the CBP Net
   - Use the “AQI Export Verification Sheet” (formerly known as the “Green Sheet”) also listed in the “Job Aids” section of the CBP Net
   - Use “Transit/In-Bond Tracking Database” by clicking on the “Exit Port” View to see a listing of shipments pending for your Port

4 If an “AQI Export Verification Sheet” was dropped off by the trucker, use this form as verification of exit for purposes of updating the Transit/In-Bond Tracking Database. For transit shipments that do not require a permit, verify exit using routine CBP in-bond procedures.

5 The approved period of time for the transit to occur will be specified on the APHIS transit permit or authorization; the clock starts at the time CBP authorizes movement and ends at the time the shipment physically exits the U.S.
Safeguarding Cargo

Safeguarding is a preventive action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest and disease dissemination. These commodities are subject to safeguarding when they are:

- **Not** unloaded, and the products or articles are temporarily in the United States (freight remaining on board (FOB) or residue cargo)
- Unloaded for transshipment and direct exportation, Immediate Exportation (IE)
- Unloaded for transportation and exportation (T&E)
- Unloaded for entry at a subsequent port (for restricted items)

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

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

**EXAMPLE**

You find a snail on a 20-foot cargo container. To safeguard the container, you might require a salt barrier or require it to be mounted on a chassis and not allow movement from the container yard. These safeguards would prevent pest dissemination that might occur if the container were placed on the ground or transported to a distant location.
Transloading is the manipulation of transiting product, such as a breakdown of pallets, transfer of boxes from container to container, or transfer of pallets from one conveyance to another. A maximum of one transloading may be allowed in the U.S. if authorized by the permit and all of the following apply:

- Port has sufficient resources to handle monitoring
- CBP has approved a suitable location
- Cargo is adequately packaged and can be handled in an expeditious manner
- Receiving container or conveyance is clean, enclosed, and sealable
- Transloading is required for the most expeditious onward movement of the cargo
- Cargo is not avocados, untreated citrus or mangos from Mexico or Q-37 material

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

**Citrus, avocado, and mango shipments from Mexico** may be authorized for transloading twice (at both the port of entry and the port of exit) provided transloading is done within the designated corridor and the ports are able to handle monitoring and truck cleaning.

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**Important**

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

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**Important**

Some shipments of untreated fruit fly host material require 1mm x 1mm insect mesh netting as a safeguard. If netting is required by the transit permit, ensure that the netting is intact and there are no holes, gaps, etc., especially near the bottom of the stacks. Netting tends to tear during the course of rough shipments and must be repaired at the time of the transload by the broker. Document any such discrepancies in the Transit Tracking Database.
Transit Permit, PPQ Form 597, Responsibilities

A permittee with a valid Transit Permit, PPQ Form 597, is responsible for the following:

◆ Ensuring cargo handlers, agents, drivers, and other entities involved with handling transit shipments are aware of the provisions of the permit authorization and are able to comply with such provisions. Failure to do so may result in revocation of the permit and assessed possible penalties.

◆ Notifying CBP AS immediately at the port of arrival of any deviation of the permit provisions.

◆ Providing export documentation (air, rail, and sea modes) that the permitted cargo did, in fact, exit the country. In the case of truck movements, the permittee will maintain copies of import documents verifying that the permitted cargo did enter into Canada or Mexico. The permittee will be subject to audits and monitoring.

Carriers of transit material are responsible for the following:

◆ Maintaining the integrity of the permitted cargo through the U.S.
All carriers involved with the transit of permitted cargo must be U.S. Customs bonded, and upon request of PPQ, provide proof of their U.S. Customs bond and Internal Revenue Service number.

◆ Maintaining the seal on the container.

◆ Maintaining secure, refrigerated areas for temporary storage of transit cargo, if required.

◆ Maintaining routing as dictated in the provisions of the permit.

◆ Reporting immediately to CBP- APTL any cargo that is off-loaded by mistake or any container, carrying transiting cargo, is broken and needs repair.

◆ Providing export or import documentation, in the case of importing into Mexico and Canada, to auditors or monitoring personnel.

Brokers handling transit material on behalf of permittees are responsible for the following:

◆ Ensuring cargo handlers, agents, drivers, and other entities involved with handling transit shipments are aware of the provisions of the permit authorization and are able to comply with such provisions.

◆ Maintaining a list of all the clients and addresses of such clients involved under the broker’s permit.

◆ Providing export or import documents, in the case of importing into Mexico and Canada, to auditors or monitoring personnel.
## Additional Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissible cargo</strong></td>
<td>Articles that, if presented for consumption entry, would be subject to inspection only.</td>
</tr>
<tr>
<td><strong>Areas considered high-risk</strong></td>
<td>Regions, areas, locales, or sites where the probability of the establishment of a pest or pests is believed to be relatively high based on the biology of the pest and the environment into which it is introduced.</td>
</tr>
<tr>
<td><strong>Bulk cargo</strong></td>
<td>Cargo not enclosed in a container.</td>
</tr>
<tr>
<td><strong>Commingling</strong></td>
<td>Mixing two or more types of cargo under a single shipping entry, usually in the same conveyance and container. Commodities may be commingled in a shipment (pears and asparagus) or entry types may be commingled (half for U.S. consumption and half for export).</td>
</tr>
<tr>
<td><strong>Containerized cargo</strong></td>
<td>Cargo completely enclosed in a durable container that can be sealed and moved without manipulation of the cargo itself. The port of arrival is utilized as the focus for contingency management because it is more likely to have the most information concerning the shipment. However, the port is encouraged to consult Quarantine Policy, Analysis and Support (QPAS) and other PPQ offices, especially those nearest the site of the problem, for guidance and assistance.</td>
</tr>
<tr>
<td><strong>Designated corridor</strong></td>
<td>Geographic areas defined by easily recognizable political or other points forming boundaries within which specific activities are authorized.</td>
</tr>
<tr>
<td><strong>Designated ports</strong></td>
<td>Ports with Plant Inspection Station responsibilities designated in 7 CFR 319.37-14.</td>
</tr>
<tr>
<td><strong>Extenuating circumstances</strong></td>
<td>Unanticipated conditions requiring deviations from prescribed policy in order to adjust safeguarding procedures or prescriptions for unique circumstances.</td>
</tr>
<tr>
<td><strong>High-risk pest</strong></td>
<td>A pest requiring quarantine action and believed to have the potential for serious damage to economically important plant resources in the U.S.</td>
</tr>
<tr>
<td><strong>Inspection</strong></td>
<td>Plant quarantine inspection equivalent to that provided to shipments offered for entry into the U.S.</td>
</tr>
<tr>
<td><strong>Manipulation</strong></td>
<td>Handling cargo. Moving, arranging, loading, packing or unpacking, marking, opening, sampling, etc. Manipulation does not include storing, holding, or transporting cargo.</td>
</tr>
<tr>
<td><strong>Monitoring</strong></td>
<td>Supervising on an occasional or sporadic basis to ensure compliance with specified conditions.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pest-proof packages</td>
<td>Packages that are sufficiently sturdy and durable to prevent the entry or exit of pests of concern or vectors of pathogens of concern. Pest-proof packages may be ventilated, but vents must be covered with mesh or otherwise prevent the entry and exit of pests of concern.</td>
</tr>
<tr>
<td>Port environs</td>
<td>The area immediately surrounding a port that has been designated by the Port Director as being under the control of a port office.</td>
</tr>
<tr>
<td>Prohibited cargo</td>
<td>Articles that, if presented for consumption entry, would <strong>not</strong> be allowed to enter the U.S. under any circumstances.</td>
</tr>
<tr>
<td>Restricted cargo</td>
<td>Articles that, if presented for consumption entry, would be subject to treatment and/or other restrictions in addition to inspection.</td>
</tr>
<tr>
<td>Routine authorizations</td>
<td>Authorizations that are issued with relative frequency and which have consistently similar or identical conditions.</td>
</tr>
<tr>
<td>Secure area (of an airport)</td>
<td>The area surrounding an airport within which access is limited to personnel approved and appropriately identified for specific work within the airport and adjacent properties.</td>
</tr>
<tr>
<td>Secure packages</td>
<td>Packages that are sufficiently sturdy and durable to prevent the spillage of contents. Secure packages may be ventilated, but are not loosely constructed or easily damaged under normal conditions.</td>
</tr>
<tr>
<td>Shipper</td>
<td>The agent, person, or Agency responsible for causing a package or article to be transported to the United States. It may be the transport company, owner, or owner's agent.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Movement of the entire container of transiting product from one conveyance to the other. In a transfer, there is no manipulation of the components (e.g. boxes, pallets) of the shipment.</td>
</tr>
<tr>
<td>Transit</td>
<td>The movement of regulated cargo into or through the U.S. and its territories without establishing the final disposition at the first port of arrival.</td>
</tr>
<tr>
<td>Transloading</td>
<td>The manipulation of transiting product, such as a breakdown of pallets, transfer of boxes from container to container, or transfer of pallets from one conveyance to another.</td>
</tr>
</tbody>
</table>
Transit Corridor for Avocado from Mexico

The approved area for movement is described in 7 CFR 352. Avocados moved by truck or rail car may transit only that area of the United States bounded on the west and south by a line extending from El Paso, Texas, to Salt Lake City, Utah, to Portland, Oregon, and due west from Portland; and on the east and south by a line extending from Brownsville, Texas, to Galveston, Texas, to Kinder, Louisiana, to Memphis, Tennessee, to Louisville, Kentucky, and due east from Louisville. All cities on these boundary lines are included in this area. If the avocados are moved by air, the aircraft may not land outside this area. Avocados that enter the United States at Nogales, Arizona, must be moved to El Paso, Texas, by the route specified on the formal permit.

FIGURE 2-2-1: Designated Transit Corridor for Avocado from Mexico
Shipments of citrus may not traverse the counties of Cameron, Hidalgo, Starr, or Willacy, TX. The approved area within the United States for truck and rail movement is described in 7 CFR 352 as bounded on the west by a line starting at Laredo, TX, on to El Paso, TX, to Salt Lake City, UT, and then to Portland, OR, and on the east by a line drawn from Laredo, TX to Hebbronville, TX, to Corpus Christi, TX, to Galveston, TX, to Kinder, LA, to Memphis, TN, and then to Louisville, KY, and routes directly northward. Rail shipments may also enter at Nogales, AZ, only for direct rail routing to El Paso, TX, after which it may only traverse the transit corridor as described above.

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

The approved area for movement is bounded on the west and south by a line extending from El Paso, Texas, to Salt Lake City, Utah, to Portland, Oregon, and due west from Portland; and on the east by a line extending from Laredo, Texas, to Galveston, Texas, to Kinder, Louisiana, to Memphis, Tennessee, to Louisville, Kentucky, and due east from Louisville. The ports of Galveston, Houston, Eagle Pass, El Paso, and Laredo, are the only ports authorized for entry in Texas.

Exit is limited to PPQ-staffed airports, seaports, and land border ports within the designated corridor.

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

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

The approved areas for okra mimic the entry conditions described in 7 CFR 319.56-21. The transit movement of untreated okra from the Dominican Republic, Mexico, and Suriname may be authorized through any State except that movement into or through California is prohibited between March 16 and December 31, and movement into or through any of the areas outside the corridor is prohibited between May 16 and November 30.

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

Monitoring Garbage

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Introduction

This section provides methods and instructions for controlling and disposing of regulated foreign garbage. Garbage is restricted to prevent the entry and dissemination of plant pests and animal diseases. Garbage arriving from any place outside the United States, except Canada, is subject to requirements and safeguards for handling once in the United States. Garbage arriving from U.S. territories or possessions is also subject to requirements and safeguards for handling once in the United States. Because garbage may contain prohibited items or foreign animal and plant diseases and pests, controlling and disposing of garbage is an essential aspect of protecting American agriculture.

All entities that handle, store, transport or dispose of regulated garbage (except handling on an ocean carrier) must be approved by USDA (see Regulated Garbage Approval Process and Compliance Agreements on page B-1-2) and must be authorized under a compliance agreement in accordance with agricultural regulations except when performing these duties under the direct supervision of CBP and/or APHIS. Compliance agreements, written and signed by CBP and/or APHIS, specify the conditions which must be met in order to comply with the requirements of the APHIS garbage regulations (7 CFR 330.400 – 330.403 and 9 CFR 94.5). Templates for compliance agreements are developed by USDA-APHIS-PPQ-VRS (see Completing Compliance Agreements in Appendix B).

All Carriers

Disposing of Garbage by Approved Methods

The three approved disposal methods for garbage are:

◆ Incineration to ash
◆ Sterilization (cooking regulated garbage to an internal temperature of 212 °F for 30 minutes)
◆ Grinding and discharge into an approved sewage system

Canadian-origin animal products and by-products confiscated at Canadian land border ports and seized for destruction by CBP may be disposed of in EPA approved landfills. For further information, refer to Land Border on page 3-1-9
Handling Garbage Spills
When you detect garbage that has spilled outside the food handling areas, take the following steps:

1. Have the gross waste picked up and put into leak-proof, covered containers.
2. Have the surfaces where the spillage occurred scrubbed with a good detergent solution, then flushed with clean water if appropriate.
3. Apply the appropriate disinfectant. Use Table 3-1-1 on page-3-1-3 to select the appropriate disinfectant.

<table>
<thead>
<tr>
<th>If the spill occurred:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anywhere food is handled or prepared (catering kitchens, galley areas inside aircraft, or trucks used to transport food)</td>
<td>REQUIRE thorough cleaning and allow the use of any sanitizer normally used in areas where food is prepared or handled. <strong>Never</strong> use sodium carbonate or Virkon S. They are <strong>not</strong> approved for use around food by either the Food and Drug Administration or the Environmental Protection Agency.</td>
</tr>
<tr>
<td>In a nonfood area outside loading docks, ramp areas, dumpsters, vehicles and equipment used for transporting garbage</td>
<td>USE sodium carbonate, sodium hypochlorite, or Virkon S (see Cleaning and Disinfecting on page 6-1-9 in the chapter Preventing the Spread of Pests and Diseases for detailed procedures). Never use sodium carbonate or Virkon S. They are not approved for use around food by either the Food and Drug Administration or the Environmental Protection Agency.</td>
</tr>
</tbody>
</table>

1. For example, sanitizers containing chlorine, iodine, and quaternary ammonium compounds. If used inside a passenger plane, the sanitizer must be approved for use by the airline.

Marking of Garbage
If the firm handles both regulated and domestic garbage and separates the domestic from the regulated garbage, then ensure that these steps are followed:

1. When international garbage is transported together with domestic garbage in the same vehicle, apply placards that identify galley equipment as foreign origin when it is removed from the conveyance. Take all regulated garbage directly to the processing facility for disposal and do the following:
   - Segregate regulated from domestic equipment and material until sterilized or incinerated either by tag, label or specified location per the compliance agreement
   - Allow commingling of foreign and domestic material and equipment only if all materials and equipment are treated as foreign origin
2. Identify containers used for regulated garbage and maintain separately from those containers used for domestic garbage by using signs on containers or by placing in a clearly identified location. The signs shall be printed with “Regulated Garbage” or another similar phrase in letters at least 4 inches high (except 2-inch letters may be used for in–house (inside) trash cans).

3. Post procedures for handling regulated garbage conspicuously in the work area.

4. Clean and disinfect with an APHIS approved disinfectant (Table 3-1-1 on page-3-1-3) all garbage containers and areas that are used for regulated garbage before using containers and areas for domestic garbage, unless domestic garbage is handled like regulated garbage.

**Recycling Materials**

The following items may be recycled under conditions as specified:

- **Aluminum cans, glass and plastic containers** (as long as they never held milk or other dairy products), if stored separately from food waste (garbage), and are not required to be incinerated or sterilized
  - The vessel must store the containers separate from the garbage; neither separation nor sorting is allowed off the vessel
  - Cans or containers commingled with or contaminated with garbage require sterilization or incineration

- **Baled, clean, cardboard boxes or paper** that are not contaminated with animal material and that are not meat containers, if stored separately from food waste (garbage), are not required to be incinerated or sterilized
  - If there is baled cardboard or paper that is ready for export to a foreign country, you may allow removal and storage, but only if the port where it was off-loaded from the carrier is also the port from which it will be exported

**Vessels**

Shipboarding and garbage monitoring are CBP’s enforcement activities to ensure garbage is maintained in a way that reduces the pest risk associated with garbage, thereby preventing the entry and dissemination of plant pests and animal diseases.
Materials Needed
To control garbage, you will need the following items:

- **CBP Form AI-288, Ship Inspection Report** on page A-1-48
- **CBP Form AI-592, Notice of Violation** on page A-1-61
- **PPQ Form 519, Compliance Agreement** on page A-1-111

Garbage Removal and Disposal
Where facilities exist and are approved by USDA\(^1\) at a port, garbage may be removed from a vessel for approved disposal either by sterilization or incineration. Arrangements for disposal of the garbage must be made in advance with the CBP office. The removal and disposal of the garbage may be done under direct CBP supervision. The removal and disposal of the garbage may also be done by a facility that has been approved by USDA to handle regulated garbage and that has also signed a compliance agreement approved by APHIS.

A further description of conditions that caterers and other handlers of garbage must meet pertaining to equipment used for garbage disposal is found under the section **Handlers and Processors** on page 3-1-12. Also, for Military vessels, see **Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels** on page 3-1-8 and **All Carriers** on page 3-1-2.

Handling Regulated Garbage Aboard Commercial Vessels

Follow these steps when supervising the landing, collection, transportation, heating (sterilization) or incineration, and disposing of regulated garbage:

1. Require advance notification of the landing of regulated garbage.
2. Allow the landing of regulated garbage only under the supervision of a CBP Agriculture Specialist or a trained employee of an establishment that is under compliance.
3. Confirm that covered, regulated garbage is in tight, leak-proof containers.

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\(^1\) New technology for disposal of regulated garbage must be approved by the APHIS Administrator. See **New Technology and Storage** on page 3-1-17.
4. Verify that if the regulated garbage is to be moved, it is transported only by a cartage firm under compliance agreement. In addition, the heating (sterilization) or incinerating must be under a compliance agreement.

5. Require that the garbage either be incinerated to ash or heated to an internal temperature of 212 °F for at least 30 minutes. Again, the facility heating or incinerating the regulated garbage must be under a compliance agreement.

**Monitoring/Inspection of Garbage on Board a Vessel**

The condition of the garbage containers will be checked on all vessels whether by ship boarding or by monitoring. Monitoring is the periodic supervision of garbage movement and disposal operation from decatering of the carriers to the approved disposal of the garbage.

Monitor a vessel’s garbage by observing (aboard or from ashore) the maintenance of garbage aboard the vessel. While a vessel is in port, the following are violations of the garbage regulations:

- Dumping of garbage into harbor or inland waterways
- Disposing of garbage in unauthorized manner
- Keeping garbage containers outside the vessel’s railing
- Leaking garbage containers
- Uncovered garbage containers
- Exposed, unrestrained garbage

Seal to prevent use while in U.S. territorial waters, if the vessel’s garbage handling equipment includes either of the following:

- Garbage chutes
- Garbage containers built into the railing

If the captain or first officer indicated there is a working incinerator, inspect the incinerator for confirmation that it is functional.

**Policy**

The policy guidelines on monitoring/surveillance include the following:

- Vessels not boarded will be monitored when feasible
- Of vessels boarded, at least 50 percent of the vessels boarded will be subsequently monitored while in port

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2 Monitor from ashore only if all the conditions of the garbage can be observed from the shore.
All garbage is regulated on commercial and private vessels traveling between any of the following:

- Continental United States
- Foreign countries

For garbage handling aboard U.S. Naval and Coast Guard vessels, see Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels on page 3-1-8

When a vessel travels solely between ports within the continental United States or throughout Canada, the garbage is not regulated. In addition, garbage can be disposed of without being incinerated or sterilized if either of the following conditions are met:

1. Vessel has not been in any port outside the continental United States and Canada within the previous 2 years.

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

Following disposal, all storerooms which held the previously listed materials were cleaned and disinfected under direct supervision by a CBP Agriculture Specialist. [Reference: 9 CFR 94.5 (b) (i) (B)]

- Complete CBP Form AI-288, Ship Inspection Report to document that the garbage was disposed of in an approved manner and the carrier was cleaned and disinfected
- Alert the vessel’s captain to keep a copy of the form to show subsequent ports that the garbage was removed and the carrier was cleaned and disinfected
- The ship’s log must show that, since being cleaned and disinfected, the carrier has not been to a port outside the continental United States or Canada

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3 If the vessel has only traveled between Hawaii, U.S. territories or possessions, and the continental United States or Canada, then the 2-year period is reduced to 1 year.
4 Ruminant material from BSE affected countries and poultry from HPAI affected countries are prohibited and must be disposed of.
5 Only fresh fruits and vegetables and all garbage need to be disposed of in these routings. No cleaning and disinfection of the stores area is required.
Determining if Vessel Is on Garbage Violation List

Before boarding, find out if the vessel is on the Garbage Violation List. It lists, alphabetically by vessel name, those vessels that are violators (one to two prior garbage violations) and habitual violators (three or more prior garbage violations). The Garbage Violation List (updated monthly) is available to all DHS employees through the CBPNET. USDA-APHIS-PPQ can formally request this list through Customs and Border Protection-Agriculture Programs and Trade Liaison (CBP-APTL).

CBP-APTL maintains the list of garbage violators. When submitting new violations, please include the following information: Carrier, Flag, IMO Number (for targeting), Date, Serial/Case No., CBP Location, Type (garbage or seals), Amount, Violator, Issuing Official. Submit to: cbp.ofo-apl@dhs.gov, title the subject “Vessel Garbage Violation,” or fax to: 202-344-1442.

Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels

Handle regulated garbage from U.S. Naval vessels, Coast Guard vessels, and Military Sealift Command (MSC) vessels the same as you would handle regulated garbage from commercial vessels. If regulated foreign stores are present and not purged or transferred to an outbound vessel, notify subsequent ports of the restricted stores aboard.

If there are no regulated foreign stores aboard the vessel, require sterilization or incineration of all garbage aboard the vessel at docking and all garbage produced during the first 24 hours at the first U.S. port. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent ports.

If prohibited foreign stores are present as part of the regulated foreign stores, do not apply the 24-hour rule. Once the foreign stores are used up or otherwise disposed of, then you may apply the 24-hour rule. Until those stores are used up or disposed of, continue regulating that vessel’s garbage as you would for any other foreign vessel.

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6 Disinfectant used must be a product approved by U.S. Public Health or EPA for use in food preparation or storage area.

7 U.S. Naval vessels are those with the designation “USS” followed by the name of the ship. MSC ships are handled the same as U.S. Naval vessels. Ships under contract to the military, “NOAA” ships or other nonmilitary, government ships are handled as commercial vessels.
To enlist support of APHIS garbage requirements, refer Naval personnel to Naval Supplemental Publication Number 486, Volume 1, to show that Naval policy parallels APHIS requirements for foreign garbage. Refer Coast Guard personnel to their Subsistence Manual COMDTINST M4061.3C (Waste Disposal Requirements).

Report the violation to a local AQI VMO in PPQ, VRS. For information on assessing civil penalties, see Ocean Vessel Garbage Violations on page 8-1-9. To determine assessments for spot settlements, refer to Spot Settlements on page 8-1-11.

**Land Border**

Ensure regulated garbage is removed from all land conveyances (truck, rail, POV) undergoing inspections upon entering the U. S.

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

Canadian-origin animal products, by-products, and plant products confiscated at Canadian land border ports and seized for destruction by CBP may be disposed of in EPA approved landfills.

**Aircraft**

All foreign origin aircraft should be boarded and cleared of regulated garbage. Also, CBP ensures that caterers/cleaners report in a timely fashion.

**Materials Needed**

To control garbage, you will need the following items:

- Camera that will produce instantaneous pictures
- PPQ Form 518, Report of Violation on page A-1-106
- PPQ Form 519, Compliance Agreement on page A-1-111
- CBP Form AI-592, Notice of Violation on page A-1-61
- Quarantine tags
Determining if Garbage Can Be Unloaded
Check the list of approved commercial airports and military bases in *Appendix E* and *Appendix H* to determine if the airport or military base is approved for handling garbage. If the airport is approved, then the garbage may be unloaded. If the airport is **not** on the list, then the garbage **must remain aboard** the aircraft and proceed to a foreign destination or to a USDA approved airport within the United States.\(^8\)

Decatering of Aircraft
Decatering is the process of removing all garbage from the aircraft. Require that the garbage be removed by a firm under direct CBP supervision or by a firm that has been approved by USDA to handle foreign regulated garbage and that is also under a compliance agreement approved by APHIS. The firm under compliance agreement must meet the following conditions:

1. Meet aircraft on arrival.
2. Remove garbage from aircraft in tight, enclosed (covered), leak-proof (nonleaking), containers and transport to a storage location or to a processing facility approved by APHIS.
3. Ensure that meals and food items are not misappropriated.
4. Ensure that all requirements, as outlined in the Uniform Standards for Compliance Agreements for Aircraft Cleaning Firms, are met.

Monitoring Caterers and Cleaners
Monitor caterers and cleaners to ensure that they have been approved by USDA and to ensure that they are following the conditions listed in the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage. Minimally, conduct compliance enforcement visits at least quarterly to ensure that garbage removal, transport, storage, and disposal are accomplished as specified by the conditions listed in the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage. Monitor from the time that the garbage is removed from the aircraft until the garbage is incinerated or sterilized by the caterer or cleaner or until the garbage is transported to another APHIS approved processing facility for incineration or sterilization (see *Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage* on page 3-1-20).

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\(^8\) Airports are approved by the APHIS Administrator. Contact USDA-APHIS-PPQ-VRS or refer to *Appendix E*. 
When monitoring caterers, take along a copy of the signed compliance agreement. Also, take along the Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage or PPQ Form 252-R. When monitoring cleaners, take along a copy of the signed compliance agreement and the Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage. Review the conditions specified in the compliance agreement, and monitor the performance of the firm under agreement for the conditions specified in the compliance agreement.

If you detect a violation of the compliance agreement, then see Compliance Agreement Violations on page 8-1-10.

Unloading Garbage at Airports Not Approved by USDA
If you discover that garbage is being unloaded from an aircraft at an airport that is not approved by USDA, notify the appropriate airline official of the violation and request immediate corrective measures. If the airline official refuses to stop off loading, do not physically attempt to prevent off loading of the garbage. Notify PPQ, VRS immediately if corrective action is not taken by the airline so that a court order may be obtained through OGC. Follow the procedures in Garbage Violations on page 8-1-6.

Requests for Approval
Agents having jurisdiction over an airport’s catering or disposal facility must request initial approval of that facility by writing a letter to the APHIS Administrator. The process for requesting initial approval is covered in Regulated Garbage Approval Process and Compliance Agreements on page B-1-2.

New technology for processing regulated garbage must be approved by the APHIS Administrator. Storing regulated garbage for longer than 72 hours must also be approved by the APHIS Administrator. The process for requesting APHIS approval of new technology and the process for requesting approval to store regulated garbage for longer than 72 hours are covered in New Technology and Storage on page 3-1-17. The process for completing a compliance agreement is covered in Completing a Compliance Agreement (PPQ Form 519) on page 3-1-18.
Handlers and Processors

CBP is responsible for monitoring the activities of all airports, caterers, cleaners, cruise ships, fixed base operators (will be negotiated on a local level between CBP and PPQ personnel), hauling/cartage firms, marinas, military facilities, storage facilities, and transfer stations handling regulated garbage. Every entity handling regulated garbage should be monitored every one to two months, but at least quarterly. CBP is required to conduct compliance enforcement visits to ensure the requirements outlined in the compliance agreement are being met.

PPQ is responsible for monitoring the activities of all processing facilities, except military facilities, that incinerate or sterilize regulated garbage. Every entity processing regulated garbage (i.e., incineration or sterilization) should be monitored every one to two months, but at least quarterly. PPQ is required to conduct compliance enforcement visits, excluding military facilities processing regulated garbage, to ensure the requirements outlined in the compliance agreement are being met.

Handlers

Handlers include airports, caterers, cleaners, cruise ships, fixed base operators, hauling/cartage firms, marinas, military facilities, storage facilities, and transfer stations. All entities must be approved by APHIS and operate under a compliance agreement approved by APHIS prior to handling regulated garbage and must comply with all requirements outlined in the compliance agreement, including:

- Any plastic bags used in the transport or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick
- Regulated garbage must be continually maintained in rigid, tight, covered, leak-proof receptacles
- Any container used in the transport or storage of regulated garbage must be rigid, leak-proof, have a tight-fitting cover, and appropriately labeled with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language
- Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator
- Maintaining regulated garbage in a manner so that it is inaccessible to birds, rodents, and other vermin
Every entity handling regulated garbage should be monitored every one to two months, but at least quarterly. Compliance enforcement visits must be conducted to ensure the requirements outlined in the compliance agreement are being met (see Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage on page 3-1-20). When monitoring caterers, use PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer on page A-1-79 or use the Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage. When monitoring facilities other than caterers, use the Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage.

Sterilization

All entities must be approved by APHIS and operate under a compliance agreement approved by APHIS prior to sterilizing regulated garbage and must comply with all requirements outlined in the compliance agreement, including:

◆ Sterilizer must be capable of heating regulated garbage to an internal temperature of 212 °F and maintaining it at that temperature for a minimum of 30 minutes

◆ Sterilization cycle must be reevaluated and adjusted twice a year using a thermocouple to recalibrate the temperature recording device. Adjusting the sterilization cycle semiannually will assure that all garbage processed is heated to an internal temperature of 212 °F for at least 30 minutes, and that the temperature recording device accurately reflects the internal temperature of the sterilizer

◆ Thermocouple must be routinely calibrated by a professional company to ensure that the thermocouple is accurate

◆ Operator must date and initial time/temperature records for each batch of garbage sterilized

◆ Supervisor must review and sign each time/temperature record

◆ Facility must retain records for one year from the end of the month the processing occurred for review by APHIS

◆ Drain in the bottom of the sterilizer must be cleaned between each cycle to assure proper heat circulation or otherwise maintained to ensure proper processing
Monitoring the Sterilizer

Every entity sterilizing regulated garbage should be monitored every one to two months, but at least quarterly. PPQ is required to conduct compliance enforcement visits, excluding military facilities processing regulated garbage, to ensure the requirements outlined in the compliance agreement are being met. Similarly, CBP is required to conduct compliance visits at military facilities processing regulated garbage to ensure the requirements outlined in the compliance agreements are being met (see Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage on page 3-1-20). If a sterilizer is used for garbage disposal, then do the following during your monitoring activities:

1. Review the time and temperature record for each batch of garbage to ensure that the minimum internal temperature (212 °F) of the regulated garbage was reached and maintained for at least 30 minutes. Also, confirm that the operator has initialed and dated each record, and that the supervisor of the operator of the sterilizer has signed each record.

2. Twice a year, monitor the recalibration of the temperature recording device (the chart outside a sterilizer which displays the temperature of its chamber), and monitor the adjustment of the sterilization cycle. These enforcement activities are conducted to ensure the garbage is heated to a minimum internal temperature of 212 °F for 30 minutes. Use a load of garbage (including the standard number of bags or carts) that is representative of the establishment’s usual load. Along with the sterilizer’s thermocouple probe (A), an additional thermocouple probe (B) will be needed, which is to be supplied by the caterer or cleaner.

A. Use the following as a guide when supervising the recalibrating of a temperature recording device:

i. If possible, place thermocouple probes (A) and (B) in a container of boiling water to compare the actual temperatures recorded at the boiling point.

ii. If there is a difference, have the temperature recording device adjusted by a qualified technician to reflect the actual temperature.
B. The steps to use as a guide when supervising the adjustment of the sterilization cycle are listed below. The sterilization cycle is the total amount of elapsed time from the time the sterilizer is turned on, until the end of the 30-minute period that the minimum internal temperature is maintained at 212 °F. In addition to the thermocouple probes (A) and (B), you will need a watch. The steps are as follows:

i. Place thermocouple probe (A) in its holder inside the chamber of the sterilizer. This probe records the air temperature of the chamber.

ii. Fill the chamber with the maximum load of garbage.

iii. Place thermocouple probe (B) deeply into a potato. Place the potato into a dense portion of the garbage—the lower portion of the front third of the load. This position normally represents the coolest section of the chamber.

iv. Start the sterilizer; note the time on your watch and record the time and temperatures of both probes (A) and (B).

v. Monitor the temperature of thermocouple probes (A) and (B). Record the time and temperature every 10 minutes until probe (B) reaches 190 °F; then record every few minutes after that.

vi. When thermocouple probe (B) reaches 212 °F, note the time, and record the time and temperature of probe (B). After 30 minutes has elapsed, turn off and discharge the sterilizer.

vii. Look for fluctuations in the temperature; these may represent equipment malfunctions. The total time represents the new sterilization cycle for the sterilizer. Where applicable, note the reading of pounds per square inch (PSI) measurement.

Water at sea level boils at 212 °F. The boiling point drops 1 degree for each increase of 550 feet elevation. (For example, water boils at 202 °F to 203 °F in Denver, Colorado.)

The air temperature of the chamber (identified by thermocouple probe (A) and on the recording device) reaches and exceeds 212°F before the internal temperature of the garbage (identified by thermocouple probe (B)) reaches 212°F.

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

The use of a 0.5- to 0.75-pound potato standardizes the process.
viii. Compare the new sterilization cycle to the one previously established for the sterilizer. Note the reason for any difference and maintain the information in the file. Write and date an addendum to the original compliance agreement signed by CBP or APHIS, as applicable, and the responsible establishment employee.

A non-pressurized cooker is monitored in the same manner.

**Incineration**

All entities must be approved by APHIS and operate under a compliance agreement approved by APHIS prior to incinerating regulated garbage and must comply with all requirements outlined in the compliance agreement, including the following:

- Incinerator must be capable of reducing garbage to ash
- Incinerator must be maintained adequately to assure continued effective operation
- Incinerator must be observed after any major malfunctions or repairs to ensure appropriate incineration
- Incinerator must be observed during a compliance enforcement visit at least once annually to ensure the equipment burns garbage to an ash

**Monitoring the Incinerator**

Every entity incinerating regulated garbage should be monitored every one to two months, but at least quarterly. PPQ is required to conduct compliance enforcement visits, excluding military facilities processing regulated garbage, to ensure the requirements outlined in the compliance agreement are being met. Similarly, CBP is required to conduct compliance visits at military facilities processing regulated garbage to ensure the requirements outlined in the compliance agreements are being met (see *Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage* on page 3-1-20).
Grinding and Disposal
Grinding and discharging into an approved sewage system is allowed. An approved sewage system is a sewage system approved by the APHIS Administrator (9CFR 94.5(f)(2)). Contact the local VRS AQI VMO to determine that the system is designed and operated in such a way as to prevent the discharge of sewage effluents onto land surfaces, into lagoons or other stationary waters, and is adequate to prevent the dissemination of plant pests and livestock or poultry disease. The sewage system must be certified by an appropriate government official to ensure that it is in compliance with applicable laws for environmental protection.

Providing Backup Disposal Facilities
It is essential that provisions exist for an alternative method of disposal in case the primary disposal facility fails. Alternative sources may include hospitals, supermarkets, city-owned facilities, and any other locations that have the capability to sterilize or incinerate regulated garbage. All backup facilities must be approved by APHIS and operate under a compliance agreement approved by APHIS.

New Technology and Storage
Any entity wishing to use technology other than incineration, sterilization, or grinding into an approved sewage system must first receive approval from the APHIS Administrator to use the new technology prior to applying the new technology on regulated garbage. Anyone wishing to use new technology in the handling of regulated garbage must send a signed letter requesting approval of the new technology to the APHIS Administrator at the following address:

Dr. Gregory Parham
Administrator
Animal and Plant Health Inspection Service
c/o Dr. Keith Wiggins
4700 River Road, Unit 129
Riverdale, MD 20737

In the letter, in addition to the actual request, include the following information:

1. A complete and accurate description of the new technology
2. A detailed description of the equipment including information regarding the equipment’s ability to generate recording data to support the effectiveness of the equipment in mitigating for foreign plant and animal pests and diseases
3. Scientific evidence that the equipment is capable of preventing the introduction and dissemination of foreign animal and plant pests and diseases
4. Scientific literature supporting the new technology as capable of preventing the introduction and dissemination of foreign animal and plant pests and diseases

Similarly, any entity wishing to store regulated garbage for more than 72 hours must first receive approval from the APHIS Administrator. Send a signed letter requesting approval to the APHIS Administrator at the following address:

Dr. Gregory Parham  
Administrator  
Animal and Plant Health Inspection Service  
c/o Dr. Keith Wiggins  
4700 River Road, Unit 129  
Riverdale, MD 20737

Include the following information in the request:

1. Name and address of company currently under compliance agreement to handle regulated garbage
2. Length of time that the company above is currently storing regulated garbage
3. Length of time that the company above is requesting to store regulated garbage
4. Justification to support the company’s request to store regulated garbage for longer than 72 hours. Please attach supporting documentation (i.e., schedule of the hauling/cartage firm’s pick up dates, times and hours of operation; proof that the hauling/cartage firm currently used by the company is the only approved hauling/cartage firm available to haul the regulated garbage).
5. A detailed and accurate description of the type of equipment to be used in the storage of regulated garbage
6. A copy of your existing compliance agreement

**Completing a Compliance Agreement (PPQ Form 519)**

Compliance agreements form the basis for standard operating procedures for handling and processing regulated garbage. They provide instruction to the facility management and staff regarding the requirements under APHIS regulations and policies.

Before a compliance agreement can be issued to a facility, the facility must send a signed letter requesting approval to handle regulated garbage to the APHIS Administrator (see *Regulated Garbage Approval Process and Compliance Agreements* on page B-1-2).

For responsibilities, refer to *Regulated Garbage and Compliance Agreement Roles and Responsibilities* on page B-1-7.
After the facility has received the official letter from USDA granting the facility APHIS approval to handle regulated garbage, then CBP or PPQ will re-visit the facility to sign, initial and date the compliance agreement (PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage) that has been previously reviewed and approved by APHIS.

After the APHIS approved compliance agreement has been signed, initialed, and dated, then a copy of the compliance agreement must be obtained (see Compliance Agreement Distribution on page B-1-9).

For Violations, refer to Violations on page 8-1-1.
Examining Carriers: Monitoring Garbage

Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage

For a fillable version of the checklist, click here.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Location</th>
<th>Phone Number</th>
<th>Name of Person Contacted</th>
<th>Date</th>
</tr>
</thead>
</table>

Type of Facility /Entity (Check all applicable categories):
- Cartage Firm
- Caterer
- Cleaner
- Cruise Ship Operator
- Fixed Base Operator
- Incinerator
- Military Base
- Sterilizer

A. ALL FACILITIES/ENTITIES
1. Is the company operating under a current compliance agreement?
   - Y
   - N
   - N/A

2. Were training materials reviewed during the inspection?
   - Y
   - N
   - N/A

3. Were training records reviewed during the inspection?
   - Y
   - N
   - N/A

4. Has training been conducted annually?
   - Y
   - N
   - N/A

5. Have new employees been trained?
   - Y
   - N
   - N/A

6. Is there a written company SOP for handling regulated garbage?
   - Y
   - N
   - N/A

7. Are APHIS-approved disinfectants (Virkon S or Sodium hypochlorite, or Sodium carbonate) available and used for cleaning spills outside of food handling areas?
   - Y
   - N
   - N/A

8. Do all vehicles/personnel servicing the conveyance carry sufficient APHIS-approved disinfectant and cleaning equipment to clean up spills?
   - Y
   - N
   - N/A

9. Have there been any spills outside of the company's premises since the last visit?
   - Y
   - N
   - N/A

FIGURE 3-1-1: Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 1)
CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT
HOLDERS HANDLING REGULATED GARBAGE
(Final 11/10)

A. ALL FACILITIES/ENTITIES

10. Is CBP/PPQ notified of spills outside of the company's premises?
   NOTE: CBP/PPQ inspects area of the spill for compliance with spill management requirements.

11. Was the spill cleaned up according to the addendum to compliance agreement?
    NOTE: If spills are not being handled according to the compliance agreement, review the compliance agreement with the responsible facility personnel and document for the files. Ensure spills that are witnessed by you during the enforcement visit are cleaned up in an approved manner.

12. Was cleaning and disinfection of spills documented and kept on file for 3 years from the date of the spill?

13. Is regulated garbage stored on the premises?

14. Is it stored in covered leak-proof vermin-proof containers?
    NOTE: 3 mil thick plastic bags are allowed to be used inside vermin-proof areas; rigid containers are required for outside storage.

15. Is it stored longer than the compliance agreement allows?
    NOTE: If yes, then issue a violation.

16. Is all regulated garbage removed from the conveyance or pickup location in tight leak-proof covered containers (caterers are allowed to use catering carts) or in 3 mil thick plastic bags?

17. Are all outside areas around loading docks and garbage containers kept free of debris?
    NOTE: It is difficult to distinguish regulated garbage from non-regulated garbage; assume all unidentified garbage is regulated.

18. Are regulated garbage and associated equipment properly identified per compliance agreement and kept separate from non-regulated garbage or cleaning equipment?

19. Are employees aware of the handling requirements?

20. Are aircraft cleaners disposing of regulated garbage appropriately?
    NOTE: Describe procedures in Comment section of the checklist

21. Are the records of loads (including origin, weight, dated, etc.) handled accurately, kept by the company, and available for review as required by the compliance agreement?
### CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT HOLDERS HANDLING REGULATED GARBAGE

(Final 11/10)

#### A. ALL FACILITIES/ENTITIES

<table>
<thead>
<tr>
<th>Action Required?</th>
<th>Current Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>22. Do the records of loads handled and/or stored match the records of the originating company as required by the compliance agreement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>NOTE: For example, if the hauler removes two loads per week from a maritime port, does the processing company have matching records of those loads being dropped off for sterilization or incineration?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>NOTE: If no, there may be a violation if the records indicate garbage is not handled according to the compliance agreement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>23. Have there been any changes in the backup system identified in the compliance agreement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>24. Has the backup system been used since the last enforcement visit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>25. If the backup system was used, was CBP/PPQ notified as required by the compliance agreement?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. CARTAGE FIRM/HAULERS

<table>
<thead>
<tr>
<th>Action Required?</th>
<th>Current Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>1. Are garbage trucks or containers hauling regulated garbage used for non-regulated garbage?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2. If yes to B.1. above, are trucks or containers being cleaned and disinfected under CBP supervision prior to hauling non-regulated garbage?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>NOTE: If no to B.2., there may be a violation if the unregulated garbage is not being treated as regulated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>3. If transloading garbage, is garbage spillage controlled in accordance with the addendum to compliance agreement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4. Are trucks and containers monitored/observed for leakage while hauling or storing regulated garbage? Explain how in the Comments section of the checklist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>5. As required by the Compliance Agreement to specify travel routes, is this requirement being monitored? Explain how in the Comments section of the checklist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6. List pickup locations (ports, facilities, companies, etc.) in the Comments section of the checklist.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FIGURE 3-1-3**: Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 3)
### CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT HOLDERS HANDLING REGULATED GARBAGE

(Found 11/10)

#### C. PROCESSING (Sterilization/Incineration)

<table>
<thead>
<tr>
<th>Action Required?</th>
<th>Current Status</th>
<th>Current Status</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>N/A</td>
<td>N</td>
</tr>
</tbody>
</table>

1a. If equipment is an autoclave or non-pressurized cooker, has it been calibrated by CBP/PPQ within the last 6 months? [the internal garbage temperature (not the chamber temperature) must be at least 212 degrees F for at least 30 minutes]

1b. Is a thermocoupler or other necessary calibration equipment available for determination of adequate temperature?

2. If equipment is an incinerator, is all garbage burned (except metal and glass) to ash?

3. As required by the compliance agreement, are individual records maintained (including time/temperature in the case of sterilization)?

4. Do time/temperature charts indicate any deviation below the required sterilization cycle (time or temperature) established by CBP/PPQ?

5a. Have there been any equipment malfunctions lasting more than 24 hours since the last visit?

5b. If yes, was CBP/PPQ notified? If not, there may be a violation.

6a. Have there been any major equipment repairs or renovations since the last visit?

6b. If yes, was a request made for recertification for sterilizing equipment or the incinerator?

7. Is there processing equipment in use that has not been certified or calibrated by CBP/PPQ?

8. Is sterilized/cooked garbage going to a landfill? If no, list where in the Comments Section of the Checklist. (If no, consult local AQI VMO.

#### COMMENTS SECTION

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

---

**FIGURE 3-1-4 : Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage (page 4)**
CHECKLIST FOR MONITORING COMPLIANCE AGREEMENT
HOLDERS HANDLING REGULATED GARBAGE

COMMENTS SECTION (continued)

ALL FACILITIES/ENTITIES

Other deficiencies/violations noted:

Deficiencies resolved at the time of inspection:

Time allowed to correct deficiencies not immediately resolved:

Facility Employee Signature and Title

Date

CBP/PPQ Official Signature and Title

Date

Copy provided to facility employee?

☐ Y  ☐ N

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

The *Clearing Aircraft* section of Examining Carriers provides guidelines for all aspects of inspecting and clearing aircraft.

**Materials Needed**

You will need these items for inspecting aircraft:

- Flashlight
- Hearing protection equipment (ear plugs, headset)
- Large plastic garbage bags
- Pill boxes (for large, adult insects)
- Pocketknife
- Quarantine tags
- Vials
Advance Notification of Arrival

You should already have information on the aircraft arrival since the owner/operator or representative is required to provide this information under the provisions of Advance Notification of Arrival as specified in 7 CFR 330.1111 and reproduced in Figure 3-2-1 below:

The owner, operator, or other representative of any aircraft or watercraft entering the United States from a foreign country, or arriving in the continental United States from Hawaii or any territory or possession of the United States, shall provide every Plant Protection and Quarantine office (PPQ office) serving a port of arrival on the itinerary of the craft while in the United States with advance notification of intent to arrive at that port. This advance notification of arrival shall:

1. Reach the appropriate PPQ office not less than 12 hours before the craft’s estimated time of arrival at the port;
2. Be communicated by radio, wire, telephone, or any other means; and
3. Include the following information:
   a. The name or other identifying feature of the individual craft;
   b. The date and estimated time of arrival at the port;
   c. The location of arrival, providing the most site-specific data available, such as the dock, pier, wharf, berth, mole, anchorage, gate, or facility, and;
   d. The names of all foreign and non-Continental U.S. ports where any cargo, crew, or passenger destined for the continental United States has boarded the craft since its most recent arrival at a port in the United States.
4. If the craft’s estimated time of arrival changes by more than one hour, the PPQ office that serves the port of arrival must be notified and provided with updated information immediately.
5. If the craft’s site of arrival changes after a PPQ office has received advance notification of arrival, both that PPQ office and the newly affected PPQ office shall be notified of this change immediately. This applies, too, to site-specific changes involving watercraft.
6. If the craft’s point of arrival is an anchorage, the PPQ office shall be notified, as soon as possible after the craft’s arrival at the anchorage, of the specific site, such as berth, mole, pier, to which the craft will be moving, as well as of its estimated time of arrival at that site.
7. Aircraft and watercraft meeting any of the following conditions are exempt from the provisions in this section, and need not provide advance notification of arrival:
   a. The craft is not regularly used to carry passengers or cargo for a fee;
   b. The aircraft is making a flight scheduled in the Official Airline Guide, North American Edition, or the Official Airline Guide, Worldwide Edition, unless the scheduled time of arrival changes by more than one hour or the plane is diverted to another landing port;
   c. An inspector has precleared the aircraft in Hawaii, a territory or possession of the United States, or a foreign port, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I; or
   d. Personnel of the United States armed forces, including the U.S. Coast Guard, in Hawaii, a territory or possession of the United States, or a foreign port, have precleared an aircraft, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I.
   e. The owner, operator, or other representative of the aircraft or watercraft not leaving the United States has been informed in writing by a PPQ inspector that notification of intended arrival is not required at subsequent ports in the United States.

FIGURE 3-2-1: Advance Notification of Arrival of Aircraft and Watercraft

If you receive a courtesy of the port request, see Courtesy of the Port for Military and State Aircraft on page 3-2-15.

---

1. Although the CFR refers to PPQ, this authority has been delegated to CBP.
Examining Carriers: Clearing Aircraft
Inspecting the Aircraft

Inspecting the Aircraft

Look for the following when you inspect the aircraft:

- Hitchhiking pests aboard the aircraft
- Prohibited stores that might easily be carried off the aircraft by unauthorized personnel
- Contraband left aboard by crew or passengers
- Contamination of aircraft by soil, animal secretions, or animal residue (blood, manure, urine)

Consider each of the above when establishing standard operating procedures for inspecting aircraft.

Board the aircraft after all the passengers have deplaned. Unless you authorize other personnel to board, do not allow caterers, airline ground service personnel, and other personnel (such as contract cleaners or in-flight movie concessionaire) aboard until you have completed your inspection of the aircraft.

Complete your inspection of the aircraft as quickly as possible so that airline ground handlers, caterers, etc. may begin their jobs. Encourage airlines to have their flight attendants collect and bag fresh fruits for faster clearance. Inspect the following areas aboard the aircraft.

Galley Areas/Stores

Search the galley storage compartments. Bag and remove the following items: whole fruits, fresh vegetables, fresh eggs, and meat that might easily be taken off the aircraft by unauthorized personnel. Mark the flight number, your initials, date, and stores on the bag so identification can be made when examining the contraband. When you suspect fruit is being hidden in sealed liquor stores, you may break airline seals to inspect the cabinets.

If live pests are found, then go to Taking Action on Contaminants and Pests on page 3-2-4.

Passenger/Crew Areas

Search the passenger and crew compartments. Bag and remove the following items: whole fruits, fresh vegetables, fresh eggs, and meat that might easily be taken off the aircraft by unauthorized personnel. Mark the flight number and quarters on the bag so identification can be made when examining the contraband.

Inspect and safeguard cut flowers and plants that are to be used as furnishings on foreign bound or partially cleared flights.
If you find live pests at large in the quarters, then go to *Taking Action on Contaminants and Pests* on page 3-2-4.

**Cargo Holds on Cargo and Military Flights**

Cargo and military aircraft are at greater risk for carrying hitchhiking insects. Since cargo holds are generally the most accessible areas for hitchhiking insects, be sure to inspect carefully for flying insects. When inspecting military aircraft, keep all doors and exits closed until the walk–through inspection is completed.

Inspect cargo holds for plant and animal contamination and soil. Generally, the odor of animals is a good indication that animals are, or have been carried aboard. If you suspect there is animal contamination, then question the crew and check the aircraft log to determine if the aircraft previously carried livestock or animal products. Inspect in corners, doorways, etc., for blood, manure, hay, and straw. Also, inspect the cargo closely for animal contamination. Refer to *Table 3-2-1*. If contamination is found, then go to *Taking Action on Contaminants and Pests* on page 3-2-4.

If animals regulated by Veterinary Services are aboard the aircraft, then go to *Taking Action on Live or Dead Animals* on page 3-2-8 for the correct action to take.

**TABLE 3-2-1: Action to Take After Determining Whether or Not Contaminants or Plant Pests Were Found**

<table>
<thead>
<tr>
<th>If as a result of your inspection, you have:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Found contaminants or plant pests</td>
<td>GO to <em>Taking Action on Contaminants and Pests</em> on page 3-2-4</td>
</tr>
<tr>
<td>Not found contaminants or plant pests</td>
<td>GO to <em>Documenting Aircraft Clearance</em> on page 3-2-7</td>
</tr>
</tbody>
</table>

**Taking Action on Contaminants and Pests**

Take action quickly on pests and contaminants found aboard aircraft (in holds) to prevent risk of pest escape or spread, and to reduce down time of the aircraft for the owner/operator. Use *Table 3-2-2* on page 3-2-5 below to determine the action you need to take.
### TABLE 3-2-2: Action to Take on Contaminants and Pests in Aircraft Holds (with or without Cargo)

<table>
<thead>
<tr>
<th>If you find:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Live pests            | In holds without cargo    | 1. HOLD the aircraft and apply T409-b¹ to all affected areas only for live potential quarantine pests to mitigate pest risk (see application rates and limitations for T409-b in the Electronic Index of PPQ Treatment Schedules). **Do not** delay action waiting for pest identification.  
2. DOCUMENT the T409-b treatment in the AQAS EAN system. Section #3 of the EAN should list the “Article Name” as Aircraft with a “Description” for Aircraft Holds or a similar facsimile.  
3. FORWARD any pest interceptions as “Urgent” or “Prompt.” |
| In holds with cargo   |                           | 1. HOLD the aircraft and, before discharging any cargo, apply T409-b¹ to all affected areas only for live potential quarantine pests to mitigate pest risk. **Do not** delay action pending pest identification.  
2. DOCUMENT the T409-b treatment in the AQAS EAN system. Section #3 of the EAN should list the “Article Name” as Aircraft with a “Description” for Aircraft Holds or a similar facsimile.  
3. FORWARD any pest interceptions associated with the aircraft as “Urgent” or “Prompt.”  
4. PROCEED to examination of discharged cargo² as outlined in **Table 2-1-1 on page-2-1-5**.  
5. FORWARD any pest interceptions associated with the cargo as “Urgent.” |
| Soil                  |                           | REQUIRE cleaning and removal from the aircraft (consult a CBPAS for guidance on proper treatment and disposal of soil)                  |
| Animal contamination  |                           | REQUIRE cleaning and disinfection with Virkon®S or 4 percent sodium carbonate solution with 0.1 percent sodium silicate³ (see **Cleaning and Disinfecting** on **page 3-2-5**) |

1. Organisms such as snails, mites, ticks, khapra beetles, and FNWs are **not** covered by T409.  
2. **Caution**: Application of T409-b to the aircraft does **not** preclude discharged cargo inspection.  
Live pests associated with discharged cargo require issuance of a separate EAN along with a treatment specific to the pest discovered. **Do not** apply T409-b to discharged cargo.  
3. Virkon®S and sodium carbonate with sodium silicate are the **only** disinfectants approved for use in cargo areas of aircraft because of their non-corrosive properties. **Never** use sodium hypochlorite (household bleach) on passenger areas or cargo areas of aircraft as it can corrode sensitive aircraft or electronic parts.

### Cleaning and Disinfecting

If any article or surface is contaminated with an animal material or with spillage from regulated garbage, then that article or surface must be cleaned and disinfected. If you detect leaks from packages or containers holding prohibited or restricted animal products, then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products must be cleaned and disinfected before they are reused.
Include the following items in a **disinfectant kit**:

- Gallon plastic container filled with water
- Insulated box, such as an ice chest, for holding the materials used to disinfect
  - Label the box “DISINFECTANT KIT”
  - Type and affix the directions for its use inside the lid
- Leakproof, double plastic bags to hold collected material
- Material Safety Data Sheets (MSDS) for Virkon®S, sodium hypochlorite, and sodium carbonate
- Pint spray bottle
- Roll of paper towels
- Scrub brush and a scraping tool
- Whisk broom and dust pan

Have the following **personal protective equipment** (PPE) available:

- Disposable, plastic shoe covers
- Face shield
- Pair of rubber gloves or disposable, plastic gloves
- Safety goggles

Follow these steps to prepare the solution and apply the disinfectant:

**Step 1: Prepare Approved Disinfectants**

1. Virkon®S - Mix dry powder in sprayer according to package instructions. Store according to package directions.

2. Soda ash - 4% sodium carbonate and 0.1% sodium silicate comes commercially premixed in 5-gallon containers. No testing for active ingredients is needed on commercial preparations.

Virkon®S and sodium carbonate with sodium silicate are the disinfectants of choice for cargo areas of aircraft because of their non-corrosive properties. **Never** use sodium hypochlorite (household bleach) on passenger areas or cargo areas of aircraft, as it could corrode aircraft or electronic parts.
Step 2: Remove Excess Contaminant
Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof, plastic bag for incineration later. Free surfaces from dirt and grease if applicable.

Step 3: Scrub the Contaminated Area
Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.

If the area is not effectively scrubbed first, then any viruses protected by the organic material remain untouched and the disinfectant is not effective.

Step 4: Flush the Scrubbed Surfaces
Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce its activity.

Step 5: Apply the Disinfectant
If using a premixed solution of disinfectant, agitate it thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant.

Step 6: Incinerate the Refuse
Incinerate all refuse that was swept up or scraped off.

Documenting Aircraft Clearance

Complete PPQ Form 213, Airplane Inspection Report after each aircraft is cleared. You will only need to complete those sections of the form that pertain to the aircraft inspection. (The rest of the form will be completed after all passengers and baggage have been cleared.) See **PPQ Form 213, Airplane Inspection Record** on page A-1-73 for instructions on completing the form.

If you are partially clearing a foreign commercial or military aircraft, you will also need to complete **CBP Form AI-250, Aircraft Clearance or Safeguard Order** if the flight is not a normally scheduled flight that proceeds for final clearance at another airport. Refer to **Table 3-2-3** below to determine the appropriate use of this form.

**TABLE 3-2-3: Determine Whether to Use CBP Form AI-250**

<table>
<thead>
<tr>
<th>If you are using CBP Form AI-250 for:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Use¹</td>
<td>See <strong>Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use at the Initial U.S. Port of Arrival</strong> on page A-1-40.</td>
</tr>
</tbody>
</table>

TABLE 3-2-3: Determine Whether to Use CBP Form AI-250

<table>
<thead>
<tr>
<th>If you are using CBP Form AI-250 for:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Use&lt;sup&gt;2&lt;/sup&gt;</td>
<td>See Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use at the Initial U.S. Port of Arrival on page A-1-42.</td>
</tr>
<tr>
<td>Private Aircraft Use</td>
<td>DO NOT use CBP Form AI-250 to clear private aircraft. Private aircraft must be completely cleared at the port of arrival.</td>
</tr>
</tbody>
</table>

1 Includes U.S. Department of Defense aircraft/U.S. Department of Defense-chartered aircraft proceeding on to a military installation.
2 Includes any aircraft, government or non-government, proceeding on to a non-military airport.

For airlines in noncompliance of CBP Form AI-250 instructions, issue PPQ Form 518, Report of Violation, citing failure to comply with CBP Form AI-250.

For flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, and for military preclearance, PPQ uses PPQ Form 250, Aircraft Clearance or Safeguard Order on page A-1-77.

Taking Action on Contaminated Aircraft

CBP is responsible for safeguarding aircraft contaminated with animal waste such as manure and straw. Notify APHIS Veterinary Services (VS) or the aircraft arrival. VS or their designated representative is responsible for the cleaning and disinfection of these aircraft in accordance with 9 CFR 95.26. Please contact the local Area Veterinarian In Charge as listed in Appendix H of the Animal Product Manual (APM).

Taking Action on Live or Dead Animals

If you find animals, use Table 3-2-4 to determine the action to take.

TABLE 3-2-4: Action to Take if Animals Are Found

<table>
<thead>
<tr>
<th>If the shipment is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live animals or dead animals that are part of a live animal shipment</td>
<td>GO TO Live Animals on page 3-2-9</td>
</tr>
<tr>
<td>Solely dead animals</td>
<td>GO TO Dead Animals on page 3-2-9</td>
</tr>
</tbody>
</table>
Live Animals
Live animals are the responsibility of APHIS VS. Additionally, VS has the responsibility for cleaning and disinfecting the aircraft if it held live animals. Follow the instructions in Table 3-2-5 when VS is not present to meet aircraft carrying live animals.

TABLE 3-2-5: Action to Take When VS Is Not Available to Meet Aircraft Carrying Live Animals

<table>
<thead>
<tr>
<th>If the animal group is:</th>
<th>And the animals are:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| ◆ Equine                | Aboard the aircraft  | 1. HOLD the animals aboard the aircraft  
| ◆ Ruminant              |                      | 2. NOTIFY the Area Veterinarian In Charge (AVIC) or VS Port Veterinarian by telephone |
| ◆ Swine                 | Off-loaded from the aircraft | 1. HOLD the animals and the associated feed, bedding, etc., at the point of discovery⁴ 
|                         |                      | 2. NOTIFY the AVIC or VS Port Veterinarian by telephone |
| Birds (includes poultry and pet birds) |                      | 1. HOLD the birds  
|                         |                      | 2. NOTIFY the AVIC or VS Port Veterinarian by telephone |
| Canine² (dogs)          | Used with livestock² | 1. HOLD the animals  
|                         | With open sore(s)³  | 2. NOTIFY the AVIC or VS Port Veterinarian by telephone |
|                         | Without open sore(s) or not used with livestock | RELEASE |
| Other than horses, ruminant, swine, canine, or birds (e.g. primates⁴, rodents) |                      | 1. INSPECT cages for prohibited items and have them removed  
|                         |                      | 2. REFER to FWS |

1 Consider the welfare of the animals in severe weather. If you authorize movement, supervise cleaning and disinfection performed by an authorized contractor. Ensure all equipment used to move the animals and areas occupied by the animals are cleaned and disinfected. Do not allow movement to an area where other animals are present, or away from the immediate area of the point of discovery. Do not allow the aircraft to move prior to VS arrival.

2 Dogs kept around livestock may carry tapeworms.

3 Could possibly be screwworm, which feeds on living tissue.

4 Refer primates to Fish and Wildlife and Centers for Disease Control.

Dead Animals
If only dead birds, horses, ruminants, or swine are discovered, then contact VS. If you find dead animals other than the above, no action is required by CBP or VS.
Taking Action on Animal Contamination

When an aircraft arrives without live or dead animals but you find contamination such as blood, manure, or bedding, contact VS.

Meals Carried as Stores

If unused meals are carried aboard aircraft either in the galley or cargo holds, use Table 3-2-6 to determine the action to take.

<table>
<thead>
<tr>
<th>If the aircraft is originating from:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>ALLOW the meals to be retained aboard the aircraft</td>
</tr>
<tr>
<td>Countries other than Canada</td>
<td>REQUIRE the removal of all meals, milk, and dairy products carried as stores at the first port of arrival, except the following:</td>
</tr>
<tr>
<td></td>
<td>◆ Pre-packaged snacks (such as pretzels, chips, nuts, crackers, cookies)</td>
</tr>
<tr>
<td></td>
<td>◆ Beverages (such as alcoholic drinks, soda, coffee, juice, tea, water)</td>
</tr>
<tr>
<td></td>
<td>◆ Condiments (such as ketchup, mustard, salt, sugar, pepper, non-dairy creamer)</td>
</tr>
<tr>
<td></td>
<td>DISPOSE OF all unused meals with the other regulated garbage at that location</td>
</tr>
</tbody>
</table>

In-Flight Meals Aboard Military Aircraft

The purpose of APHIS’ policy pertaining to in-flight meals aboard military aircraft is to establish uniform and worldwide policy governing the contents of in–flight meals placed aboard precleared military aircraft. These in–flight meals are for use by crew and passengers returning to the Customs Territory of the United States (CTUS). Our goals are to protect American agriculture while allowing U.S. military personnel to have healthful and nutritious in–flight meals. Both goals can be achieved through the combination of continued foreign garbage compliance in the CTUS and adherence to the policy and procedures that follow.

---
2 Military preclearance is the inspection of military passengers and crew members, baggage, cargo, and aircraft airframes outside continental United States to make sure they are in compliance with agricultural regulations prior to their arrival in the U.S. The inspections are carried out by trained and accredited Military Customs Inspectors. Department of Defense regulation DOD 4500.9R Part V. Customs and Border Clearance Policy and Procedures and DOD 4500.54 Foreign Clearance Guide, United States Section authorizes the inspections and preclearance.
Following the procedures below will ensure accountability:

1. APHIS Agricultural Advisor\(^3\) initiates a written compliance agreement with the military in–flight kitchen. The agreement must specify the conditions for purchasing and handling produce and certain animal products. This compliance agreement must incorporate conditions A, B, C, as follows:

   a. Each in–flight meal box must be stamped “USDA APPROVED,” “ALL U.S. PRODUCT,” or some other mutually acceptable label which indicates that the box’s contents meet APHIS requirements for CTUS flights.

   b. If the meals contain beef, lamb, or pork (the meat of any ruminant or swine), then those meals must have been prepared in an accredited flight kitchen. An accredited kitchen must store, handle, and use only beef, lamb, and pork that originated in the United States. Such meat of ruminants and swine may never be purchased on the local, foreign market—even if it originated in the U.S.

   c. The military kitchen must use only U.S. and approved foreign produce and animal products for in–flight meals. Furthermore, approved produce must be stored in separate refrigerated lockers to prevent commingling with nonapproved produce.

   The following four decision tables specify what is approved and may be used for in–flight meals. See Table 3-2-7 on page-3-2-12 for fruits, Table 3-2-8 on page-3-2-13 for vegetables (produce), Table 3-2-9 on page-3-2-14 for meat, and Table 3-2-10 on page-3-2-14 for other animal products.

   **NOTICE**
   Processed items such as canned goods, cookies, peanuts, popcorn, and potato chips are unrestricted and hence may be used for in–flight meals.

2. Military Customs Inspectors inspect in–flight kitchens weekly. The purpose of the inspection is to ensure compliance with APHIS policy pertaining to in–flight meals. Additionally, the inspectors must spot check the contents of the meals aboard the aircraft to ensure that they contain only approved products. This onboard inspection is to further strengthen compliance.

3. APHIS Agricultural Advisor inspects kitchens quarterly to confirm compliance.

4. CBP officials in the CTUS occasionally inspect precleared arrivals (never to exceed 5 percent) to verify the integrity of these procedures and policy.

\(^3\) APHIS International Services maintains an Agricultural Advisor in the European Department of Defense Command and is responsible for the MCI program there. APHIS headquarters monitors the preclearance program in the Atlantic, Pacific, and Southern Department of Defense Commands.
To determine which fruits are approved for in-flight meal use, see Table 3-2-7.

### TABLE 3-2-7: Determine if Fruits Are Approved for In-Flight Meals

<table>
<thead>
<tr>
<th>If the fruit originated:</th>
<th>And is:</th>
<th>And the fruit is:</th>
<th>And:</th>
<th>Then the fruit may:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the United States</td>
<td>Whole</td>
<td>Apples</td>
<td>You can verify it is of continental US (CONUS) origin&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You can <strong>not</strong> verify that the fruit is of CONUS origin</td>
<td><strong>Not</strong> be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Citrus</td>
<td>It is stenciled with a U.S. trademark&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>It is <strong>not</strong> stenciled with a U.S. trademark</td>
<td><strong>Not</strong> be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Neither</strong> citrus <strong>nor</strong> apples</td>
<td></td>
<td><strong>Be used in meals</strong></td>
</tr>
<tr>
<td>Outside the United States</td>
<td></td>
<td>Bananas</td>
<td>It is a recognized Western Hemisphere brand&lt;sup&gt;2&lt;/sup&gt;</td>
<td><strong>Not</strong> be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>It is <strong>not</strong> a recognized Western Hemisphere brand</td>
<td><strong>Be used in meals</strong></td>
</tr>
</tbody>
</table>

---

1. When apples and citrus are in their original boxes and undoubtedly of U.S. origin, they may be purchased on the local market.
2. For example, Amigo, Banacol, Bananero, Chiquita, Del Monte, Dole, and Turbana.
To determine which vegetables are approved for in-flight meal use, see Table 3-2-8.

**Table 3-2-8: Determine if Vegetables Are Approved for In-Flight Meals**

<table>
<thead>
<tr>
<th>If the vegetable originated:</th>
<th>And is to be used for:</th>
<th>And is:</th>
<th>Then the vegetable may:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside the United States</td>
<td>A garnish for sandwiches or in salads</td>
<td>Diced, peeled, or sliced</td>
<td>Broccoli, cabbage, carrot, cauliflower, endive, lettuce, onion, or radish</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other than a vegetable listed in the cell above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Neither diced, peeled, nor sliced</td>
</tr>
<tr>
<td>Other than a garnish for sandwiches or in salads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In the United States</td>
<td>A garnish for sandwiches or in salads</td>
<td>Diced, peeled, or sliced</td>
<td>Be used in meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other than a garnish for sandwiches or in salads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Diced, peeled, or sliced vegetables are allowed if not used as a garnish for sandwiches or in salads. If used as a garnish for sandwiches or in salads, they are allowed regardless of origin.
- Vegetables from outside the United States are allowed as a garnish for sandwiches or in salads, unless they are diced, peeled, or sliced.
- Vegetables from outside the United States must be diced, peeled, or sliced if not used as a garnish for sandwiches or in salads.
- Vegetables from the United States are allowed as a garnish for sandwiches or in salads, unless they are diced, peeled, or sliced.
- Vegetables from the United States must be diced, peeled, or sliced if not used as a garnish for sandwiches or in salads.
To determine if fish, fowl, or meat is approved for in-flight meals, see Table 3-2-9.

**TABLE 3-2-9: Determine if Fish, Fowl, or Meat Is Approved for In-Flight Meals**

<table>
<thead>
<tr>
<th>If:</th>
<th>And:</th>
<th>And of:</th>
<th>And:</th>
<th>Then the product may:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fish</td>
<td></td>
<td></td>
<td></td>
<td>Be used in meals</td>
</tr>
<tr>
<td>Fowl</td>
<td>Thoroughly cooked</td>
<td></td>
<td></td>
<td>Be used in meals</td>
</tr>
<tr>
<td>Uncooked or not thoroughly cooked</td>
<td>U.S. origin</td>
<td>Frozen, prepackaged, and unopened</td>
<td>◆ Not prepackaged ◆ If prepackaged, it is opened</td>
<td>Not be used in meals</td>
</tr>
<tr>
<td>Foreign origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef, lamb, or pork</td>
<td>U.S. origin</td>
<td>Frozen, prepackaged, and unopened</td>
<td>◆ Not prepackaged ◆ If prepackaged, it is opened</td>
<td>Not be used in meals</td>
</tr>
<tr>
<td>Foreign origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luncheon meat</td>
<td>U.S. origin</td>
<td></td>
<td></td>
<td>Be used in meals</td>
</tr>
<tr>
<td>Foreign origin</td>
<td></td>
<td></td>
<td></td>
<td>Not be used in meals</td>
</tr>
</tbody>
</table>

To determine which other animal products are approved for in-flight meals, see Table 3-2-10.

**TABLE 3-2-10: Determine if Animal Products Are Approved for In-Flight Meals**

<table>
<thead>
<tr>
<th>If it is:</th>
<th>And:</th>
<th>And of:</th>
<th>And:</th>
<th>Then the product may:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eggs</td>
<td></td>
<td>Hard boiled or otherwise cooked</td>
<td>Be used in meals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Uncooked</td>
<td>Not be used in meals</td>
<td></td>
</tr>
<tr>
<td>Dairy product</td>
<td>Butter</td>
<td></td>
<td>Be used in meals</td>
<td></td>
</tr>
<tr>
<td>Cheese, including cottage cheese</td>
<td>In milky liquid or brine</td>
<td>Not be used in meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neither in milky liquid nor brine</td>
<td>Be used in meals</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>U.S. origin</td>
<td></td>
<td>Reconstituted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foreign origin</td>
<td></td>
<td>Other than reconstituted</td>
<td>Not be used in meals</td>
</tr>
</tbody>
</table>
Courtesy of the Port for Military and State Aircraft

The Courtesy of the Port addresses aircrafts that have been given Diplomatic Overflight and Landing Clearance by the Department of State (DOS), Bureau of Political-Military Affairs, and Office of International Security Operations (PM/ISO). Such aircrafts are known as “state aircraft.”

In general, CBP Agriculture Specialists are instructed not to board the foreign government or foreign military aircraft described above. CBP Agriculture Specialists do not board such aircraft out of respect for international agreements between the United States and many foreign countries regarding the sanctity of state aircraft. Also, international custom and practice dictate that, once clearance is given, foreign military aircrafts are exempt from inspection if there is not a specific agreement to the contrary, or unless the right to inspect is asserted in the terms of the diplomatic clearance.

Various international agreements and international custom and practice therefore oblige the United States to protect the sovereignty of state aircraft. These agreements and practices in turn serve to protect the sovereignty and security of the United States and diplomatic aircraft when our President, Diplomats, and soldiers travel abroad. Additionally, the Department of Defense Foreign Clearance Guide gives clear guidance to aircraft commanders that they are not to allow a foreign government official to board their aircraft unless approved by the ambassador or the head of the applicable Service. Foreign governments often have the same expectation of their aircraft commanders.

Contraband on Board

If, however, a CBP Agriculture Specialist has a strong suspicion that the aircraft is being used to transport contraband, or strong suspicion of non-official use of the aircraft, authority to board may be obtained. For example, if CBP officials have credible information regarding contraband on board an aircraft belonging to a foreign nation, DOS may obtain authorization from the government of that foreign country for CBP to board the aircraft. Boarding with permission of the foreign government does not violate principles of sovereignty. If you believe there is a need to board an aircraft that has been granted Diplomatic Overflight and Landing Clearance by DOS, notify the Director of Field Operations (DFO) from your Port of Entry and the Situation Room through your Port chain of command. Notification allows CBP to coordinate with the DOS and that government’s embassy at appropriate levels. CBP may then facilitate a solution to the situation.
Although CBP Agriculture Specialists are not to board such aircraft, all persons’ equipment, baggage, and cargo that exit the aircraft are subject to normal inspection procedures in accordance with the law, unless separate regulations, agreements, policies, or arrangements apply. For example, heads of state, diplomats, and diplomatic couriers (and their pouches) that are accredited to the United States by the government of that country, may be entitled to certain exceptions. These are addressed in accordance with Directive 3340-032, Processing Foreign Diplomatic and Consular Officials. Regardless of the status of the person or the aircraft, unless prior arrangement is made with CBP, all agricultural products, cut flowers, meat, and garbage must remain on board while the aircraft is in the United States. Therefore, CBP will not ordinarily board nor inspect foreign state aircraft, military or non-military.

**Extenuating Circumstances**

If circumstances arise in which boarding and inspection are necessary, contact the Director of Field Operations (DFO) from your Port of Entry and the Situation Room at (202) 344-3910, to file a significant incident report (SIR) through your Port chain of command. To verify the issuance of the Diplomatic Overflight and Landing Clearance, contact CBP Headquarters, or PM/ISO at (202) 647-4855 during normal working hours, or their 24-hour operation center at (202) 647-1512.
Examining Carriers

Clearing Vessels

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  Dead Animals  page 3-3-24
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Board Low-Risk Ships  page 3-3-33
Inspect for AGM  page 3-3-33
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Introduction

This section provides the standard procedures and guidelines for vessel clearance. Port Directors who need to establish boarding and sealing procedures that deviate from those set down in this manual must get approval from Headquarters Customs and Border Protection-Agriculture Programs and Trade Liaison (CBP-APTL) through the Director of Field Operations (DFO). Examples of situations that may warrant establishing nonstandard procedures like instream boarding are identified where appropriate in this manual.

Materials Needed

When inspecting vessels, be sure to have the following materials readily available:

- Agricultural Safeguard Notices (translated version for non-English speaking crew members)
- Animal Product Manual
- Boarding bag
- CBP Form AI-288, Ship Inspection Report
- CBP Form AI-591, Notice of Alleged Violation
- CBP Form AI-592, Notice of Violation
- Cleaning and disinfecting equipment
- Flashlight
- Hand lens
- Hard hat
- Knife
- Importation of Plant Products Manuals
- Manual for Agricultural Clearance
- Plants for Planting Manual
- Seeds Not for Planting Manual
- CITES I-II-III Timber Species Manual
- PPQ Form 227, Request for Customs Action
- PPQ Form 523, Emergency Action Notification
- Quarantine tags
- Sealing cord
- Seals—strip, (Tyden) strap, and button
- Vials
**Advance Notification of Arrival**

You should already have information on the vessel arrival since the owner/operator or representative is required to provide this information under the provisions of Advance Notification of Arrival as specified in 7 CFR 330.1111 and reproduced in Figure 3-3-1 below.

The owner, operator, or other representative of any aircraft or watercraft entering the United States from a foreign country, or arriving in the continental United States from Hawaii or any territory or possession of the United States, shall provide every Plant Protection and Quarantine office (PPQ office) serving a port of arrival on the itinerary of the craft while in the United States with advance notification of intent to arrive at that port. This advance notification of arrival shall:

1. Reach the appropriate PPQ office not less than 12 hours before the craft’s estimated time of arrival at the port;
2. Be communicated by radio, wire, telephone, or any other means; and
3. Include the following information:
   a. The name or other identifying feature of the individual craft;
   b. The date and estimated time of arrival at the port;
   c. The location of arrival, providing the most site-specific data available, such as the dock, pier, wharf, berth, mole, anchorage, gate, or facility, and;
   d. The names of all foreign and non-Continental U.S. ports where any cargo, crew, or passenger destined for the continental United States has boarded the craft since its most recent arrival at a port in the United States.
4. If the craft’s estimated time of arrival changes by more than one hour, the PPQ office that serves the port of arrival must be notified and provided with updated information immediately.
5. If the craft’s site of arrival changes after a PPQ office has received advance notification of arrival, both that PPQ office and the newly affected PPQ office shall be notified of this change immediately. This applies, too, to site-specific changes involving watercraft.
6. If the craft’s point of arrival is an anchorage, the PPQ office shall be notified, as soon as possible after the craft’s arrival at the anchorage, of the specific site, such as berth, mole, pier, to which the craft will be moving, as well as of its estimated time of arrival at that site.
7. Aircraft and watercraft meeting any of the following conditions are exempt from the provisions in this section, and need not provide advance notification of arrival:
   a. The craft is not regularly used to carry passengers or cargo for a fee;
   b. The aircraft is making a flight scheduled in the Official Airline Guide, North American Edition, or the Official Airline Guide, Worldwide Edition, unless the scheduled time of arrival changes by more than one hour or the plane is diverted to another landing port;
   c. An inspector has precleared the aircraft in Hawaii, a territory or possession of the United States, or a foreign port, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I; or
   d. Personnel of the United States armed forces, including the U.S. Coast Guard, in Hawaii, a territory or possession of the United States, or a foreign port, have precleared an aircraft, having determined that the aircraft contained only articles that are not prohibited or restricted importation into the United States under the provisions of 7 CFR chapter III and 9 CFR chapter I.
   e. The owner, operator, or other representative of the aircraft or watercraft not leaving the United States has been informed in writing by a PPQ inspector that notification of intended arrival is not required at subsequent ports in the United States.

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**FIGURE 3-3-1: Advance Notification of Arrival of Aircraft and Watercraft**

If you receive a courtesy of the port request, see *Courtesy of the Port* on page 3-3-14.

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1. Although this CFR refers to PPQ, authority has been delegated to CBP.
Determining if a Vessel Requires Boarding on Arrival

The first step in clearing a vessel is to determine if boarding is required. If it is, then determine whether boarding is to be on arrival or can be deferred. (Deferred means to board during regular work hours as time permits.) If you determine that boarding is not necessary based on your port policy, then monitoring of the vessel’s garbage is required. Monitoring procedures are covered in Monitoring/Surveillance on page 3-3-14.

Important

CBP should board all foreign arrivals and coastwise vessels if notified of garbage or sealing problems. CBP is also responsible for boarding foreign vessels transiting Hawaii and Puerto Rico to the mainland. PPQ is responsible for monitoring domestic vessels that go directly from Hawaii and U. S. territories like Puerto Rico to the mainland.

Categories of Vessels Which Require Boarding on Arrival

The following categories of vessels require boarding on arrival:

◆ Foreign arrivals, arriving at a sealing port, that are likely to require sealing based on past experience (see Sealing Stores on page 3-3-16)
◆ Certain foreign arrivals that may harbor the Asian gypsy moth (see Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships on page 3-3-25)
◆ Foreign flag, foreign arrivals that will depart for another U.S. port before regular working hours
◆ Foreign flag, military vessels
◆ Vessels on the current garbage violation list or list of khapra beetle (KB) infested vessels that sailed foreign without treatment
◆ Passenger cruise vessels with Caribbean, Mexican or Bermuda itineraries — board up to 10% of these vessels to monitor for proper catering/garbage handling and adherence to compliance agreement requirements (see Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries on page B-1-51).
◆ Passenger cruise vessels with itineraries other than the Caribbean, Mexico or Bermuda (only if eight or more passengers/crew are being landed)
◆ Coastwise arrivals with prior notice of garbage violations, critical pest risk situations, or stores held under seal arriving at another sealing port
Categories of Vessels Which May Warrant Boarding on Arrival

Important
You must have the approval of CBP APTL Headquarters to include these nonstandard categories of vessels in the board on arrival category.

The following are categories of vessels that may warrant boarding on arrival:

◆ Vessels immediately proceeding to locations where boarding is impractical or unsafe
◆ Cargo control procedures which require CBP presence on arrival or during cargo discharge, e.g., restricted meat, fresh fruit, cotton at southern ports
◆ U.S. military vessels which historically have recurring quarantine violations
◆ Vessels docking in proximity to high-risk, agricultural areas (Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands)

Barges
Since barges are vessels, you must control all barges and their cargo and dunnage. Focus your inspection on deck areas. See Inspecting the Deck on page 3-3-9. Also see Controlling Barge Shipments on page 2-1-16 for further information.

To determine whether to board vessels on arrival, refer to Table 3-3-1.

TABLE 3-3-1: Determine Whether to Board Vessels on Arrival

<table>
<thead>
<tr>
<th>If the vessel:</th>
<th>And your port:</th>
<th>And your port policy is to:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falls into one of the categories for boarding on arrival</td>
<td></td>
<td></td>
<td>GO to Inspecting the Vessel on page 3-3-7</td>
</tr>
<tr>
<td>Does not fall into one of the categories for boarding on arrival</td>
<td>Has approval from Headquarters CBP-AI to include the category as a board on arrival</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does not have approval from Headquarters CBP-AI to include the category as a board on arrival</td>
<td></td>
<td>DEFER second boarding of vessel</td>
<td>☑ GO to Categories of Vessels for Deferred Boarding on page 3-3-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MONITOR vessel</td>
<td>☑ GO to Monitoring/Surveillance on page 3-3-14</td>
</tr>
</tbody>
</table>

1 Defer means to board during regular work hours as time permits.
Categories of Vessels for Deferred Boarding

All vessels not boarded on arrival are either deferred for boarding or they are monitored for garbage compliance. Use port policy to determine whether to defer boarding or monitor the following categories of vessels. The Port Director or designee determines port policy based on the port’s previous experience and workload. If you board the vessel, continue to **Inspecting the Vessel** on page 3-3-7. If you monitor the vessel, see **Monitoring/Surveillance** on page 3-3-14 for instructions.

The following categories are examples of vessels to be boarded as time permits during regular working hours:

- U.S. military vessels *not* boarded on arrival
- U.S. flag vessels
- Private pleasure boats
- Fishing vessels
- Coastwise vessels arriving without notice of problems or sealing requirements
- Vessel which frequently arrives at a port and has demonstrated low risk based on absence of pest risk, garbage problems, significant pest interceptions, or other quarantine problems requiring corrective action

**Boarding Safety**

**Boarding Instream**

Boarding vessels instream is a nonstandard procedure. If instream boarding has been approved, follow safety precautions.

*CAUTION*

When boarding instream, consider your physical capabilities and use a flotation jacket!

If the vessel leaves your port prior to boarding, then notify the next port on the vessel's itinerary to board vessel.
Inspecting the Vessel

The actions you take during your inspection are going to be determined primarily by three factors:

◆ Location of your port (whether you’re in a sealing area)
◆ Areas of the world the vessel has transited, loaded cargo, and taken on stores (to assess pest risk)
◆ If the ship is on a watch list for AGM, garbage violations or identified as having KB (storerooms/galley)

Gathering Information

Locate the captain or a responsible vessel’s officer to gather information for filling out **CBP Form AI-288, Ship Inspection Report**. See **Table A-1-7** on **page A-1-49** for instructions on completing the form.

The information on foreign ports transited during the voyage can help you assess the areas in which to focus your inspection. Customs Form 1300 lists the complete foreign itinerary of the vessel. During your discussion with the captain, you can also inform the captain of the garbage regulations to be observed while in port. Ask the captain how many cabins have refrigerators and do they allow fruit and meat in the cabins. If the vessel is coming from Africa, Central America, South America, or Mexico, ask if any bee swarms have been sighted. Give the captain a phone number where CBP can be contacted if any swarms are found.
Examining Carriers: Clearing Vessels
Inspecting the Vessel

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PPQ

Inspecting the Galley and Stores
Inspect the galley and stores and note the quantity and origin of all fresh fruits and vegetables. If you find fresh fruits or vegetables, inspect for pests and see Table 3-3-3 below.

<table>
<thead>
<tr>
<th>TABLE 3-3-2: Determine Where to Focus Your Inspection Based on Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the vessel transited or loaded cargo or stores from:</strong></td>
</tr>
</tbody>
</table>
| Countries infested with khapra beetle | ✦ INSPECT the vessel for khapra beetle  
✦ REFER to *Special Procedures for Suspect Khapra Beetle (KB) Ships* |
| Africa—all countries on the continent, Belize, Brazil, Colombia, Costa Rica, El Salvador, Ecuador, French Guyana, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Peru, Suriname, or Venezuela | ✦ INSPECT the deck area for bee swarms; these countries are known to have Africanized honeybees  
✦ REFER to *Special Procedures for Bee Swarms* |
| Ports in Far East Russia, Japan, North China, or South Korea | ✦ INSPECT the deck area for Asian gypsy moth  
✦ REFER to *Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships* |

<table>
<thead>
<tr>
<th>TABLE 3-3-3: Determine Whether to Seal Stores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If your port is in:</strong></td>
</tr>
<tr>
<td>Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands</td>
</tr>
<tr>
<td>St. Lawrence Seaway or Great Lakes</td>
</tr>
<tr>
<td><strong>Other than</strong> the locations listed in the two cells above</td>
</tr>
</tbody>
</table>

Continue your inspection as follows:
✦ Inspect damaged bags of beans and seeds for internal feeders
✦ Inspect jute or burlap bags and check seams of dry provisions (flour, rice, grain cereals), and spices carefully for khapra beetle larvae and cast skins
✦ Inspect cracks, crevices, storage bins for storage pests

If you find evidence of insects suspected to be khapra beetles, go to *Special Procedures for Suspect Khapra Beetle (KB) Ships* on page 3-3-60.
Examining Carriers: Clearing Vessels
Inspecting the Vessel

Inspecting the Quarters
Inspect the quarters as follows:

◆ Inspect quarters in a fruit fly sealing area to collect all fruit which requires sealing
◆ Inspect quarters when you suspect pet birds are being kept by crew, and/or you want to verify the birds are caged and kept inside a cabin (see Birds Aboard Commercial Vessels on page 3-3-24 for further instructions on pet birds)
◆ Inspect high-risk plants or cut flowers used as ship’s furnishings

Inspecting the Deck
Inspect the vessel’s exterior by performing the following tasks:

When inspecting the decks or superstructure of an ocean vessel, check for active pest infestations. If you find a live insect, perform a thorough inspection for additional pests. Capturing and submitting the pest for ID may be a sufficient mitigation if you find only a few of one kind, or several different kinds of insects. Submit the pests found as a Routine on PPQ Form 309, Pest Interception Record to the Area Identifier.

If you find multiple live insects in a single pest group, collect a large series (up to 20) of the seemingly identical insects to submit. If you find live adult moths, use the Guidance Sheet: Distinguishing Gypsy Moth from Other Moths as a reference. If you find any egg masses or swarming bees, follow the guidance found at the end of this section.

Submit all the seemingly identical insects together as an Urgent on the PPQ 309 (see Preparing Plant Pest Interceptions).

Include in the Remarks section of the Urgent 309 form the following:

1. Estimated number of additional insects of the same species observed, but not collected
2. The exact location(s) on the vessel’s exterior where the infestation was found

Notice: Adult moths may originate from the U.S. Attracted by the lights, they may fly to the vessel from the shoreline, but be of domestic origin and not regulated.
Append a copy of CBP Form AI-288, Ship Inspection Report to the URGENT, and ensure the following information is included on the ship inspection report:

1. Time of inspection and recorded vessel arrival time
2. Estimated date/time of vessel departure
3. List of previous ports of call
4. Anticipated subsequent ports of call

If possible, include any photos of the infestation. Take both close-up shots of the insects and other photos at a distance to show the extent of the infestation. It is through your observations and submissions that the extent of infestation will be able to be best determined.

While some active insect infestations on the exterior surfaces of vessels may be of foreign origin, it is possibly the result of native insects flying to the lights of the ship from the US shore. (Example: a vessel departs coastwise from the berth in the evening, with lights on, during a time of high insect activity).

If the ship is scheduled to sail and visit another U.S. port and sailing will occur prior to PPQ species level identification, the CBP AS should contact the next port. Use appropriate safeguards for any active insect infestations. Additional treatment actions may be required.

Inspect the deck area to check for garbage maintenance aboard the vessel; garbage containers should be as follows:

- Inside the railing
- Not leaking
- Covered

If the preceding conditions are not present, then go to Ocean Vessel Garbage Violations on page 8-1-9 for instructions on assessing civil penalties for a vessel’s garbage violations. Refer also to Monitoring Garbage on page 3-1-1 for more information.

Seal to prevent use while in U.S. territorial waters if the vessel’s garbage handling equipment includes either of the following:

- Garbage chutes
- Garbage containers built into the railing
When checking garbage aboard a vessel, be sure to check for compliance with MARPOL Annex V. Note the “yes” or “no” answers to the following questions:

1. Is a functional incinerator or other disposal method aboard the vessel?
2. Did the responsible vessel representative show you a garbage pickup receipt or other evidence of lawful disposal of plastics ashore?

After answering the above questions, go to Table 3-3-4 below.

**TABLE 3-4: Determine if Violation of MARPOL Annex V Exists**

<table>
<thead>
<tr>
<th>If the answers to the above questions were:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| 1. No 2. No                               | A violation of MARPOL Annex V exists; do the following:  
 |                                          | 1. COMPLETE the APHIS MARPOL Annex V Compliance Checklist on CBP Form AI-288, Ship Inspection Report  
 |                                          | 2. GET the responsible vessel representative to sign the CBP Form AI-288 and the Annex  
 |                                          | 3. FORWARD CBP Form AI-288 with original signatures in Block 17 and in Annex to the local Coast Guard Captain |
| Other than those listed in the cell above | DO NOT complete the Annex to CBP Form AI-288

Also, if a crew member informs you (volunteers the information without your questioning) that plastics were dumped at sea, then complete the Annex to CBP Form AI-288, Ship Inspection Report and indicate in Block 23, Remarks section the crew member’s statement. Have the crew member sign in the Annex and indicate the crew member’s position (for example, Captain, Chief Mate, etc.)

Plastics for disposal ashore are considered regulated garbage when they are used as wrappers for meats, containers for animal products, or are commingled with the vessel garbage. All other plastic stored separately aboard the vessel may be disposed of ashore without restriction.

**Taking Other Emergency Measures**

Exercise your professional judgment when you find active infestations of known or suspected plant pests, that would require quarantine action. Consider using the following available tools:

- Withholding permission to discharge
- Destroying infested material
- Taking any other safeguard deemed appropriate

If you find live or dead animals, leaking garbage, or other animal disease contamination, refer to Cleaning and Disinfecting on page 6-1-9.
Documenting Ship Clearance

Complete **CBP Form AI-288, Ship Inspection Report** on page **A-1-48**, to document your inspection. See **Table A-1-7** on page **A-1-49** for instructions on completing the form.

Risk Factors

List any risk factors on the CBP Form AI-288. These risk factors include, but are not limited to:

- Detection of garbage violations
- Detection of Asian gypsy moth
- Going into “lay-up status” (see **Taking Action on Vessels In Lay-up Status** on page **3-3-22**)
- Request for “domestic status” (see **Purging Stores and Garbage** on page **3-3-16**)
- Sealed stores
- Other identified pest risks (Africanized honeybees, khapra beetle)

Asian Gypsy Moth (AGM)

If the vessel transited or loaded cargo or stores in a country known to have AGM, report the inspection results as follows:

1. Each CBP Office must report inspection results to PPQ, QPAS. **FAX these results within 24 hours of the inspection** to (301) 734-5269. Please include a copy of **CBP Form AI-288, Ship Inspection Report** and all pertinent paperwork (like the Certificate of Inspection from Russia and the official itinerary from the Captain).

2. Clearly identify the information with the title, “AGM Ship Inspection.”

3. Include the following information regarding AGM ship inspections:
   - Ship Name
   - Flag
   - Port
   - Date of Inspection
   - Result of Inspection—positive (life stage found) or negative (action taken)—brief statement

**CBP Form AI-288, Ship Inspection Report** on page **A-1-48**, can be used to document the above information. Note in **Remarks** the results of inspection and the action taken.
Examining Carriers: Clearing Vessels
Notifying and Reporting

Bee Swarms

If the vessel transited or loaded cargo or stores in a country known to have the Africanized honeybee, note whether or **not** live bees were found on the vessel. On *CBP Form AI-288, Ship Inspection Report, Block 23, Remarks* write a message to the captain requesting “If live bees are sighted on the ship or a container, then call a CBP AS at [port phone number].”

Khapra Beetle (KB)

If suspected KB is intercepted, issue the following warning notice on CBP AI-288:

> “An insect believed to be khapra beetle, a serious agricultural pest, has been found in your vessel. If identification is confirmed, an Emergency Action Notification will be issued by Customs and Border Protection.”

Notifying and Reporting

When a direct vessel is proceeding to another port within the United States, its possessions, or its territories, Agriculture Specialists or Agriculture Specialist Supervisors must notify the Agriculture Operations Specialist in the originating Field Office if they discover certain risk factors. Agriculture Operations Specialists will then notify their counterparts at the subsequent Field Offices by telephone or e-mail of the specific risk factors. Agriculture Operations Specialists will also notify all subsequent coastwise ports in their areas of responsibility, and if possible, will fax a copy of *CBP Form AI-288, Ship Inspection Report* to these ports as well.

If the port receiving the direct vessel decides not to clear the vessel or if the vessel is deferred and sails coastwise prior to clearance, Agriculture Specialists must notify subsequent ports through the same official channels.

The first port identifying a vessel with identified risk factors has the responsibility to notify all subsequent ports via the Field Office chain of command. For vessels with fruit fly host materials, all subsequent coastwise ports with sealing requirements must be notified. Ports without sealing requirements do not require this notification.
Monitoring/Surveillance

QPAS establishes program policies to ensure that garbage handling and safeguarding of stores on vessels in port are monitored on an unannounced, spot-check basis, as follows:

◆ Vessels not boarded will be monitored when feasible
◆ Vessels boarded—at least 50 percent will be subsequently monitored

The Port Director may use CBP Form AI-288, Ship Inspection Report or a local log to record monitoring activities.

In monitoring, make sure that garbage aboard a vessel is as follows:

◆ Inside the railing
◆ In a leakproof container
◆ In a covered container

If the vessel is not complying with these garbage conditions, then require remedial measures and assess a civil penalty. Instructions for assessing civil penalties are contained in Ocean Vessel Garbage Violations on page 8-1-9.

**NOTICE**

When inspecting cargo holds, refer to Inspecting Cargo Holds on page 2-1-16.

Courtesy of the Port

Courtesy of the Port is a privilege granted by CBP and other Federal Agencies. The Department of State considers foreign, public vessels as all foreign commissioned naval vessels, scientific research vessels, and other vessels operated by a foreign government when used in noncommercial service. Generally, you will receive information in advance including the nationality of the vessel, port(s) to be visited, and the approximate date(s) of the visit. Boarding and garbage safeguarding guidelines are listed below.
Permission to Board

Unless you receive permission to board the vessel from the captain or another officer, do **not** board the vessel. If boarding permission is granted, exercise good judgment in carrying out your inspection. Be sure to discuss the protocol to be observed during boarding. Once aboard, make a careful assessment of the plant pest and animal disease risk associated with the stores or elsewhere, and of prohibited or restricted agricultural items. You can assess the risk either by questioning the captain or other officer, or by actual inspection. If actual inspection is warranted, then gain the permission and escort of the captain or another officer. If the captain or officer refuses to cooperate, then immediately contact the Director of Field Operations (DFO) from your Port of Entry and the Situation Room through your Port chain of command. Follow up your initial contact by writing an Officer’s Statement of the incident describing the problem encountered.

Handling Garbage

Explain and solicit cooperation for maintaining garbage while the vessel is in port. The U.S. Navy usually makes initial arrangements for garbage removal for foreign, military vessels. If approved garbage disposal facilities are available at your Port, inform the captain or officer that an approved garbage disposal company may remove garbage. Make periodic checks to ensure the garbage is being handled properly. See *Monitoring Garbage* on page 3-1-1 for specific information on garbage control.

Garbage Violations

If you detect a deliberate and flagrant violation of the garbage handling procedures or other safeguard requirements, then make a full report to the Director, Field Operations and the Situation Room through your Port chain of command. Follow up by writing an Officer’s Statement of incident.

Animals Aboard Public Vessels

Live ruminant animals or swine should not be aboard public vessels given Courtesy of the Port. If live animals are aboard, the Director, Field Operations and the Situation Room should be notified through your Port chain of command. The vessel’s captain is expected to prevent the removal of other animals (including birds) as well as other restricted or prohibited items.
Examining Carriers: Clearing Vessels
Purging Stores and Garbage

Purging Stores and Garbage

Vessels may purge their stores and garbage and disinfect if necessary to attain “domestic status.” By purging their stores and garbage, vessel owners are provided an opportunity to reduce their costs associated with garbage removal. This opportunity will most likely be taken by vessels entering mainland U.S. and Canadian service for either an extended period or permanently.

1. Monitor the purging of the vessel's regulated stores and garbage. For stores that must be removed, refer to Monitoring/Inspection of Garbage on Board a Vessel on page 3-1-6.
   A. The purged material must be incinerated, sterilized, or transferred to another vessel.
   B. If transfer to another vessel is the option selected for purging, see Transferring Meat or Poultry in a Vessel's Stores on page 3-3-20.
   C. If the vessel calls only at a U.S. Territory or Hawaiian port, then only the regulated produce needs to be purged; there is no animal disease risk. Otherwise, require the purging of both regulated animal products and produce.

2. Fill in “Purged—now domestic” in CBP Form AI-288, Ship Inspection Report, Block 23, Remarks
   A. Give a copy of the completed form to the captain.
   B. Tell the captain to keep the copy of the form as evidence of domestic status until the vessel sails again outside of the continental U.S. or Canada.

Sealing Stores

Sealing stores is a safeguarding practice which prevents the use or movement of fruit fly host materials (fresh fruits and vegetables) aboard a vessel while in U.S. territorial waters.
In climates that can support fruit fly year round, all fruit fly host materials are sealed in vessel stores. See Table 3-3-5 to determine if you are in an area where sealing is standard practice.

**TABLE 3-3-5: Determine if You Are in an Area Where Sealing Stores Is Standard Practice**

<table>
<thead>
<tr>
<th>If you are in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, California, Florida, Hawaii, Louisiana, Mississippi, Puerto Rico, Texas, or the U.S. Virgin Islands</td>
<td>GO to Determining What Fruit Fly Material to Seal on page 3-3-17</td>
</tr>
<tr>
<td>Other than the locations listed in the above cell</td>
<td>DO NOT SEAL for fruit flies or for the Canadian Food Inspection Agency</td>
</tr>
</tbody>
</table>

**Determining What Fruit Fly Material to Seal**

Seal all fleshy botanical fruits except those listed in Table 3-3-7 and those originating in the “No sealing” areas. However, material that is host to fruit flies, but was grown in the contiguous United States does not require sealing. If you’re located in Hawaii, you do not need to seal any fruit fly material from Mediterranean\(^2\) (West) countries. If you’re in Puerto Rico or the U.S. Virgin Islands, then you do not need to seal any fruit fly material from the West Indies\(^3\). If you are interested in an explanation of the reasons for not sealing, see Appendix L.

Inspect for and collect all fruit fly host material from the quarters and galley. Combine all the collected material with all fruit fly host materials in the refrigerated stores. Seal excessive amounts of fruit fly host material in a secure compartment within the storeroom. A secure, refrigerated compartment is one which ensures that the only way to gain access to the compartment is by breaking the seal. If you must seal the entire storeroom, then give the chief steward the opportunity to remove all nonhost material from the storeroom for use while in port. Bags or boxes are not considered secure compartments within a storeroom. Move the bags or boxes to a secure compartment for sealing, or seal the entire storeroom.

---

\(^2\) Mediterranean (West) countries: Albania, Algeria, France, Greece, Italy, Libya, Morocco, Portugal, Spain, Tunisia, and former Yugoslavia (now Croatia, Bosnia and Herzegovina, Serbia and Montenegro, and Macedonia).

\(^3\) West Indies: Annually, Antigua and Barbuda, Bahamas, Barbados, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe (and St. Barthelemy), Haiti, Jamaica, Martinique, Montserrat, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Turks and Caicos Islands, and the British Virgin Islands.
Small Amounts of Fruit Fly Material
In sealing areas, if only a small amount of fruit fly host material is found, give the chief steward the option to destroy the material or seal it in a secure compartment. If the chief steward chooses to have the fruit fly material destroyed, you may seize the material by placing it in a plastic bag for destruction and examination at a later time. Make a note on CBP Form AI-288, Ship Inspection Report of all fruit fly materials seized. Use Table 3-3-6 on page 3-3-18 to determine which fruit fly materials require sealing based on the origin of the commodities.

**TABLE 3-3-6: Determine Which Fruit Fly Materials Require Sealing Based on Origin of Commodities**

<table>
<thead>
<tr>
<th>If the fleshy botanical fruits are from:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa (not including Algeria, Libya, Morocco, and Tunisia)¹</td>
<td>SEAL all fleshy botanical fruits</td>
</tr>
<tr>
<td>Asia (except for Asian Russia, Japan, South Korea, or Mongolia)</td>
<td></td>
</tr>
<tr>
<td>Australia</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>SEAL only tomatoes</td>
</tr>
<tr>
<td>Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, or Panama</td>
<td>GO to Table 3-3-7 on page 3-3-19</td>
</tr>
<tr>
<td>Hawaii</td>
<td>SEAL all fleshy botanical fruit except papaya (treated) and pineapple</td>
</tr>
<tr>
<td>Japan and South Korea</td>
<td>SEAL only cucurbits</td>
</tr>
<tr>
<td>Mediterranean (West)²</td>
<td>GO to Table 3-3-7 on page 3-3-19</td>
</tr>
<tr>
<td>Mexico or Belize</td>
<td></td>
</tr>
<tr>
<td>Northern Eurasia³ [not including Mediterranean (West), Japan, or South Korea]</td>
<td>SEAL only cherries</td>
</tr>
<tr>
<td>Puerto Rico or U.S. Virgin Islands (located in the West Indies)</td>
<td>GO to Table 3-3-7 on page 3-3-19</td>
</tr>
<tr>
<td>South America, Tobago, and Trinidad (except Chile)</td>
<td></td>
</tr>
<tr>
<td>West Indies and Lesser Antilles⁴ (includes Aruba, Bonaire, and Curacao)</td>
<td></td>
</tr>
<tr>
<td><strong>Other than a country or State listed in the cells above</strong></td>
<td>GO to Figure 3-3-2 on page 3-3-20, which shows the countries for which sealing is not required</td>
</tr>
</tbody>
</table>

1. Algeria, Libya, Morocco, and Tunisia are considered to be Mediterranean (West) countries.
2. Mediterranean (West) countries: Albania, Algeria, France, Greece, Italy, Libya, Morocco, Portugal, Spain, Tunisia, and former Yugoslavia (now Croatia, Bosnia and Herzegovina, Serbia and Montenegro, and Macedonia).
3. Northern Eurasia countries: All countries north of Mediterranean (West) and north of Turkey, Iran, Afghanistan, and China.
4. West Indies: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe (and St. Barthelemy), Haiti, Jamaica, Martinique, Montserrat, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Turks and Caicos Islands, and the British Virgin Islands.
If the seal is broken or removed while in U.S. territorial waters, then complete **CBP Form AI-592, Notice of Violation.**

**TABLE 3-3-7: Determine Which Fleshy Botanical Fruit to Seal**

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

1  For an explanation, see **Appendix L.**

2  The botanical family **Solanaceae** includes tomato, pepper, and eggplant.
Transferring Meat or Poultry in a Vessel’s Stores

Meat, poultry and other edible animal products and by-products in a vessel’s stores may be transferred over water from one vessel to another when permission in writing listing the items to be transferred is requested of CBP. The vessel’s agent will also request approval from PPQ VRS HQ to transfer these commodities. The transfer will be made under the direct supervision of CBP. Stores must be transferred from one vessel onto a barge or other floating carrier, over water to the receiving vessel.
Examining Carriers: Clearing Vessels
Transferring Meat or Poultry in a Vessel’s Stores

Stores in sealed, leak proof maritime containers may be moved overland within the port’s environs with permission from CBP and VRS. The stores must be off-loaded from the donating vessel in a sealed leak-proof maritime shipping container. The container must not be opened while on land; it must remain sealed at all times. The container cannot leave the port of arrival. The meat or other animal products cannot be held in port for more than 72 hours.

Stores that cannot be transferred under the above conditions must be presented as a cargo shipment and meet all of the requirements for importation by the appropriate government agencies.

Follow these procedures for the transfer of meat:

- Determine the origin of the meat
- Determine from the vessel’s log the ports the vessel has previously visited since taking on the meat to be transferred

Refer to Table 3-3-8 on page 3-3-21.

### TABLE 3-3-8: Transfer of Meat or Poultry in Vessel’s Stores

<table>
<thead>
<tr>
<th>If the meat or poultry originates:</th>
<th>And the vessel:</th>
<th>And it is in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In countries free of bovine spongiform encephalopathy (BSE), foot-and-mouth disease (FMD), rinderpest (RP), classical swine fever (CSF), swine vesicular disease (SVD), African swine fever (ASF), highly pathogenic avian influenza (HPAI), and exotic Newcastle disease (END)</td>
<td>Did not transit an infected country</td>
<td>Sealed, leakproof container</td>
<td>◆ ALLOW transfer of meat under the direct supervision of CBP to another vessel or to a cold storage facility within the port environs for a maximum of 7 days ◆ Do not allow meat to be used ashore</td>
</tr>
<tr>
<td>Transited an infected country</td>
<td>Sealed, leakproof container, packed as originally shipped</td>
<td>◆ ALLOW only transfer of meat in unopened containers to another vessel or to a cold storage facility within the port environs for a maximum of 72 hours ◆ Movement must be under direct CBP supervision ◆ Do not allow meat to be used ashore</td>
<td></td>
</tr>
<tr>
<td>In an infected country</td>
<td>Boxes or cartons that were opened (staples or bands removed or flaps unglued)</td>
<td>ALLOW transfer of stores only under the following conditions:1 ◆ Direct supervision of a CBP-AS officer ◆ Transfer direct, over water from one vessel onto a barge or other floating carrier, then over water to the receiving vessel ◆ Require cleaning/disinfection of the barge and equipment following transfer</td>
<td></td>
</tr>
</tbody>
</table>

1 If either of the conditions is not practical, then contact the Headquarters VMO.
Special Procedures for Relanding Meat Aboard U.S. Military Vessels Returning from Foreign Countries

Require the following procedures for relanding U.S.-origin meat aboard military vessels having transited infected countries:

- Conduct movement of all meat under CBP AI supervision
- Allow only meat in unopened boxes to move
- Allow movement of meat to take place only within the metropolitan area of the port where the meat is off-loaded.
- Move meat to refrigeration units
- Seal refrigeration units with USDA seals until meat is to be loaded on an outbound vessel for use outside the United States
- Break USDA seals and supervise loading of meat back to vessels’ stores when meat sealed in refrigeration units are ready for loading on an outbound vessel
- Contact PPQ-VRS-AQI or PPQ-VRS-HQ for approval of any deviations from the above procedures

Taking Action on Vessels In Lay-up Status

Vessels going into lay-up status (temporarily removed from commercial activity) are considered in a special category for restricted and prohibited stores.

Because of the unknown duration of lay-up, it is not practical to attempt to control the garbage.

Seal aboard ship, or have all restricted and prohibited stores removed before the vessel goes into lay-up. **Seal the entire locker or refrigerator** rather than a portion of a refrigerator from which stores might be removed. Periodically recheck sealed refrigerators to make sure that the seals are intact.

Transfer meat stores as directed in *Transferring Meat or Poultry in a Vessel’s Stores* on page 3-3-20.
Taking Action on Live or Dead Animals

Use Table 3-3-9 to determine the action to take if animals are found.

**TABLE 3-3-9: Determine Action to Take if Animals Are Found**

<table>
<thead>
<tr>
<th>If the shipment is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live animals or dead animals that are part of a live animal shipment</td>
<td>Go to <strong>Live Animals</strong> on page 3-3-23</td>
</tr>
<tr>
<td>Solely dead animals</td>
<td>Go to <strong>Dead Animals</strong> on page 3-3-24</td>
</tr>
</tbody>
</table>

**Live Animals**

Live animals are the responsibility of VS. Additionally, VS has the responsibility for cleaning and disinfecting the vessel if it held live animals. Since CBP is often the first to board the vessel, follow the instructions in Table 3-3-10 when VS is not present to meet vessels carrying live animals. The vessel’s captain is expected to prevent the removal of other animals (including birds) as well as other restricted or prohibited items.

**TABLE 3-3-10: Action to Take When Live Animals Are Found**

<table>
<thead>
<tr>
<th>If the animal group is:</th>
<th>And the animals are:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Horse, ruminant, or swine | Aboard the vessel | ◆ HOLD the animals aboard the vessel  
◆ NOTIFY VS by telephone |
|                         | Off-loaded from the vessel | ◆ HOLD the animals and the associated feed, bedding, etc., at the point of discovery  
◆ NOTIFY VS by telephone |
| Birds (includes poultry and pet birds) | A commercial shipment | ◆ HOLD the birds  
◆ NOTIFY VS by telephone |
|                         | Birds in baggage | Go to **Handling Pet Birds in Baggage** on page 4-1-10 |
|                         | Birds in quarters | Go to **Birds Aboard Commercial Vessels** on page 3-3-24 |
| Canine² (dogs) | Used with livestock² | ◆ HOLD the animals |
|                         | With open sore(s)³ | ◆ NOTIFY VS by telephone |
|                         | Without open sore(s) or not used with livestock | RELEASE |
| Other than horse ruminant, swine, canine, or birds⁴ | 1. INSPECT cages for prohibited items and have them removed  
2. REFER to Fish and Wildlife Service |

1 Consider the welfare of the animals in severe weather. If you authorize movement, then clean and disinfect all areas occupied by, or equipment used to move the animals. Do not allow movement to an area where other animals are present or away from the immediate area of the point of discovery. Do not allow vessels to move prior to VS arrival.

2 Dogs kept around livestock may carry tapeworms.
Allow birds to remain aboard vessels under the custody of the captain when the birds are maintained in a secure location throughout travel in U.S. territorial waters. Write the following statement on CBP Form AI-288, Ship Inspection Report in the Remarks section:

“I agree to keep the bird(s) caged or tethered and kept in a ship’s cabin while in U.S. territorial waters.”

(Captain’s Signature)

Get the captain to sign below the statement (shown above) on CBP Form AI-288. If you harbored the vessel and find that the birds are not being kept as stated in the agreement, issue a civil penalty (PPQ Form 591) to the captain of the vessel. If you discover a crew member taking a bird off the vessel, then seize the bird and issue a civil penalty (PPQ Form 591) to the crew member. Assess a civil penalty if the crew member has attempted to conceal the bird.

Make sure that birds are kept aboard yachts and pleasure vessels while at any U.S. port. Write a notice on CBP Form AI-288 stating that removal of the bird(s) is prohibited.

If a bird is to be removed from the yacht, it must meet import requirements (quarantine). Notify VS by telephone. After completing quarantine, the bird may move in and out of a port as a U.S. returned bird. U.S. returned birds must have the following:

- U.S. health certificate issued prior to departure
- Proper identification (leg band or tattoo)
- VS veterinary inspection

If a bird has been out of the country for more than 60 days, it must be quarantined at the owner’s residence for 30 days. Notify VS to take action.

**Dead Animals**

If only dead birds, horses, ruminants, or swine are discovered, then contact VS. If you find dead animals other than the above, no action is required by CBP or VS.
Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships

The purpose of this manual section is to provide guidance and protocol to prevent the artificial spread of Asian gypsy moth (AGM), *Lymantria dispar*, from high-risk areas including Far East Russian and Japanese ports where AGM populations are at high densities. Inspection and exclusion of contaminated ships will prevent the artificial spread of AGM.

The AGM displays significant behavioral differences compared to the European gypsy moth (EGM). The female AGM is an active flyer that is attracted to lights, and capable of flying up to 25 miles. The AGM feeds on larch and other conifers as well as on alder and willow. Oaks and other hardwood species are also acceptable hosts.

The female AGM lays eggs primarily during August and September in Far East Russia and Northern Japan; in June and July in Southern and Central Japan; and from June to September in South Korea and Northern China (including all ports north of Shanghai). Attracted by the lights on ships, the females may lay eggs on the superstructure. The larvae can be blown by the wind short distances on silk strands. Due to these characteristics, a list of vessels that called at Far East Russia, Japan, South Korea, and Northern China ports, during periods between June and September that are defined (see Table 3-3-12 on page 3-3-30) has been developed: the AGM Vessel Alert List.

Although APHIS has no regulation prohibiting the entry of ships designated from areas where AGM is prevalent, the Plant Protection Act grants the authority to order infested ships to leave U.S. waters [Title IV - Plant Protection Act, 7 U.S.C. 7701, Subtitle A, Section 411 (a)].

Determine Status of Arriving Ships

Determine which ships should be excluded entry, which should be boarded on arrival, and which require normal, non–AGM boarding procedures. These procedures use two approaches: (1) If a pest is found, CBP has the authority to order a ship to leave U.S. waters to resolve the situation; and (2) PPQ recommends that the following ships obtain certifications that they are free from AGM prior to departure during PPQ designated high-risk periods (note: AGM certifications are available in Northern China, South Korea, Japan, and Russia):

- Ships that have been in Far East Russia ports between July 15 and September 30 of the previous year
- Ships that have been in ports in Japan, South Korea, and northern China during designated flight periods (see Table 3-3-12 on page 3-3-30)
A narrative description of the main steps involved in determining your action follows. **Table 3-3-12** on **page 3-3-30** and **Table 3-3-15** on **page 3-3-32** summarize the action.

**EXEMPTION:** Hawaii, Puerto Rico, and Guam are exempt from excluding entry to ships because the climate and host conditions are **not** suitable for AGM. Therefore, throughout the year, ships from Far East Russian and identified high-risk Japanese ports are allowed to arrive in Hawaii, Puerto Rico, and Guam subject to inspection. If the ship’s schedule includes subsequent continental U.S. ports of call, then the ship must be inspected for AGM.

**Step 1: Check the AGM Vessel Alert List**
Check the AGM vessel alert list for ports of loading in Russian and Japanese ports at the CBPnet webpage or the PPQ gypsy moth website for the ship’s name and hull number (IMO number) to determine if the ship is high risk for AGM. The AGM vessel alert list includes ships that called at Far East Russia ports between July 15 and September 30 of the previous year and ports in Japan, South Korea, and northern China during designated periods (see **Table 3-3-12** on **page 3-3-30**).

If an arriving ship has a name very similar to one on the alert list, check with the agent to verify the hull number (IMO number) or the itinerary of the ship between June 1 and September 30 of the previous year. The alert list is **not** all inclusive, so apply the ship risk criteria to all arrivals (**Step 3**).

The alert list of AGM suspect ships will be entered into the CBP Treasury Enforcement Communication System (TECS) database. This will alert the local CBP office when an AGM suspect ship reports to a port.

![Important](image)
A ship’s name may change, but a ship’s hull number (IMO number) **never** changes.

**Step 2: Check the Ship’s Itinerary**
Targeting of ships is most critical. Ports must check the ship’s itinerary to see if it has called on suspect port areas during designated AGM flight periods during the current and previous year. It is critical to review the itinerary for the previous twelve months or more to ensure that it covers the entire previous high risk season. Check the ship’s itinerary for a Far East Russia port that occurs within the range from Posyet to Nikolayevsk. The three most likely ports are Nakhodka, Vladivostok, and Vostochny. The other ports in Far East Russia that are regulated are Kozmino, Olga, Plastun, Posyet, Slavyanka, Vanino, and Zarubino.
Examining Carriers: Clearing Vessels
Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships

Check the ship’s itinerary to see if it has called on a Japanese port during designated AGM flight periods.

AGM is also present in Northern China and South Korea. Ports in these countries may also present an AGM suspect origin for ships and may be subject to inspection.

Verify when the ship called at the Far East Russia, Japan, South Korea, or northern Chinese port. Did it call during designated flight periods between June and September?

**Step 3: Apply Criteria to Arriving Ships**

Refer to **Table 3-3-11** on page 3-3-27 to determine the level of risk based on the ship’s date of arrival.

**TABLE 3-3-11: Mandatory Asian Gypsy Moth Inspection Periods at U.S. Ports for Ships Arriving from Far East Russia, Japan, South Korea, or Northern China Ports (Per APTL and APHIS Policy)**

<table>
<thead>
<tr>
<th>Port Location</th>
<th>Date of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
</tr>
<tr>
<td>Alaska</td>
<td></td>
</tr>
<tr>
<td>Great Lakes</td>
<td></td>
</tr>
<tr>
<td>Hawaii</td>
<td></td>
</tr>
<tr>
<td>Oregon</td>
<td></td>
</tr>
<tr>
<td>Puerto Rico</td>
<td></td>
</tr>
<tr>
<td>Washington State</td>
<td></td>
</tr>
<tr>
<td>Norfolk, VA and northward</td>
<td></td>
</tr>
<tr>
<td>South of Norfolk, VA to Jacksonville, FL</td>
<td></td>
</tr>
<tr>
<td>South of Jacksonville, FL</td>
<td></td>
</tr>
<tr>
<td>Alabama, California, Florida, Louisiana, Mississippi, and Texas</td>
<td></td>
</tr>
</tbody>
</table>

**Important**

Southern ports need to be more aware of AGM inspection of ships year round. There is a possible risk of larvae hatching in these warmer climates even during the months which are not considered the high-risk hatching period.

---

Important

If strange names are on the itinerary, get a map of the high-risk area (extreme southeast mainland of Russia) and match any listed ports.

---

**Important**

Southern ports need to be more aware of AGM inspection of ships year round. There is a possible risk of larvae hatching in these warmer climates even during the months which are not considered the high-risk hatching period.
Examining Carriers: Clearing Vessels
Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships

Ships from Japan, South Korea, and Northern China can proceed to U.S. berths for AGM inspection procedures.

High-risk Ships—Determine which ships are to be considered to be high-risk. If information indicates advance notice of suspicion of AGM infestation prior to arrival, exclude entry to these ships. These ships can be boarded instream or at preapproved remote sites.

Consider high risk a ship arriving at a continental U.S. port during the high-risk period identified in Table 3-3-11 on page 3-3-27 and one of the following conditions exist:

◆ Specifically identified on the AGM vessel alert list
◆ Itinerary including a Far East Russia port between July 15 and September 30 or a port in Japan, South Korea, or northern China during designated AGM flight periods (see Table 3-3-12 on page 3-3-30) of the previous or current year. This would include ships from areas where AGM is prevalent.
◆ Itinerary that cannot adequately verify the location of the ship between May 15 and October 15 of the previous year

If you determine an arriving ship to be infested with AGM, go to Exclude Entry to Infested Ships on page 3-3-29.

Low-risk Ships—Determine which arriving ships are low risk and are allowed to proceed to the intended berth for initial AGM inspection and follow-up monitoring, if necessary.

Consider low risk a ship arriving at a continental U.S. port during the low-risk period identified in Table 3-3-11 on page 3-3-27 and with one of the following:

◆ Not identified on the AGM vessel alert list, or from designated areas where AGM is prevalent
◆ Itinerary including a Far East Russia port between July 15 and September 30 of the previous year or a port in Japan, South Korea, or northern China (see Table 3-3-12 on page 3-3-30) with approved certification of freedom from AGM
◆ Itinerary that can adequately verify the location of the ship between May 15 and October 15 of the previous year

If you determine an arriving ship to be low-risk, go to Table 3-3-15 on page 3-3-32.
Exclude Entry to Infested Ships

Every effort should be made to encourage voluntary exclusion of ships that could be identified as high-risk for AGM infestation arriving at a U.S. port during the high-risk hatching period.

During the high-risk hatching period, inspection and reinspections of infested ships can be accomplished by boarding instream or at preapproved sites. Provide options to inspect or to conduct an initial evaluation at a remote location. This option provides the mutual benefit of reducing the risk or pest introduction and of saving money for the shipping industry by reducing the possibility of a ship being ordered out of U.S. waters after traveling inland waterways. Boarding a ship instream is an option which must be requested by the agent and approved by CBP. All arrangements concerning transportation to the ship and the method of boarding should be confirmed before the trip to the ship begins.

See Table 3-3-12 on page 3-3-30, which summarizes the procedures for determining action to take for ships arriving during the high-risk hatching period.

If the ship is found to be free of suspect AGM egg masses and larvae, allow the ship to proceed to its intended berth. While in port, monitor previously infested ships for hatching AGM larvae.

If the ship is found to have suspect AGM egg masses and larvae, CBP will determine safeguarding steps. See Table 3-3-17 on page 3-3-38 to determine safeguarding action.
TABLE 3-3-12: Procedures to Follow for Ships Arriving During High-Risk Period

<table>
<thead>
<tr>
<th>If ship’s name is:</th>
<th>And the itinerary:</th>
<th>And called at port:</th>
<th>And certification2, 3, 4 is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not on the alert list</td>
<td>Includes a Far East Russia port2</td>
<td>Between July 15 and September 30</td>
<td>Absent</td>
<td>PROVIDE options for inspection outside the port area2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Present</td>
<td>ALLOW movement to berth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other than the time of year above</td>
<td>REFER to APTL and APHIS policy in Table 3-3-11 on page 3-3-27</td>
</tr>
<tr>
<td>Includes a Japan port1</td>
<td></td>
<td></td>
<td>Absent</td>
<td>PROVIDE options for inspection outside the port area2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Present</td>
<td>ALLOW movement to berth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other than the time of year above</td>
<td>REFER to APTL and APHIS policy in Table 3-3-11 on page 3-3-27</td>
</tr>
<tr>
<td>Does not include a Far East Russia, Japan, South Korea, or Northern China port7</td>
<td></td>
<td></td>
<td>Absent</td>
<td>PROVIDE options for inspection outside the port area2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Present</td>
<td>ALLOW movement to berth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other than the time of year above</td>
<td>REFER to APTL and APHIS policy in Table 3-3-11 on page 3-3-27</td>
</tr>
<tr>
<td>Cannot be ascertained or the ship has transited an area where AGM is known to occur</td>
<td></td>
<td></td>
<td>Absent</td>
<td>ALLOW movement to berth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Present</td>
<td>GO to Inspect for AGM</td>
</tr>
</tbody>
</table>

1 Dates of risk are subject to annual changes.

2 Certifications from Far East Russian ports must be from the Federal Service for Veterinary and Phytosanitary Surveillance of the Russian Federation and declare that the vessel is free from AGM.

3 Accept AGM ship monitoring forms and checklist from Korea National Plant Quarantine Service as equivalent to certification.

4 Certifications from China must come from CCIC Inspection Co., LTD (CCIC).

5 If ships are found to be infested, then the options for inspection are off-shore inspections or inspections at remote docking locations away from port areas.

6 South Korean AGM Certificates issued after March 1, 2012 will be issued by the newly formed International Plant Quarantine Accreditation Board (IPAB). Certificates issued during the risk period for Korea during 2011 (June 1 - September 30) by South Korea’s Animal, Plant and Fisheries Quarantine and Inspection Agency (QIA) are still valid. See Examples of AGM Certificates on page 3-3-46.

7 Vessels from other countries and areas where AGM is prevalent may also be subject AGM inspection at berth.
**TABLE 3-3-13: Procedures to Follow for Ships Calling at Japanese Ports**

<table>
<thead>
<tr>
<th>If the ship called at the port:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not</strong> during an AGM flight period for a port listed in <strong>Table 3-3-14</strong> on page 3-3-32</td>
<td></td>
<td>◆ ALLOW movement to berth</td>
</tr>
<tr>
<td>During an AGM flight period for a port listed in <strong>Table 3-3-14</strong> on page 3-3-32</td>
<td>Has a pre-departure inspection certificate issued by an approved company in Japan(^1) or any other approved inspection certification</td>
<td>◆ REFER to APTL and APHIS policy in <strong>Table 3-3-11</strong> on page 3-3-27</td>
</tr>
<tr>
<td>Lacks the above certification</td>
<td></td>
<td>◆ ALLOW movement to berth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ GO to <strong>Inspect for AGM</strong></td>
</tr>
</tbody>
</table>

---

1. Allow vessels from Japan to enter U.S. berths for Asian Gypsy Moth (AGM) inspection. This list is presently under review and subject to change.

Vessels that call on ports in Japan during high-risk periods should arrange to have pre-departure certification issued by the following authorized third-party inspection bodies in Japan. The certificates will include the seal of the company that conducted the certification. The names of the approved and authorized companies are as follows:

- All Nippon Checkers Corporation (ANCC)
- Hokkaido Bouekiunjo Co., LTD (HBKC)
- Japan Cargo Tally Corporation (JCTC)
- Japan Export Vehicle Inspection Center Co., Ltd. (JEVIC)
- Japan Grain Inspection Association (JGIA)
- Kanto Fumigation Co., Ltd (KFCO)
- Keiyo-chiku Plant Quarantine Association (KPQA)
- Kobe Plant Quarantine Association (KOBEQPA)
- Kyoritsu Sanitary Co., Ltd. (KRS)
- Muroran & Tomakomai Plant Quarantine Association (MTPQA)
- Nikkun Co., Ltd (NCL)
- Nippon Kajji Kentei Kyokai (NKKK)
- Okayama-Ken Plant Quarantine Association (OKYPQA)
- Osaka Plant Quarantine Association (OPQA)
- Osaka Timber Quarantine Association (OSKTPQA)
- Shin Nihon Kentei Kyokai (SNKK)
- Techno Kasei Co., Ltd. (TKL)
- Tokai Plant Quarantine Association (TOKAPIQA)
- Tokyo Plant Quarantine Association (TPQA)
- Yokohama Plant Protection Association (YPPA)

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Ships from Japan, South Korea, and Northern China can proceed to U.S. berths for AGM inspection procedures.
Examining Carriers: Clearing Vessels
Special Procedures for Suspect Asian Gypsy Moth (AGM) Ships

### TABLE 3-3-14: AGM Flight Regions by Japan Prefectures

<table>
<thead>
<tr>
<th>Region</th>
<th>Prefecture</th>
<th>Non-Inclusive List of Ports Within Flight Region</th>
<th>AGM Flight Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern</td>
<td>Aomori, Fukushima, Hokkaido, Iwate, or Miyagi</td>
<td>Aomori, Hachinohe, Hakodate, Ishikariwanshinko, Kushiro, Muroran, Otaru, Rumoi, and Tomakomai</td>
<td>Jul 1 – Sep 30</td>
</tr>
<tr>
<td>Western</td>
<td>Akita, Ishikawa, Niigata, Toyama, or Yamagata</td>
<td>Fushiki, Kanazawa, Nanao, Naoetsu, Niigata, Sakata, and Toyama Shin</td>
<td>Jun 25 – Sep 15</td>
</tr>
<tr>
<td>Eastern</td>
<td>Aichi, Chiba, Fukui, Ibaraki, Kanagawa, Mie, Shizuoka, or Tokyo</td>
<td>Chiba, Gamagori, Kashima, Kinuura, Kisarazu, Nagoya, Shimizu, Toyohashi, Tsuruga, and Yokohama</td>
<td>Jun 20 – Aug 20</td>
</tr>
<tr>
<td>Southern</td>
<td>Ehime, Fukuoka, Hiroshima, Hyogo, Kagawa, Kagoshima, Kochi, Kumamoto, Kyoto, Miyazaki, Nagasaki, Oita, Okayama, Osaka, Saga, Shimane, Tottori, Tokushima, Wakayama, or Yamaguchi</td>
<td>Aboshi, Amagasaki, Fukuyama, Hakata, Hannan, Hibikinada, Hirohata, Hiroshima, Kakogawa, Kobe, Kokura, Komatsushima, Kudamatsu, Matunaga, Mizushima, Nagahama, Niihama, Oita, Osaka, Sakai, Sakai-Senboku, Takamatsu, Tobata, Tokuyama, Ube, Uno, and Yahata</td>
<td>Jun 1 – Aug 10</td>
</tr>
<tr>
<td>Far Southern</td>
<td>Okinawa</td>
<td>Naha</td>
<td>May 25 – Jun 30</td>
</tr>
</tbody>
</table>

If a port is **not** listed, use an online search engine to determine which prefecture includes the port.

### TABLE 3-3-15: Procedures to Follow for Ships Arriving During Low-Risk Period

<table>
<thead>
<tr>
<th>If ship’s name is:</th>
<th>And the ship’s itinerary:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the alert list</td>
<td></td>
<td>◆ ALLOW movement to berth</td>
</tr>
<tr>
<td>Not on the alert list</td>
<td>Includes a Far East Russia, Japan, South Korea, or Northern China port</td>
<td>◆ REFER to APTL and APHIS policy in Table 3-3-11 on page 3-3-27</td>
</tr>
<tr>
<td></td>
<td>Does not include a Far East Russia, Japan, South Korea, or Northern China port</td>
<td>REQUIRE normal, non-AGM boarding procedures</td>
</tr>
<tr>
<td></td>
<td>Cannot be ascertained, or has transited suspect areas</td>
<td>◆ ALLOW movement to berth</td>
</tr>
</tbody>
</table>

### Board Instream

Boarding ships instream is a nonstandard procedure. If instream boarding has been approved, then use the following guidelines:

1. Request the ship’s agent or the U.S. Coast Guard (at particular sites) to arrange for and provide boarding and retrieval launch, and a suitable boarding method. U.S. Coast Guard units at ports without sufficient resources to transport a CBP AS can provide CBP with a list of certified, commercial marine taxis or launch services.
2. Wear a U.S. Coast Guard approved flotation jacket.

3. Board the ship on arrival, within 1 hour after sunrise and 3 hours before sunset.

4. Board by conventional gangway or another method judged safe by the boarding officers.

**Board Low-Risk Ships**
During the low-risk period, board suspect AGM ships on arrival or within 1 hour of sunrise if the ship arrives during the night. Inspect all accessible areas of the ship’s super-structure. Use binoculars to inspect unreachable areas of the ship. Inspect the ship’s hold(s) when there are indications (physical evidence on the superstructure or ship records) that the ship has been cleaned for AGM. If possible, at least two officers should inspect the ship.

**Inspect for AGM**

**Step 1: Prepare Materials**
Have on hand the following AGM inspection tools and supplies:

- AGM Boarding Bag to include:
  - **AGM Boarding Card** (see Appendix C)
  - Binoculars
  - Blank EAN
  - Cell Phone
  - Digital Camera
  - Flashlight
  - Mirrors
  - Plastic bags that zip closed
  - Scraper
- Golden Pest Spray Oil and applicator
- Safety Equipment: Hard hat, reflective vest

**Step 2: Look for Egg Masses**
Inspect all accessible areas of the ship’s super-structure. Use binoculars to inspect unreachable areas of the ship. Inspect the ship’s hold(s) when there are indications (physical evidence on the superstructure or ship records) that the ship has been cleaned for AGM. Egg masses are the most likely life stage to be found on the superstructure of ships. During March through August, hatching larvae can be found. Hatching larvae always present an unacceptable pest risk any time of the year at any U.S. port. If you detect egg masses or hatching larvae, inspect the entire ship to fully determine the extent of infestation.
While some adult moth infestations on the exterior surfaces of vessels may be of foreign origin, it is possibly the result of native insects flying to the lights of the ship from the US shore. (Example: a vessel departs coastwise from the berth in the evening, with lights on, during a time of high insect activity). Refer to Inspecting the Deck on page 3-3-9 for more information.

The following points will help you detect gypsy moth infestations:

- Egg masses normally are deposited in sheltered locations such as in crevices or cavities, under tarps, behind walls and doors, around light fixtures, and underneath the hold rims
- Binoculars may allow you to see unreachable areas of the ship
- Use a flashlight and mirror to help inspect hard to see areas
- Establish a pattern in order to inspect the entire super-structure
- Female AGMs are attracted to light; therefore, the female moths could lay their egg masses on surfaces of the ship that are exposed to night lights. However, if the ship was lit with shore-based flood lights while in a foreign port, egg masses could be found in all locations
- Viable egg masses on ships may be weathered, darkened, and appear old
- Look for evidence of fresh paint covering scrapes on walls or painted over egg masses
- Look for hatching larvae that may be blowing on silk strands from the ship. Peak hatching of eggs is in the morning. Dispersing larvae move toward vertical structures and climb rapidly
- Ensure cargo holds are opened when possible to detect AGM on interior associated with laden cargos
- Make note of cargo type and any dunnage that may be associated with the vessel

See Figure 3-3-3 on page-3-3-35 for a photograph of AGM egg masses aboard a ship. The egg masses appear as brown fuzz on the blue nylon rope. The rope in this photograph was on a ship that was not on the AGM Alert lists. Figure 3-3-4 on page-3-3-36 illustrates AGM eggs found between two bays on a support beam near a cargo hold opening.

Vessel crews may paint over egg masses before a ship arrives in the U.S. Consider these egg masses to be viable organisms and submit for identification when found!
Important

Peak hatching of gypsy moth eggs is in the morning. Check the ship for dispersing larvae. These larvae move toward vertical structures and climb rapidly.

EXAMPLE

If steel beams are being discharged at the seaport and you find suspect AGM on this vessel, monitor the break bulk cargo that is discharged at the port for presence of AGM egg masses.

FIGURE 3-3-3: Asian Gypsy Moth Egg Masses on Blue Nylon Rope
Use Table 3-3-16 below to determine action to take when inspecting suspect AGM ships or ships with Far East Russia, Japan, South Korea, or Northern China ports of call.

TABLE 3-3-16: Inspect Suspect AGM Ships or Ships with Far East Russia, Japan, South Korea, or Northern China Ports of Call

<table>
<thead>
<tr>
<th>If the month is:</th>
<th>And you find:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High-risk hatching period</strong></td>
<td>Egg masses or hatching larvae</td>
<td>DETERMINE the appropriate safeguarding action (see Table 3-3-17 on page 3-3-38)</td>
</tr>
<tr>
<td></td>
<td>No life stages of AGM</td>
<td>◆ ALLOW the ship to dock and conduct business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ MONITOR the ship while in port</td>
</tr>
<tr>
<td><strong>Low-risk hatching period</strong></td>
<td>Egg masses</td>
<td>CONTACT PPQ, QPAS and APTL through appropriate channels, who will determine final regulatory action based on level of infestation and guidance from management</td>
</tr>
<tr>
<td></td>
<td>Hatching larvae</td>
<td>CONTACT PPQ, QPAS and APTL through appropriate channels, who may instruct you to order the ship to leave¹ (refer to the guidelines under Step 10 on page 3-3-44)</td>
</tr>
<tr>
<td></td>
<td>No life stages of AGM</td>
<td>◆ ALLOW the ship to dock and conduct business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ MONITOR the ship while in port</td>
</tr>
</tbody>
</table>

¹ Depending on the life stage found and the host material present at the port, ordering a ship to leave may spread AGM over a larger area than allowing the ship to stay at the berth.
Step 3: Find Suspect AGM and Collect Specimen Interceptions
Samples of egg masses, larvae, and adults are needed for identification. Remove as many egg masses as possible from the ship. Using a knife, paint scraper, or putty knife, scrape the egg masses from the ship’s surface and place into a container. **Be careful not to drop egg masses into the water.**

When suspect egg masses are found and reported to the CBP Supervisor, the CBP Supervisor will submit a CBP Significant Incident Report (SIR) and a CBP Significant Agriculture Incident Report (SAIR) within 24 hours of the incident. Update both reports as the timeline progresses.

Step 4: Apply Treatment Where Interceptions Were Removed
After scraping the egg masses for collecting and submission, drench those areas associated with egg masses with *Golden Pest Spray Oil* registered for gypsy moth. This product is available from Stoller Enterprises, Inc., 4001 W. Sam Houston Pkwy N., Houston, TX 77043-1226 telephone number (713) 461–1493, FAX (713) 461–4467. Use this spray to ensure treatment of stray gypsy moth eggs.

**Application Technique**—Mix equal amounts of *Golden Pest Spray Oil* and water and apply to egg masses as a 50% mix. Make a new mix each day treatments are made. Using a small hand sprayer, apply the mixture to individual egg masses until they are completely saturated. Keep the mixture agitated while treating.

Each port should establish contingency plans for ordering vessels out of U.S. waters and for quick availability of commercial spray equipment for large applications. Port Directors should work with port authorities and/or ships’ agents to arrange for commercial pesticide applicators to be on standby in the event they are needed to conduct remedial inspections and to apply the treatment. Commercial application will be at the expense of the agent, ship, or port authority.
### TABLE 3-3-17: Handling Interceptions

<table>
<thead>
<tr>
<th>If:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGM vessel inspection performed</td>
<td>A small number of viable suspect AGM specimens are detected⁰</td>
<td>◆ Collect specimens and apply Golden Pest Spray Oil (GPSO) to the area where the specimens were removed. Continue inspection until complete.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Issue Warning Notice: “Asian gypsy moth, a serious plant pest, is suspected and has been found on your vessel. The vessel may be reboarded, and may be ordered to leave U.S. territorial waters depending on additional pest risks.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Prepare interception specimens as URGENT (see Step 6 on page 3-3-39)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Record data, complete the AGM Scientific Report (see Step 7 on page 3-3-40)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Notify PPQ-QPAS and APTL (see Step 8 on page 3-3-43); send the AGM Scientific Report with photos to QPAS and APTL; include copies of CBP Form AI-288, Ship Inspection Report and AGM certificates from overseas, if produced by vessel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Allow the vessel to proceed coastwise; notify and inform next CBP port(s) of the pest risk and estimated times of arrival</td>
</tr>
<tr>
<td>An excessive infestation amount of viable suspect AGM specimens are detected¹</td>
<td></td>
<td>◆ Promptly complete the AGM inspection (see AGM Scientific Report on page 3-3-42) and request concurrence to remove the vessel from port² NOTE: When notifying PPQ and APTL of need to remove a vessel, in the subject line of the email to PPQ and APTL, write: “Request concurrence: Excessive egg masses detected.” Apply GPSO and collect specimens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ If PPQ concurs to remove the vessel from port for safeguarding concerns, order the vessel to immediately cease all operations to ensure that contaminated cargo is not offloaded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Immediately issue PPQ Form 523, Emergency Action Notification (see Table A-1-36 on page A-1-120) and order the ship to leave (see Step 10 on page 3-3-44).³</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Prepare interception specimens as URGENT (see Step 6 on page 3-3-39)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ If QPAS determines it unnecessary to order the vessel out, permit the vessel to resume operations and allow the vessel to proceed coastwise; notify and inform next CBP port(s) of the pest risk and estimated times of arrival</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Issue Warning Notice: “CBP has determined that potential Asian gypsy moth pest has been found and exceeds an acceptable amount. This vessel may be reboarded or may be ordered to leave U.S. territorial waters depending on pest risks.”⁴</td>
</tr>
</tbody>
</table>

Reboarding for re-inspection: Go to Table 3-3-18 on page 3-3-46

No interception submitted: Fax CBP Form AI-288, Ship Inspection Report, and AGM certificate to PPQ-QPAS (301) 734-5269

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1. If infestation amounts cause a safeguarding concern, alert PPQ-QPAS and APTL with analysis immediately.
2. If excessive, viable, egg masses are found and removal is warranted, CBP will request PPQ concurrence through the AGM Scientific Report email.
3. Consider local alternative options by collaborating with PPQ in certain situations including: safeguarding inland/interior waterways; weather and high wind scattering egg masses; and/or vessel safety due to unforeseen sea conditions.
4. Depending on the life stage found and the host material present at the port, ordering a ship to leave may spread AGM over a larger area than allowing the ship to stay at the berth.
Step 5: Finalize Vessel Inspection

◆ Continue searching the vessel to locate and treat areas where AGM was suspected.

◆ CBP is not expected to cleanse or treat the entire vessel when excessive egg masses are discovered; however it is beneficial to detail the extent of the infestation, and mitigate threat where necessary.

◆ Consider shipments being discharged, and inspect containers and bulk cargo that is of high risk for AGM contamination, particularly when excessive egg masses are found on the super structure.

◆ Notify the Captain that a serious plant pest has been detected and the vessel may be re-boarded if AGM is confirmed. Then after confirmation, if excessive viable suspect AGM life stages are found, depending on weather and safeguarding conditions, the vessel must leave U.S. waters for decontamination prior to re-entering or beginning operations at any U.S. port.

◆ If vessel removal is warranted, request PPQ concurrence via the AGM Scientific Report on page 3-3-42.

Step 6: Prepare Interception Specimens

When appropriate, and in accordance with local protocol, send all suspect Asian gypsy moth egg masses and life forms to the Otis Pest Survey Detection and Exclusion Laboratory (PSDEL) through PPQ specialists for confirmation through DNA analysis.4 Address the interceptions:

Asian Gypsy Moth Analysis
USDA, APHIS, PPQ
Otis PSDEL
Bldg. 1398, W. Truck Rd.
Buzzards Bay, MA 02542-1329
Telephone 508-563-9303

The PPQ identifier will send the specimens to the Otis laboratory by overnight carrier, and send an e-mail notification with the tracking number and Pest ID collection number to the following contacts:

◆ State Plant Health Director (SPHD)
◆ QPAS AGM Program Manager
◆ Laboratory Director, Otis PSDEL
◆ ppq.nis.urgents@aphis.usda.gov

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4 If conditions exist that prevent submission of pests using normal procedures, contact PPQ, QPAS and APTL for guidance.
To preserve egg masses for submission, please observe the following procedure and submit to the port Identifier (combine AGM interceptions on a vessel for one pest ID number):

1. Prepare and keep egg masses separate in individual plastic bags that zip closed and double seal with additional bag.

2. Package the whole egg mass—\textbf{no} portions unless noted as found.

3. Send the egg mass live, \textbf{not} treated or killed, should rearing be necessary.

4. Prepare suspect AGM larvae, unboiled, in 95\% ethyl alcohol.

5. Prepare suspect AGM adults dead and dry (do \textbf{not} put in alcohol). Adult moths can be frozen to kill them.

6. Forward to PPQ Identifier with a completed \textit{PPQ Form 309, Pest Interception Record} and/or enter into Pest ID. Consult \textit{Appendix G} for the PPQ area entomology identifier that covers the port. Mark suspect AGM life stages “URGENT” when submitting to identifiers. Upon preliminary identification as suspect AGM, the PPQ Identifier will forward sample with proper permit, if necessary.

\textbf{Step 7: Record Results}

A detailed inspection summary follows:

1. Please include the following paperwork:
   
   - \textit{CBP Form AI-288, Ship Inspection Report}
   - AGM Certificate of Inspection from Russia, Japan, South Korea, or other authorized countries
   - AGM Scientific Report, which can be found on the CBPnet Secure (Sharepoint): OFO, APTL, under the “Tools” column

2. Clearly identify the information with the title, “AGM Ship Inspection,” and capture additional data at the top portion of the form. Handwrite the information shown in green (see \textbf{Figure 3-3-4} below) on the CBP Form AI-288.
   
   - Was an AGM certificate presented for the vessel?
   - Record the country that issued the certificate
   - Record the number of specimens found

The Canadian Food Inspection Agency (Ottawa) will notify Quarantine Policy, Analysis and Support (QPAS) of their AGM ship inspection results. CBP and/or QPAS will in turn notify CFIA of U.S. AGM ship inspection results. This information will be used by both countries to update the AGM Vessel Alert List. Updates to the AGM vessel alert list will be posted on the CBPnet webpage and the PPQ gypsy moth website as changes occur. The vessel may possess an inspection certificate from CFIA indicating an AGM inspection was conducted on the current voyage.

3. The content below summarizes the CBP Agriculture Specialist’s scientific information gathering and is reflected as the AGM Scientific Report:

- Urgent email communication should include and list the 28 components descending in order as noted below. This must be spelled out in the body of the email, and is critical to informed decision-making. Emailing contact information is found at the bottom of the AGM Scientific Report on the CBPnet Secure (Sharepoint): OFO, APTL, under the “Tools” column.
- NOTE: When notifying PPQ and APTL of request to remove a vessel: In the subject line of the email to PPQ and APTL, write: “Request Concurrence: Excessive Egg Masses Detected.”
- When interceptions are not found, FAX CBP Form AI-288, Ship Inspection Report and any AGM certificates to 301-734-5269.
AGM Scientific Report

- Date
- CBP port and dock facility
- Vessel name and IMO number
- CBP critical phone number on site
- Egg mass quantity detected
- Describe where egg masses found
- Special tools used to find specimens
- Digital images of area and pest taken (attach to email)
- Adult quantity detected
- Was risk treated/mitigated (method used)?
- Interpretation: Is specimen viable?
- Was entire vessel inspected?
- Cargo type on vessel
- If bulk cargo, was cargo inspected?
- Are other egg masses out of reach?
- Was there a delay to trade?
- Was vessel ordered out of port?
- Captain warned, notified of pest
- Foreign AGM ports visited
- AGM country certificates presented (fax copies)
- Previous U.S. (foreign) ports on current voyage
- How long vessel remains in port
- Departure date
- Next U.S. (or foreign) port(s)
- Date(s) arriving at next port(s)
- Pest ID number (combine all specimens)
- Provide additional risk assessment of situation
- If removal is requested, title ASR email “Request Concurrence: Excessive Viable Egg Masses Detected”

4. Enter inspection results into CBP’s Vessel Management System (VMS).
Step 8: Notify Contacts and Report Suspect AGM Detections

Upon interception of suspect AGM egg masses or lifeforms, CBP must contact QPAS, APTL, and State Plant Health Director (SPHD), or designated PPQ representative by email or telephone through the proper CBP chain of command. PPQ, QPAS will provide CBP with e-mail addresses for points of contact suspect findings, to include weekends and evenings. Whenever sending emails for interceptions of suspect AGM, send a copy of all correspondence to QPAS and/or PPQ to the OFO-APL Mailbox (cbp.ofo-apl@dhs.gov) with a return phone number in the email message.

### Reporting Suspect AGM Detections

1. **AGM Scientific Report**
   - The AGM Scientific Report (ASR) **must** be used as the initial summary of the inspection, as real-time scientific evidence is gathered, collected, and recorded.
   - The ASR provides critical information that allows PPQ to further assess risk and threat, include pictures, AGM certificates, CBPAI 288, and other relevant attachments with the ASR.
   - CBP will use the ASR to report small number of detection, and **request concurrence** to remove a vessel from port when excessive quantities of viable egg masses are detected.
   - See the CBPnet secure (Sharepoint): OFO, APTL, under the “Tools” column for the most recent version of the ASR.

2. **CBP Situation Room (SitRoom) Report**
   - While the ASR is used to notify PPQ of impending critical situation, the SitRoom report **must** be generated to alert CBP that a critical situation is pending.
   - SitRoom reports will be generated when suspect AGM is detected, and will be updated as otherwise required.

3. **Significant Agriculture Incident Report (SAIR)**
   - APTL requires that SAIRs be generated within 24 hours of the ASR and SitRoom report.
   - While ASRs and SitRoom reports provide initial notification of a critical situation, the SAIR enables additional information to be shared.
   - SAIRs should be used to record detailed interception information, including specifics techniques and tools, for inclusion in a final report.
   - SAIRs will be updated as necessary.
Step 9: Monitor Ships and Break Bulk Cargo
Monitor ships that have been allowed to dock until they leave the port. Consider the discharged cargo, along with co-mingled dunnage and WPM that need to be monitored for potential AGM contamination/infestation. Consider shipments being discharged, and inspect containers and bulk cargo that is of high risk for AGM contamination, particularly when excessive egg masses are found on the superstructure.

If suspect AGM is detected on break bulk cargo, safeguarding steps must be considered, beginning with situational risk analysis and immediate notification to both PPQ and APTL. CBP should collect additional information on the current voyage cargo destination including cargo discharged at previous U.S. ports that has been released for inland movement. If the vessel has sailed coastwise, alert the next port(s) and share critical safeguarding information. Immediately notify:

- Previous ports
- Next ports
- PPQ-QPAS and APTL

Step 10: Order a Ship to Leave
Vessels are expected to arrive free of AGM life stages. Conditions may require that the ship be ordered out of the U.S. berth. If a vessel is found to have viable excessive suspect AGM life stages, this should be considered a significant pest risk and the vessel shall be ordered to leave the port. The vessel captain shall be made aware that all life stages and signs of potential AGM must be removed from the vessel including scraping, cleaning, and decontaminating all areas before the vessel will be allowed to return to any U.S. port of entry. The CBP Port Director or their designee will coordinate with the U.S. Coast Guard for assistance in escorting the vessel out of US territorial waters.

Prior to removing a vessel from port, CBP must obtain concurrence from local PPQ or headquarter PPQ officials. CBP should request concurrence from the AGM Scientific Report.

When ordering a ship to leave the U.S. territorial waters, issue PPQ Form 523, Emergency Action Notification (see Table A-1-36 on page A-1-120 for instructions on completing the form). Any additional CBP forms will be issued as required by CBP policies and procedures. Request the ship’s master to prepare for and execute an immediate departure. The notification will instruct the ship’s agent to immediately call out necessary tugs, linesmen, and pilots for the ship’s departure. The only actions allowed are those that make the ship seaworthy, such as bunkering.
Ships may request reentry to a U.S. port of entry when they give CBP assurances that all egg masses are removed and given to CBP on reentry, or disposed of properly.

**Step 11: Re-inspect/Order Professional Treatment Cleaning**

CBP will determine if ships must leave U.S. territorial waters due to unacceptable threshold presence of viable suspect AGM life stages. If a ship is ordered out of port, the PPQ Form 523 EAN will inform the master that the vessel must be clean prior to re-entry and that the vessel is subject to be re-inspected upon arrival. Any subsequent suspect AGM found will result in additional pest prevention action. These actions will result in costly delays and further detection of potential AGM presence may lead to denying entry into the U.S.

**Coastwise Re-inspection**

When CBP detects suspect AGM at a US port of entry and the number of suspect AGM life stages are in manageable quantity, the vessel may proceed coastwise. CBP shall inform the next U.S. ports of the potential serious pest risk and shall continue to safeguard appropriately.

While in the same AGM season, and upon re-inspection at the next U.S. port, if Otis PSDEL has not provided final confirmation and CBP again detects the presence of viable suspect AGM life stages, so long as safeguarding, weather, and overall safety conditions are acceptable, CBP shall order the vessel out of U.S. territorial waters for decontamination, scraping, cleaning and removal of all signs of potential AGM life stages (see Table 3-3-18 on page 3-3-46). Refer to Step 10 on page 3-3-44, issue an EAN, and allow the vessel's crew to conduct the cleaning operation in offshore waters. If safeguarding, weather or safety conditions are of concern, require professional cleaning alternatives.

**Returning to Port for Re-inspection**

Ships returning to berth that had previously been ordered out to sea for decontamination by the ship's crew due to excessive viable suspect AGM life stages are subject to be reinspected by CBP and will continue to be subject to re-boarding and re-inspection. CBP will instruct the vessel on a time and place where re-inspection will occur. This may be to a designated remote location or instream. Further detection of viable suspect AGM life stages will require additional action resulting in continued costly delays and intensive pest control actions.

Upon re-inspection, if additional viable suspect AGM life stages are detected, the vessel will be required to employ a pest control company capable of handling large commercial assignments. The commercial company shall fully inspect and certify freedom from all AGM life forms. Under normal circumstances this action should take place outside of U.S. territorial waters. If safeguarding, weather and/or safety must be considered, remedial measures must be deployed to minimize potential pest risks. Refer to Table 3-3-18 on page 3-3-46 to appropriately safeguard from further AGM pest risk.
### TABLE 3-3-18: Reboarding and Re-inspecting

<table>
<thead>
<tr>
<th>If:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reboarding for re-inspection</td>
<td>Otis PSDEL determined the previous interception was not AGM</td>
<td>Re-boarding is not required; however if viable suspect AGM are detected refer to Table 3-3-17 on page 3-3-38 for guidance when handling interceptions</td>
</tr>
<tr>
<td></td>
<td>Additional viable AGM life stages are detected during re-inspection</td>
<td>◆ Promptly complete the AGM inspection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Order the vessel to immediately cease all operations and prepare to remove the vessel from port, informing the Captain the vessel must leave the port: “CBP has determined that potential Asian gypsy moth pest has been found and exceeds an acceptable amount. This vessel must prepare to leave U.S. territorial waters.”¹</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Immediately issue PPQ Form 523, Emergency Action Notification (see Table A-1-36 on page A-1-120) and order the ship to leave (see Step 10 on page 3-3-44).²</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Prepare interception specimens as URGENT (see Step 6 on page 3-3-39)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Record data, complete the AGM Scientific Report (see Step 7 on page 3-3-40)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ Notify PPQ,QPAS and APTL (see Step 8 on page 3-3-43); send the AGM Scientific Report with photos to QPAS and APTL; include copies of CBP Form AI-288, Ship Inspection Report and AGM certificates from overseas, if produced by vessel</td>
</tr>
<tr>
<td></td>
<td>No additional detections</td>
<td>Allow the vessel to proceed</td>
</tr>
<tr>
<td>The vessel was referred, a previous port found suspect or confirmed AGM, and the vessel has not previously been ordered out of port during the current AGM season</td>
<td>Additional viable AGM life stages are detected during re-inspection</td>
<td>Stop all vessel activity and Immediately issue PPQ Form 523, Emergency Action Notification (see Table A-1-36 on page A-1-120) and require a commercial cleaning company to remove all life stages of AGM with a certificate that certifies the vessel is free of all life stages of AGM.</td>
</tr>
<tr>
<td>No interception submitted</td>
<td>No additional detections</td>
<td>Allow the vessel to proceed</td>
</tr>
</tbody>
</table>

1. Depending on the life stage found and the host material present at the port, ordering a ship to leave may spread AGM over a larger area than allowing the ship to stay at the berth.

2. Consider local alternative options by collaborating with PPQ in certain situations including: safeguarding inland/interior waterways; weather and high wind scattering egg masses; and/or vessel safety due to unforeseen sea conditions.

### Examples of AGM Certificates

The following are examples of AGM certificates used by China, Japan, Russia, and South Korea.
### FIGURE 3-3-5: AGM Certificate—China

<table>
<thead>
<tr>
<th>题目</th>
<th>中文</th>
</tr>
</thead>
<tbody>
<tr>
<td>证书编号</td>
<td>No.</td>
</tr>
<tr>
<td>日期</td>
<td>Date</td>
</tr>
</tbody>
</table>

**CERTIFICATE OF VESSEL INSPECTION FOR FREEDOM FROM THE ASIAN GYPSY MoTH IN CHINA**

This is to certify that the vessel described below has been inspected by CCIC and is considered to be free from AGM on board at the time of inspection.

1. **申请人名**
   - Name of applicant
2. **船东名利**
   - Name of owner
3. **船名及型**
   - Name and type of vessel
4. **船籍,IMO编号及吨位**
   - Nationality, IMO number and Gross tonnage of vessel
5. **目的国**
   - Country of destination
6. **检查港**
   - Port of inspection
7. **计划离港日期**
   - The estimated date of departure
8. **检查日**
   - Date of inspection
9. **检查方法**
   - Method of Inspection
10. **授权签名人**
    - Name of authorized signature

---

*For and on behalf of CCIC inspection Co., Ltd.*

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**证书编号**: 1120109008071530

**Page 1 of 1**

**C 0002773**
Certificate of Inspection of Freedom from Asian Gypsy Moth in Japan

Certification No.  

下記船名、証明書の発行者により、できる限りの検査が行われ、検査時点ではAGMの付着が認められないことを証明する。

This is to certify that the vessel, described below, was inspected as much as possible by the inspector of a certification body and is considered to be free from AGM at the time of the inspection.

1. 船名及び船種
   Name and type of vessel

2. 船籍、船舶番号及びトン数
   Nationality, IMO number and gross ton of vessel

3. 出港予定日
   The estimated date of departure

4. 検査及び検査地点
   Port of inspection and place of pier

5. 証明書の発行名又は代理店名
   Name of Owner or Agent

6. 受付番号
   Receipt No.

検査年月日
Date of Inspection

検査員名 (Signature of inspector)

有限会社NAGOYA BRANCH
MIKAWA OFFICE

※ 原本には、右肩に赤字でその旨を表記する。
   It is specified that it is an original in the right shoulder part by a red character.

※ この証明書の記載は英語を用いることとし、用紙はA4紙とする。
   This certificate is described in English and uses A4size paper.

FIGURE 3-3-6: AGM Certificate—Japan (page 1)
FIGURE 3-3-7: AGM Certificate—Japan (page 2)
FIGURE 3-3-8: AGM Certificate—Russia (page 1)
FIGURE 3-3-9: AGM Certificate—Russia (page 2)
Ministry of agriculture of Russia

Federal Service for veterinary and phytosanitary surveillance of Russian Federation

FGU “All Russian center for plant quarantine”, Primorsky branch

4 Narodnyy district, Vladivostok, RUSSIA, 690014
phone/fax: 8-4232-45-46-19, 45-49-71

Place of inspection:

Instruction 3

On preparation for inspection, cleaning of a suspect Asian Gypsy Moth and certification of a vessel.

The name of vessel:

Surname of the captain:

To inspect the administration of a vessel is obliged:

1. To clear decks, passes, cover of holds from extraneous subjects (wood panels, dust, empty container, loose of grain, coal and so on).
2. To winter time sweep away snow, split off ice.
3. To remove covers from windlasses, life boats and other equipment.
4. On time of inspection to open all doors of auxiliary rooms (without exception), compressor rooms, accumulator rooms, storerooms and cases of storage on an external contour of vessel, cover of ventilating shafts (at the presence of the responsible persons).
5. On the whole period of inspection to allocate 4-th persons from crew, which under the instruction of specialists are eliminated the defects, open covers of holds, remove of a protective casing from the equipment.
6. Inspection is carried out only in light time of day of departure. The chief of the inspection's group defines the time of inspection depending on the incidence of infection of a vessel and meteorological conditions (vessels are not examined in a rain, snow, storm, during of discharge-loading works).

In order to prevent the spread of insect pests, the vessel is not allowed to depart port after the finishing inspection within same day before dark time.

I have received the instruction and obliged to execute all above requests.

MASTER

FIGURE 3-3-10: AGM Certificate—Russia (page 3)
FIGURE 3-3-11: AGM Certificate—South Korea Issued by QIA (page 1)
### FIGURE 3-3-12: AGM Certificate—South Korea Issued by QIA (page 2)

<table>
<thead>
<tr>
<th>Areas to be Inspected</th>
<th>AGM Sign Found</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fore Deck</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>After Deck</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Deck Stairs</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Upper Decks</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Handrails &amp; hatches</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Machinery</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Deck Cargo</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Pipe &amp; ventilation</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Lifeboats</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Superstructure</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Bridge</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Rooftop winches or derricks</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Masts</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Exhaust Funnel</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Check list of monitoring for AGM sign in a vessel**

**Name of Vessel:**

**Port of Inspection:**

**Date of Inspection:**

**Inspector:**
FIGURE 3-3-13: AGM Certificate—South Korea Issued by QIA (page 3)
**FIGURE 3-3-14: AGM Certificate—South Korea Issued by QIA (page 4)**

<table>
<thead>
<tr>
<th>Area to be Inspected</th>
<th>AGM Sign Found</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fore Deck</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Aft Deck</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Gangways</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Hatches</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Handrails &amp; bulkheads</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Machinery</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Deck Stores</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Deck Cargo</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Pipes &amp; ventilation</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Lights</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Lifeboats</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Superstructure</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Bridge</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Cranes or derricks</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Masts</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Funnel</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Name of a Vessel                   |                 |
| Port of Inspection                 |                 |

| Date of Inspection                 |                 |
| Inspector                          |                 |
FIGURE 3-3-15: AGM Certificate—South Korea Issued by IPAB (page 1)
Check list of inspection for AGM egg mass in a vessel

<table>
<thead>
<tr>
<th>Areas to be inspected</th>
<th>AGM sign Found</th>
<th>비고</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 앞부분 갑판 Fore Deck</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 후부 갑판 Aft Deck</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 동로 Gangways</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 해저 Hatches</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 난간 등 Handrails &amp; Bulwarks</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 기계 설비 Machinery</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 갑판 장치 Deck Stores</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 갑판 화물 Deck Cargo</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 환기구 등 Pipes &amp; Ventilation</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 전등추진 Lights</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 구명보트 Lifeboats</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 선루 Superstructure</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 브릿지 Bridge</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 크레인 등 Cranes or Derricks</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 마스트 Masts</td>
<td>YES / NO</td>
<td></td>
</tr>
<tr>
<td>• 금속 Funnel</td>
<td>YES / NO</td>
<td></td>
</tr>
</tbody>
</table>

Others notices

As we inspected the above areas of a vessel, we inform you of the result of inspection.

FIGURE 3-3-16: AGM Certificate—South Korea Issued by IPAB (page 2)
Special Procedures for Bee Swarms

If the vessel is arriving from or transited a country known to have Africanized honeybees, then make sure you have the phone number of the contractor responsible for bee disposal and proper protective equipment as follows:

- Bee veil and helmet or bee suit
- White or tan coveralls
- Thick gloves to protect your hands from stings
- Aerosol pesticide (d-phenothrin 10 percent), available from port office
- CO₂ fire extinguisher; available from port office

Inspection Procedures for Africanized Honeybees

Do not assign employees known to be sensitive to bee venom to this job.

Inspect the deck area of the vessel for swarms of bees. Look for bees around garbage containers and any water source, such as water faucets. Check any opening on deck or on the bridge for possible colony sites. Pipes, mast crossbars, air vents, and other equipment stored on deck offer excellent colony sites for bees.

If you find bees, then do the following:

1. Advise the agent to contact a local commercial pest control operator that can eliminate Africanized honeybee populations.

   Treating for bees can be very dangerous. Do not attempt to destroy a bee colony without the services of a pest control professional.

2. Examine the dead bees to determine if the queen is present.

3. Question personnel in the dock area to locate additional bees that may have escaped detection.

4. Notify the local USDA APHIS entomologist.

5. Submit a written report through channels to QPAS within 2 weeks.

---

5 Africa—all countries on the continent, Belize, Brazil, Colombia, Costa Rica, El Salvador, Ecuador, French Guyana, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Peru, Suriname, or Venezuela

6 If stock aerosol pesticide is unavailable, purchase and use a commercial wasp and bee killer.

7 Even if you find no live bees, note this fact on CBP Form AI-288, Ship Inspection Report.
Examining Carriers: Clearing Vessels
Special Procedures for Suspect Khapra Beetle (KB) Ships

6. Note the fact that you found live bees on CBP Form AI-288, Ship Inspection Report.

7. See Routine Interceptions on page 7-1-2 for directions on how to submit interceptions.

If you are stung, immediately scrape the stinger off by scraping it in the direction opposite where it entered the skin. You may scrape the stinger off by using your fingernail or any straight–edged instrument. Never pull the stinger out because this will force more venom into your skin as well as release more alarm pheromone. Since the stinger is barbed, immediate removal can greatly reduce the effect of the sting. To avoid more stings (since the site of the sting is releasing alarm pheromone), get to safety quickly and wash the site of the sting with soap and water.

Special Procedures for Suspect Khapra Beetle (KB) Ships

The purpose of the emergency action is to prevent the spread of khapra beetle (KB) Trogoderma granarium into the U.S. KB eggs and pupae can survive up to seven years with little or no food. KB can hide in cracks, crevices, or other hiding spots. Because cracks and joints are “super highways” for insect movement, they should be a priority in any inspection for dead cast skins or live KB. Inspection and treatment of contaminated vessels will prevent the spread of KB.

Where to Inspect for KB

Inspect the following areas or items that may harbor KB:

◆ Ship’s storerooms and galley areas
◆ Grains and grain products
◆ Dried seeds and nuts
◆ Used bags and bagging (including but not limited to those made of burlap or cotton)
◆ Dried milk, dried blood, fish meal, meat and bone meal, and dried animal hides
◆ Ledges, shelves, corners, and window sills
◆ Spider webs
◆ Ceiling lights and lenses
Khapra Beetle Countries
Refer to Countries Infested with Khapra Beetle for a list of countries designated by the USDA as having endemic KB and considered as high risk for introduction. Because this list is revised periodically, check frequently for updates.

Policy and Procedures
Although APHIS regulations do not prohibit the entry of ships from areas where KB is considered prevalent, the Plant Protection Act grants the authority to order ships found to be infested to leave the U.S. territorial waters or to be treated for the infestation.

Inspection
Inspect the storerooms and dried stores in vessels that load provisions in an endemic KB country. Board vessels on arrival that meet the following conditions:

◆ Vessels identified as having cast skins or dead KB in the past
◆ Vessels under notice for KB fumigation, but which left the territorial limits of the U.S. without fumigation

After ship inspection, if suspected KB is intercepted, issue the following warning notice on CBP AI-288:

“An insect believed to be khapra beetle, a serious agricultural pest, has been found in your vessel. If identification is confirmed, an Emergency Action Notification will be issued by Customs and Border Protection.”

Refer to Preventing the Spread of Pests and Diseases on page 6-1-1 for further information on safeguarding infested material.
Taking Action for Khapra Beetle

If identification is confirmed as KB, refer to Table 3-3-17 below.

TABLE 3-3-17: Determine Action to Take on Khapra Beetle Infestation

<table>
<thead>
<tr>
<th>If you found:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead KB or cast skins in storerooms</td>
<td><strong>No further action is necessary</strong></td>
</tr>
<tr>
<td>Live KB</td>
<td>1. ISSUE PPQ Form 523, Emergency Action Notification to the operator (see Issuing an Emergency Action Notification on page 6-1-7 and refer to Table A-1-36 on page A-1-120 for instructions on completing the form) (7 CFR 330.106)</td>
</tr>
<tr>
<td></td>
<td>2. CONTACT local PPQ to supervise treatment (7 CFR 319.75.4)</td>
</tr>
<tr>
<td></td>
<td>3. NOTIFY any subsequent port</td>
</tr>
<tr>
<td></td>
<td>4. CONTACT APTL1 and QPAS2 headquarters immediately with detailed information about the infested shipment or infested ship(s)</td>
</tr>
</tbody>
</table>

1 Contact CBP, APTL (including weekends and holidays) at OFO-APL Mailbox cbp.ofo-apl@dhs.gov.
2 Contact PPQ, QPAS by email or by telephone through the proper CBP chain of command. PPQ, QPAS will provide CBP with email addresses for points of contact, including contacts for evenings, holidays and weekends.

Important

If you intercept more than one pest in the galley, dry stores, or anywhere else on the same vessel, compare all specimens. Combine all life stages of the same pest species into one interception. **Never** submit multiple PPQ Form 309s for suspect KB found on the same vessel. **Never** submit a PPQ Form 309 for each CBP AS. Submit one PPQ Form 309 from all CBP AS, and in the remarks section write the names of all CBP AS.

If the next port of call is U.S., CBP will notify CBP at the subsequent port of call about the dead KB, cast skin, or live KB.

Treating for Live Khapra Beetle

Require treatment to start within 24 hours after receipt of PPQ Form 523 unless the vessel sails foreign or there are insufficient facilities for treatment. You may extend the 24-hour starting period to 48 hours if you determine the reasons for delay to be satisfactory. Have the captain or the vessel’s agent sign the form to acknowledge they have received the Emergency Action Notification, and give a copy to the person signing.

The owner of the infested means of conveyance under notice for fumigation which leaves the territorial limits of the U.S. without fumigation should have arranged for eradication of the infestation before returning to the U.S.
If the vessel with confirmed live KB sails prior to treatment, it cannot continue to another U.S. port. Unloading or landing of any product or article shall not be permitted pending compliance with the fumigation requirement, except as authorized by the CBP AS and under conditions prescribed by the CBP AS. If the next port of call is U.S., the CBP AS will notify the subsequent port of call.

If the vessel sails foreign, the vessel’s name would be added to the KB vessel list maintained by APTL. Upon subsequent return to the U.S., the vessel with confirmed live KB must be boarded on arrival. Proof of treatment must be made available. No cargo may be off-loaded prior to completion of the vessel inspection by CBP. The CBP AS may request documentation of treatment for eradication verification. The documentation should be in the form of a treatment certificate.

If the CBP AS for any other reason is not satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment will be required. Issue a new EAN. Conditions may require that the ship be ordered out of the U.S. berth. When ordering a ship to leave U.S. territorial waters, issue PPQ Form 523, Emergency Action Notification, located in the Agricultural Quarantine Activity Systems (AQAS). See Table A-1-36 on page A-1-120 for instructions on completing the form. Any additional CBP forms will be issued as required by CBP policies and procedures. Request the ship’s master to prepare for and execute an immediate departure. The notification will instruct the ship’s agent to immediately call out necessary tugs, linesmen, and pilots for the ship’s departure. The only actions allowed are those that make the ship seaworthy, such as bunkering.

Whenever communicating vessel status to QPAS and/or PPQ or seeking their operational guidance or concurrence, including vessels with interceptions of live khapra beetle, send a copy of all correspondence to QPAS and/or PPQ to the OFO-APL Mailbox (cbp.ofo-apl@dhs.gov) with a return telephone number in the email message.

When an infested vessel is allowed to sail foreign without treatment, type the following statement in the “Comments” field on the EAN.

The requirements of the Emergency Action Notification are suspended upon condition that this vessel shall leave the territorial limits of the United States within [list number] of hours after receipt of this notice. This vessel shall not re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is not presented to the CBP AS when arriving at a port in the United States, or if the CBP AS for any other reason is not satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.
Examining Carriers: Clearing Vessels
Special Procedures for Suspect Khapra Beetle (KB) Ships
Examinng Carriers

Clearing Trains and Buses

Develop local port standard operating procedures (SOP) for the clearance of trains and buses.
Examining Carriers

Clearing Privately Owned Vehicles

Develop local port standard operating procedures (SOP) for the clearance of privately owned vehicles.
Examining Carriers: Clearing Privately Owned Vehicles
4
Agricultural
Clearance

Clearing Passengers, Crew, and Baggage

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Handling Passengers That Are in Transit  page 4-1-22
Introduction

This chapter of the MAC provides policy, methods, and procedures you will need to clear passengers and crew. Inspection can be divided into two phases: screening and inspecting. Screening involves questioning the passenger, reviewing the declaration, and visually observing the passenger's baggage for referral for further examination. Inspecting involves a more detailed questioning of the passenger and, if deemed necessary, a physical examination of the baggage.

Policy

The inspection of passengers and their baggage is necessary since they present a risk for pest introduction. The completion of AQI Monitoring (AQIM) activities on passenger baggage will provide valuable risk information to help create or revise operations strategies for mitigating the pest risk. Because of the risk, CBP must use well established strategies to detect pests and contraband. These strategies include screening, use of detector dogs, and X-ray equipment. Information obtained from the Passenger Analysis Unit (PAU) may help evaluate risk. CBP may also use civil penalties as a method to enhance passenger compliance with regulations.

Materials Needed

You will need the following items for clearing passengers:

**APHIS Manuals**
- Animal Product Manual
- Cut Flowers and Greenery Import Manual
- Fresh Fruits and Vegetables Import Manual
- Miscellaneous and Processed Products Manual
- Seeds Not for Planting Manual
- CITES I-II-III Timber Species Manual
- Plants for Planting Manual

*Caution on diplomatic pouches—never* open or X-ray diplomatic pouches without the approval of the affected embassy or consulate. If you have convincing evidence that there are prohibited articles in a diplomatic pouch, then you may contact the affected embassy or consulate to get their approval to open it. If the embassy or consulate gives their approval, most often they will want to be present when the pouch is opened. The Vienna Convention on Diplomatic Relations prohibits our access to diplomatic pouches.
Other Materials

◆ Bolt cutters
◆ Brochure handouts
◆ Can opener
◆ **CBP Form AI-277, Agriculture Inspection Baggage Information** on page A-1-45
◆ Container or receptacle with a tight-fitting lid for placing contraband
◆ Disinfectants for footwear
◆ Disposable gloves
◆ Hand lens
◆ Lighter for boiling larvae
◆ Luggage keys
◆ Paper or plastic bags for separating and identifying contraband
◆ Paper towels
◆ Pocket knife
◆ **PPQ Form 309, Pest Interception Record** on page A-1-95
◆ **VS Form 10-4, Specimen Submission** on page A-1-131
◆ Tape or twine for resealing packages
◆ Vials and pill boxes for making interceptions

Screening Baggage

Screening is the process of selecting baggage for further examination. In practice, screening is a review of the written declaration, an assessment of oral responses to an officer’s questions, and a visual assessment for baggage. **Do not** support any system in which the passenger declaration (written or by channel selection) is the only factor in selection of passengers for examination.

A successful screening system should include the following:

◆ CBP Agriculture Specialist to conduct a face–to–face interview and review of the written declaration
  ❖ The interview should take place when the passengers have possession of their baggage
  ❖ If the interview takes place before the passengers have their baggage, then CBP personnel should screen these same passengers once they have their baggage
◆ Opportunity to redirect passengers for more comprehensive inspection
Inspecting Baggage

All persons and baggage are subject to inspection upon arrival.

Important

All passengers and crew are responsible for lifting their baggage onto the inspection belt and opening all baggage for inspection. Airlines or porters may be called for assisting disabled passengers with their baggage. Do not lift or open baggage for passengers or crew.

Inspection can consist of as little as detailed questioning or as much as a thorough inspection of the passenger's baggage. High-risk baggage should receive a thorough examination. A passenger carrying low-risk baggage who declares an agricultural item might simply be asked to produce the item for examination. For the procedures in handling foreign diplomats with A-1 or A-2 visas, go to Courtesy of the Port When Inspecting Diplomats on page 4-1-16.

Accompanied Baggage

When inspecting passengers with baggage, do as follows:

1. Review the Customs Declaration and question the passenger about the items declared.
2. Allow the passenger to amend the declaration by restating the agricultural questions on the declaration and allowing the passenger to respond orally.

   The initial declaration along with the opportunity to amend the declaration meets the first two criteria for allowing you to assess a civil penalty.
3. Search passenger baggage thoroughly for agricultural items.

   Take care not to search passenger baggage blindly with your hands due to safety hazards such as sharp objects, razor blades, broken glass, and syringes. Wear rubber gloves for examination due to risk of anthrax.
4. Refer to your Plant Import: Nonpropagative Volume of Manuals\(^1\), Plants for Planting Manual, or Animal Product Manual to determine admissibility and any conditions of entry. Inspect these items and seize prohibited or infested items. A careful inspection can have a positive effect on cooperating inspectors and the passenger.

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5. Examine the article for soil or manure. If you find the article contaminated with soil, then have the soil removed and disposed of. Soil removal is unnecessary from some areas in Canada (refer to the *Miscellaneous and Processed Products Manual*). If you find contamination with manure, clean the article and disinfect.

**Unaccompanied Baggage**

Inspect unaccompanied baggage after the carrier has been cleared and when a carrier representative is available to open the baggage. If you discover agricultural contraband, remove it from the baggage for examination and disposal. If you seize contraband, place the *Notice to Arriving Traveler* flyer in the baggage. If resources are available, include a written description of any item that was removed.

**Taking Action Based on Inspection**

To take the correct regulatory action, refer to the listed *APHIS Manuals* on page 4-1-2. See Table 4-1-1 to determine if the information is covered in the Reference Section.

**TABLE 4-1-1 Determine Action to Take on Footwear or Pet Bird**

<table>
<thead>
<tr>
<th>If you found:</th>
<th>Which was:</th>
<th>And the farm or ranch is in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footwear</td>
<td>Used on a farm or ranch that has livestock or poultry</td>
<td>Australia, Iceland, or New Zealand</td>
<td>Unless soil must be removed and disposed of, no action is required since these countries are free from animal disease of concern</td>
</tr>
<tr>
<td></td>
<td>Other than above</td>
<td></td>
<td>GO to <em>Disinfecting Footwear</em> on page 4-1-14</td>
</tr>
<tr>
<td></td>
<td>Never used where there was livestock or poultry</td>
<td></td>
<td>Unless soil must be removed and disposed of, no action is required since there is negligible risk of animal contamination</td>
</tr>
<tr>
<td>Pet bird</td>
<td></td>
<td></td>
<td>GO to <em>Handling Pet Birds in Baggage</em> on page 4-1-10</td>
</tr>
<tr>
<td>Other than footwear or a pet bird</td>
<td></td>
<td></td>
<td>GO to <em>Table 4-1-2</em></td>
</tr>
</tbody>
</table>
Seizing and Safeguarding Contraband

After referring to the appropriateAPHIS manual, seize the following agricultural items:

◆ Those that the manual instructs you to refuse entry
◆ Those that have restrictions that cannot be met
◆ Those infested with actionable pests

Explain to the passenger the pest risks and the general reason for the seizure. Be diplomatic and polite but firm when taking contraband from passengers. Safeguard all seized material out of the reach of the passenger. Collect and record the information necessary to complete PPQ Form 309, Pest Interception Record accurately. Ports will establish local Standard Operating Procedure to fulfill these requirements. If the seizure is pet birds, go to Handling Pet Birds in Baggage on page 4-1-10. If you find suspect khapra beetle (KB) in personal baggage, go to Passenger Baggage on page 6-1-4.

Safeguarding Detained Baggage Items

Occasionally, you may need to hold a detained item for a decision on admissibility. Safeguard the item(s) by double bagging the quarantined material. Mark the material held with the identity of the importer and an alert to other officers that material is being held. Safeguard the material (refrigerate if necessary) until you receive a decision. If it is determined to be admissible, have the passenger make arrangements to pick up or forward the material.

---

1 If material has restrictions that cannot be met such as treatment, postentry, special certification, or it is an ESA or CITES plant, then seize the material.

2 If it is impracticable or too great a risk to inspect the material in the passenger area, then consider having that material sent to a cargo facility for inspection.
Inspecting Propagative Materials in Baggage

All propagative materials offered for import must be accompanied by a phytosanitary certificate issued by the country of origin. Some examples of propagative materials include seeds for planting, plants in growing media, flower bulbs, green stalks with nodes, and rooted items. Due to the limited amount of time available during passenger baggage inspection and the less than ideal conditions for inspecting plant propagative materials, use the following guidelines in Table 4-1-3 for determining which shipments of enterable propagative materials to send to the local USDA APHIS Plant Inspection Station. See Appendix N for a list of Plant Inspection Stations.

<table>
<thead>
<tr>
<th>If the material:</th>
<th>And the material:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is prohibited by Federal Regulation (7CFR300-399)</td>
<td>Is not accompanied by a USDA-APHIS Permit</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td>Is accompanied by a USDA-APHIS Permit</td>
<td>SAFEGUARD¹ and SEND² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation³</td>
</tr>
<tr>
<td>Is admissible with a written permit issued by USDA-APHIS⁴</td>
<td>Is not accompanied by a copy of the phytosanitary certificate issued by the country of origin</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td>Is accompanied by a copy of the phytosanitary certificate issued by the country of origin</td>
<td>SAFEGUARD¹ and SEND² to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation³</td>
</tr>
<tr>
<td>Is admissible without a written USDA-APHIS permit</td>
<td>Is not accompanied by a copy of the phytosanitary certificate issued by the country of origin</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td>Is accompanied by a copy of the phytosanitary certificate issued by the country of origin</td>
<td>1. INSPECT 2. RELEASE, if free from pests</td>
</tr>
</tbody>
</table>

1 The plant material must be stored in a CBP limited access area.

2 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.

3 See Appendix N for a list of plant inspection stations.
4 The shipment requires a written permit if it contains any of the following:

- Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants) from anywhere but Canada
- Articles that require a Postentry Permit
- Plants regulated by CITES or ESA
- Articles that require treatment as a condition of entry
- Seeds of woody plants (trees or shrubs) from anywhere but Canada
- Bulbs of Allium sativum, Crocosmia, Gladiolus and Watsonia from New Zealand
- Articles of Cocos nucifera (coconut)
- Articles (except seeds) of Dianthus spp. from anywhere but Canada
- Articles (except seeds) of Malus, Pyrus, Prunus, Cydonia, Chaenomeles, and/or Rubus, from Canada
- Articles (except seeds) of Castanea or Castanopsis destined to California or Oregon
- Articles (except seeds) of Pinus (5-leaved), destined to Wisconsin
- Articles of Ribes destined to Massachusetts, New York, West Virginia, or Wisconsin
- Articles (except seeds) of Planera or Zeikova from Europe, Canada, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
- Seeds of Prunus from Canada and destined to Colorado, Michigan, New York, Washington or West Virginia
- Articles (except seeds) of Vitis from Canada and destined to California, New York, Ohio, Oregon and Washington
- Articles (except seeds) of Corylus from Canadian provinces east of Manitoba and destined to Oregon or Washington
- Articles (except seeds) of Pinus from Canada
- Articles (except seeds) of Ulmus from Canada and destined to California, Nevada or Oregon
- Solanum tuberosum true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude

Documenting Passenger Clearance

Document on Customs Declarations and agriculture forms all regulatory action and inspection activities you take. The documenting of action on the Customs Declaration is a record that you have inspected and released a passenger that was specifically referred for agricultural inspection. If you seize contraband, then record the quantity and type of materials seized.

Document baggage inspection on CBP Form AI-277 and PPQ Form 213. CBP Form AI-277 is used to record the number of inspections made, the number of inspections resulting in seizures being made, and type of seizures made. Record the number of inspections on CBP Form AI-277 (or by local method) by tallying the number of inspections. PPQ Form 213 is a record of the total number of inspections and seizures made from each flight as well as information pertaining to the flight, such as flight number, tail number, block time, and the number of passengers and crew. Complete PPQ Form 213 after all passengers and crew are cleared. For instructions on how to complete the forms see CBP Form AI-277, Agriculture Inspection Baggage Information on page A-1-45 and PPQ Form 213, Airplane Inspection Record on page A-1-73. For clearing passengers aboard vessels, complete CBP Form AI-288, Ship Inspection Report on page A-1-48 to document your inspection. See Table A-1-7 for instructions on completing the form.
Agricultural Quarantine Activity Systems (AQAS)
Record your inspection data on the AQAS web site.

CBP IO25/1004
Record secondary inspection in the CBP IO25 (Airport/Seaport Secondary Operations) or CBP IO04 (Land Border Secondary Operations) according to national policy.

DHS Online
You may also use the DHS web site.
This web site includes databases for:

- WADS (Work Accomplishment Data System)
- **PPQ280** on page A-1-80
- AQIM

Examining and Disposing of Contraband
Examine all fruit, vegetables, and other plant material for plant pests (insects, mites, mollusks, nematodes, and diseases).

Dispose of pulpy or fleshy fruits and vegetables by grinding. Incinerate or sterilize any fibrous, hard, or other plant material which cannot be disposed of by grinding.

The preferred method of disposition of seized animal products is by incineration or sterilization. If incineration and sterilization are unavailable, then it is acceptable to grind and discharge into an approved sewage system. However, disposal into the sewage system is not applicable to materials confiscated from passengers due to BSE risk concerns.

**EXAMPLE**
You find suspect khapra beetle (KB) in baggage.

Refer to *Passenger Baggage* on page 6-1-4.

If you intercept a plant pest or disease, complete **PPQ Form 309, Pest Interception Record**, using the information recorded with the seizure. Submit the interception to the appropriate identifier (see *Preparing Plant Pest Interceptions* on page 7-1-1).
Handling Pet Birds in Baggage

All birds (except birds from Canada), as distinguished from poultry or unaccompanied birds, imported into the United States must be quarantined for 30 days at a USDA bird quarantine facility. The importer is responsible for making the necessary arrangements for quarantine as well as obtaining health certificates in the country of origin. Birds (except for budgies and cockatiels) are also subject to U.S. Department of Interior, Fish and Wildlife Service regulations.

VS has the responsibility for the handling of legally and illegally imported pet birds. You will find the regulations governing the importation of birds in 9CFR 93. Pet birds are also regulated by Fish and Wildlife Service (FWS). This service may require CITES or Wild Bird Conservation Act Export/Import Certificates issued by the country of export.

**Except for budgies and cockatiels, all parrot-like birds (psittacine birds) are protected by CITES.**

**Important**

Workstations may have established guidelines to coordinate the importation of pet birds beyond those published here.

Pet birds are those imported for the personal pleasure of their owners and are **not** intended for resale. Pet birds are regulated since they can carry the following viral and bacterial diseases of concern:

- Exotic Newcastle disease (viral)
- Avian influenza (viral)
- Psittacosis\(^3\) (bacterial)

In general, pet birds imported into the United States must be accompanied by a health certificate and a VS issued Import Permit. U.S. origin birds returning to the U.S. need only a health certificate.

**Locations of Bird Quarantine Facilities**

Quarantine facilities for birds exist at the following locations:

- J.F.K. International Airport, New York
- Los Angeles, California
- Miami, Florida

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\(^3\) Psittacosis is an infectious disease of parrots and related birds. This bacterial disease is communicable to humans. In humans, the symptoms of psittacosis include a high fever, severe headache, chills, muscle aches and a cough.
Responsibilities

**VS**

**VS** is responsible for providing personnel during weekends and holidays. In addition, if a bird is ineligible for home quarantine, then VS is responsible for inspecting and transporting the bird to a quarantine facility during normal working hours.

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

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

If the bird is proceeding through a full-service preclearance location (see **Full-service Preclearance Locations** on page 4-1-12), and will proceed to a U.S. port of entry, then VS is responsible for the following:

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

**CBP**

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

- Notifying VS (the Port Veterinarians, a field veterinarian, or the AVIC) of the bird’s arrival (see **Appendix H** of the **Animal Product Manual** for the list of AVICs, VRS, and VS Staff Veterinarians)
If a VS official is not available when the bird(s) is presented for entry, then CBP personnel will hold the bird(s) until a VS official arrives and can assume responsibility for the bird(s). CBP will obtain applicable information and fill in the appropriate blocks on **VS Form 17-8, Agreement of Pet Bird Owner** (before the owner has departed the area). Complete VS Form 17-8 using the instructions in **Table A-1-41 on page A-1-140**.

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

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

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

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

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

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

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

**Full-service Preclearance Locations**

Preclearance facilities for birds exist at the following locations:

- Aruba
- Freeport, Bahamas
- Montreal, Canada
- Nassau, Bahamas
- Shannon, Ireland
- Toronto, Canada
- Vancouver, Canada
The owner (or importer) is responsible for the following:

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

Supplies

- **Cages or carriers**: VS supplies cages or carriers that can accommodate both small and large birds. CBP is responsible for storing these cages at the port of entry. CBP must inventory the cages and let VS know if more are needed. If a cage or carrier is used, VS is responsible for cleaning and disinfecting the cage or carrier before returning it to the port of entry.

- **Cartons**: CBP supplies the cardboard cartons used to transport the birds in cages or carriers to a quarantine facility. Cartons must be large enough to accommodate the cages or carriers. CBP must ensure the carton is placed in a room with good ventilation and appropriate temperature. The best way to do this is to get cartons specifically made for shipping live animals. Otherwise, cut a sufficient number of air holes out of the two opposite sides of a solid carton. You can buy suitable cardboard cartons from a commercial rental dealer, self-storage business, or moving company.

- **Air filters**: VS supplies air filters to CBP. These are designed to prevent the spread of viruses and bacteria. Never substitute the VS supplied air filters with other types of filters. Place the air filters over the air holes on the outside of the carton. Use a sturdy tape such as duct tape to hold the air filters in place.

- **Bird feed**: CBP supplies feed. Ports of entry are responsible for maintaining a small amount of assorted varieties of bird feed that is available at most pet and grocery stores. To preserve the feed’s quality, store the feed in a freezer.
**Procedures**

**TABLE 4-1-4 Decide Which Procedures to Use for Handling Pet Birds**

<table>
<thead>
<tr>
<th>If the pet bird is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering the United States</td>
<td>1. CONTACT the VS Port Veterinarian or AVIC to process and inspect the bird (except for Full-service Preclearance Locations)</td>
</tr>
<tr>
<td></td>
<td>2. SAFEGUARD the bird until the VS veterinarian arrives</td>
</tr>
<tr>
<td>Transiting the United States</td>
<td>GO to Table 4-1-5</td>
</tr>
</tbody>
</table>

1 A list of AVICs is available in Appendix H of the APM.

**TABLE 4-1-5 Action to Take on Pet Birds Transiting the U.S.**

<table>
<thead>
<tr>
<th>If the owner has:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided VS with advance notification of arrival</td>
<td>SAFEGUARD the bird until the VS veterinarian arrives</td>
</tr>
<tr>
<td><strong>Not</strong> provided VS with advance notification of arrival</td>
<td>1. SAFEGUARD the bird</td>
</tr>
<tr>
<td></td>
<td>2. CONTACT local VS office or AVIC</td>
</tr>
</tbody>
</table>

1 A list of AVICs is available in Appendix H of the APM.

**Disinfecting Footwear**

Follow these directions to disinfect footwear:

1. Before applying disinfectant, clean excess dirt and manure from boots or shoes using a stiff brush, screwdriver, or other blunt object. Be sure to scrape dirt from crevices in shoes and boots. You may have the passenger clean the footwear.

2. Disinfect boots or shoes using chlorine bleach (sodium hypochlorite) solution or Virkon® S disinfectant.

**Important**

Removing organic material (dirt, mud, soil, manure) contaminating footwear is critical for the disinfectant to work properly. You must remove all organic material from boots or shoes before using the disinfectant to ensure destruction of disease causing agents.
Mixing Disinfectants

Use the following tables for mixing disinfectants. Refer to Table 4-1-6 to mix a bleach solution, and see Table 4-1-7 to mix a solution of Virkon® S.

### TABLE 4-1-6 Instructions for Mixing a 0.1% Solution of Sodium Hypochlorite

<table>
<thead>
<tr>
<th>If the concentration of available chlorine is:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| 5.25%¹  | 1. ADD 5 tablespoons (2.5 ounces or 75 ml) of bleach to each gallon of water (or 1 gallon of bleach to 50 gallons of water)  
2. MIX thoroughly² |
| 6%¹    | 1. ADD 4 tablespoons and 1 teaspoon (2.33 ounces or 65 ml) of bleach to each gallon of water (or 13 cups of bleach to 50 gallons of water)  
2. MIX thoroughly² |

¹ Determine the percent of available chlorine by checking the container’s label. Sodium hypochlorite or “bleach” comes in two concentrations: 5.25 or 6 percent available chlorine.

² Warn passengers that the strength of the solution may bleach out color depending on the type of footwear.

### TABLE 4-1-7 Instructions for Mixing a 1.0% Solution of Virkon® S

<table>
<thead>
<tr>
<th>If you need:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| 1 gallon of solution | 1. ADD 8 teaspoons (1.3 ounces or 37 grams) of Virkon® S to 1 gallon of water  
2. MIX thoroughly¹ |
| 1 quart of solution  | 1. ADD 2 teaspoons (0.3 ounces or 8.5 grams) of Virkon® S to 1 quart of water  
2. MIX thoroughly¹ |
| 1 pint of solution   | 1. ADD 1 teaspoon (0.15 ounces or 4.3 grams) of Virkon® S to 1 pint of water  
2. MIX thoroughly¹ |

¹ Mixed solutions of Virkon® S are stable for 7 days, or until yellow color fades, whichever comes first.
Courtesy of the Port When Inspecting Diplomats

Give courtesy of the port privileges\(^4\) to all persons possessing a diplomatic passport with an A-1 or A-2 Visa or a G-1 or G-2 Visa (UN diplomat).

Always be courteous and tactful when clearing diplomats because a misunderstanding may result in embarrassment to the U.S. Government. At the same time, keep in mind that a pest does not respect the status or rank of the person with whom it travels.

Tactfully ask the diplomats if they have any material of an agricultural nature. In the absence of evidence that would suggest otherwise, accept a negative declaration.

If the diplomat declares agricultural items or you have serious reason to believe\(^5\) the diplomat is carrying regulated items, follow the directions below:

1. If the diplomats tell you they are carrying items of an agricultural nature, ask the diplomats to allow you to examine the agricultural items. If the diplomats agree to allow you to examine the articles, examine them. Release all enterable items. If you find prohibited items, explain the pest risk to the United States that could be caused by the item. Then ask the diplomats to surrender the items to you. If the diplomats refuse to allow you to inspect the agricultural articles or refuse to surrender any prohibited articles, then continue to the next step.

2. Try to tactfully get the diplomats to open their baggage for inspection or to surrender any prohibited articles as follows:

   A. Explain the pest risk to the United States that could be caused by the item. Inform the diplomats that such action is in violation of Articles 36 and 37 of the Vienna Convention on Diplomatic Relations, and/or Article 50 of the Vienna Convention for Consular Relations Officers. These Articles state that inspections and seizures are allowed for quarantine purposes regardless of a privileged person’s status.

---

4 Courtesy of the port privileges do not apply to U.S. citizens entering the U.S. with U.S. Diplomat passports.

5 The term “serious reason to believe” is used here because it is used in the Vienna Convention on Diplomatic and Consular Relations.
B. If the diplomats comply with your request, then proceed as in 1 above. If the diplomats still refuse to cooperate, record all the details of the incident on PPQ Form 591. Although you cannot assess a civil penalty to diplomats carrying a valid A-1, A-2, G-1 or G-2 visa, you will use this form to document the incident.

C. Inform the diplomats that a full report will be forwarded to the Department of State so that the incident can be handled immediately by the appropriate embassy. Notify your supervisor/Port Director who will then telephone the Director of Field Operations (DFO) as soon as possible with a description of the incident and follow up with a copy of the written report filled out on PPQ Form 591.

D. During normal business hours, the DFO will contact the nearest Department of State, Office of Foreign Missions, for guidance. All relevant documents will be provided to the Department of State, Office of Foreign Missions. For contact information, refer to Table 4-1-8 on page 4-1-18.
Clearing Passengers, Crew, and Baggage
Courtesy of the Port When Inspecting Diplomats

**TABLE 4-1-8 Contact Information: Department of State, Office of Foreign Missions**

<table>
<thead>
<tr>
<th>Office Location</th>
<th>Address, Phone, Email</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, DC Headquarters</td>
<td>2201 C Street NW, Room 2236</td>
<td>Virginia, Maryland</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20522-3303</td>
<td></td>
</tr>
<tr>
<td></td>
<td>202-895-3500 ext. 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMTaxCust@state.gov">OFMTaxCust@state.gov</a></td>
<td></td>
</tr>
<tr>
<td>Chicago Regional Office</td>
<td>77 W. Jackson Blvd., Ste. 2122</td>
<td>Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin</td>
</tr>
<tr>
<td></td>
<td>Chicago, IL 60604-1503</td>
<td></td>
</tr>
<tr>
<td></td>
<td>312-353-5762</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMCGCustomerService@state.gov">OFMCGCustomerService@state.gov</a></td>
<td></td>
</tr>
<tr>
<td>Houston Regional Office</td>
<td>8701 S. Gessner, Ste. 906</td>
<td>Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, Texas</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>713-272-2865</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMHOCustomerService@state.gov">OFMHOCustomerService@state.gov</a></td>
<td></td>
</tr>
<tr>
<td>Los Angeles Regional Office</td>
<td>10940 Wilshire Blvd., Ste. 1425</td>
<td>Arizona, Southern California, Southern Nevada, Utah</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90024</td>
<td></td>
</tr>
<tr>
<td></td>
<td>310-235-6292</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMLACustomerService@state.gov">OFMLACustomerService@state.gov</a></td>
<td></td>
</tr>
<tr>
<td>Miami Regional Office</td>
<td>95 Merrick Way, Ste. 505</td>
<td>Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, Puerto Rico, U.S Virgin Islands</td>
</tr>
<tr>
<td></td>
<td>Coral Gables, FL 3313</td>
<td></td>
</tr>
<tr>
<td></td>
<td>305-442-4943</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMMMCCustomerService@state.gov">OFMMMCCustomerService@state.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New York, NY 10017-1811</td>
<td></td>
</tr>
<tr>
<td></td>
<td>212-826-4500</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMNYCustomerService@state.gov">OFMNYCustomerService@state.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>San Francisco, CA 94105</td>
<td></td>
</tr>
<tr>
<td></td>
<td>415-744-2910</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OFMSFCustomerService@state.gov">OFMSFCustomerService@state.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

**E.** If necessary, after normal business hours or on a holiday, the DFO must contact the Department of State Command Center at 1-800-866-217-2089 or 571-345-3146 and ask for the OFM Duty Officer.
**Courtesy of the Port for Boarding Military and State Aircraft**

The Courtesy of the Port addresses aircrafts that have been given Diplomatic Overflight and Landing Clearance by the Department of State (DOS), Bureau of Political-Military Affairs, and Office of International Security Operations (PM/ISO). Such aircrafts are known as “state aircraft.”

In general, CBP Agriculture Specialists are instructed not to board the foreign government or foreign military aircraft described above. CBP Agriculture Specialists do not board such aircraft out of respect for international agreements between the United States and many foreign countries regarding the sanctity of state aircraft. Also, international custom and practice dictate that, once clearance is given, foreign military aircrafts are exempt from inspection if there is not a specific agreement to the contrary, or unless the right to inspect is asserted in the terms of the diplomatic clearance.

Various international agreements and international custom and practice therefore oblige the United States to protect the sovereignty of state aircraft. These agreements and practices in turn serve to protect the sovereignty and security of the United States and diplomatic aircraft when our President, Diplomats, and soldiers travel abroad. Additionally, the Department of Defense Foreign Clearance Guide gives clear guidance to aircraft commanders that they are not to allow a foreign government official to board their aircraft unless approved by the ambassador or the head of the applicable Service. Foreign governments often have the same expectation of their aircraft commanders.

**Contraband on Board**

If, however, a CBP Agriculture Specialist has a strong suspicion that the aircraft is being used to transport contraband, or strong suspicion of non-official use of the aircraft, authority to board may be obtained. For example, if CBP officials have credible information regarding contraband on board an aircraft belonging to a foreign nation, DOS may obtain authorization from the government of that foreign country for CBP to board the aircraft. Boarding with permission of the foreign government does not violate principles of sovereignty. If you believe there is a need to board an aircraft that has been granted Diplomatic Overflight and Landing Clearance by DOS, notify the DFO from your Port of Entry and the Situation Room through your Port chain of command. Notification allows CBP to coordinate with the DOS and that government’s embassy at appropriate levels. CBP may then facilitate a solution to the situation.
Although CBP Agriculture Specialists are not to board such aircraft, all persons, equipment, baggage, and cargo that exit the aircraft are subject to normal inspection procedures in accordance with the law, unless separate regulations, agreements, policies, or arrangements apply. For example, heads of state, diplomats, and diplomatic couriers (and their pouches) that are accredited to the United States by the government of that country, may be entitled to certain exceptions. These are addressed in accordance with Directive 3340-032, Processing Foreign Diplomatic and Consular Officials. Regardless of the status of the person or the aircraft, unless prior arrangement is made with CBP, all agricultural products, cut flowers, meat, and garbage must remain on board while the aircraft is in the United States. Therefore, CBP will not ordinarily board nor inspect foreign state aircraft, military or non-military.

**Extenuating Circumstances**

If circumstances arise in which boarding and inspection are necessary, contact the DFO from your Port of Entry and the Situation Room at (202) 344-3910, to file a significant incident report (SIR) through your Port chain of command. To verify the issuance of the Diplomatic Overflight and Landing Clearance, contact CBP Headquarters, or PM/ISO at (202) 647-4855 during normal working hours, or their 24-hour operation center at (202) 647-1512.

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**Courtesy of the Port to Foreign Officials and Vessels**

Courtesy of the Port is a privilege granted by CBP and other Federal Agencies to foreign officials and vessels. Courtesy of the Port for boarding foreign public vessels, and garbage safeguarding guidelines to follow when inspecting foreign public Vessels are listed below.

The Department of State considers foreign, public vessels as all foreign commissioned naval vessels, scientific research vessels, and other vessels operated by a foreign government when used in noncommercial service. Generally, you will receive information in advance including the nationality of the vessel, port(s) to be visited, and the approximate date(s) of the visit.
Permission to Board
Unless you receive permission to board the vessel from the captain or another officer, then do not board the vessel. If boarding permission is granted, exercise good judgment in carrying out your inspection. Arrange to board with CBP Officers is encouraged. Be sure to discuss the protocol to be observed during boarding. Once aboard, make a careful assessment of the plant pest and animal disease risk associated with the stores or elsewhere, and of prohibited or restricted agricultural items. You can assess the risk either by questioning the captain or other officer, or by actual inspection. If actual inspection is warranted, then gain the permission and escort of the captain or another officer. If the captain or officer refuses to cooperate, then immediately contact the DFO from your Port of Entry and the Situation Room through your Port chain of command. Follow up your initial contact by writing an Officer’s Statement of the incident describing the problem encountered.

Handling Garbage
Explain and solicit cooperation for maintaining garbage while the vessel is in port. The U.S. Navy usually makes initial arrangements for garbage removal for foreign, military vessels. If approved garbage disposal facilities are available at your Port, inform the captain or officer that an approved garbage disposal company may remove garbage. Make periodic checks to ensure the garbage is being handled properly. See Monitoring Garbage on page 3-1-1 for specific information on garbage control.

Garbage Violations
If you detect a deliberate and flagrant violation of the garbage handling procedures or other safeguard requirements, then make a full report to the Director, Field Operations and the Situation Room through your Port chain of command. Follow up by writing an Officer’s Statement of incident.

Animals Aboard Public Vessels
Live ruminant animals or swine should not be aboard public vessels given Courtesy of the Port. If live animals are aboard, the Director, Field Operations and the Situation Room should be notified through your Port chain of command. The vessel’s captain is expected to prevent the removal of other animals (including birds) as well as other restricted or prohibited items.
Handling Passengers That Are in Transit

In-transit passengers are travelers who are immediately passing through the United States on their way to another country. In general, such passengers are low risk for introducing plant pests and animal diseases. However, if there is risk of pest escape, do not allow articles to transit. Except as provided for in the table that follows, do not allow prohibited meat to transit the United States. Use Table 4-1-9 on page 4-1-22 to determine your action.

TABLE 4-1-9 Action to Take with In-transit Passengers’ Animal Products and Plants or Plant Pests

<table>
<thead>
<tr>
<th>If the passenger in-transit has:</th>
<th>And it: And it is in their:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Meat</td>
<td>Is ineligible for entry</td>
<td>Baggage checked through to destination</td>
</tr>
<tr>
<td>◆ Meat product</td>
<td></td>
<td>Carry-on baggage</td>
</tr>
<tr>
<td>◆ Animal product</td>
<td>Is eligible for entry</td>
<td>ALLOW transit</td>
</tr>
<tr>
<td>◆ Animal by-product</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant or plant product</td>
<td>Is prohibited or requires treatment as a condition of entry</td>
<td>Baggage checked through to destination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carry-on baggage</td>
</tr>
<tr>
<td></td>
<td>Is enterable without treatment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ALLOW transit</td>
</tr>
<tr>
<td>Plant pest</td>
<td>Has a permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lacks a permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you can safeguard prohibited plant articles and those requiring treatment, then allow those articles to transit. Safeguards include having the passenger check the article through with the airline or ensuring that the passenger moves straight to a secure holding area, and then checking that holding area to make sure prohibited material is not left behind.
Introduction

The Examining United States Postal Service (USPS) International Mail chapter of the MAC gives you the information needed to regulate packages and parcels in international mail facilities. See also “Clearing Mail Importations” of the Special Procedures section of the Animal Product Manual. All mail from foreign locations and U.S. possessions is subject to inspection. Inspection is necessary to minimize the risk of introducing agricultural pests.

Policy

PPQ policy is to clear all foreign parcels of agricultural interest at the first port of arrival into the United States. U.S. Postal Service (USPS) parcels are cleared at the mail inspection facilities recognized by Customs and Border Protection. The completion of AQI Monitoring (AQIM) activities on foreign mail parcels will provide valuable risk information to help create or revise the mitigation strategies of pest risk in foreign mail packages.
Materials Needed
Depending on local cargo holding procedures, you’ll need access to some of the following items to control mail:

- Alcohol
- Animal Product Manual
- Bags for safeguarding quarantine material
- Brushes
- Can opener
- Forceps
- Forms (PPQ Form 287, Mail Interception Notice, and other appropriate forms)
- Hand lens
- Insect vials and pill boxes
- Knife or box cutter
- Personal safety equipment
- Cut Flowers and Greenery Import Manual
- Fruits and Vegetables Import Requirements (FAVIR)
- Fresh Fruits and Vegetables Import Manual
- Miscellaneous and Processed Products Manual
- Plants for Planting Manual
- Probe
- References, as appropriate
- Sealing tape
- Seeds Not for Planting Manual
- Table or inspection area with adequate lighting

Local Variations
Because of the differences in CBP procedures, postal facility procedures, and local practices, the methods of inspecting mail may vary from port to port. Search warrants are mandatory for opening domestic mail.

Maintaining Contact with USPS
Port Directors and Supervisors should maintain close contact with their Postal Service counterparts to keep informed of any changes in mail handling procedures. Make sure that whenever procedures change, control is maintained over mail that is at risk for introducing pests and pathogens.
Determining the Thoroughness of Inspection Required

Take into consideration the season of the year and the likelihood of host plants and pests being sent from the country of origin to assess the thoroughness of your inspection. Decide if the package needs to be x-rayed or inspected. Examine profiled parcels to determine their contents. Use these general guidelines to examine parcels:

1. Examine the written Customs Declaration on the outside of the package. Decide if there are articles inside the package that must be examined.

2. Pick up the parcel and evaluate the weight of the box against the items listed. Consider inspecting the parcel if the contents seem heavier or lighter than they should.

3. Evaluate the destination address. Military bases, local ethnic enclaves, and colleges and universities may have resident foreign nationals who may receive foodstuffs from home.

4. Give priority to inspecting parcels from high-risk countries.

5. Be especially alert when you know of local holidays or holidays in the parcel’s country of origin.

6. Use canine teams trained for mail inspection to help select packages for examination if available.

Packages arriving from Canada may contain agricultural items that actually originate from a third country. If in doubt, take the most restrictive action. For example, Canada does not grow citrus.

Checking for Permits

Check for permits (see Appendix A for examples) as follows:

1. Look on the outside of the package for *PPQ Form 508, Green and Yellow Permit Label*, *PPQ Form 599, Red and White Permit Label*, or *Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051)*. These permit labels allow for onward shipment without inspection to the address on the label. These regulated packages often move to an APHIS Plant Inspection Station (APHIS PIS) for handling and inspection. They may carry prohibited plant material, genetically engineered material, or serious pests (live insects) from the country of origin.
2. If additional addresses appear on the package that are not the same as the USDA address on the permit label, expedite the package, using existing mechanisms, to the nearest APHIS PIS. Do not allow the package to be forwarded to any other address. See Appendix N for a list of Plant Inspection Stations.

Important

Do not open packages with any of these three types of labels. Forward the package to the address on the PPQ or APHIS label. There are significant containment concerns because the risk of dissemination of material is great.

CBPOs can make arrangements with USDA-APHIS-PPQ to open the package and examine its contents at a USDA inspection station. The DFO CBP Agriculture Liaison will assist with making these arrangements.

3. Refer to Appendix A for further specific information about APHIS permits and handling the various types of permit labels.

Important

APHIS issues permits and shipping labels (PPQ Form 508, Green and Yellow Permit Label) for Small Lots of Seeds. Because seeds entered under this program do not require a phytosanitary certificate, you may forward them directly to the APHIS PIS without inspection.

Opening Parcels

Open parcels safely. Follow the steps listed below which incorporate the Occupational Safety and Health Administration (OSHA) guidelines for inspecting parcels to avoid airborne and direct skin contact pathogens:

1. Turn off fans, portable heaters, and other equipment that may create air currents.
2. Look out for suspicious parcels (see Figure 5-1-1 on page 5-1-5).
3. Do not open suspicious parcels (see Figure 5-1-1 on page 5-1-5).
4. Put on latex gloves or other suitable hand protection before opening parcels.
5. Undo parcels so that skin contact with the contents is minimized.
6. Open parcels so you do not disturb or damage the contents.
7. Never blow into parcels.
8. Keep hands away from nose and mouth while opening and examining parcels.

9. Remove items of agricultural interest for inspection.

10. Wash hands thoroughly after handling parcels.

**Characteristics of Suspicious Parcels**

Characteristics of suspicious parcels include the following:

- Crystals, powder, or powder-like residue on the parcel’s surface
- Suspicious or threatening language on the outside of the parcel
- Postmark that *does not* match the return address or there is no return address
- Excessive postage
- Restrictive endorsements such as “Personal” or “Confidential”
- Distorted handwriting, handwritten block-printed, or poorly-typed address
- Title but no name or an incorrect title
- Misspelled addressee’s name, title, or location
- Excessive tape or string
- Rigid, uneven, irregular, or lopsided parcel
- Soft spots, bulges, or excessive weight parcel
- Discoloration or an unusual odor

**FIGURE 5-1-1: Characteristics of Suspicious Parcels**

**Determining the Condition of the Shipment**

Determine the action to take based on the condition of the shipment, using **Table 5-1-1**.

**TABLE 5-1-1: Determine Action to Take Based on the Condition of the Shipment**

<table>
<thead>
<tr>
<th>If the condition of the parcel’s contents is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>CONTINUE to <em>Determining Admissibility</em></td>
</tr>
</tbody>
</table>
| **Unsatisfactory** as evidenced by decay or rotting of animal or plant materials[^1]** | 1. REMOVE the questionable material  
2. DISPOSE of the questionable material |

[^1]: If the condition of the parcel is unsatisfactory due to *other than* plant or animal material, turn it over to USPS for disposition.
Determining Admissibility
Categorize the article. Once you know the category, use one or more of the following documents to determine admissibility:

◆ Animal Product Manual
◆ Clearing Nursery Stock and Flower Bulbs for CBPAS
◆ Code of Federal Regulations (7CFR Parts 300 to 399 and 9CFR Parts 1 to 199)
◆ Cut Flowers and Greenery Import Manual
◆ Fruits and Vegetables Import Requirements (FAVIR)
◆ Fresh Fruits and Vegetables Import Manual
◆ Miscellaneous and Processed Products Manual
◆ Plants for Planting Manual
◆ Seeds Not for Planting Manual

Inspecting the Parcel’s Contents
Inspect the contents of the parcel as follows:

◆ Look for pests (insects, snails, diseases, etc.)
◆ Isolate the pests and prepare them for submission or identification
◆ Remove any prohibited packing material or contaminants

Important
If the parcel contains 13 or more items, or the seeds weigh 500 grams or more, forward the contents to the Plant Inspection Station listed on the USDA-APHIS permit. Check the permit and follow directions.

Taking Regulatory Action
After categorizing the article and inspecting for pests, determine the correct regulatory action to take on parcels using Table 5-1-2 on page 5-1-7. If the parcels contain propagative plant material, go to Inspecting Propagative Plant Material in International Mail on page 5-1-7. If you can’t determine the category or use of the article from experience, package directions, or labels (i.e. seeds for planting or grains for cooking), or in some other manner, consider the article as unknown and choose the more restrictive action from the various import manuals consulted.
Inspecting Propagative Plant Material in International Mail

Propagative materials except seeds entering under the Small Lots of Seed Program must be accompanied by a phytosanitary certificate issued by the country of origin. Some examples of propagative materials include seeds for planting, plants in growing media, flower bulbs, green stalks with nodes, and rooted items. Use the following guidelines in Table 5-1-3 for determining which shipments of enterable propagative materials to send to the USDA APHIS Plant Inspection Station on PPQ Form 508, Green and Yellow Permit Label. See Appendix N for a list of Plant Inspection Stations.
TABLE 5-1-3: Determine Which Shipments of Propagative Materials to Send to a Plant Inspection Station

<table>
<thead>
<tr>
<th>If the material is:</th>
<th>And is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identified with <strong>PPQ Form 508, Green and Yellow Permit Label</strong></td>
<td>SAFEGUARD(^1) and SEND(^2) to the Plant Inspection Station listed on the permit or permit label,(^3) along with all the accompanying documentation(^4)</td>
<td>SAFEGUARD(^1) and SEND(^2) to the Plant Inspection Station listed on the permit or permit label,(^3) along with all the accompanying documentation(^4)</td>
</tr>
<tr>
<td>Prohibited by Federal Regulation (7CFR300.399)</td>
<td>Accompanied by a departmental or plant pest permit</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> accompanied by a departmental or plant pest permit</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td>A small lot of seed</td>
<td>Accompanied by a small lots of seed permit(^5)</td>
<td>SAFEGUARD(^1) and SEND(^2) to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation(^4)</td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> accompanied by a small lots of seed permit</td>
<td>GO to Table 5-1-4 on page 5-1-9</td>
</tr>
<tr>
<td>Neither prohibited nor a small lot of seed</td>
<td>SAFEGUARD(^1) and SEND(^2) to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation(^4)</td>
<td>SAFEGUARD(^1) and SEND(^2) to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation(^4)</td>
</tr>
</tbody>
</table>

1. The plant material must be stored in a CBP limited access area.
2. The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.
3. If additional addresses appear on the package that are not the same as the USDA address on the permit label, expedite the package, using existing mechanisms, to the nearest USDA plant inspection station. For more information on PPQ Form 508, see Appendix A.
4. See Appendix N for a list of plant inspection stations.
5. Small lots of seed in compliance with, and accompanied by, a small lots of seed permit do not require a phytosanitary certificate.
### TABLE 5-1-4: Determine Which Shipments of Non-prohibited Propagative Materials to Send to a Plant Inspection Station

<table>
<thead>
<tr>
<th>If origin is:</th>
<th>And is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian</td>
<td>Admissible with a written permit issued by USDA-APHIS(^1)</td>
<td>INSPECT and RELEASE</td>
</tr>
<tr>
<td></td>
<td>Accompanied by the permit and a phytosanitary certificate or one of the following forms (unless the permit states that a phytosanitary certificate is not required):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ CFIA Form 5309</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ CFIA Form 5289</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ PPQ Form 925</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not accompanied by the permit and phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td>Is admissible without a written USDA-APHIS permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above</td>
<td>INSPECT and RELEASE</td>
</tr>
<tr>
<td></td>
<td>Not accompanied by a phytosanitary certificate or one of the forms used in lieu of the phytosanitary certificate listed above</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td>Other than Canadian</td>
<td>Admissible with a written permit issued by USDA-APHIS(^2)</td>
<td>SAFEGUARD and SEND(^3) to the Plant Inspection Station listed on the permit or permit label, along with all the accompanying documentation(^4)</td>
</tr>
<tr>
<td></td>
<td>Accompanied by the original phytosanitary certificate issued by the country of origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not accompanied by the original phytosanitary certificate issued by the country of origin</td>
<td>REFUSE ENTRY</td>
</tr>
<tr>
<td></td>
<td>Admissible without a written permit issued by USDA-APHIS</td>
<td>INSPECT and RELEASE</td>
</tr>
<tr>
<td></td>
<td>Accompanied by the original phytosanitary certificate issued by the country of origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not accompanied by the original phytosanitary certificate issued by the country of origin</td>
<td>REFUSE ENTRY</td>
</tr>
</tbody>
</table>
1 A shipment from Canada requires a written permit if it contains any of the following:

◆ Articles that require a Postentry Permit
◆ Plants regulated by CITES or ESA
◆ Articles that require treatment as a condition of entry
◆ Articles (except seeds) of *Malus*, *Pyrus*, *Prunus*, *Cydonia*, *Chaenomeles*, and/or *Rubus*
◆ Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
◆ Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
◆ Articles of *Ribes* destined to Massachusetts, New York, West Virginia, or Wisconsin
◆ Articles (except seeds) of *Planera* or *Zeikova* destined to California, Nevada, or Oregon
◆ Seeds of *Prunus* destined to Colorado, Michigan, New York, Washington or West Virginia
◆ Articles (except seeds) of *Vitis* destined to California, New York, Ohio, Oregon and Washington
◆ Articles (except seeds) of *Corylie* from provinces east of Manitoba and destined to Oregon or Washington
◆ Articles (except seeds) of *Pinus*
◆ Articles (except seeds) of *Ulmus* destined to California, Nevada or Oregon

2 A shipment from any country other than Canada requires a written permit if it contains any of the following:

◆ Articles that require a Postentry Permit
◆ Plants regulated by CITES or ESA
◆ Articles that require treatment as a condition of entry
◆ Lots of 13 or more articles (other than seeds, bulbs or sterile cultures of orchid plants)
◆ Seeds of woody plants (trees or shrubs)
◆ Bulbs of *Allium sativum*, *Crocosmia*, *Gladiolus* and *Watsonia* from New Zealand
◆ Articles of *Cocos nucifera* (coconut)
◆ Articles (except seeds) of *Dianthus* spp.
◆ Articles (except seeds) of *Castanea* or *Castanopsis* destined to California or Oregon
◆ Articles (except seeds) of *Pinus* (5-leaved), destined to Wisconsin
◆ Articles (except seeds) of *Planera* or *Zeikova* from Europe, St. Pierre Island, or Miquelon Island, and destined to California, Nevada, or Oregon
◆ *Solanum tuberosum* true seed from New Zealand and the area of Chile between 39 degrees and 44 degrees South latitude

3 The importer is responsible for making arrangements, and for the cost of forwarding the materials to the plant inspection station. The importer is also responsible for making arrangements for picking up or shipping the propagative materials after they have been released.

4 See Appendix N for a list of plant inspection stations.

Documenting Action Taken and Submitting Intercepted Pests

Document the action taken and submit intercepted pests as follows:

◆ Submit intercepted pests using PPQ Form 309A, Interception Record. Make sure you record 'Mail' in the “Where Intercepted” block of the form (see *PPQ Form 309A, Pest Interception Record Worksheet* on page A-1-97).

◆ Complete your local log if the parcel was released

◆ File a copy of the completed *PPQ Form 287, Mail Interception Notice* on page A-1-87 if articles were removed
Agricultural Quarantine Activity Systems (AQAS)

- Record your inspection data on the PPQ AQAS web site:


DHS Online

Or through the DHS web site:

http://cbpnet.cbp.dhs.gov/

This web site includes databases for:

- WADS (Work Accomplishment Data System)
- PPQ280 on page A-1-80
- AQIM
Introduction

This chapter gives directions for preventing the spread of pests or diseases when those pests or diseases are found on or with any conveyance, stores, baggage, mail, or importation, or when contamination with disease agents is possible. When selecting a method to kill pests or to apply safeguards, always choose the least severe method. The most common methods, in ascending order of severity, are as follows:

- Safeguarding
- Quarantine Order
- Treatment
- Return to shipping point (interstate movement)
- Reexport
- Seizure and destruction
Safeguarding

Safeguarding is a preventive action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest and disease dissemination. Apply safeguards that are appropriate to the pest risk after evaluating the actual or suspected pests associated with the shipment. Safeguards can include, but are not limited to, the following:

Safeguards can include, but are not limited to, the following actions:

- Applying physical barriers around the shipment (i.e. salt for snails—see Figure 6-1-1 on page 6-1-5) to prevent pest escape
- Double bagging passenger baggage, mail parcels, or other packages to prevent pest dissemination
- Ensuring that In-Bond shipments are physically separated from consignments for entry
- Physical sealing of cargo shipments, ship stores, ship holds, aircraft, railroad cars, trucks, or containers
- Reloading containers
- Removing the contamination from the article or the container (for example, physical removal, mechanical removal or chemical means of removal)
- Supervising transloads to ensure that pests are not present on/around the shipment or U.S. bound conveyances
- Utilizing and enforcing compliance agreements with the storage/transload facilities

**Safeguarding for Khapra Beetle (KB)**

If you find evidence of suspect KB (live beetles, dead beetles, or cast skins), follow the instruction in Table 6-1-1 below.

**Important**

If you find co-mingled or multiple pests associated with the same shipment, conveyance, or passenger baggage, carefully examine the pest specimens. **Never** create multiple PPQ Form 309s for what you suspect is the same pest species. Combine the different life stages of the same pest into one interception.

<table>
<thead>
<tr>
<th>If you find evidence of KB in</th>
<th>Then GO to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargo (land border, sea container, or air shipment)</td>
<td><strong>Cargo (land border, sea container, or air shipment)</strong> on page 6-1-3</td>
</tr>
<tr>
<td>Personal effects or express carriers</td>
<td><strong>Personal Effects or Express Carriers</strong> on page 6-1-4</td>
</tr>
<tr>
<td>Passenger baggage</td>
<td><strong>Passenger Baggage</strong> on page 6-1-4</td>
</tr>
<tr>
<td>Conveyances (vessel stores)</td>
<td><strong>Conveyances (vessel stores)</strong> on page 6-1-5</td>
</tr>
</tbody>
</table>
To safeguard the cargo and prevent khapra beetle (KB) dissemination, refer to Table 6-1-2 below.

### TABLE 6-1-2: Handling Cargo with Evidence of Khapra Beetle

<table>
<thead>
<tr>
<th>If:</th>
<th>And the shipment arrived at:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The specimen confirmation is pending APHIS final identification</td>
<td>Other than a land border port (A land border port where: ◆ CBP determines there is capability/space for holding the cargo, and ◆ PPQ-approved treatment facilities are present)</td>
<td>HOLD and SAFEGUARD the infested material</td>
</tr>
<tr>
<td></td>
<td>A land border port where: ◆ CBP determines there is no capability/space for holding the cargo, or ◆ There are no PPQ-approved treatment facilities</td>
<td>1. GO to Issuing an Emergency Action Notification on page 6-1-7 and re-export the shipment at the border. Do not allow overland movement through U.S. 2. NOTIFY APTL through your chain of command. APTL will contact USDA-APHIS-PPQ-QPAS as appropriate.</td>
</tr>
<tr>
<td>The specimen has been confirmed as khapra beetle</td>
<td>GO to Issuing an Emergency Action Notification on page 6-1-7</td>
<td></td>
</tr>
</tbody>
</table>

Any resulting action following APHIS identification of KB found in cargo (including personal effects) and containers will be determined by Plant Protection and Quarantine (PPQ) at the local level. Personal effects or mail shipments where KB was intercepted must be destroyed by incineration or returned to origin within 72 hours. Do not offer methyl bromide treatment (MBT) as an option if the personal effect or mail shipment cannot be fumigated because the bagging material is not suitable for fumigation.

For mail (including parcels), refer to Table 5-1-2 on page 5-1-7. For personal effects, the following are options for disposition:

◆ Destruction by incineration

◆ Return to origin within 72 hours (re-export)

In most cases, MBT is not practical nor available for small shipments (noncommercial) or for shipments placed in plastic. When recommending MBT, ensure the material is suitable for fumigation. If questions arise regarding the ability to fumigate, contact local PPQ.
Follow the procedure below for handling suspected KB in personal effects or express carriers:

1. Submit the interception as urgent.
2. If the suspect KB is found with or in a commodity inside personal effects or express consignment shipments, remove the infested commodity from the personal effects or the express consignment shipment(s) and safeguard by sealing in double plastic bagging.
3. Inspect 100 percent of the personal effects or express consignment shipment. If you find KB at large, hold the entire personal effects or express consignment and safeguard by sealing in double plastic bagging.
4. Hold the remaining of personal effects or express shipment pending the identification of suspect KB interception.
5. If the interception identification was positive for KB, issue an EAN and destroy the sealed plastic bag(s) containing the infested articles by incineration, or by steam sterilization (where available) within 24 hours. This time frame may be extended as the situation warrants. Local CBP should supervise destruction in a manner consistent with local CBP SOP or in a manner consistent with the process used for destruction of other commodities infested with actionable pest(s). Release the remaining personal effects or express consignment shipment.
6. If the entire personal effects or express shipment is infested with positive KB, or the pest is found at large in personal effects or express shipment, then issue an EAN and give the consignee the option to re-export or to destroy.
7. If the interception was identified as not positive for KB, return the article to the personal effects package or the express consignment shipment, and release the shipment.

Follow the procedure below for handling suspected KB in passenger baggage:

1. Submit the interception as prompt.
2. Remove the infested item(s) from the passenger baggage and safeguard by sealing in double plastic bagging under authority of 7 CFR 319.75.
3. Inspect 100 percent of the passenger baggage.
4. If you find additional suspect KB, safeguard by sealing in double plastic bagging.
5. Release the inspected and cleared passenger baggage, and take action only on the confiscated article(s).
6. Destroy the sealed plastic bag(s) by incineration or by steam sterilization (where available) within 24 hours or in a manner consistent with local CBP SOP.

7. Local CBP will supervise the destruction in a manner consistent with local CBP SOP or in a manner consistent with the process used for destruction of other commodities infested with suspected actionable pest(s).

8. CBP may document the action. Refer to Documenting Passenger Clearance on page 4-1-8.

Conveyances (vessel stores) Refer to Special Procedures for Suspect Khapra Beetle (KB) Ships on page 3-3-60.

Safeguarding for Snails

EXAMPLE You find a snail on a 20-foot cargo container. To safeguard the container and prevent pest dissemination, require a salt barrier, whether the container is on the ground or mounted on a chassis. Do not allow movement from the container yard.

See Figure 6-1-1 on page 6-1-5 for an example of a salt barrier placed around containers.
Giving the Importer an Opportunity to Voluntarily Treat Cargo Pending Issuance of Emergency Order

When a pest is found in a perishable commodity shipment, it may not be feasible to wait 1-3 days for final pest identification. Upon request of the importer, treatment can be authorized prior to final pest identification. Submit the interception as URGENT using PPQ Form 309, Pest Interception Record. Go to Table 6-1-3 below.

TABLE 6-1-3: Procedures for Voluntary Treatment of Cargo Pending Confirmation of Pest Identity

<table>
<thead>
<tr>
<th>If the importer or the importer’s agent:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Wants to have the cargo treated prior to having the pest’s identity confirmed¹ | 1. GO to Issuing an Emergency Action Notification on page 6-1-7  
2. CONTACT local PPQ to supervise treatment |
| Is willing to wait to have the pest’s identity confirmed | GO to Table 6-1-4 |

¹ Treatments used must be listed in the Treatment Manual.

Do not use reexport or seizure and destruction methods to kill pests or apply safeguards unless there is no less severe alternative that will prevent the dissemination of the pest.

Taking Action Based on the Final Identification

After a pest is submitted to the USDA APHIS Plant Inspection Station with PPQ Form 309, Pest Interception Record, you are notified if the pest is actionable or not. Determine the action to take based on the final identification. Go to Table 6-1-4 below.

TABLE 6-1-4: Taking Action Based on the Final Identification

<table>
<thead>
<tr>
<th>If the pest is:</th>
<th>And:</th>
<th>And in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actionable</td>
<td>Identified as khapra beetle</td>
<td>A vessel</td>
<td>GO to Table 3-3-17 on page 3-3-62</td>
</tr>
</tbody>
</table>
|                | Identified as khapra beetle | Cargo    | 1. GO to Issuing an Emergency Action Notification on page 6-1-7  
2. CONTACT local PPQ to supervise treatment |
| Other than khapra beetle |             |         | 2. CONTACT local PPQ to supervise treatment |
| Nonactionable  |                   |         | RELEASE |
Issuing an Emergency Action Notification

Fill out PPQ Form 523, Emergency Action Notification (EAN). See Table A-1-36 on page A-1-120 for instructions on completing this form.

Give the importer 24 hours from the time you issue the order to have the cargo treated. You may shorten the deadline, but only if there is an imminent risk of pest escape or dispersal, or if the shipment is presented at a border and it is more practical to re-export the shipment immediately. If 24 hours presents a hardship, and it is safe to do so, you may extend the deadline another 24 hours. Only a supervisor or chief may grant an extension beyond 48 hours. If the importer does not meet the deadline you set, initiate violation procedures. Prevent further dissemination of the pest by applying appropriate measures.

Issue PPQ Form 523, Emergency Action Notification, to the importer or the importer’s agent. Make sure an authorized official prints his/her name, signs the form to acknowledge receipt, and includes his/her position (i.e. warehouse manager, truck driver, ship captain, broker, etc). Hold the original of this form for later revocation.

Deciding if Commodity Has to Be Treated
When taking action on KB interceptions, refer to Safeguarding for Khapra Beetle (KB) on page 6-1-2 for guidelines and final disposition.

Cargo that Has Been Discharged

Treat with an approved treatment all identical commodities from the same shipper that were from the same port and that were on the same carrier (consider as a unit for purposes of inspection and fumigation).

In general, treat all cargo in the ship’s hold where the infestation was discovered with an approved treatment. Because of the pest’s association with the infested material, there is sufficient reason to believe the pest is present throughout the hold. Your authority to require fumigation of all associated cargo is 7CFR 330.106(d).

Experienced CBP Agriculture Specialists, based on their professional judgment, may make exceptions to fumigating all the cargo in the hold. Factors in allowing such exceptions include the following:

◆ Character of the cargo (containerized or bulk)
◆ Degree of infestation
◆ Location of the infested cargo in the hold
◆ Practicability of a thorough inspection

If you are hesitant about deciding what to treat, check with your CBP Agriculture Supervisor. Continue to Preventing Damage to Commodities Being Treated.
Preventing Damage to Commodities Being Treated

Identifiers/PIS will prescribe a treatment that will do the least damage to the commodity and still kill the pest. When treating a cargo hold, allow the removal of articles that maybe harmed by the pesticide (fumigant). Before allowing the removal of any article, ensure that the following conditions are met:

- The article must **not** be infested or show signs of contamination
- The article’s removal must **not** contribute to the spread of the pest
- The owner or the owner’s agent must be willing to remove the articles immediately
- The owner or the owner’s agent must agree to follow directions from the CBP Agriculture Specialist or USDA-APHIS-PPQ Officer

Articles that may be harmed by the pesticide (fumigant) may be removed only if the following conditions are met:

- The article must **not** be infested or show signs of contamination
- The article’s removal must **not** contribute to the spread of the pest
- The owner or the owner’s agent must be willing to remove the articles immediately
- The owner or the owner’s agent must agree to follow directions from the CBP Agriculture Specialist or USDA-APHIS-PPQ Officer

Foam rubber and possibly other parts of an automobile may be harmed by methyl bromide. If all the bulleted conditions described immediately above are met, the officer may allow the removal of the automobile from the hold that is being fumigated.

Do **not** offer methyl bromide treatment (MBT) as an option for passenger baggage, mail, or personal effects. In most cases, MBT is neither practical nor available for small (non-commercial) shipments or for shipments placed in plastic. If questions arise regarding the ability to fumigate, contact local PPQ.

Closing Out the Emergency Action Notification After Cargo Is Treated

Transfer the cargo that requires treatment to PPQ to supervise the treatment. Use **CBP Form AI-523A, Chain of Custody** to transfer the shipment. The agency taking final action on the shipment is responsible for closing out the EAN. If a shipment has been transferred to PPQ for treatment, it is the responsibility of PPQ to notify CBP that the treatment has been completed. It is PPQ’s responsibility to close out the EAN. If an EAN remains open, direct questions regarding the status up the chain of command to a PPQ manager.

Remedial Measures Policy and Procedures

Cleaning and Disinfecting

Articles That Require Cleaning and Disinfection

If any article or surface is contaminated with animal material, then the article or surface must be cleaned and disinfected. If you encounter an importation of prohibited or restricted animal products, and the packaging or containers holding those products have leaked—then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products must be cleaned and disinfected before they are reused.

Materials for Disinfectant Kit

Collect the following materials for a ready-to-use disinfectant kit:

◆ Gallon plastic container filled with water
◆ Insulated box, such as an ice chest, for holding the equipment used to disinfect; label the box “Disinfectant Kit” and type and affix directions for its use inside the lid
◆ Leakproof, double plastic bags to hold collected material
◆ Material Safety Data Sheets (MSDS) for Virkon® S, sodium hypochlorite, and sodium carbonate
◆ Pint spray bottle
◆ Roll of paper towels
◆ Scrub brush and a scraping tool
◆ Whisk broom and dust pan

Important
Spills of regulated garbage where food is prepared or handled should be cleaned and sanitized by the caterer using the caterer’s product. The disinfectant used by the caterer should be approved by the Environmental Protection Agency for use around food or on food contact surfaces.

Important
CBP is responsible for safeguarding aircraft contaminated with animal waste such as manure and straw. Notify APHIS Veterinary Services (VS) of the aircraft arrival. VS or their designated representative is responsible for the cleaning and disinfection of these aircraft in accordance with 9 CFR 95.26. Please contact the local Area Veterinarian In Charge as listed in Appendix H of the Animal Product Manual (APM).
Preventing the Spread of Pests and Diseases
Cleaning and Disinfecting

Protective Clothing and Safety Materials
Assemble the following protective clothing and safety materials for use while disinfecting:

◆ Disposable, plastic shoe covers
◆ Pair of rubber gloves or disposable, plastic gloves
◆ Coveralls (if you are using a solution of 3% sodium hypochlorite)
◆ Rubber apron (if you are using Virkon® S)

Instructions for Cleaning and Disinfecting
Follow the steps listed below for cleaning and disinfecting.

Step 1
Classify the article, using Table 6-1-5 below.

### TABLE 6-1-5: Classify the Article

<table>
<thead>
<tr>
<th>If the article is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty semen container</td>
<td>Disinfect with a solution of water that contains 4 percent sodium carbonate with 0.1 percent sodium silicate (see Table 6-1-6 on page 6-1-11)</td>
</tr>
<tr>
<td>Aircraft</td>
<td>GO to Cleaning and Disinfecting on page 3-2-5 in the Cleaning Aircraft section of Examining Carriers</td>
</tr>
<tr>
<td>Footwear</td>
<td>GO to Disinfecting Footwear on page 4-1-14 in the chapter Cleaning Passengers, Crew, and Baggage</td>
</tr>
<tr>
<td>Other than empty semen container, aircraft, or footwear¹</td>
<td>Disinfect with a solution of water that contains sodium hypochlorite or Virkon® S (see Table 6-1-6 on page 6-1-11)</td>
</tr>
</tbody>
</table>

¹ For example, storage area, farm machinery, pallet, fork lift, pier, stall, or railroad car.

Step 2
Use Table 6-1-6 on page 6-1-11 for formulas and instructions for mixing disinfectants.

Preparing the Disinfectant
Mix the disinfectant using Table 6-1-6 for formulas and instructions. Prepare fresh batches of disinfectant as practicable.

Never use the disinfectants listed in Table 6-1-6 around food or in areas where food is handled or prepared. When disinfecting such areas, allow the use of a sanitizer that is normally used around foods. The sanitizer must be one approved by the EPA.
### TABLE 6-1-6: Formulas and Instructions for Mixing Disinfectants

<table>
<thead>
<tr>
<th>If you need a solution of:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 percent sodium carbonate (common name: soda ash)</td>
<td>This solution is only mildly caustic but can dull painted and varnished surfaces.</td>
</tr>
<tr>
<td>1. ADD 5.33 ounces of the sodium carbonate to each gallon of water (or 1 pound to 3 gallons of water or 15 pounds to 45 gallons of water)</td>
<td></td>
</tr>
<tr>
<td>2. MIX thoroughly</td>
<td></td>
</tr>
<tr>
<td>4 percent sodium carbonate with 0.1 percent sodium silicate</td>
<td></td>
</tr>
<tr>
<td>1. ADD 5.33 ounces of the sodium carbonate to each gallon of water</td>
<td></td>
</tr>
<tr>
<td>2. ADD 4 mL of sodium silicate solution to each gallon of water</td>
<td></td>
</tr>
<tr>
<td>3. MIX thoroughly</td>
<td></td>
</tr>
<tr>
<td>1 percent Virkon® S</td>
<td>Powder is corrosive. Causes skin burns and irreversible eye damage. Harmful if swallowed, absorbed through skin, or inhaled. Do not get in eyes, on skin, or on clothing. Wear protective clothing and rubber gloves. Avoid breathing dust. Wear goggles, face shield, or safety glasses. Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse. Corrosive statement refers to powder only, not solution.</td>
</tr>
<tr>
<td>When mixing powder:</td>
<td></td>
</tr>
<tr>
<td>1. PUT on rubber gloves, rubber apron, mask (N95 or better) and face shield</td>
<td></td>
</tr>
<tr>
<td>2. ADD 1.3 ounces or 8 teaspoons or 37 grams of Virkon® S concentrate to 1 gallon of water</td>
<td></td>
</tr>
<tr>
<td>3. STIR gently; do not stir vigorously (the solution should be yellow in color and will have a slight citrus odor)</td>
<td></td>
</tr>
<tr>
<td>4. RESEAL the container holding the Virkon® S powder</td>
<td></td>
</tr>
<tr>
<td>5. POUR the Virkon® S solution (using a plastic funnel) into a 1, 2.5, or 5 gallon plastic container</td>
<td></td>
</tr>
<tr>
<td>6. CLOSE the container tightly.</td>
<td></td>
</tr>
<tr>
<td>7. DISPOSE of solution after 7 days or when yellow color fades, whichever comes first</td>
<td></td>
</tr>
<tr>
<td>8. WASH hands and any other areas where the solution may have come in contact with the skin</td>
<td></td>
</tr>
<tr>
<td>9. CLEAN the mixing area</td>
<td></td>
</tr>
<tr>
<td><strong>NOTICE</strong></td>
<td>Do not soak metal objects in Virkon® S for long periods; 10 minutes is the maximum necessary contact time. One gallon of solution is sufficient to treat 135 ft².</td>
</tr>
</tbody>
</table>

Powder is corrosive. Causes skin burns and irreversible eye damage. Harmful if swallowed, absorbed through skin, or inhaled. Do not get in eyes, on skin, or on clothing. Wear protective clothing and rubber gloves. Avoid breathing dust. Wear goggles, face shield, or safety glasses. Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse. Corrosive statement refers to powder only, not solution.
TABLE 6-1-6: Formulas and Instructions for Mixing Disinfectants (continued)

<table>
<thead>
<tr>
<th>If you need a solution of:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodium hypochlorite (household bleach)</td>
<td>This solution will discolor clothing. Therefore, as a precaution, dry the disinfected item or put it in a plastic bag. Wear gloves, eye protection, and an apron when applying bleach.</td>
</tr>
</tbody>
</table>

GO to Table 6-1-7

Important

Formulas and instructions for mixing sodium hypochlorite are for practical use. Calculations are approximate.
### TABLE 6-1-7: Formulas and Instructions for Mixing Sodium Hypochlorite

<table>
<thead>
<tr>
<th>If you need a:</th>
<th>And the concentration of available chlorine is:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| 0.1 percent solution of the disinfectant | 5.25%                                          | 1. ADD 5 tablespoons (2.5 ounces) of bleach to 1 gallon of water (or 1 gallon of bleach to 50 gallons of water)  
2. MIX thoroughly |
| 0.1 percent solution of the disinfectant | 6%                                              | 1. ADD 4 tablespoons and 1 teaspoon (2.3 ounces or 65 ml) of bleach to 1 gallon of water (or 13 cups of bleach to 50 gallons of water)  
2. MIX thoroughly |
| 1.0 percent solution of the disinfectant | 5.25%                                          | 1. ADD 4 cups (32 ounces) of bleach to 1 gallon of water  
2. MIX thoroughly |
| 1.0 percent solution of the disinfectant | 6%                                              | 1. ADD 3.2 cups (26 ounces) of bleach to 1 gallon of water  
2. MIX thoroughly |
| 3.0 percent solution of the disinfectant | 5.25%                                          | Use personal protective equipment (PPE), i.e. gloves and goggles when applying at this concentration.  
1. ADD 1.3 gallons (170 ounces) of bleach to 1 gallon of water (or 4 parts bleach to 3 parts water)  
2. MIX thoroughly |
| 3.0 percent solution of the disinfectant | 6%                                              | Use personal protective equipment (PPE), i.e. gloves and goggles when applying at this concentration.  
1. ADD 1 gallon of bleach to 1 gallon of water  
2. MIX thoroughly |

1. Determine the percent of available chlorine by checking the container’s label. Sodium hypochlorite or “bleach” comes in two concentrations: 5.25 or 6 percent available chlorine.

2. This is the strength to use in baggage or passenger areas.

3. This is the strength necessary for **moderately** contaminated areas.

4. This is the strength necessary for **heavily** contaminated areas.
Removing Excess Contaminant
Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof, double plastic bag for incineration later. Free surfaces from dirt and grease if applicable.

Scrubbing Contaminated Area
Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.

If the area is not effectively scrubbed first, then any viruses protected by the organic material remain untouched and the disinfectant is not effective.

Flushing Scrubbed Surfaces
Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce its activity.

Applying Disinfectant
If using a premixed solution of disinfectant, agitate it thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant.

Incinerating Refuse
Incinerate all refuse that was swept up or scraped off.
7
Preparation of Plant Pest Interceptions

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Introduction

Plant pest interceptions from imported commodities provide documented evidence of the value of plant quarantine activities. Historical records of interceptions are the best evidence of how pests enter the United States. Interception records provide a basis for decision making in Plant Protection and Quarantine (PPQ). The interception records are used to support risk assessments, international phytosanitary discussions, local program analyses, responses to customer inquiries, and other types of analyses. Pest interception information is available to field managers and identifiers through accessing the Agricultural Quarantine Activity System (AQAS) and the Pest ID database.
Classifying and Routing Interceptions for Identification

**Routine Interceptions**
Classify an interception as “Routine” when neither foreign cargo nor conveyances are being held and when a quick identification is **not** necessary. You may hold “Routine” interceptions until you have a grouping—a schedule worked out in your work unit (for example, once a week when you have accumulated 10 interceptions). Work units are to send “Routine” interceptions to the appropriate PPQ Area Identifier by regular mail (see *List of PPQ Identifiers and Co-Lateral National Specialists* in Appendix G). If necessary, the PPQ Area Identifier will then forward the interceptions to a PPQ National Specialist (see *List of PPQ National Specialists for Routine and Prompt Interceptions* in Appendix G).

**Prompt Interceptions**
Classify an interception as “Prompt” when a quick identification is required and no foreign cargo or conveyances are being held. Send “Prompt” interceptions **immediately** by regular mail to the appropriate Area Identifier. No telephone identification results are required for Prompt interceptions. Select “Prompt Priority” when creating *PPQ Form 309, Pest Interception Record* on page A-1-95.

Work units are to send “Prompt” interceptions to the appropriate PPQ Area Identifier by regular mail (see *List of PPQ Identifiers and Co-Lateral National Specialists* in Appendix G). If necessary, the PPQ Area Identifier will then forward the interceptions to a PPQ National Specialist (see *List of PPQ National Specialists for Routine and Prompt Interceptions* in Appendix G).

**URGENT Interceptions**
Classify interceptions as URGENT when quarantine actions depend on host or pest identification or when immediate identification is required for a domestic collection. Your PPQ Area Identifier will determine whether you are to send the URGENT interception to him or her, or directly to the PPQ National Specialist. The decision to send the interception to the PPQ Area Identifier or PPQ National Specialist can be either on a case–by–case basis or by a prior agreement.

USDA-APHIS-PPQ Identifiers may upgrade or downgrade the classification applied by CBP Specialists for interceptions not subject to national or regional PPQ policies.
When mailing URGENT interceptions, take the following steps:

1. Package the interception as described in *Sending Specimens for Identification* on page 7-1-11.

2. Type URGENT on the mailing label and select “Urgent Priority” when creating *PPQ Form 309, Pest Interception Record* on page A-1-95.

3. Put a 2-inch band of yellow and black striped tape around both ends of the mailing container.

4. Mail by a designated overnight delivery service.

See Table G-1-1 on page G-1-2 for the addresses of PPQ Area Identifiers and Table G-1-4 on page G-1-14 and Table G-1-5 on page G-1-17 for the addresses of PPQ National Specialists.

**Multiple Interceptions**

Follow these guidelines for multiple interceptions:

◆ If you find multiple interceptions in one cargo shipment (on the same vessel, in the same mail parcel, or in the same passenger’s luggage), then compare and separate all pest species

◆ Provide all necessary information (for all life stages) of the same pest species in one PPQ Form 309

◆ Use the remarks section to note multiple specimens, multiple life stages, or multiple CBP AS

◆ Ensure the entire PPQ Form 309 is completed accurately (include size, weight, origin, and host material)

Include all additional details in the remarks section of the PPQ Form 309. This information helps to determine appropriate quarantine actions and treatment recommendations.

Additional information, such as size, weight, origin, and host material, are extremely important to make an accurate quarantine decision.

**Never** submit multiple forms for the same pest species in the same shipment. Submit multiple life stages of the same pest on a single PPQ Form 309.

**EXAMPLE**

◆ Aphids, immature and adults, or thrips, immature and adults

◆ Coleoptera or Lepidoptera larvae, pupae, and adults of the same species

◆ Khapra beetle cast skins, larvae, pupae, and dead adults in a single shipment
Preparing Specimens for Identification

Use the following procedures for preparing specimens for identification. Treat or safeguard all host material to eliminate pest risk. Rearing intercepted specimens is **prohibited** without the proper authority. **Never** attempt to rear plant pests without authorization from Registration, Identification, Permits, and Plant Safeguarding (RIPPS) in Riverdale, Maryland.

For guidance in preserving insects, refer to any of the following publications:

- *An Introduction to the Study of Insects*, Borror, Triplehorn, and Johnson, Sixth edition or any of the previous editions

**Arthropods**

Use **Table 7-1-1** to determine how to preserve your arthropod specimen.

**TABLE 7-1-1: Determine How to Preserve Arthropod Specimens**

<table>
<thead>
<tr>
<th>If the taxon of the specimen is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acarina</td>
<td>PRESERVE specimens in alcohol (see <em>Preserving Arthropod Specimens in Alcohol</em> on page 7-1-5)</td>
</tr>
<tr>
<td>Coleoptera</td>
<td></td>
</tr>
<tr>
<td>Dermaptera</td>
<td></td>
</tr>
<tr>
<td>Diptera</td>
<td></td>
</tr>
<tr>
<td>Heteroptera</td>
<td></td>
</tr>
<tr>
<td>Homoptera¹</td>
<td></td>
</tr>
<tr>
<td>Hymenoptera</td>
<td></td>
</tr>
<tr>
<td>Isoptera</td>
<td></td>
</tr>
<tr>
<td>Lepidoptera (immatures)</td>
<td></td>
</tr>
<tr>
<td>Orthoptera (immatures)</td>
<td></td>
</tr>
<tr>
<td>Thysanoptera (adults)²</td>
<td></td>
</tr>
<tr>
<td>Homoptera on host material (scale insects and immature psyllids)</td>
<td>PRESERVE specimens by dry mounting (see <em>Preserving Arthropod Specimens by Dry Mounting</em> on page 7-1-5)</td>
</tr>
<tr>
<td>Lepidoptera (adults)</td>
<td></td>
</tr>
<tr>
<td>Orthoptera (adults)</td>
<td></td>
</tr>
</tbody>
</table>

¹ Except whiteflies, scales, and immature psyllids on host material.

² Add a few drops of vinegar (acetic acid) to the alcohol in vial.
Preserving Arthropod Specimens in Alcohol

If, after referring to Table 7-1-1, you have determined that alcohol is the proper method of preservation, then preserve the specimens using an appropriately sized shoulder-type vial or container with a screw-cap lid as follows:

1. For adult specimens, kill by placing them in 70 percent alcohol, as follows:
   A. Select shoulder-type screw-cap vials over shell vials because they are stronger and provide better protection for the specimens.
   B. Fill vials three-quarters full with alcohol and make sure the stoppers fit securely.
   C. Bleed air pressure when necessary.
   D. For delicate specimens, place wadded paper within the vials to minimize specimen movement.

2. For larvae specimens, kill larvae by doing the following:
   A. Place the larvae in water.
   B. Slowly bring the water to boiling point.
   C. Allow the specimen to cool down.
   D. Place the specimen in a vial with alcohol.
   E. Select shoulder-type screw-cap vials over shell vials because they are stronger and provide better protection for the specimens.
   F. Fill vials three-quarters full with alcohol and make sure the stoppers fit securely.
   G. Bleed air pressure when necessary.
   H. For delicate specimens, place wadded paper within the vials to minimize specimen movement.

Preserve arthropod specimens by dry-montaging using the following steps:

1. Make sure all specimens are dead. If the specimen is not dead, you may use one of the following killing agents:
   ▶ Ethyl acetate
   ▶ Trichloroethylene

Use killing agents with care and follow the label directions.
Also, you may seek instructions from the Area Identifier for alternative killing measures.

2. Label all killing bottles containing the killing agents above with “POISON.”

3. Pin dead adult specimens of Lepidoptera and Orthoptera before shipping, as follows:
   A. Spread and pin adult Lepidoptera and Orthoptera on styrofoam pinning blocks.
   B. Pin the styrofoam blocks to the bottom of the pinning box.
   C. Use small pinning boxes and place these, snugly padded, inside a shipping box.
   D. Seek instructions from your Area Identifier for additional information.

4. Partially dry host material with insects (for example, scale insects and whiteflies) before placing in the container.

5. Unless the host material is thoroughly dry, pack to permit drying after closure of container without damaging specimens (see Host or Other Plant Material, Including Noxious Weeds on page 7-1-6). Cut as thin a slice as possible of the fruit or vegetable peel.

### Honey Bees

**CAUTION**

If interception is made during an Africanized Honey Bee Survey, then see Special Instructions for Honey Bee Specimens on page 7-1-12.

For honey bee specimen identification, do the following:

1. Place at least 10 intact adult bees in 70 percent alcohol.
2. Place about 100 adult bees in 70 percent alcohol for mite examination.
3. Package a sample of honeycomb, if available, carefully so that it is **not** crushed.

### Host or Other Plant Material, Including Noxious Weeds

For identification of host or other plant material (including noxious weeds) include as many plant parts as possible with your specimen (for example, fruit, flowers, leaves, buds, stems, roots, bark, wood, or spines). Prepare the specimen as follows:

1. Press and dry all specimens using standard herbarium techniques, if possible.
2. Send pressed and dried plants in newspaper sheets bound between corrugated cardboard.
3. Place dry seeds in vials or resealable plastic bags. **Never** place seeds in alcohol. If you use vials, tighten vial caps so they don’t come off during shipment.

If sending soft fruits for identification, preserve at least one specimen dry and place one to two specimens in alcohol for 48 hours. Drain the alcohol from the jars and pack the fruit firmly in a jar to prevent shifting during mailing.

Complete and submit **PPQ Form 309, Pest Interception Record** on page A-1-95, for each pest intercepted or host that you want identified. Give each interception a unique number. Also, give an interception number to host material you’re sending in for identification. If the host material is associated with a pest, assign numbers to the host and intercepted pest so that either may be cross-referenced.

When completing **PPQ Form 309, Pest Interception Record** on page A-1-95, fill in the country of origin as accurately as possible. Add one of the following in the remarks section of the 309 record:

- Noxious weed
- Host identification
- Plant identification
- Seed identification

In addition, list the following information in the remarks section of the 309 record when submitting host or other plant material, including noxious weeds:

- All common names
- Uses of plant or plant parts (for example, medicinal, tea, spice)
- Any information which could give clues for identification

If the interception is **not** an URGENT, hold it until the host is identified.

**Mollusks**

**Routine Interceptions of Terrestrial Snails and Slugs Except for Giant African Snails (Achatina and Archachatina spp.), and Tropical Slugs (Veronicellidae)**

Use the following procedures for routine interceptions of terrestrial snails and slugs, **except** giant African snails, aquatic snails, and tropical slugs:

1. Place the mollusk in a vial or specimen bottle of water.
2. Hold the vial or specimen bottle under water and seal, making sure that no air bubbles remain inside the container.
3. Put the container containing the specimen in a cool place until the mollusk has relaxed (has died and is fully extended). This relaxation will take between 12 and 24 hours.

4. Transfer the relaxed mollusk to 70% ethanol.

5. Submit the specimen for identification.

**Routine Interceptions of Giant African Snails (Achatina and Archachatina spp.), Aquatic Snails, and Tropical Slugs (Veronicellidae)**

Use the following procedures for routine interceptions of Giant African Snails (Achatina) and (Archachatina spp), Aquatic Snails, and Tropical Slugs (Veronicellidae):

1. Place the mollusk directly in a vial or specimen bottle with 70% ethanol.

2. Submit the specimen for identification.

**URGENT Interceptions of Terrestrial Snails Except for Giant African Snails (Achatina and Archachatina spp.), Aquatic Snails, and Slugs Except for Tropical Slugs (Veronicellidae)**

A. When shipping Monday through Thursday:
   
   i. Place the mollusk in a vial or specimen bottle of water.
   
   ii. Hold the vial or specimen bottle under water and seal, making sure that no air bubbles remain inside the container.
   
   iii. **Overnight** the urgent interception for identification (the snail will have drowned in transit, hence, there is no pest risk).

B. When shipping Friday through Sunday:

   i. Place the mollusk directly in a vial or specimen bottle 70% ethanol. If there is time (12-24 hours), relax the specimen in water as described for routine interceptions. (Place the mollusk in a vial or specimen bottle and hold the vial or bottle under water and seal, making sure that no air bubbles remain inside the container. Put the vial or bottle containing the specimen in a cool place until the mollusk has relaxed—has died and is fully extended.)

   ii. **Overnight** the urgent interception for identification.

Because of snail-borne parasitic diseases, wash your hands in hot soapy water or rinse them in a standard disinfectant after handling these mollusks.
Preparation of Specimens for Identification

**URGENT Interceptions of Giant African Snails (Achatina and Archachatina spp.), Aquatic Snails, and Tropical Slugs (Veronicellidae)**

Prepare the URGENT interception for shipment as follows:

1. Place the mollusk directly in a vial or specimen bottle with 70% ethanol.
2. **Overnight** the URGENT interception for identification.

**Nematodes**
Responsibilities of CBP and PPQ follow:

**CBP Agriculture Specialists**
CBP Agriculture Specialists submit the samples (soil or plant) in a plastic bag to the PPQ area identifier(s). PPQ Area Identifiers are responsible for determining if the material seized (soil or plant) has plant parasitic nematodes.

**PPQ Area Identifiers**
PPQ Area Identifiers prepare nematodes for specimen identification as follows:

1. Separate nematodes from infested material and place in a vial of water. Slowly apply heat until the nematodes stop moving. **Do not** overheat.
2. Prepare either one of the fixatives in Table 7-1-2.

**TABLE 7-1-2: Determine Fixative Formula for Nematodes**

<table>
<thead>
<tr>
<th>If using fixative:</th>
<th>Then mix together:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 percent formaldehyde</td>
<td>◆ 1 part commercial Formalin</td>
</tr>
<tr>
<td></td>
<td>◆ 12 parts water</td>
</tr>
<tr>
<td>TAF</td>
<td>◆ 7 ml Formalin</td>
</tr>
<tr>
<td></td>
<td>◆ 2 ml Triethanolamine</td>
</tr>
<tr>
<td></td>
<td>◆ 91 ml water</td>
</tr>
</tbody>
</table>

3. Add to the vial containing the specimens a volume of double-strength fixative equal to the volume of water in the vial.
4. Place cysts of *Globodera* spp., mature females of *Meloidogyne* spp., and other non worm-like nematodes directly into single-strength fixative without heating.

Because of snail-borne parasitic diseases, wash your hands in hot soapy water or rinse them in a standard disinfectant after handling these mollusks.
Plant Diseases
Selecting Material for Plant Disease Identification

Because diseases have complex life cycles, and specimens of different stages of the disease life cycle are helpful in making identifications, select material showing as many stages of disease life cycle as possible. Early stages of the disease may show important diagnostic signs and symptoms, while older material may have the perfect stage of a fungus. Send an ample amount of diseased material.

Since some diseases may be identified by symptoms, when possible, ship disease specimens in a natural state to the Area Identifier. Symptoms may be modified or destroyed if the host material becomes dried, molded, shriveled, or decayed. When cutting the diseased portions of fruits and vegetables, include a generous margin of healthy tissue. Cut as thin a slice as possible of the fruit or vegetable peel. If the material is soft or pulpy, then partially dry the material and pack between sheets of stiff, absorbent paper to keep the diseased area flat. Do not fold leaf specimens. Partially dry succulent leaves before shipping.

Preparing and Preserving Plant Disease Material

Prepare specimens of plant disease material for identification as listed below.

1. Large Specimens

Prepare large specimens of plant disease material for identification as follows:

A. Pack large specimens to prevent movement in the shipping container.

B. Place crumpled newspaper around the specimens to prevent movement.

2. Multiple Determinations

When more than one disease is evident, circle the diseased area with India ink or in a way to indicate the diseased area.

3. Soil

Most ports are equipped to sample soil interceptions for nematodes. When it is necessary to ship soil to another office, do as follows:

A. Place a representative sample of 500 g or less (approximately 1 pound) in a metal can or other suitable container.

B. Do not sift the sample.
Preparing Plant Pest Interceptions
Sending Specimens for Identification

C. Remove rocks, pebbles, and large pieces of debris by hand.
D. Seal the container lid with nylon reinforced (filament) tape to prevent leakage.
E. Wrap the entire container in heavy wrapping paper.

Sending Specimens for Identification

Records
Use PPQ Form 309, Pest Interception Record on page A-1-95 for forwarding interceptions made in predeparture items and imported items. To complete the form, see Instructions on page A-1-96.

PPQ employees use PPQ Form 391, Specimens for Determination on page A-1-101, for domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification). To complete and distribute the form, see Figure A-1-39 on page A-1-103. For more information on PPQ Form 391, contact a PPQ area identifier (see Appendix G).

Packaging the Specimens

Package specimens in vials as follows:

1. Write or type the interception number on a standard interception envelope.
2. Twist the vial cap until it is secure and place the vial in the envelope.
3. Complete the proper form and paper clip the unfolded form to the outside of each envelope.
4. Put the envelope and form in either a mailing tube or a box (2" x 4" x 8" cardboard box). Do not use padded envelopes because the contents are frequently crushed in transit.
5. Put packing material around the vial so that it will not break during shipping. If a live specimen is requested, use a container within a container.
6. Wrap the container securely using reinforced tape.

Packaging Moist Materials

Since moist materials tend to cause the standard interception envelope to stay open, you may use either a paper bag or newspaper instead of the standard envelope, as follows:
1. Write or type the interception number on a paper bag or, if using newspaper, on a separate sheet of paper and then tape to the newspaper.

2. Complete the proper form and paper clip the unfolded form to either the paper bag or the newspaper.

3. Place the paper bag or paper containing the specimen in a mailing tube or box.

4. Wrap the container securely using reinforced tape.

**Special Instructions for Pest Interceptions on Irradiated Commodities**

If you find pests or diseases inside an irradiated box or carton or associated with irradiated fruits or vegetables, forward a photocopy of both the PPQ Form 203 (Foreign Site Certificate of Inspection and/or Treatment) and the phytosanitary certificate with the PPQ Form 309, *Pest Interception Record* on page A-1-95 to the identifier.

**Special Instructions for Honey Bee Specimens**

Bees taken in the Africanized Honey Bee (AHB) Domestic Survey should be tested using the Fast Africanized Bee Identification System (FABIS). Contact either your Area Identifier or National Identification Services (301-851-2182) for the nearest testing facility. If the FABIS test results indicate European bees, then no additional identification is needed.

If any of the following circumstances exist, then send the bees by **overnight** delivery to the Bee Research Laboratory *(Table G-1-4)*:

- Swarms of bees are intercepted on carriers, cargo, or found moving in foreign commerce at U.S. Ports of Entry
- Swarms of bees are involved in severe stinging incidents
- Samples test as possible Africanized (average wing length is 9.0 mm or less) by the FABIS screening technique. Send slide-mounted wings and additional bees if possible

Send the following to the laboratory:

- 10 (minimum) intact adults bees
- 100 adult bees for mite examination
- Sample of honeycomb, if available (package to prevent crushing)
- Note regarding presence or absence of queen or drones in swarm (specimens are **not** necessary)

Contact Mona Chambers at the following address whenever you send bees as URGENT.
Preparing Plant Pest Interceptions
Sending Specimens for Identification
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Introduction

This chapter includes information on assessing civil penalties. See Appendix A for instructions on completing forms pertaining to violations.

Cargo Violations

When regulated cargo which was held is moved without the proper treatment or inspection and CBP release, violations of the Plant Protection Act (7 USC 7713 (c) (1)) and/or the Animal Health Protection Act (7 USC 8307 (b) (1)) have occurred. The violator would be the individual or party responsible for the movement. Another type of cargo violation occurs when transiting shipments do not exit the country, deviate from the approved transit corridor, or exit outside of the time allowed by the transit permit. Cite the applicable regulations in Title 7 CFR for these types of cargo violations and complete PPQ Form 518, Report of Violation, to document cargo violations.

In all cases, make sure you include the Specialist’s statement with all the facts of the violation. See PPQ Form 518, Report of Violation on page A-1-106 and Sample of CBP Agriculture Specialist’s Statement on page C-1-5.

Document evidence of any previous violations. Immediately after detecting the violation, eliminate the pest risk. You may have to call the CBP office at destination, State regulatory official, agents, shippers, and Headquarters PPQ and VRS as necessary to take action to eliminate the pest risk.

Tell the person or party the nature of the violation. If requested, give the person a copy of the regulation(s) and make note of when the regulation(s) was given to that person.

You can also require that cargo be returned to the port of arrival if doing so does not increase the risk of pest escape. The importer is then required to return the cargo to the first port of arrival. If you need to subpoena documents, see Subpoenas Under the Plant Protection Act on page M-1-1.

APHIS Form 7060, Official Warning, is not issued at the port level. IES will issue APHIS Form 7060 if appropriate.
Collecting Evidence to Assemble a Case File

The purpose of collecting evidence is to substantiate that a violation took place. OGC will decide whether or not to prosecute a violation based upon the results of the investigation and how well you prepared the case file. Only a sound investigation and well prepared case file will result in a successful prosecution.

Once you apply safeguards, investigate and report the violation. Reporting consists of completing and mailing *PPQ Form 518, Report of Violation* on page A-1-106 (see Table A-1-29 on page A-1-108 for instructions on completing this form.

Conduct your investigation in a fair and impartial manner making every effort to obtain a complete, factual record. Do not prejudge a case or discuss any phase of the investigation with unauthorized persons (non-APHIS/CBP personnel). If you are unsure of whom you may speak with, contact your supervisor.

If you need advice or assistance with a complex or difficult investigation, or have questions about violations, you may contact your Investigative and Enforcement Services (IES) investigator. IES investigators are available to investigate violations that require additional inquiry, documentation, and case preparation. For a list of IES contacts, see *Appendix K*.

Try to get a written statement from any person who has knowledge of the violation. Statements may be handwritten or use the sample format in *Appendix C*. Ask witnesses to be specific in writing their statement, specifying all known facts, dates, names, titles, amounts, and descriptions. Ask the witness to sign and date the statement as soon as it is completed. If a witness refuses to sign the statement, make note of the refusal on the statement.

Collect evidence to corroborate the violation. If germane to your case, take photographs or video tapes. Photographs or videos make forceful evidence. If the incident represents a garbage violation, then if appropriate, collect samples from the garbage container, a General Declaration, compliance agreement, warning letters, or statements from employees at the catering firm. If the incident represents a cargo violation, then collect evidence that shows how the article(s) entered the United States and was held, where the article was grown or the animal slaughtered, the carrier who moved the cargo, the owner of the cargo and its quantity, and what the article’s destination is. More specifically, collect copies of air waybills, CBP entry papers, invoices, packing lists, and manifest entries. Also collect permits, phytosanitary certificates, photographs, and if appropriate, other physical evidence.
Give each piece of evidence an exhibit number. List the exhibits on a separate piece of paper with the heading “List of Exhibits.”

<table>
<thead>
<tr>
<th><strong>EXAMPLE</strong></th>
<th><strong>List of Exhibits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit 1—Agriculture Specialist’s Statement</td>
<td></td>
</tr>
<tr>
<td>Exhibit 2—Witness’ Statement of Customs Inspector Carlos Colon</td>
<td></td>
</tr>
<tr>
<td>Exhibit 3—Copy of the General Declaration</td>
<td></td>
</tr>
<tr>
<td>Exhibit 4—Any additional documentation with the foreign carrier’s logo</td>
<td></td>
</tr>
</tbody>
</table>

Label and assemble your evidence in the following order:

1. Statement from the Agriculture Specialist initiating the action and from any contributive officer, violator’s statement, and witness’ statement.

2. Other documentary evidence related to the current violation such as the compliance agreement, air waybill, General Declaration, **PPQ Form 309, Pest Interception Record**, and dates and methods of notifying the violator of APHIS regulations.

3. Physical evidence such as a piece from an empty carton that is labeled, napkins with the airline logo, and photographs. When submitting photographs, write the date, description, and photographer’s name on the back of the photograph or on a piece of paper onto which the photograph is mounted. If the physical evidence presents a risk, then submit it so as to prevent leakage or disease dissemination—put it in tightly closed plastic bags.

4. Documentary evidence of any previous violations.

After you complete **PPQ Form 518, Report of Violation** on page A-1-106, the Port Director writes a warning letter (see **Sample Letters and Statements** on page C-1-1 for directions).

Submit the case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948, requesting an investigation.

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**Seizure of Agricultural Merchandise**

See *Seizure of Agricultural Importations* on CBP.net.
Assessing Civil Penalties for Breaking Seals

Assess a civil penalty whenever seals are broken without the authorization of CBP or whenever shipments arrive at a port with a broken APHIS-applied seal, if you have evidence that the seal was intentionally broken or tampered with. Use CBP Form AI-592, Notice of Violation on page A-1-61 to document such a violation. If possible, collect the broken seal as evidence and submit it with your report of violation. Refer to Table 8-1-1 to determine the amount of a spot settlement.

TABLE 8-1-1: Determine the Amount of a Spot Settlement for Breaking Seals

<table>
<thead>
<tr>
<th>If the violation is the:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Fill in $1,000.00 in Section II of CBP Form AI-592</td>
</tr>
<tr>
<td>Second or beyond</td>
<td>Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948</td>
</tr>
</tbody>
</table>

Important

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

If the violation is the first, refer to these points for further guidance:

◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.

◆ Have the violator carefully read section II of the form before signing

◆ Inform the violator that failure to pay CBP the full amount of the settlement will result in forwarding the case to USDA (IES Headquarters) where collection of a potentially higher penalty will be initiated

◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher.

◆ Have the violator sign section IV if the violator elects not to pay the spot settlement

◆ If the penalty is not paid by the carrier, send or fax a copy to the carrier’s agent. Notify the agent that the penalty must be paid within 3 working days.
Garbage Violations

This section details what you are to do when you detect a violation of the garbage regulations or a compliance agreement.

When you detect a violation, take the following action:

1. Eliminate the pest risk immediately.

2. Issue a letter stating the alleged violation of the regulation and/or compliance agreement. This letter is used to notify the firm that it is acting in a way that needs to be corrected. Include a copy of this letter in the notification package. Follow the sample letter in Sample Letters and Statements on page C-1-1.

3. Report the violation to Headquarters VRS through the Port Director within 1 work day of discovery.

4. Document violations by completing CBP Form AI-592 and conduct an investigation of the incident. Make sure you include the Specialist’s Statement with all the facts of the violation. See CBP Form AI-592, Notice of Violation on page A-1-61, and Sample of CBP Agriculture Specialist’s Statement on page C-1-5. Send the AI-592 to IES.

If you detect a deliberate and flagrant violation of the garbage handling procedures or other safeguard requirements, then make a full report through appropriate channels to Headquarters CBP-AI. Follow up by writing a Specialist’s Statement of incident.
Assessing Civil Penalties
This section is further broken into the following subsections:

- **Aircraft Garbage Violations** on page 8-1-7
- **Ocean Vessel Garbage Violations** on page 8-1-9
- **Firms Garbage Violations** on page 8-1-10
- **Compliance Agreement Violations** on page 8-1-10

**Aircraft Garbage Violations**
Using CBP Form AI-592, you may assess a civil penalty (spot settlement) when you discover the following violations of 7 CFR 330.400 and 9 CFR 94.5 involving foreign, regulated garbage:

- Foreign, regulated garbage that is found in open, torn, spilled or leaking containers (any regulated garbage or meals that are exposed) and located at an approved facility in the following areas:
  - Outside, on dock areas where no loading or unloading activity is occurring
  - On or around a secure compactor or dumpster that is inside a perimeter fence or controlled by a guard on duty
- Foreign, regulated garbage that is found in open, torn, spilled or leaking containers (any regulated garbage or meals that are exposed) and located on open, unattended commissary trucks, cleaner trucks, loading bridges, service vehicles, portable stands or similar devices
- Foreign, regulated garbage that is neither sterilized nor incinerated and being hauled from a quarantine dumpster to a landfill

**Important**
Use the stipulation (spot settlement) authority only for violations of the Plant Protection Act or the Animal Health Protection Act. Never use the spot settlement authority for violations of compliance agreements. When a violation of the Plant Protection Act or the Animal Health Protection Act occurs which is a provision of the compliance agreement, then assess a spot settlement for the violation of the Act and not the compliance agreement.

To determine if you should assess a spot settlement for a garbage violation, refer to **Table 8-1-2** on page-8-1-8.
<table>
<thead>
<tr>
<th>If the violation is:</th>
<th>And the violation is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized removal or handling of garbage <strong>(without a compliance agreement)</strong></td>
<td>First</td>
<td></td>
<td><strong>FILL in $1,000 spot settlement on CBP Form AI-592</strong></td>
</tr>
<tr>
<td></td>
<td>Second, <strong>or committed while operating with a suspended compliance agreement</strong></td>
<td></td>
<td><strong>FORWARD the complete case file to IES² with Section II blank</strong></td>
</tr>
<tr>
<td>Improper removal or handling of regulated garbage <strong>(under compliance agreement)</strong></td>
<td>First</td>
<td>The violator promptly corrects the situation</td>
<td><strong>FILL in $500 spot settlement on CBP Form AI-592</strong></td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>The violator does not correct the situation and does <strong>not</strong> adequately explain why</td>
<td><strong>FILL in $1,000 spot settlement on CBP Form AI-592</strong></td>
</tr>
<tr>
<td></td>
<td>Third</td>
<td></td>
<td><strong>FILL in $1,500 spot settlement on CBP Form AI-592</strong></td>
</tr>
<tr>
<td></td>
<td>Fourth or beyond</td>
<td></td>
<td><strong>FILL in $2,000 spot settlement on CBP Form AI-592</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>FORWARD the complete case file to IES² with Section II blank</strong></td>
</tr>
</tbody>
</table>

1 The number of violations referenced in this column should be considered only within the past 5 years of the current violation.

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

---

**Important**

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

If you decide to assess a spot settlement, refer to **Spot Settlements** on page 8-1-11.
To determine if you should assess a spot settlement for a garbage violation, refer to **Table 8-1-3** below.

**TABLE 8-1-3: Determine if You Should Assess a Spot Settlement for a Garbage Violation on a Vessel**

<table>
<thead>
<tr>
<th>If the violation is:</th>
<th>And the violation is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized removal or handling of garbage (without a compliance agreement)</td>
<td>First</td>
<td></td>
<td>FILL in $1,000 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td>Second, or committed while operating with a suspended compliance agreement</td>
<td></td>
<td>FORWARD the complete case file to IES² with Section II blank</td>
</tr>
<tr>
<td>Improper removal or handling of regulated garbage (under compliance agreement)</td>
<td>First</td>
<td>The violator promptly corrects the situation</td>
<td>FILL in $500 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The violator does not correct the situation and does not adequately explain why</td>
<td>FILL in $1,000 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td></td>
<td>FILL in $1,500 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td>Third</td>
<td></td>
<td>FILL in $2,000 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td>Fourth or beyond</td>
<td></td>
<td>FORWARD the complete case file to IES² with Section II blank</td>
</tr>
<tr>
<td>Improperly maintaining regulated garbage outside rails, leaking, uncovered containers, or loose on deck</td>
<td>First</td>
<td></td>
<td>FILL in $1,000 spot settlement on CBP Form AI-592</td>
</tr>
<tr>
<td></td>
<td>Second or beyond</td>
<td></td>
<td>1. FORWARD the complete case file to IES² with Section II blank 2. COMPLETE CBP Form AI-592</td>
</tr>
</tbody>
</table>

1. The number of violations referenced in this column should be considered only within the past 5 years of the current violation.

2. USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737.
Firms Garbage Violations

For spot settlements, refer to *Spot Settlements* on page 8-1-11.

The Port Director (or designee) and PPQ, VRS determine the seriousness of the violation as listed in Table 8-1-4 below.

### TABLE 8-1-4: Determine if Violation Is Considered Serious

<table>
<thead>
<tr>
<th>If the violation:</th>
<th>And it is the firm’s:</th>
<th>Then the Port Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presents an imminent risk (for example, untreated garbage is dumped in a landfill or a caterer removes meat from the aircraft to take home)</td>
<td></td>
<td>Classifies the violation as serious</td>
</tr>
<tr>
<td>Does not present an imminent risk (for example, a container holding foreign garbage leaks or garbage is held too long before disposal)</td>
<td>Second violation</td>
<td>First violation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classifies the violation as noncritical</td>
</tr>
</tbody>
</table>

If the violation is noncritical, conclude your activities with the forwarding of the Report of Violation.

If the violation is serious, the Port Director must report the violation to the local HQ PPQ VRS within 1 work day of when the violation occurred.

Compliance Agreement Violations

Details of what you are to do when you detect a violation of the compliance agreement are listed below.

Safeguards

If a serious violation of the garbage regulations or a compliance agreement occurs, only HQ PPQ, VRS decides whether to revoke a firm’s approval to handle regulated garbage. A serious violation is one that involves an imminent risk or a second, documented violation by a firm within 6 months. The port reports the serious violation to HQ PPQ, VRS who then confers with the Office of the General Counsel (OGC), Investigative and Enforcement Services (IES). PPQ, VRS then decides whether to revoke the firm’s approval to handle regulated garbage. If the violation is considered to present an imminent risk to the public health, interest, or safety, the firm’s approval is immediately revoked. Otherwise, the firm is notified of the intent to revoke their approval.

Important

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.
Likewise, only HQ PPQ, VRS may approve reinstatement of a firm’s compliance agreement to handle regulated garbage. Reinstatement occurs only when the firm found in violation meets all the terms of settlement detailed in the consent agreement or as a result of a hearing.

**Important**

CBP personnel are **never** to revoke or reinstate a firm’s compliance agreement independently. CBP personnel must follow protocol. That protocol is described in the next sections.

Take the following action when you detect a violation:

1. Eliminate the pest risk immediately.

2. Issue a **CBP Form AI-592, Notice of Violation**. See **Table A-1-13** on **page-A-1-63** for instructions on how to complete the form.

3. Report the violation to HQ PPQ, VRS through the Port Director within one work day of discovery.

**Spot Settlements**

If you decide to assess a spot settlement, refer to these points for further guidance:

- Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.

- Have the violator carefully read section II of the form before signing.

- Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters.

- Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher.

- Have the violator sign section IV if the violator elects not to pay the spot settlement.

- If the penalty is not paid by the carrier, send or fax a copy to the carrier’s agent. Notify the agent that the penalty must be paid within 3 working days.

- Forward the case file to USDA-APHIS-IES (address listed in **Table 8-1-1** on **page-8-1-5**) if the port does not receive full payment of the spot settlement amount after three working days or if the violator requests a hearing.
Collecting Evidence to Support a Spot Settlement

In addition to discovering the violation, you must have the following supporting evidence:

◆ Proof that the garbage came off a particular flight; you might have to go through the garbage to get this proof
  ❖ Get this evidence from the smallest, contained unit that identifies where the garbage came from
  ❖ If the evidence was a milk container in a plastic bag—the bag being in a garbage can—the evidence would have to be from the plastic bag and not the garbage can that held the bag
  ❖ As evidence, you need any document that identifies the airline and flight, like discarded boarding passes (a mere napkin will not do)

◆ If you cannot get the definitive proof required, then document the violation using **CBP Form AI-592, Notice of Violation** on page **A-1-61**, but do not assess a spot settlement

◆ Proof that the caterer, cleaner, or cartage firm was contracted by the carrier to handle regulated garbage; do either of the following:
  ❖ Get evidence from the written contract that provides these services to the airline in question
  ❖ Have management of the airline holding the contract either tell you or write out which approved caterer, cleaner, or cartage firm serviced the airline in question
    ➤ Document the conversation if you are only given the information orally
    ➤ Make sure you write down the date, the name, and the title of the person giving you the statement

The purpose of collecting evidence is to substantiate that a violation took place. OGC will decide whether or not to prosecute a violation based upon the results of the investigation and how well you prepared the case file. Only a sound investigation and well prepared case file will result in a successful prosecution.

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**Important**

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to “Treasury of the United States.” If you have any questions, contact QPAS at 301-851-2321.
Once you apply safeguards, investigate and report the violation. Reporting consists of completing and mailing *CBP Form AI-592, Notice of Violation* on page A-1-61 (see Table A-1-13 on page A-1-63 for instructions on completing this form).

Conduct your investigation in a fair and impartial manner making every effort to obtain a complete, factual record. **Do not** prejudge a case or discuss any phase of the investigation with unauthorized persons (non-APHIS/CBP personnel). If you are unsure of whom you may speak with, contact your supervisor.

If you need advice or assistance with a complex or difficult investigation, or have questions about violations, you may contact your Investigative and Enforcement Services (IES) investigator. IES investigators are available to investigate violations that require additional inquiry, documentation, and case preparation. For a list of IES contacts, see *Appendix K*.

Try to get a written statement from any person who has knowledge of the violation. Statements may be handwritten or use the sample format in *Appendix C*. Ask witnesses to be specific in writing their statement, specifying all known facts, dates, names, titles, amounts, and descriptions. Ask the witness to sign and date the statement as soon as it is completed. If a witness refuses to sign the statement, make note of the refusal on the statement.

Collect evidence to corroborate the violation. If germane to your case, take photographs or video tapes. Photographs or videos make forceful evidence. If the incident represents a garbage violation, then if appropriate, collect samples from the garbage container, a General Declaration, compliance agreement, warning letters, or statements from employees at the catering firm. If the incident represents a cargo violation, then collect evidence that shows how the article(s) entered the United States and was held, where the article was grown or the animal slaughtered, the carrier who moved the cargo, the owner of the cargo and its quantity, and what the article’s destination is. More specifically, collect copies of air waybills, CBP entry papers, invoices, packing lists, and manifest entries. Also collect permits, phytosanitary certificates, photographs, and if appropriate, other physical evidence.

Give each piece of evidence an exhibit number. List the exhibits on a separate piece of paper with the heading “List of Exhibits.”

**EXAMPLE**

<table>
<thead>
<tr>
<th>List of Exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit 1—Agriculture Specialist’s Statement</td>
</tr>
<tr>
<td>Exhibit 2—Witness’ Statement of Customs Inspector Carlos Colon</td>
</tr>
<tr>
<td>Exhibit 3—Copy of the General Declaration</td>
</tr>
<tr>
<td>Exhibit 4—Any additional documentation with the foreign carrier’s logo</td>
</tr>
</tbody>
</table>
Label and assemble your evidence in the following order:

1. Statement from the Agriculture Specialist initiating the action and from any contributive officer, violator’s statement, and witness’ statement.

2. Other documentary evidence related to the current violation such as the compliance agreement, air waybill, General Declaration, PPQ Form 309, Pest Interception Record, and dates and methods of notifying the violator of APHIS regulations.

3. Physical evidence such as a piece from an empty carton that is labeled, napkins with the airline logo, and photographs. When submitting photographs, write the date, description, and photographer’s name on the back of the photograph or on a piece of paper onto which the photograph is mounted. If the physical evidence presents a risk, then submit it so as to prevent leakage or disease dissemination—put it in tightly closed plastic bags.

4. Documentary evidence of any previous violations.

After you complete CBP Form AI-592, Notice of Violation on page A-1-61, the Port Director writes a warning letter (see Sample Letters and Statements on page C-1-1 for directions).

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**Advance Notification of Arrival Violations**

**Assessing Civil Penalties for Aircraft**

If the operator of the aircraft does not provide advance notification of arrival as specified above, assess a civil penalty and complete CBP Form AI-592, Notice of Violation on page A-1-61.

To determine if you should assess a spot settlement for failure to provide advance notification, refer to Table 8-1-5.

**TABLE 8-1-5: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification**

<table>
<thead>
<tr>
<th>If the violation is the:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First, second, third, or fourth</td>
<td>Fill in $1,000.00 in Section II of PPQ Form 592</td>
</tr>
<tr>
<td>Fifth or beyond</td>
<td>Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948 (see Collecting Evidence to Assemble a Case File on page 8-1-3)</td>
</tr>
</tbody>
</table>

1 The number of violations referenced in this column should be considered only within the past 5 years of the current violation.
If you decide to assess a spot settlement, refer to these points for further guidance:

- Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.

- Have the violator carefully read section II of the form before signing.

- Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters.

- Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher.

- Have the violator sign section IV if the violator elects not to pay the spot settlement.

- If the penalty is not paid on the carrier, send or fax a copy to the carrier’s agent. Notify the agent that the penalty must be paid within 3 working days.

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to “Treasury of the United States.” If you have any questions, contact QPAS at 301-851-2321.

Assessing Civil Penalties for Vessels

If the operator of the vessel does not provide advance notification of arrival as specified above, assess a civil penalty and complete CBP Form AI-592, Notice of Violation on page A-1-61.

To determine if you should assess a spot settlement for failure to provide advance notification, refer to Table 8-1-6 on page 8-1-16.
If you decide to assess a spot settlement, refer to these points for further guidance:

◆ Give the violator the opportunity to pay the spot settlement. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what is offered as a spot settlement at the port.

◆ Have the violator carefully read section II of the form before signing

◆ Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters

◆ Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty and penalties for repeat offenders could be significantly higher

◆ Have the violator sign section IV if the violator elects not to pay the spot settlement

◆ If the penalty is not paid on the carrier, send or fax a copy to the carrier’s agent. Notify the agent that the penalty must be paid within 3 working days.

**TABLE 8-1-6: Determine Whether You Should Assess a Spot Settlement for Failure to Provide Advance Notification**

<table>
<thead>
<tr>
<th>If the violation is the:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Fill in $500.00 in Section II of PPQ Form 592</td>
</tr>
<tr>
<td>Second</td>
<td>Fill in $1,000.00 in Section II of PPQ Form 592</td>
</tr>
<tr>
<td>Third or beyond</td>
<td>Leave Section II of PPQ Form 592 blank and forward the complete case file to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948 (see Collecting Evidence to Assemble a Case File on page 8-1-3)</td>
</tr>
</tbody>
</table>

1 The number of violations referenced in this column should be considered only within the past 5 years of the current violation.

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to “Treasury of the United States.” If you have any questions, contact QPAS at 301-851-2321.

Important

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Make all checks and money orders payable to “Treasury of the United States.” If you have any questions, contact QPAS at 301-851-2321.

Important
Passenger and Crew Violations

Assessing Civil Penalties
Refer to Table 8-1-7.

TABLE 8-1-7: Criteria That Must Be Met to Issue a Civil Penalty

<table>
<thead>
<tr>
<th>If the person is:</th>
<th>Then the following criteria must be met to assess a civil penalty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegally smuggling contraband into the United States through an unauthorized port of entry, thus eluding making a declaration</td>
<td>✦ You must have the legal authority to assess the civil penalty</td>
</tr>
</tbody>
</table>
| Entering through an authorized port of entry | ✦ The person must have failed to declare a prohibited or regulated agricultural article  
✦ You must have given the person an opportunity to amend his or her declaration orally  
✦ You must have the legal authority to assess the civil penalty |

Determining Legal Authority for Assessing a Civil Penalty

If you have the authority to refuse entry of an article, then you have the legal authority to assess a civil penalty. Refer to the appropriate import manual (Animal Product Manual, Plants for Planting Manual, Cut Flowers and Greenery Manual, Fruits and Vegetables Import Requirements (FAVIR), Fresh Fruits and Vegetables Manual, Miscellaneous and Processed Products Manual, or Seeds Not for Planting Manual, and determine the regulation that gives you the authority to refuse entry to the smuggled item. You have authority to issue a civil penalty for articles that meet any of the following conditions:

✦ Are outright prohibited
✦ Require treatment as a condition of entry
✦ Require postentry growing
✦ Require foreign certification but lack that certification
✦ Require a written permit but lack such a permit

You cannot issue a civil penalty for the following articles since legislation regulating their entry lacks provisions for civil penalties:

✦ Live honeybees or honeybee semen
✦ Plant or plant products regulated by CITES or ESA, only if there are no additional violations that can be cited. If additional violations of Title 7 CFR are identified, other than under Part 355, complete PPQ Form 518 listing all violations, including those under Part 355, and submit to IES.
Assessing Civil Penalties to Crew Members

Since crew members are aware of our regulations and have gained knowledge of Plant Protection and Quarantine through training and frequent travel, they are assessed a higher civil penalty than passengers. Check the crew member’s violation history in TECS. If a second violation occurs, the crew member is given no opportunity for a spot settlement. Use **Table 8-1-8** to determine the civil penalty to assess to a crew member.

**TABLE 8-1-8: Determine Civil Penalties to Assess to Crew Members**

<table>
<thead>
<tr>
<th>If this is a:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First violation¹</td>
<td>1. ASSESS a $500 spot settlement</td>
</tr>
<tr>
<td></td>
<td>2. FORWARD a standardized violation letter² to the crew member’s employer</td>
</tr>
<tr>
<td>Repeat violation¹</td>
<td>1. DOCUMENT the violation</td>
</tr>
<tr>
<td></td>
<td>2. RECOMMEND that the crew member be assessed $2,000 for the repeat violation</td>
</tr>
<tr>
<td></td>
<td>3. FORWARD the case file to IES for review and evaluation</td>
</tr>
</tbody>
</table>

1 The number of violations referenced in this column should be considered only within the past 5 years of the current violation.

2 This letter to the employer provides the opportunity to educate employees and, if necessary, provide additional training.

Assessing Civil Penalties to Passengers

Passengers are exempt from civil penalties if either of the following apply:

- Violator is under 18 years old and not accompanied by an adult
- Violator is a foreign diplomat¹ holding an A-1 or A-2 visa or a G-1 or G-2 visa then waive the civil penalty, but still complete CBP Form AI-591

If the foreign diplomat refuses to surrender the contraband, complete a CBP Form AI-591 (see **Table A-1-11** on page-A-1-58 for instructions on completing the form). Release the diplomat; however, you may have to detain the baggage.

---

¹ U.S. diplomats are subject to civil penalties.
If you cannot communicate with passengers, then you cannot question them. Therefore, you would be unable to issue a civil penalty. If you encounter a passenger who cannot communicate in English, then get another officer or someone from another Agency or airlines, or Port Authority to assist with translating.

### TABLE 8-1-9: Determine Whether a Civil Penalty is Appropriate and the Amount of Civil Penalty to Assess

<table>
<thead>
<tr>
<th>If the individual failed to declare and there is:</th>
<th>And the importation represents a:</th>
<th>And it is a:</th>
<th>Then assess Civil Penalty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some evidence of concealment or misrepresentation</td>
<td>Commercial activity$^2$ as evidenced by the size of the shipment or an intent to distribute or sell</td>
<td>First violation</td>
<td>ASSESS a $1,000 spot settlement$^3$</td>
</tr>
<tr>
<td></td>
<td>Repeat violation</td>
<td></td>
<td>1. DOCUMENT the violation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. RECOMMEND that a fine of $5,000 be assessed for the repeat violation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. FORWARD the case file to IES for review and evaluation</td>
</tr>
<tr>
<td>Noncommercial activity</td>
<td>First violation: Trusted Traveler Program</td>
<td>ASSESS a $500 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First violation: other than Trusted Traveler Program</td>
<td>ASSESS a $300 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second violation</td>
<td>ASSESS a $500 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third violation or beyond</td>
<td>1. DOCUMENT the violation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. RECOMMEND that a fine of $1,000 be assessed for the repeat violation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. FORWARD the case file to IES for review and evaluation</td>
<td></td>
</tr>
<tr>
<td>No evidence of concealment or misrepresentation</td>
<td>Commercial activity$^2$ as evidenced by the size of the shipment or an intent to distribute or sell</td>
<td>First violation</td>
<td>ASSESS a $300 spot settlement$^3$</td>
</tr>
<tr>
<td></td>
<td>Repeat violation</td>
<td></td>
<td>1. DOCUMENT the violation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. RECOMMEND that a fine of $1,000 be assessed for the repeat violation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. FORWARD the case file to IES for review and evaluation</td>
</tr>
<tr>
<td>Noncommercial activity</td>
<td>First violation: Trusted Traveler Program</td>
<td>ASSESS a $500 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First violation: other than Trusted Traveler Program</td>
<td>ASSESS a $300 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second violation</td>
<td>ASSESS a $500 spot settlement$^3$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third violation or beyond</td>
<td>1. DOCUMENT the violation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. RECOMMEND that a fine of $1,000 be assessed for the repeat violation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. FORWARD the case file to IES for review and evaluation</td>
<td></td>
</tr>
</tbody>
</table>
Initiating Seizure Case into SEACATS

Once a determination is made that a civil penalty is appropriate and the amount has been determined, initiate a case into SEACATS using short form option A. The system generates a Fines, Penalties, and Forfeitures (FP&F) case number.

If the violator refuses to pay the civil penalty, the SEACATS incident type for seizure only is “SZ”.

If the violator pays the civil penalty, the SEACATS incident type for seizure and penalty is “SP”.

Record the FP&F case number in the remarks section of CBP Form AI-591.

Encouraging Violators to Pay

If violators pay civil penalties before leaving the port, administrative costs are lower. This is an advantage because the Department spends no additional time or effort in collection. Therefore, you may give the violator the opportunity to pay the civil penalty on the spot (spot settlement). However, never coerce the violator into paying. Explain to the violator that he or she has a right to a hearing. Further explain that, should the violator be found in violation at the hearing, the penalty is often more than what you are offering as a settlement at the port. Follow these steps:

1. Show the violator the back of the Customs Declaration that they signed.
2. Have the violator carefully read Section II of the form.
3. Inform the violator that failure to pay the spot settlement will result in the violation being forwarded to IES Headquarters.
4. Inform the violator that the spot settlement now being assessed has no bearing on the amount assessed in the future. The future penalty could be as high as $1,000 for a first-time violator and significantly higher for a repeat offender.

1 The number of violations referenced in this column should be considered only within the past 5 years of the current violation.
2 If there is a case where you can clearly identify a linkage to a commercial enterprise, then contact SITC or IES for action.
3 If the violator refuses to pay the spot settlement, then immediately complete CBP Form AI-591 and forward all documents to your supervisor who will then forward the case to IES. Go to Refusal to Pay the Civil Penalty on page 8-1-23.
4 You may mitigate to $175; for land border pedestrians only, you may mitigate to $75. Mitigate only in cases where the individual demonstrates inability to pay or where paying the full amount would cause undue hardship.

If there is a case of potential bioterrorism, refer immediately to your supervisor.
5. If the violator agrees to pay, have the violator sign the CBP Form AI-591.

6. If the violator does not have U.S. currency on hand but wants to pay the settlement at the port, then offer the following alternative methods of payment:
   - Ask if the passenger could get the money from someone waiting outside for them
   - If the passenger has only foreign currency, then allow him or her to exchange the currency for U.S. dollars
   - Pay immediately with a money order, traveler’s check, or a check drawn on a U.S. bank, made payable to Treasury of the United States
   - Pay immediately with a credit card; inform the violator that CBP may accept major credit cards for payment of the fine

7. If the violator does not have U.S. currency on hand to pay the settlement at the port, but has indicated their willingness to pay after leaving the port, give these instructions:
   - Encourage the violator to sign the CBP Form AI-591, but the signature is not mandatory
   - Tell the violator to submit payment with a money order or certified cashier’s check drawn on a U.S. bank and made payable to Treasury of the United States
   - Give the violator the prepared instructions (see Appendix O. APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page O-1-1)
   - Give the violator a self-addressed envelope so that payment may be mailed to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948

Collecting the Spot Settlement

Once the violator agrees to pay the civil penalty and has signed the CBP Form AI-591, do as follows:

1. Tell the violator that the penalty must be paid to the CBP cashier. In most instances, CBP will accept money orders, traveler’s checks, U.S. currency, or checks drawn on U.S. banks. At some locations CBP will accept credit cards.

2. Direct the violator to the CBP cashier. Your port may require you to accompany the violator to the cashier and wait until the penalty is paid.
3. The CBP cashier will complete Section III of the CBP Form AI-591. The money collected will be deposited in the Treasury of the United States.

4. Provide the passenger with a copy of the Form AI-591 and cashier’s receipt (from the cash register).

5. Record the incident type as “SP” in SEACATS.

**Mitigating the Spot Settlement**

- **Only** mitigate the amount of the civil penalty for first time violators who are not crew members, where there is no evidence of concealment or misrepresentation, and the importation represents a noncommercial activity. If the passenger claims financial hardship in paying a spot settlement, but wishes to settle the penalty immediately and the circumstances warrant, then you may reduce a $300 spot settlement to $175. You may further reduce the $175 spot settlement to $75 for land border pedestrians only. Mitigate as a last resort since payment by mail is allowed.

If the violator can pay the mitigated amount, cross out the original amount and write in the mitigated amount. Write the words “mitigated penalty” next to the new amount. **Never** put the mitigated amount on the form until you are sure that the violator is willing and able to pay that amount.

**Important**

- Never mitigate the amount of the civil penalty for repeat violators, crew members, mailed in penalties, commercial importations accompanying passengers, or where there was some evidence of concealment or misrepresentation.
Inability to Pay the Civil Penalty

If the violator wants to pay, then note on the signed form in the Remarks section, the violator’s willingness to pay. If all previous opportunities to pay are exhausted, then give the passenger the opportunity to remit the spot settlement by mail within 3 business days. Provide directions on how to pay by mail, and provide a self-addressed envelope.

Refusal to Pay the Civil Penalty

When a violator refuses to pay the civil penalty, do as follows:

1. Allow the violator to write a statement.

2. Collect all supporting evidence including a copy of the Customs Declaration.

3. Write the following on the back of the Customs Declaration form:
   - Amount and kind of material seized
   - Amount assessed
   - Serial number of CBP Form AI-591

4. Give the violator Copy 2 of CBP Form AI-591 and dismiss the violator.

5. Write a CBP Agriculture Specialist’s statement relating all the facts of the incident on a separate piece of paper. See Sample of CBP Agriculture Specialist’s Statement on page C-1-5 for directions for writing the Officer’s Statement.

6. Record the incident type as “SZ” (seizure only) in SEACATS since the violator refused to pay the penalty.

Procedures for Collecting Delinquent Payment for Civil Penalties

Keep a copy of CBP Form AI-591 for every case sent to IES. Set up a suspense file for the cases sent to IES. Never accept a late payment at the port after CBP has sent CBP Form AI-591 to IES for collection. Explain to the violator how to forward the settlement to IES.

- Indicate to the violator that a check must be drawn on a US bank (a certified cashier’s check or money order)
- Give the violator the prepared instructions (see Appendix O. APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page O-1-1)
- Give the violator a self-addressed envelope so that payment may be mailed in

Emphasize that the envelope containing the check or money order must be posted within 3 days. If the port does not receive the payment within 5 business days or the passenger is unwilling to pay the violation, forward the unmitigated penalty to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737.
Procedures for Refunding Overpayment of Civil Penalties

Upon noticing that an overpayment of civil penalty has been made, immediately contact USDA-APHIS-IES at 301-851-2948 and USDA-APHIS-PPQ-QPAS at 301-851-2312.

Collect all documentation, including the original violation form and supporting evidence (statement from officer who originally assessed the civil penalty and statement from violator who overpaid). Record the violator’s current address and phone number. Forward the documentation to IES Headquarters, 4700 River Road, Unit 85, Riverdale, MD 20737. If an overpayment was made, IES Headquarters will coordinate refund of the overpaid amount.

Documents and Evidence

Give your supervisor any receipts, labels, or other papers that can be used as evidence, including a copy of the Customs Declaration and CBP Form AI-591 with the amount, type of seizure, and the amount being assessed written in the appropriate blocks.

Forward all documents to your supervisor as soon as the case is complete. Supervisors must forward the case to IES within 2 weeks of receipt from the officer.

Follow your CBP port policy and procedure on entering violations into the appropriate database.

See Table A-1-11 on page-A-1-58 for instructions on completing the form.

Mail Violations

Determining Whether to Issue a Civil Penalty

To determine if you can issue a civil penalty, see Table 8-1-10 below.

**TABLE 8-1-10: Determine if You May Issue a Civil Penalty**

<table>
<thead>
<tr>
<th>If the parcel is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From U.S. Military Mail</td>
<td>CONTINUE to Applying a Civil Penalty on page 8-1-25</td>
</tr>
<tr>
<td>Other than U.S. Military Mail</td>
<td>SKIP to Documenting Action Taken and Submitting Intercepted Pests on page 5-1-10. You do not have the authority to issue a civil penalty</td>
</tr>
</tbody>
</table>
Issuing a Civil Penalty

TABLE 8-1-11: Criteria to Issue a Civil Penalty

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All three of the following criteria are met:</td>
<td>CONTINUE to the steps that follow</td>
</tr>
<tr>
<td>◆ Sender made a false declaration about the parcel’s contents</td>
<td></td>
</tr>
<tr>
<td>◆ You have the legal authority to access the civil</td>
<td></td>
</tr>
<tr>
<td>penalty for the illicit item</td>
<td></td>
</tr>
<tr>
<td>◆ Parcel was U.S. Military Mail (APO)</td>
<td></td>
</tr>
<tr>
<td>If one or more of the above bulleted criteria are unmet</td>
<td>SKIP to Documenting Action Taken and Submitting Intercepted Pests</td>
</tr>
<tr>
<td></td>
<td>on page 5-1-10. You do not have the authority to issue a civil penalty</td>
</tr>
</tbody>
</table>

You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Applying a Civil Penalty

Follow the steps below to apply a civil penalty:

◆ Photocopy the applicable PPQ Form 287, Mail Interception Notice
◆ Complete PPQ Form 518, Notice of Violation
◆ Complete an Agriculture Specialist’s Statement. If the intercepted material was meat or a meat product, enter the following additional information:
  ❖ Specify whether the product is canned, vacuum packed, cured, or dried
  ❖ State why you determined that the product is not shelf stable
  ❖ State whether there is a certificate present
  ❖ Identify whether the meat is of poultry, ruminant, or swine origin
◆ Include the actual label from the package, the green declaration form from the package, and a copy of the addressee’s name and return address (if unable to provide originals, send photocopies)
◆ Send the complete case file to Investigative and Enforcement Services

For additional information on civil penalties, see Handling Pet Birds in Baggage on page 4-1-10 in the chapter Clearing Passengers, Crew, and Baggage.
Appendix A

Completing and Distributing Forms

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Introduction

The *Completing and Distributing Forms* appendix covers those forms related to airport and maritime operations which you are responsible for completing (wholly or partially), signing, and distributing. In the interest of legibility, the forms in this appendix have been typed. While it is **not** necessary to type all forms, the following forms **must be** typed:

- PPQ Form 227–R, Request for U.S. Customs Action
- PPQ Form 280–R, Report of Regulated Importations¹
- PPQ Form 519, Compliance Agreement
- PPQ Form 523, Emergency Action Notification²

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

Instructions for CBP to Order USDA Forms

CBP Field Offices may order USDA forms by following the procedures below:

1. Obtain a Director Field Operations (DFO) Customer Identification Number by providing the following information to the USDA forms point-of-contact via e-mail to [Karen.A.Stratchko@aphis.usda.gov](mailto:Karen.A.Stratchko@aphis.usda.gov):
   
   **A.** Full name of the person responsible for ordering USDA forms in the DFO Office.
   
   **B.** Full mailing address of the DFO office (no P.O. box).
   
   **C.** Telephone number of the point-of-contact in the Field Office.
   
   **D.** Facsimile number of the point-of-contact in the Field Office.
   
   **E.** E-mail address of the point-of-contact in the Field Office.

2. A DFO Customer Identification Number will be assigned to the CBP Field Office; and the designated point-of-contact in the CBP Field Office will be notified of the DFO Customer Identification Number.

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¹ Use the web-based version to record and submit records.
² The **only** means of issuing a PPQ 523 is using the National AQAS Emergency Action Database to complete this form.
3. Once the DFO Customer Identification Number has been assigned, the CBP Field Office person responsible for ordering USDA forms is strongly encouraged to order USDA forms via the Internet. As a last resort, the CBP Field Office person responsible for ordering USDA forms may FAX the order to the USDA point-of-contact (Ms. Karen Stratchko, FAX 301-734-5319; phone 301-851-2800); however, ordering USDA forms by FAX could lead to delays.

4. The CBP Field Office person ordering USDA forms must use the same DFO Customer Identification Number for all forms orders. Order only the forms and quantity needed and reorder when necessary. Do not order large quantities of USDA forms. Forms take approximately 5-10 days to arrive after receipt of order.
APHIS Form 94, Record of Public Funds Received

FIGURE A-1-1: Example of APHIS Form 94, Record of Public Funds Received (blank)


**COLLECTION PROCEDURES**

Cash collections must be converted to a money order or cashier’s check before submission to USDA-APHIS, P.O. Box 979043, St. Louis, MO 63197-9000. Do **not** send cash through the mail and do **not** convert cash to a personal check. Cash collected must **not** be used to pay for money orders or cashier’s checks. If necessary, use personal funds for the cost of purchasing the money order or cashier’s check and claim reimbursement on an SF-1164, Claim for Reimbursement for Expenditures on Official Business. Checks and money orders should be made payable to USDA-APHIS. All collections should be transmitted for deposit within 24 hours if practical, but no later than the second workday from date of collection.

**COMPLETION INSTRUCTIONS**

1. Use this form to document the receipt and transmittal of collections.
2. Complete the original and two copies of the form.
3. Forward the original and one copy of the form along with the collection to: USDA-APHIS, P.O. Box 979043, St. Louis, MO 63197-9000.
4. Retain one copy of the form until a receipted copy is received from APHIS.
5. File the receipted copy.

**FIGURE A-1-2: Example of APHIS Form 94, Record of Public Funds Received (reverse)**
Appendix A: Completing and Distributing Forms
APHIS Form 94, Record of Public Funds Received

**Purpose**
Use APHIS Form 94 to document the receipt and transmittal of collections.

**Instructions**
After you accept the funds to settle the civil penalty, then complete APHIS Form 94, using **Table A-1-1** below.

**TABLE A-1-1: Instructions for Completing APHIS Form 94, Record of Public Funds Received**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter transmittal number (submitting office enters number to use for tracking APHIS 94)</td>
</tr>
<tr>
<td>2</td>
<td>Enter the date you submit the form</td>
</tr>
<tr>
<td>3</td>
<td>The address is provided in this block</td>
</tr>
<tr>
<td>4</td>
<td>Enter the complete name, address, (street, city, state, zip code, etc.) of the submitting office (the receipted copy will be mailed back to this address)</td>
</tr>
<tr>
<td>5</td>
<td>Enter the date you receive the check or money order</td>
</tr>
<tr>
<td>6</td>
<td>Leave blank (MRPBS-ASD use only)</td>
</tr>
<tr>
<td>7</td>
<td>Enter the amount of the check or money order; use a separate line for each</td>
</tr>
<tr>
<td>8</td>
<td>Enter the name of the remitter</td>
</tr>
<tr>
<td>9</td>
<td>Enter your 10-digit accounting code, the budget object code, the agreement number, phytosanitary certificates, Animal By-Product certificates, bill number, or reason for the check (jury duty, travel rebate, etc.)</td>
</tr>
</tbody>
</table>

**Important**
The 10-digit accounting code and the 4-digit budget object code must be listed for each payment.

| 10    | Add the line amounts from Block 7, and then enter the total amount |
| 11    | Sign the form as the APHIS 94 submitter |
| 12    | Enter your title and telephone number |
| 13-16 | Leave blank (MBS use only) |
Appendix A: Completing and Distributing Forms
APHIS Form 94, Record of Public Funds Received

Distribution

1. Complete the original and two copies of the form.
2. Forward the original and one copy of the form along with the collection to the following address:

   USDA, APHIS
   P.O. Box 979043
   St. Louis, MO 63197-9000

   Or EXPRESS MAIL (FedEx):

   US Bank, Attn: Gov’t Box 979043
   1005 Convention Plaza
   St. Louis, MO 63101

3. Retain one copy of the form until a receipted copy is received from APHIS.
4. File the receipted copy.
Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051)

Authority

Federal Statutes
BRS derives its authority to write regulations from provisions of the Plant Protection Act, which is a part of the larger Agriculture Risk Protection Act of 2000. Congress authorizes various parts of USDA to regulate specified areas of U.S. Agriculture under these Federal Statutes.

Federal Regulations
The details of what items are regulated, such as organisms and processes, and how both may be regulated (time frames, permitting processes, penalties) are written by each Agency that has the appropriate authority. All formal Federal regulations are published in the Federal Register and in the Code of Federal Regulations, a large multivolume series. Those regulations for Agriculture and the USDA comprise fifteen volumes and those governing biotechnology as overseen by APHIS-BRS are found in Volume 7, Section 340.

Purpose
APHIS Form 2051, issued by USDA, APHIS, Biotechnology Regulatory Services (BRS), is used for the importation of genetically engineered (GE) organisms into the United States. Importation labels will be addressed to the appropriate USDA-APHIS plant inspection station to ensure that all shipments are received and cleared at the appropriate plant inspection stations. The label will include the permit number on the bottom right hand corner and will indicate that a permit has been issued for the plant material. Note the expiration date of the label on the bottom right hand corner directly above the permit number.

BRS Ports of Entry
Expedite shipments with blue and white labels (APHIS Form 2051) to the APHIS plant inspection station listed on the label. Entry is allowed only at a port of entry which is designated by an asterisk in 7CFR319.37-14(b). See Appendix N for a list of BRS ports of entry.

BRS Contacts
If you have any compliance-related questions, then contact BRS Compliance by any of the following:

◆ Email: BRSCoRpliance@aphis.usda.gov
    Phone: 301-851-3935
    FAX: 301-734-7487
Appendix A: Completing and Distributing Forms
Biotechnology Regulatory Services (BRS) Blue and White Importation Labels (APHIS Form 2051)

If you have any general questions regarding procedures for importations or suggestions for process improvements on importations, then contact the BRS Permits Chief by either of the following:

- Email: BRSPermits@aphis.usda.gov
  Phone: 301-851-3935

Overview and Instructions for Inspectors

Overview

Permit refers to either a BRS Permit (APHIS Form 2000) or a BRS Notification. Both BRS Permits and BRS Notifications are issued through ePermits.

BRS importations will come through ports under two types of permits:

- Non-regulated article under a BRS courtesy permit
- Regulated article under a BRS permit
  (Note that articles imported under courtesy permits are not subject to regulatory requirements. The purpose of the courtesy permit is to expedite the entry of non-regulated articles that are similar to regulated articles.)

Each of these two types of permits allows two possible means of movement:

- Mailing/shipping (the majority of all BRS importations will fall under this category)
- Hand carry (usually less than one percent of all BRS importations fall under this category)

DHS-CBP Inspector Instructions

1. Confirm that the imported shipment has a valid blue and white label (APHIS Form 2051) shipping label attached to the exterior for routing to a USDA APHIS Plant Inspection Station. (A valid label will have the permit number, expiration date, label number, and address of a USDA APHIS Plant Inspection Station.)

2. Validate the permit in ePermits using the CBP search feature. 100% of BRS’ permits are processed via ePermits.

3. If a blue and white label (APHIS Form 2051) is not attached to the exterior of the package or the label has been covered or is otherwise not legible, then forward to the nearest USDA APHIS Plant Inspection Station.

4. If the address on the international airway bill does not match the address on the blue and white label (APHIS Form 2051), then forward the package to the nearest USDA APHIS Plant Inspection Station. (All costs associated with rerouting misaddressed packages will be assumed by the permit holder.)
5. If the permitted shipment arrives by hand carrying, in personal luggage, or by personal automobile without a hand carry authorization, seize the shipment and forward it to the nearest USDA APHIS Plant Inspection Station.

6. For all hand carry events, a valid blue and white label (APHIS Form 2051) specifying hand carry must be presented. A single blue and white label (APHIS Form 2051) specifying hand carry may be used for multiple GE organisms covered under one permit if applicable at border crossings.

7. If a package contains both a red and white label (PPQ Form 599) and a blue and white label (APHIS Form 2051), and the USDA APHIS Plant Inspection Stations listed are not the same, forward package to the USDA APHIS Plant Inspection Station listed on the red and white (PPQ Form 599).

8. If a package contains both a green and yellow label (PPQ Form 546) and a blue and white label (APHIS Form 2051), and the USDA APHIS Plant Inspection Stations listed are not the same, forward package to the USDA APHIS Plant Inspection Station listed on the green and yellow label (PPQ Form 546).

9. If the package is damaged and/or leaking, there are two possible scenarios:

   **First Scenario:** There is no breach of containment for the regulated article.
   
   A. Repack and secure package and route to nearest PIS.
   
   B. Contact the Broker/Agent or Owner/Applicant to discuss options.
      
      i. Re-export
      
      ii. Destroy
      
      iii. Repackage and forward

   **Second Scenario:** There is a breach of containment for the regulated article.

   A. Secure package and mitigate accidental release of the regulated article.

   B. Contact BRS Compliance Unit immediately.

10. For general questions or concerns, contact the USDA APHIS BRS Permit Unit in Riverdale, MD @ 301-851-3935.
If any of the following are not met, DO NOT CLEAR THE SHIPMENT. Contact BRS' Headquarters @ 301-851-3935 to determine subsequent action.

1. Confirm that the package contents are listed on the permit.
2. Confirm that the shipment has the original blue and white label (APHIS Form 2051) with the permit number and label number visible on the exterior of the package.
3. If the blue and white label (APHIS Form 2051) is absent (the label may have become detached during shipping) altered or otherwise illegible, then proceed to step 14 below.
4. Confirm that the blue and white label (APHIS Form 2051) is addressed to your USDA APHIS Plant Inspection Station Address. FYI - hand carry does not list the USDA APHIS Plant Inspection Station Address.
5. Confirm that the delivery address on the package/international airway bill matches the address on the blue and white label (APHIS Form 2051). FYI - hand carry does not list the USDA APHIS Plant Inspection Station Address.
6. Confirm that the permit number on the blue and white label (APHIS Form 2051) matches the actual permit number.
7. All blue and white labels (APHIS Form 2051) have a barcode. Scan the barcode, or enter the permit number and label number into ePermits and log the required shipment information.
8. Confirm that the permit has not expired. Expiration dates are noted on the blue and white label (APHIS Form 2051).
9. Confirm that the final destination of the package is to the same individual and address that appears on the permit.
10. Confirm that the origin of the shipment is authorized on the permit.
11. Use a biosafety cabinet to inspect shipments of microorganisms.
12. Confirm that the package is adequate to prevent escape of the enclosed organisms.
13. If all permit conditions are met, release the package for subsequent movement to the permit holder's address as noted on the domestic airway bill provided with the shipment.
Instructions for Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. Applicant will obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate USDA APHIS Plant Inspection Station. The Domestic Air Waybill ensures delivery from the USDA APHIS Plant Inspection Station to the final destination.

Applicant places the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the USDA APHIS Plant Inspection Station, the inspector will discard the International Air Waybill and attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.

Address the International Air Waybill as follows:

From: Shipper
To: The USDA APHIS Plant Inspection Station Listed on the Blue & White Import Label

Address the Domestic Air Waybill as follows:

From: The USDA APHIS Plant Inspection Station Listed on the Blue & White Import Label
To: Final Address as Outlined on the Permit

14. Use a biosafety cabinet when appropriate and/or available to open regulated articles.

If the package contains a BRS permit, review the permit for appropriate authority and proceed with clearing the shipment.

If the package does not contain a permit, you can reference the permit number from the importation label and access ePermits for additional information needed to clear the shipment.

If there is no permit and no importation label, contact the Broker/Agent or Owner/Applicant to discuss options.

A. Re-export
B. Destroy
C. Repackage and forward
If the package is damaged and/or leaking, there are two possible scenarios:

**First Scenario:** There is no breach of containment for the regulated article.

A. Repack and secure package and route to nearest PIS.

B. Contact the Broker/Agent or Owner/Applicant to discuss options.
   i. Re-export
   ii. Destroy
   iii. Repackage and forward

**Second Scenario:** There is a breach of containment for the regulated article.

A. Secure package and mitigate accidental release of the regulated article.

B. Contact BRS Compliance Unit immediately.

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**Examples of Guidance/Information Provided Applicants for Importations**

Please see the following guidance/information provided on every importation to the applicant outlining procedures for importation. This information can be used by ports of entry as guidance to facilitate the importation through the port of entry to the final destination.

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**Important**

Imports into the United States may require additional permits/certification outside of BRS authority. A phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents may also be required. Please contact PPQ at 877-770-5990 if you are unsure of their requirements.
Scenario #1: Mailed/Shipped Regulated Articles Under a BRS Permit/Notification

IMPORTING GENETICALLY ENGINEERED ORGANISMS:
The enclosed permit/notice # authorizes you to receive imported organisms from foreign sources and includes 8 labels for you to provide to your supplier. These labels must be affixed to each shipment and will ensure that your package will be routed to the appropriate PPQ Plant Inspection Station at the respective Port of Entry into the United States.

Failure to Follow the Enclosed Instructions May Result in Your Materials Being Returned to Sender/Shipper or Destroyed.

Directions for Importing Genetically Engineered Organisms under Permit/Notification into the United States:

- All materials covered under this permit/notice require the use of the attached blue-and-white label (APHIS Form 2051).
- Please see the attached blue-and-white label(s) (APHIS Form 2051) provided with this letter.
- Paste securely to the face of each package to be mailed a blue-and-white label (APHIS Form 2051).
- Do not write on the blue-and-white label (APHIS Form 2051).
- Follow the container requirements for the importation of regulated articles in accordance with 7CFR340.8
- Place in the inside of the package along with the regulated article the following:
  - For Notification(s) – a copy of the acknowledgement letter (CBI Deleted Version if applicable)
  - For Permit(s) – a copy of the approved permit (CBI Deleted Version if applicable)
  - Consignee’s name & address and invoice/packing list.
  - Domestic Air Waybill (if applicable—see below for additional information)
- Follow the marking & identity requirements for the importation of a regulated article in accordance with 7CFR340.7

FIGURE A-1-3: Applicant’s Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 1)
Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. You will need to obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate Plant Inspection Station. The Domestic Air Waybill ensures delivery from the Plant Inspection Station to the final destination.

Place the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the Plant Inspection Station, the inspector will attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.

Address the International Air Waybill as follows:
- From: Shipper
- To: The Plant Inspection Station Listed on the Blue & White Import Label
  - See example of import label below

Address the Domestic Air Waybill as follows:
- From: The Plant Inspection Station Listed on the Blue & White Import Label
  - See example of import label below
- To: Final Address as Outlined on the Permit/Notification

In the event of any accidental and/or unauthorized release of the regulated article, contact BRS Compliance and Inspection Branch by phone (301) 851-3935, fax (301) 734-7487, or e-mail at BRSCompliance@aphis.usda.gov.

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

******************************************************************************
**FIGURE A-1-4: Applicant's Importation Instructions for Mailing/Shipping Regulated GE Organisms (page 2)**
******************************************************************************
For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
  - [https://epermits.aphis.usda.gov/epermits](https://epermits.aphis.usda.gov/epermits)
- Request import labels via email for Notifications, Permits, & Courtesy Permits
  - BRSpromits@aphis.usda.gov
- Request import labels via telephone for Notifications
  - 301-851-3935
- Request import labels via telephone for Permits & Courtesy Permits
  - 301-851-2046
Example: Import Label (Shipping) for Genetically Engineered Organisms

**FIGURE A-1-6: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Under Permit into the United States (Mailed/Shipped Regulated Articles)**
Scenario #2: Mailed/Shipped Non-regulated Articles Under a BRS Courtesy Permit

Biotechnology Regulatory Services (BRS)
Shipping Label Guidance for Courtesy Permits (not subject to regulation under BRS’ authority)

IMPORTING GENETICALLY ENGINEERED ORGANISMS NOT SUBJECT TO REGULATION UNDER BRS’ AUTHORITY:
The enclosed courtesy permit # authorizes you to import organisms from foreign sources and includes 8 labels for you or your courier. This is a courtesy permit for importation of organisms modified through genetic engineering which are not subject to regulation under BRS’ authority. The purpose of the courtesy permit is to facilitate the importation when the importation might otherwise be impeded because of the similarity of the organisms to other organisms that are regulated under BRS’ authority. These labels must be affixed to each shipment and will ensure that your package will be routed to the appropriate PPQ Plant Inspection Station at the respective Port of Entry into the United States.

- Please see the attached blue-and-white label (APHIS Form 2051) provided with this letter.
- Paste securely to the face of each package to be mailed a blue-and-white label (APHIS Form 2051).
- Do not write on the blue-and-white label (APHIS Form 2051).
- Place in the inside of the package along with the article the following:
  - A copy of the approved courtesy permit
  - Domestic Air Waybill (if applicable—see below for additional information)

Expediting International & Domestic Air Waybills:

Mailing of importations will involve both an International Air Waybill and a Domestic Air Waybill. You will need to obtain both the International and the Domestic Air Waybills at the initial stage of shipment. The International Air Waybill brings the material into the United States and to the appropriate Plant Inspection Station. The Domestic Air Waybill ensures delivery from the Plant Inspection Station to the final destination.

Place the Domestic Air Waybill inside the package to be shipped. Upon clearance of the shipment at the Plant Inspection Station, the inspector will attach the Domestic Air Waybill to the package and forward the package to the final destination listed on the Domestic Air Waybill.

FIGURE A-1-7: Applicant’s Importation Instructions for Mailing/Shipping Non-regulated GE Organisms (page 1)
Address the International Air Waybill as follows:
- From: Shipper
- To: The Plant Inspection Station Listed on the Blue & White Import Label
  - See example of import label below

Address the Domestic Air Waybill as follows:
- From: The Plant Inspection Station Listed on the Blue & White Import Label
  - See example of import label below
- To: Final Address as Outlined on the Permit/Notification

*********************************************************************
Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

*********************************************************************

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
  - [https://epermits.aphis.usda.gov/epermits](https://epermits.aphis.usda.gov/epermits)
- Request import labels via email for Notifications, Permits, & Courtesy Permits
  - BRSPermits@aphis.usda.gov
- Request import labels via telephone for Notifications
  - 301-851-3935
- Request import labels via telephone for Permits & Courtesy Permits
  - 301-851-2046
Example: Import Label (Shipping) for Genetically Engineered Organisms

![Import Label (Shipping) for Genetically Engineered Organisms](image)

**FIGURE A-1-9: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Not Under Permit into the United States (Mailed/Shipped Non-regulated Articles)**
Scenario #3: Hand Carried Regulated Articles Under a BRS Permit/Notification

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**Biotechnology Regulatory Services (BRS)**

**Hand Carry Label Guidance for Importation of Genetically Engineered Organisms**

**IMPORTING GENETICALLY ENGINEERED ORGANISMS (HAND CARRY):**

The enclosed permit/notification # authorizes you to receive imported organisms from foreign sources and includes 8 labels for you or your courier. When you hand carry your organism in lieu of shipping the following conditions apply:

1. At least TWENTY days prior to each hand carry incident, the permit holder or designee must notify the Biotechnology Regulatory Services (BRS) Permit Unit by email, preferred method, (BRSPermits@aphis.usda.gov), or telephone (301-815-3935) to provide specific information on the following:
   - Hand carrier's identity
   - The anticipated first port of arrival into the United States
   - The actual date of arrival
   - The time
   - If travel is by airline, the flight number

   The BRS Permit Unit will notify Customs and Border Protection (CBP) Agriculture Inspectors at the port of entry to document and facilitate the entry of the organisms.

2. The hand carrier must indicate that a Genetically Modified Organism(s) (GMO) are being imported under a USDA permit on the Customs Declaration form if such form is required at the port of entry.

3. At the port of entry, individuals carrying permitted GMO’s must also present to CBP officers the following articles:
   - U.S. Passport, Visa, or other Acceptable Identification
   - A copy of the BRS Permit (CBI Deleted Copy if Applicable)
   - A valid hand carry blue-and-white label (APHIS Form 2051) corresponding to the permit.

4. Inspection by CBP Officers must confirm that all hand carried articles are securely packaged as per the permit conditions. In the event that a problem is detected, the CBP officer may seize the package and require its movement to the nearest PPQ Inspection Station for processing, clearance or destruction. The permit holder will be responsible for all costs incidental to such forwarding.

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**FIGURE A-1-10: Applicant’s Importation Instructions for Hand Carrying Regulated GE Organisms (page 1)**
5. After CBP confirmation and clearance through the first port of entry into the United States, hand carried GMO’s must be transported directly to the destination/containment facility authorized in the permit.

6. Upon arrival at the destination/containment facility, the BRS Permit Unit must be notified within 24 hours that the GMO’s arrived. Notification may be by email, preferred method, (BRSPermits@aphis.usda.gov), by telephone (301-851-3935), or by fax (301-734-7487). Failure to notify the BRS Permit Unit may result in loss of hand carry privileges. A BRS or PPQ inspector may also visit the facility to confirm the arrival of the package and its contents.

7. THE ONLY PERSON AUTHORIZED TO HAND CARRY IS/ARE THE PERSON(S) WHOSE NAME(S) IS/ARE PROVIDED AS OUTLINED IN NUMBER 1 ABOVE.

8. You will receive a new blue and white label(s) (APHIS Form 2051) for each hand carry event. You can NOT use a blue and white label(s) described above that was prepared for mailing/shipping. If you use a blue and white label(s) for mailing/shipping while attempting to hand carry, the package will be seized by the Department of Homeland Security and destroyed.

9. Follow the container (shipping & packaging) requirements for the importation of regulated articles in accordance with 7CFR340.8

10. Package must be identified by the appropriate blue-and-white label (APHIS Form 2051)

11. Follow the marking & identity requirements for the importation of a regulated article in accordance with 7CFR340.7

*********************************************************************
In the event of any accidental and/or unauthorized release of the regulated article, contact BRS Compliance and Inspection Branch by phone (301) 851-3935, fax (301) 734-7487, or e-mail at BRSCompliance@aphis.usda.gov

*********************************************************************
Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

*********************************************************************
For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
  - [https://epermits.aphis.usda.gov/epermits](https://epermits.aphis.usda.gov/epermits)
- Request import labels via email for Notifications, Permits, & Courtesy Permits
  - BRSpemits@aphis.usda.gov
- Request import labels via telephone for Notifications
  - 301-851-3935
- Request import labels via telephone for Permits & Courtesy Permits
  - 301-851-2046
Example: Import Label (Hand Carry) for Genetically Engineered Organisms

This Package Contains
GENETICALLY ENGINEERED ORGANISMS
DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.

DELIVER TO
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

Hand Carry Permit:
Name of Courier
Port of Entry

Expires
08/07/2003

PERMIT NO.
07-199-107n

FIGURE A-1-13: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Under Permit into the United States (Hand Carried Regulated Articles)
Scenario #4: Hand Carried Non-regulated Articles Under a BRS Courtesy Permit

IMPORTING GENETICALLY ENGINEERED ORGANISMS NOT SUBJECT TO REGULATION UNDER BRS' AUTHORITY:

The enclosed courtesy permit # authorizes you to receive imported organisms from foreign sources and includes 8 labels for you or your courier. This is a courtesy permit for importation of organisms modified through genetic engineering which are not subject to regulation under BRS' authority. The purpose of the courtesy permit is to facilitate the importation when the importation might otherwise be impeded because of the similarity of the organisms to other organisms that are regulated under BRS' authority. When you hand carry your organism in lieu of shipping, you must declare this material at Customs. You or the designated courier will be required to follow the directions below when meeting the inspecting officials at the U.S. Port of Entry:

1. Provide a copy of the courtesy permit.
2. The traveler must present his passport or other acceptable form of identification.
3. Package must be identified by the appropriate blue-and-white label (APHIS Form 2051).

*********************************************************************

Imports into the United States may require a phytosanitary certificate from the country of origin, a phytosanitary certificate of re-exportation (e.g. Ships from Africa to France, then France to the U.S.), a Plant Protection and Quarantine (PPQ) permit, and/or other certifying PPQ documents. Please call PPQ @ (877) 770-5990 for additional assistance in regards to their requirements if necessary or unknown.

*********************************************************************

For additional import labels, please process your request as follows:

- Request import labels via the ePermits system electronically for Notifications, Permits, & Courtesy Permits
  - https://epermits.aphis.usda.gov/epermits
- Request import labels via email for Notifications, Permits, & Courtesy Permits
  - BRSpermits@aphis.usda.gov
- Request import labels via telephone for Notifications
  - 301-851-3935
- Request import labels via telephone for Permits & Courtesy Permits
  - 301-851-2046

Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer
BRS 11-2007

FIGURE A-1-14: Applicant’s Importation Instructions for Hand Carrying Non-regulated GE Organisms (page 1)
Example: Import Label (Hand Carry) for Genetically Engineered Organisms

FIGURE A-1-15: Example of APHIS Form 2051, Blue and White Label for Importation of Genetically Engineered Organisms Not Under Permit into the United States (Hand Carried Non-Regulated Articles)
Appendix A: Completing and Distributing Forms
CBP Form 4613, Order to Destroy

**CBP Form 4613, Order to Destroy**

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

ORDER TO DESTROY AND RECORD OF DESTRUCTION OF FORFEITED, ABANDONED, OR UNCLAIMED MERCHANDISE

<table>
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<th>Seizure or General Order No., Etc.</th>
<th>Quantity and Description of Merchandise</th>
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<td></td>
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Method of Destruction

<table>
<thead>
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<th>Authorizing CBP Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
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**RECORD OF DESTRUCTION**

<table>
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<tr>
<th>CBP Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness to Destruction</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
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<th>Witness to Destruction</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

Location | Method of Destruction

**FIGURE A-1-16: Example of CBP Form 4613, Order to Destroy and Record of Destruction of Forfeited, Abandoned, or Unclaimed Merchandise**
**Purpose**

CBP Form 4613 is used to record the destruction of seized property. The completion of a CBP Form 4613 for destroyed agricultural seizures is only necessary when a SEACATS case is initiated.

**Instructions**

The CBP Form 4613 is issued and signed by the Fines, Penalties and Forfeitures (FP & F) Officer or designee. In the passenger environment, the supervisor will serve as the designated authorizing CBP Officer. This form should include the FP & F case number, line item number, accurate description of the property, and accurate number/type/weight of packages. It will also state the method of destruction.

The officer destroying the merchandise, as well as at least one witness, **must** certify the completion of the destruction by signing this form. Following certification, the completed form will be returned to the issuing FP & F Officer. The FP & F Officer will retain the form in the corresponding FP & F case file.

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

The FP & F Officer will be responsible for ensuring that SEACATS is updated with current information relating the destroyed merchandise.

Records of destruction can be consolidated: a single CBP Form 4613 can be used to record the destruction of more than one agricultural seizure if the same method of destruction is used. Port operations will dictate how many destructions are recorded per CBP Form 4613.

**Distribution**

Foward CBP Form 4613 to FP & F. Maintain a copy at the port.
### CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

<table>
<thead>
<tr>
<th>DEPARTMENT OF HOMELAND SECURITY</th>
<th>U.S. Customs and Border Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of</td>
<td>REIMBURSABLE AGRICULTURAL INSPECTION</td>
</tr>
</tbody>
</table>

1. **COSS Work Ticket Number**
2. **Name**
3. **Identification Number (19 CFR 24.5)**
4. **Phone Number**
5. **Port Code (5 digit)**
6. **Place of Service:**
   - [ ] Within Metropolitan Area
   - [ ] Outside Metropolitan Area
7a. **AADAAADA - Commercial**
7b. **Non - AADAAADA - Private ($25 max.)**
8. **Date of Service** (mm/dd/yyyy)
9. **CBP Entry Number or if informal entry, Airway Bill Number, Container Number or Tail Number**
10. **Overtime**
11. **Travel Time**
12. **Hours**
13. **TOTAL HOURS REIMBURSABLE**
14. **Certification:**
   - Reimbursable services recorded above have been received.
   - Importer/Importer Representative's Name **Signature**
15. **Certification:**
   - I certify that services recorded above were performed and certify that I was ordered to report for duty and have so reported as requested by the above party or a representative of the party.
   - CBP Agriculture Specialist's Name **Signature** **Date** **Telephone Number**
16. **Regular Tour of Duty:**
   - **Date:** (Use military time)
   - From **to** or **Day off**
17. **Remarks:**
18. (check if applicable)
   - [ ] Prorated
   - Submit completed form to:
     - U.S. Customs and Border Protection
     - Revenue Division
     - Debt Management Branch
     - Attn: Reimbursable Team
     - 6650 Telecom Drive, Suite 100
     - Indianapolis, IN 46278
   - **Distribution:**
     - Original - Revenue Division
     - Copy 2 - Customer
     - Copy 3 - Retain at Port

**Privacy Act Statement:** This information is needed by CBP to respond to the requestor and initiate follow-up contact with the requestor if required. Requestors are advised that they do not have to furnish the information but failure to do so may prevent their request from being processed. The information requestors furnish is used to process and respond to their request.

---

**FIGURE A-1-17:** Example of CBP Form AI-89, Billing for Reimbursable Agricultural Inspection
Appendix A: Completing and Distributing Forms
CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

 Purpose

CBP Form AI-89 serves the following purposes:

◆ Creates a port record of work performed outside normal duty hours when requested by industry
◆ Generates a receipt for the industry for billable hours and a dollar amount
◆ Creates a contract for the work performed
◆ Reimburses the Treasury for work performed by Agriculture Specialists
Appendix A: Completing and Distributing Forms
CBP Form Al-89, Billing for Reimbursable Agricultural Inspection

Instructions

INSTRUCTIONS FOR FILLING OUT CBP Form Al-89
Report of
REIMBURSABLE AGRICULTURAL INSPECTION

Block 1 - Enter the work ticket number provided by COSS; this will be the control number.
Inspectors can put more than one work ticket in COSS a day. They have to prorate the services between companies if there is more than one company involved.

Block 2 - Use full legal name. Ensure that the address is the proper billing address.

Block 3 - the identification number has been established in ACS. If not, have the company prepare a CBP Form 5106 and fax to Indianapolis on (317) 290-3275 to have a valid Identification number established. The CBP Form 5106 can be found on the CBP website at: cbp.gov/xp/cgov/toolbox/forms/

Block 4 - Ensure that this is a valid phone number for the company.

Block 5 - CBP 5-digit port code.

Block 6 - Inspection services performed within the metropolitan area of employee’s headquarters or inspection services performed outside the metropolitan area of employee’s headquarters.

Blocks 7 thru 18 - Self Explanatory

Completed forms should be sent to the following address:

U.S. Customs and Border Protection
Revenue Division
Debt Management Branch
Attn: Reimbursable Team
6650 Telecom Drive, Suite 100
Indianapolis, IN 46268

Phone number for assistance: (317) 614-4520
EMAIL address for assistance: reimbsvcs@dhs.gov

FIGURE A-1-18: Instructions for Filling Out CBP Form Al-89
Appendix A: Completing and Distributing Forms
CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

Distribution

Send completed forms to this address:

Customs and Border Protection
Revenue Division
P.O. Box 68907
Indianapolis, IN 46268

Phone number for assistance: (317) 614-4520

EMAIL address for assistance: reimbsvcs@dhs.gov
CBP Form AI-212, Agriculture Inspection Hold

**Purpose**

CBP Form AI-212 is used to record cargo held or cargo that is of agricultural interest. It also serves as a warning, hold, information, and clearance document when stapled or attached to the front of manifests or other cargo listings used by CBP in releasing shipments. Use of CBP Form AI-212 is optional and is intended for local port use as a worksheet and port record.

**Instructions**

Information needed for completion will vary from port to port depending on the information needed at each port. Fill in the information as required by local port.

**TABLE A-1-2: Instructions for Completing CBP Form AI-212, Cargo Hold and Record**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>Fill in as required by local port practice</td>
</tr>
</tbody>
</table>

**Distribution**

Distribute as determined by local practice.
WARNING: Not for US Commerce, In case of emergency, contact the local DHS, CBP, AI office at:
Appendix A: Completing and Distributing Forms
CBP Form AI-244, Quarantine Warning

Purpose
CBP form AI-244 serves the following purpose:

In addition to the yellow DHS, CBP, Agricultural Quarantine tape, this tag can be affixed to boxes, crates, and container doors to clearly show that a shipment is under DHS, CBP, Agricultural Quarantine.
Appendix A: Completing and Distributing Forms
CBP Form AI-250, Aircraft Clearance or Safeguard Order

CBP Form AI-250, Aircraft Clearance or Safeguard Order

<table>
<thead>
<tr>
<th>DEPARTMENT OF HOMELAND SECURITY</th>
<th>1. AIRCRAFT NO.</th>
<th>2. TRIP/FLIGHT NO.</th>
<th>3. NAME OF CARRIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Customs and Border Protection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AIRCRAFT CLEARANCE OR SAFEGUARD ORDER**

<table>
<thead>
<tr>
<th>4. FOREIGN ORIGIN (When applicable)</th>
<th>5. PLACE OF DEPARTURE (U.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. DESTINATION AIRPORT OR AIR BASE (U.S.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND:

7. [ ] COMpletely CLEARED (Including all baggage, personal effects stores, garbage, and cargo.)

8. [ ] PArtially CLEARED (Exceptions and safeguard conditions noted in Item 11 below.)

9. SIGNATURE OF CBP INSPECTOR

10. DATE

11. EXCEPTIONS AND SAFEGUARD CONDITIONS

12. SIGNATURE OF AIRCRAFT COMMANDER

13. DATE

I AGREE TO SEE THAT THE CONDITIONS IN ITEM 11 ARE CARRIED OUT.

14. NAME AND ADDRESS OF ORIGINATING OFFICE

15. FINALDisposition ACTION

16. SIGNATURE OF CBP INSPECTOR

17. DATE

AFTER FINAL DISPOSITION ACTION RETURN TO:

FIGURE A-1-21: Example of CBP Form AI-250, Aircraft Clearance or Safeguard Order
**Appendix A: Completing and Distributing Forms**

**CBP Form AI-250, Aircraft Clearance or Safeguard Order**

---

**Purpose**

CBP Form AI-250 is used as a Safeguard Order for foreign flights that are both **not** a regularly scheduled arrival **and** only partially cleared at the first or initial port. Full clearance **must** be accomplished at the next base/port. The aircraft **must** be fully cleared before moving forward to subsequent U.S. ports.

*Important*

Never use a CBP Form AI-250 if the originating base/port has the capability to clear the aircraft. The aircraft **must** be completely cleared at the originating port if the originating port has the capability to properly handle/process agricultural items, including international/regulated garbage.

Flights that are regularly scheduled for partial clearance **do not** require CBP Form AI-250. **DO NOT** use CBP Form AI-250 to clear private aircraft. Private aircraft **must** be completely cleared at the first port of arrival.

**Instructions for Completing CBP Form AI-250**

Two sets of instructions follow. See **Table A-1-3** below to determine which instructions to use.

**Important**

For flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, and for military preclearance, PPQ uses **PPQ Form 250, Aircraft Clearance or Safeguard Order** on page A-1-77.

**TABLE A-1-3: Determine Instructions to Use for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order**

<table>
<thead>
<tr>
<th>If you are using CBP Form AI-250 for:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Use¹</td>
<td><strong>See Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use at the Initial U.S. Port of Arrival</strong> on page A-1-40.</td>
</tr>
<tr>
<td>Commercial Use²</td>
<td><strong>See Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use at the Initial U.S. Port of Arrival</strong> on page A-1-42.</td>
</tr>
</tbody>
</table>

¹ Includes U.S. Department of Defense aircraft/U.S. Department of Defense-chartered aircraft proceeding on to a military installation.

² Includes any aircraft, government or non-government, proceeding on to a non-military airport. Do not use CBP Form AI-250 to clear private aircraft.

**Important**

For commercial airlines **not** in compliance of CBP Form AI-250 instructions, issue **PPQ Form 518, Report of Violation**, citing failure to comply with CBP Form AI-250.
Appendix A: Completing and Distributing Forms
CBP Form AI-250, Aircraft Clearance or Safeguard Order

Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use at the Initial U.S. Port of Arrival

These instructions are for using CBP Form AI-250 as a safeguard order for military use (includes U.S. Department of Defense aircraft/U.S. Department of Defense-chartered aircraft proceeding on to a military installation). If you partially clear an aircraft and it is not a regularly scheduled flight, then you will need to complete CBP Form AI-250.

CBP Agriculture Specialists or military cooperators:

◆ Will call, prior to completing the CBP Form AI-250 at the base/port of origin, the airport listed on the CBP Form AI-250 to coordinate, and verify capabilities of, the task(s) to be completed upon aircraft arrival at the airport listed on the CBP Form AI-250
◆ Will not release an aircraft to proceed from the destination base/port until the aircraft is completely cleared; i.e., the aircraft will not be released to a third base/port until it has been completely cleared by actions taken at the originating base/port and/or airport listed on the CBP Form AI-250
◆ Will ask the military operations authorities at the base/port of origin to identify and include in the load (departure) message the type of quarantine actions that are to be complete at the airport listed on the CBP Form AI-250
◆ Will make emergency telephone calls to the CBP office serving the airport listed on the CBP Form AI-250 rather than calling the military cooperator at those bases not covered by CBP

When using CBP Form AI-250 as a safeguard order for military use (includes U.S. Department of Defense aircraft/U.S. Department of Defense-chartered aircraft proceeding on to a military installation), prepare form in triplicate. See Table A-1-4 on page A-1-41 for instructions on completing the form.
TABLE A-1-4: Instructions for Completing CBP Form AI-250 When Using as Safeguard Order for Military Use

<table>
<thead>
<tr>
<th>Block</th>
<th>To be completed by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter aircraft tail number</td>
</tr>
<tr>
<td>2</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter mission number</td>
</tr>
<tr>
<td>3</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter U.S. Army, U.S. Air Force, U.S. Marine Corps, or U.S. Navy as appropriate</td>
</tr>
<tr>
<td>4</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter last foreign departure location, base, city, and country</td>
</tr>
<tr>
<td>5</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter initial U.S. arrival airport, or military base</td>
</tr>
<tr>
<td>6</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter follow on location destination where aircraft will be cleared</td>
</tr>
<tr>
<td>7</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Do not use</td>
</tr>
<tr>
<td>8</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Check</td>
</tr>
<tr>
<td>9</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Sign</td>
</tr>
<tr>
<td>10</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Date</td>
</tr>
<tr>
<td>11</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>◆ Describe the clearance activities and safeguards that have been completed at the port of arrival ◆ List tasks to be completed at the airport/base specified in Block 6 to clear the aircraft</td>
</tr>
<tr>
<td>12</td>
<td>Aircraft commander</td>
<td>Sign</td>
</tr>
<tr>
<td>13</td>
<td>Aircraft commander</td>
<td>Enter date</td>
</tr>
<tr>
<td>14</td>
<td>CBP AS or Military Cooperators at the initial U.S. arrival airport</td>
<td>Enter name, address and FAX number of office at the originating U.S. arrival airport</td>
</tr>
<tr>
<td>15</td>
<td>CBP AS or Military Cooperators at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>List tasks completed at the airport/base specified in Block 6 to clear the aircraft</td>
</tr>
<tr>
<td>16</td>
<td>CBP AS or Military Cooperators at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>Sign</td>
</tr>
<tr>
<td>17</td>
<td>CBP AS or Military Cooperators at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>Enter date aircraft clearance is completed</td>
</tr>
</tbody>
</table>
When using CBP Form AI-250 as a safeguard order for military use (includes U.S. Department of Defense aircraft/U.S. Department of Defense-chartered aircraft proceeding on to a military installation), distribute as follows:

1. Give the original to the aircraft commander (pilot) and instruct the commander to present the form to the CBP Agriculture Specialist or military cooperator upon arrival at the airport listed on the CBP Form AI-250.

2. Telephone the next base/port and send one copy by FAX to the CBP or military cooperator office serving the airport listed on the CBP Form AI-250.

3. Keep one copy for port files.

**Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use at the Airport listed on the CBP Form AI-250**

These instructions are for the airport listed on the CBP Form AI-250 when completing CBP Form AI-250 as a safeguard order for military use (includes U.S. Department of Defense aircraft/US Department of Defense-chartered aircraft proceeding on to a military installation).

1. For a completely cleared aircraft, check to make sure blocks 15-17 are completed on the CBP Form AI-250 (see **Table A-1-4**).

2. Return the completed CBP Form AI-250 to the address in block 14 via mail or fax.

For instruction on completing the form, see **Table A-1-4** on page A-1-41.

**Distribution**

1. After completing blocks 15-17 return completed CBP Form AI-250 to address in block # 14 via mail or fax.

2. Keep one copy for port files.

**Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use at the Initial U.S. Port of Arrival**

These instructions are for using CBP Form AI-250 as a safeguard order for commercial use (includes any aircraft, government or non-government, proceeding on to a non-military airport). If you partially clear an aircraft and it is **not** a regularly scheduled flight, and when using CBP Form AI-250 as a safeguard order for commercial use, follow the instructions in **Table A-1-5** on page A-1-43. **DO NOT** use CBP Form AI-250 to clear private aircraft. Private aircraft **must** be completely cleared at the first port of arrival.
CBP Agriculture Specialists:

- Will call from the first base/port of arrival in the United States, and prior to completing the CBP Form AI-250, the airport that is proposed to be listed on the CBP Form AI-250, to coordinate, and verify capabilities of, the task(s) to be completed upon aircraft arrival. Should the airport that is proposed to be listed on the CBP Form AI-250 not possess the capability to complete the required task(s), the CBP Form 250 will not be issued and the aircraft will not be permitted to proceed to that airport.

- Will not release an aircraft to proceed after arriving at the airport listed on the CBP Form AI-250 until the aircraft is completely cleared by actions taken by or supervised by CBP at the airport listed on the CBP Form AI-250.

- Will ask the authorities at the base/port of origin to identify and include in the load (departure) message the type of quarantine actions that are to be completed at the airport listed on the CBP Form AI-250.

**TABLE A-1-5: Instructions for Completing CBP Form AI-250 When Using as a Safeguard Order for Commercial Use**

<table>
<thead>
<tr>
<th>Block</th>
<th>To be completed by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter aircraft tail number</td>
</tr>
<tr>
<td>2</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter mission number</td>
</tr>
<tr>
<td>3</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter U.S. Army, U.S. Air Force, U.S. Marine Corps or U.S. Navy as appropriate</td>
</tr>
<tr>
<td>4</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter last foreign departure location, base, city and country</td>
</tr>
<tr>
<td>5</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter initial U.S. arrival airport, or military base</td>
</tr>
<tr>
<td>6</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter follow on location destination where aircraft will be cleared</td>
</tr>
<tr>
<td>7</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Do not use</td>
</tr>
<tr>
<td>8</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Check</td>
</tr>
<tr>
<td>9</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Sign</td>
</tr>
<tr>
<td>10</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Date</td>
</tr>
<tr>
<td>11</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>◆ Describe the clearance activities and safeguards that have been completed at the port of arrival ◆ List tasks to be completed at the airport/base specified in Block 6 to clear the aircraft</td>
</tr>
</tbody>
</table>
TABLE A-1-5: (continued) Instructions for Completing CBP Form AI-250 When Using as a Safeguard Order for Commercial Use

<table>
<thead>
<tr>
<th>Block</th>
<th>To be completed by</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Aircraft commander</td>
<td>Sign</td>
</tr>
<tr>
<td>13</td>
<td>Aircraft commander</td>
<td>Enter date</td>
</tr>
<tr>
<td>14</td>
<td>CBP AS at the initial U.S. arrival airport</td>
<td>Enter name, address and FAX number of office at the originating U.S. arrival airport</td>
</tr>
<tr>
<td>15</td>
<td>CBP AS at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>List tasks completed at the airport/base specified in Block 6 to clear the aircraft</td>
</tr>
<tr>
<td>16</td>
<td>CBP AS at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>Sign</td>
</tr>
<tr>
<td>17</td>
<td>CBP AS at the airport/base specified in Block 6 completing the aircraft clearance</td>
<td>Enter date aircraft clearance is completed</td>
</tr>
</tbody>
</table>

Distribution

When used as a safeguard order for commercial use on flights not regularly scheduled, distribute CBP Form AI-250 as follows:

1. Give the original to aircraft commander (pilot) and instruct the commander to present the form to the CBP Agriculture Specialist on arrival at the airport listed on the CBP Form AI-250.

2. Keep a copy for the port files.

3. Telephone the next port and send one copy by FAX to the CBP office serving the airport listed on the CBP Form AI-250.

Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use at the Destination Base/port

These instructions are for the destination airport when completing CBP Form AI-250 used as a safeguard order for commercial use.

1. For a completely cleared aircraft, check to make sure blocks 15-17 are completed.

2. Return the completed CBP Form AI-250 to the address in block 14 via mail or fax.

For instruction on completing the form, see Table A-1-4 on page A-1-41.

Distribution

1. After completing blocks 15-17 return completed CBP Form AI-250 to the address in block 14 via mail or fax.

2. Keep one copy for port files.
CBP Form AI-277, Agriculture Inspection Baggage Information

FIGURE A-1-22: Example of CBP Form AI-277, Agriculture Inspection Baggage Information
Appendix A: Completing and Distributing Forms
CBP Form AI-277, Agriculture Inspection Baggage Information

Purpose
CBP Form AI-277 is used as an officer’s daily tally card to record the number of referrals and quarantine actions taken on passenger/crew baggage at airports.

Instructions
Follow the instructions for recording daily baggage information in Table A-1-6.

TABLE A-1-6: Instructions for Completing CBP Form AI-277, Agriculture Inspection Baggage Information

<table>
<thead>
<tr>
<th>Column</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Airline/Flight No.</td>
<td>Fill in flight information</td>
</tr>
<tr>
<td>b. Positive Inspections</td>
<td>Enter one tick mark for each referral that produces one or more seizures</td>
</tr>
<tr>
<td>c. Plant Material</td>
<td>Enter one tick mark for each type of plant material seized during an inspection</td>
</tr>
<tr>
<td>d. Ruminant (count/weight)</td>
<td>Enter one tick mark for each ruminant seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>e. Swine (count/weight)</td>
<td>Enter one tick mark for each swine seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>f. Poultry (count/weight)</td>
<td>Enter one tick mark for each poultry seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>g. Animal Byproduct (count/weight)</td>
<td>Enter one tick mark for each type of animal byproduct seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>h. Dairy Product (count/weight)</td>
<td>Enter one tick mark for each type of dairy product seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>i. Equine Product (count/weight)</td>
<td>Enter one tick mark for each type of equine product seized and the weight in the adjacent column during an inspection</td>
</tr>
<tr>
<td>j. Clean and Disinfect Shoes</td>
<td>Enter one tick mark for each time that you clean and disinfect a pair of shoes</td>
</tr>
<tr>
<td>k. Total Secondary Inspections</td>
<td>Count the number of Customs Declaration Cards for passengers inspected by or referred to Ag Secondary</td>
</tr>
</tbody>
</table>

Distribution
CBP Form AI-277 does not have to be distributed since the information is for port use.

Retention
CBP Form AI-277 does not need to be retained unless it is local practice.
## CBP Form AI-280, Report of Regulated Importations

**Purpose**

CBP Form AI-280 is equivalent to PPQ Form 280, which is web based.

**Instructions**

For instructions on completing CBP Form AI-280, refer to **PPQ280** on page **A-1-80**. Also see **Agricultural Quarantine Activity Systems**.

---

### FIGURE A-1-23: Example of CBP Form AI-280, Report of Regulated Importations

<table>
<thead>
<tr>
<th>A. Commodity and Country of Origin (if frozen, so state)</th>
<th>B. Number Of Shipments</th>
<th>C. Kilograms/ Stem Counts/ Plant Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Treated</th>
<th>E. Fumigated</th>
<th>F. Other</th>
<th>G. Pre-Quarantined</th>
<th>H. Departmental Permit</th>
<th>I. Destroyed</th>
<th>J. IE or T &amp; E Returned</th>
<th>K. Inspected &amp; Released</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disposition (Check Only One)**

- Treated
- Refused
- Fumigated
- Other
- Pre-Quarantined
- Departmental Permit
- Destroyed
- IE or T & E Returned

**Remarks**

CBP/Al Officer’s Name

Signature

Date

---

08/2012-153

Manual for Agricultural Clearance

PPQ

A-1-47
# CBP Form AI-288, Ship Inspection Report

**DEPARTMENT OF HOMELAND SECURITY**  
**U.S. CUSTOMS AND BORDER PROTECTION**  

**SHIP INSPECTION REPORT**

1. **PORT REPORTING**  
2. **FLAG/NAME OF VESSEL**  
3. **DOCK**

4. **FROM (Port and Country)**  
5. **VIA**

6. **ARRIVAL DATE**  
7. **ARRIVAL TIME**  
   - ETA  
   - ACTUAL

8. **INSPECTION DATE**  
9. **INSPECTION TIME**  
   - FROM  
   - TO

10. **NUMBER PASSENGERS AND CREW CLEARED**  
11. **NUMBER PIECES OF BAGGAGE**  
12. **PROPOSED DEPARTURE DATE**

13. **PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS**
   - 13.1 **COMMODITY**
   - 13.2 **LOCATION**
   - 13.3 **COUNTRY OF ORIGIN**
   - 13.4 **SAFEGUARD AND/OR DISPOSITION PRESCRIBED**

**SAFEGUARD NOTICE:** While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL’S RAILINGS AT ALL TIMES.

If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direct of a Customs and Border Protection – Agriculture Inspection Officer.

**WARNING NOTICE:** Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to $250,000 per violation.

17. I fully understand the safeguards prescribed above.

<table>
<thead>
<tr>
<th>SIGNATURE OF RESPONSIBLE SHIP’S OFFICER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

18. **CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED**
   - COVERED  
   - INSIDE RAILING  
   - LEAKPROOF

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>YES</th>
<th>NO</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

19. **SHIP AREAS**
   - 19.1 **Holds Inspected** (Identify)
   - 19.2 **Deficient Condition Corrected**

20. **LIVE ANIMALS/BIRDS ABOARD**
   - TYPE:  
   - NUMBER:

**APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST**

The following observations were made by CBP-MARPOL personnel after inspecting vessel’s waste handling procedures and equipment:

21. **Yes** | **No**  
   - There is a functional incinerator or other disposal method aboard.

22. **Yes** | **No**  
   - Or other evidence of lawful disposal of plastics ashore.

**ALERI**: Report the presence of honey bees (swarms or individual bees) to the nearest agricultural officer. Telephone...

23. **REMARKS**

24. **SUBSEQUENT PORTS OF CALL (Notified)**  
25. **NUMBER PASSENGERS**  
26. **CBP OFFICER’S SIGNATURE**

---

**FIGURE A-1-24: Example of CBP Form AI-288, Ship Inspection Report**
Appendix A: Completing and Distributing Forms
CBP Form AI-288, Ship Inspection Report

Purpose
CBP Form AI-288 serves the following purposes:

◆ Port record of the ship inspection
◆ Order to the Captain or other responsible ship’s officer to take or observe designated safeguards and documented agreement to those safeguards
◆ Means of notifying subsequent ports of observations made and disposition actions taken during ship boarding
◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
◆ Warning notice on the vessel when khapra beetle suspects are found
◆ Evidence for a garbage violation case

Instructions
To complete this form, follow the instructions in Table A-1-7.

TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List the name of the city and State of your port</td>
</tr>
<tr>
<td>2</td>
<td>List the flag (country of registry) and name of vessel (two-letter code/name of vessel)</td>
</tr>
<tr>
<td>3</td>
<td>List the dock</td>
</tr>
<tr>
<td>4</td>
<td>List the country of origin</td>
</tr>
<tr>
<td>5</td>
<td>Fill in</td>
</tr>
<tr>
<td>6</td>
<td>List the date of arrival</td>
</tr>
<tr>
<td>7</td>
<td>List the estimated time of arrival (ETA) and the actual time of arrival</td>
</tr>
<tr>
<td>8</td>
<td>List the date of inspection</td>
</tr>
<tr>
<td>9</td>
<td>List the beginning and ending time of ship boarding</td>
</tr>
<tr>
<td>10-11</td>
<td>List the number of people disembarking at your port and the number of pieces of baggage; if none, enter 0</td>
</tr>
<tr>
<td>12</td>
<td>List the proposed date of departure (important for planning any future reboardings and/or to give the next port advanced notice)</td>
</tr>
<tr>
<td>13</td>
<td>◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited ◆ <strong>DO NOT</strong> list fruits and vegetables which are listed in the <em>Fruits and Vegetables Manual</em> as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition</td>
</tr>
<tr>
<td>14</td>
<td>◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship’s furnishings ◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as “B-3” for three interceptions in baggage</td>
</tr>
</tbody>
</table>
### TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>List the country of origin for each commodity</td>
</tr>
</tbody>
</table>
| 16    | Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:  
|       |   ◆ Enter “To remain under seal while in territorial waters of the United States.” for items such as fruit fly hosts and meat or meat products which require sealing, or for a garbage violation  
|       |   ◆ Enter other appropriate statements, such as:  
|       |     ❖ May be used while in port  
|       |     ❖ To remain under seal pending treatment  
|       |     ❖ Destroyed  
|       |     ❖ See Remarks |
| 17    | Have the Captain or highest officer aboard the vessel read the Safeguard Notice, sign, list title, and enter the date signed |
| 18    | Check yes or no to indicate whether garbage containers are covered, inside railing, and leakproof |
| 19    | ◆ Check any ship areas that were not inspected  
|       |   ◆ If holds were inspected, then list |
| 20    | ◆ Check as appropriate  
|       |   ◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; do not list cats or dogs |
| 21    | If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO |
| 22    | Check YES or NO as appropriate and list the title of the ship’s representative |

**Important**

The following checks in Blocks 21 and Block 22 constitute a violation of MARPOL Annex V:  
21) No  
22) No
## Appendix A: Completing and Distributing Forms

### CBP Form AI-288, Ship Inspection Report

**TABLE A-1-7: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 23    | List any additional information or supplemental data as appropriate, such as the following:  
  ◆ If crew member informs you that plastics were dumped at sea, then write the crew member’s statement and have crew member sign  
  ◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation  
  ◆ Reference to cargo that CBP at next port of call should know about  
  ◆ Reference to giving a copy to Master or other officer  
  ◆ Warning notice  
  ◆ Dry stores fumigated  
  ◆ Enter number and types of seals applied, serial numbers, and exact locations of seals; e.g., “USDA Tyden seal #4967 on cage locker inside the vegetable reefer”  
  ◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate  
  ◆ Enter a dollar sign ($) if you have assessed and collected a spot settlement for a garbage violation and state the nature of the violation and the amount of penalty  
  ◆ If a pet bird is aboard the vessel, write the following statement and get the Captain’s signature:  
    “I agree to keep the bird(s) caged or tethered and kept in a ship’s cabin while in U.S. territorial waters.”  
  ![Captain’s Signature]  
  ◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement:  
    “If live bees are sighted on the ship or a container, then call a CBP Agriculture Specialist at [Port telephone number].”  
| 24    | List any subsequent ports of call |
| 25    | Record the number of passengers going on to the next port |
| 26    | CBP Officer signs |
Instructions for Completing CBP Form AI-288 When Using for Documenting Monitoring Activities

When CBP Form AI-288 is used for documenting monitoring activities, then follow the instructions in Table A-1-8.

**TABLE A-1-8: Instructions for Completing CBP Form AI-288, When Using for Documenting Monitoring Activities**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Fill in</td>
</tr>
<tr>
<td>4-7</td>
<td>Leave blank</td>
</tr>
<tr>
<td>8-9</td>
<td>Fill in</td>
</tr>
<tr>
<td>10-17</td>
<td>Leave blank</td>
</tr>
<tr>
<td>18</td>
<td>Fill in</td>
</tr>
<tr>
<td>19-22</td>
<td>Leave blank</td>
</tr>
<tr>
<td>23</td>
<td>Fill in</td>
</tr>
<tr>
<td>24-26</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

**Distribution**

Distribute CBP Form AI-288 as follows:

- Keep the original for the port file
- Give one copy to Master or other ship officer
- If requested, give one copy to shipping agent when garbage violation is issued
- Send one copy to the CBP office at subsequent port when any of the following conditions apply:
  - Stores are sealed
  - Pest risk is significant
  - Vessel has a garbage violation
  - Cargo of CBP interest is to be discharged
  - PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.
## CBP Form AI-523A, Chain of Custody

**DEPARTMENT OF HOMELAND SECURITY**  
U.S. Customs and Border Protection

**CHAIN OF CUSTODY**

**EMERGENCY ACTION NOTIFICATION**

<table>
<thead>
<tr>
<th>1. Port Location:</th>
<th>2. Date Issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Name and Quantity of Article(s):</td>
<td>4. Location of Article(s):</td>
</tr>
<tr>
<td>5. Destination of Article(s):</td>
<td></td>
</tr>
<tr>
<td>6. Shipper:</td>
<td>7. Name of Carrier:</td>
</tr>
<tr>
<td>8. Shipment ID Number(s):</td>
<td></td>
</tr>
<tr>
<td>9. Owner/Consignee of Article(s) Name:</td>
<td>10. Port of Lading:</td>
</tr>
<tr>
<td>11. Date of Arrival:</td>
<td></td>
</tr>
<tr>
<td>12. ID of Pest(s), Noxious Weeds, or Article(s)</td>
<td></td>
</tr>
<tr>
<td>12a. Pest ID Number:</td>
<td>12b. Date Intercepted:</td>
</tr>
<tr>
<td>15. Foreign Phytosanitary Certificate Number:</td>
<td></td>
</tr>
<tr>
<td>15a. Place Issued:</td>
<td>15b. Date:</td>
</tr>
<tr>
<td>15c. Situation Room Report Number:</td>
<td></td>
</tr>
</tbody>
</table>

Under Section 411, 412 and 414 of the Plant Protection Act (7 USC 7711, 7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an CBP Agriculture Specialist. Remedial measures shall be in accordance within the action specified in item 16 and shall be completed within the time specified in item 17.

After receipt of this notification, articles and/or carriers herein designated must be moved except as directed by an Agriculture Officer. The local officer may be contacted at:

<table>
<thead>
<tr>
<th>16. Action Required:</th>
<th>17. After receipt of this notification complete specified action within (specify number of hours or number of days):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment</td>
<td>Re-Exportation</td>
</tr>
<tr>
<td>Hours:</td>
<td>Days:</td>
</tr>
<tr>
<td>Agriculture Specialist Name:</td>
<td>Agriculture Specialist Signature:</td>
</tr>
</tbody>
</table>

**ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION**

I hereby acknowledge receipt of the foregoing notification.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title (Shipper/Broker/Consignee)</th>
<th>Signature:</th>
<th>Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>USDA</th>
<th>Signature:</th>
<th>Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CBP Form AI-523A (04/06)
**Appendix A: Completing and Distributing Forms**

**CBP Form AI-523A, Chain of Custody**

---

**Purpose**

CBP Form AI-523A will be used in the event that a shipment must change custody from CBP to PPQ. This form is not a replacement for an EAN, and it may be necessary to issue both an EAN and Chain of Custody. See **Table A-1-9** below.

**TABLE A-1-9: Determine Which Form(s) to Issue**

<table>
<thead>
<tr>
<th>If a shipment:</th>
<th>Then Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires emergency action and the shipment will change custody from CBP to PPQ</td>
<td>◆ PPQ 523 (Emergency Action Notification)</td>
</tr>
<tr>
<td></td>
<td>◆ CBP AI 523A (Chain of Custody)</td>
</tr>
<tr>
<td>Requires a precautionary/condition of entry treatment and the shipment will change custody from CBP to PPQ</td>
<td>◆ CBP AI 523A (Chain of Custody)</td>
</tr>
<tr>
<td>Must be transferred from CBP to a USDA Plant Inspection Station for inspection by PPQ</td>
<td>◆ CBP AI 523A (Chain of Custody)</td>
</tr>
</tbody>
</table>

CBP Form AI-523A will then have the following functions:

- Create a record of transfer of a shipment from the custody of CBP to the custody of PPQ for action (either treatment or destruction)
- Create a record of transfer of a shipment from the custody of CBP to the custody of a PPQ Plant Inspection Station for further inspection by PPQ

**Instructions**

Use the instructions in **Table A-1-10** for completing this form. If completing this form in conjunction with an Emergency Action Notification, use the exact information that appears on the EAN.

**TABLE A-1-10: Instructions for Completing CBP Form AI-523A**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number</td>
<td>Write the serial number from the Emergency Action Notification (PPQ Form 523) If the 523A is created and a 523 is not created, enter the reason for the transfer. For example, if the shipment is being transferred for a precautionary/condition of entry treatment, enter &quot;Precautionary.&quot; If the transfer is for inspection at a Plant Inspection Station, enter &quot;PIS.&quot;</td>
</tr>
<tr>
<td>1.</td>
<td>Enter the port location as found in the AQS system as well as the port number</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the date the CBP Form AI-523A was issued</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the name and quantity of manifested articles as described in the AQS system</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the location where the articles were inspected</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the location where the shipment is being transferred, for example, the fumigation site or destruction site</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the name and address of the shipper</td>
</tr>
</tbody>
</table>
### TABLE A-1-10: Instructions for Completing CBP Form AI-523A

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Enter the entire name of the carrier with no abbreviations.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter the shipment ID numbers and a description of the number. For example, if a user enters FRE-0293847-1 then also enter Custom’s Entry Number as a description.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the name, address, phone, and fax number of the owner/consignee.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter port of lading.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter date of arrival.</td>
</tr>
<tr>
<td>12.</td>
<td>Enter reason for transfer. This will either be “Precautionary,” “PIS,” or the reason listed in Block 12 of the accompanying EAN.</td>
</tr>
<tr>
<td>12a.</td>
<td>Enter Pest ID number if appropriate.</td>
</tr>
<tr>
<td>12b.</td>
<td>Enter date that the reason for transfer was discovered.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the country of origin of the article(s).</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the grower number.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the phytosanitary certificate information.</td>
</tr>
<tr>
<td>15a.</td>
<td>Enter the place where the foreign phytosanitary certificate was issued.</td>
</tr>
<tr>
<td>15b.</td>
<td>Enter the date the foreign phytosanitary certificate was issued.</td>
</tr>
<tr>
<td>15c.</td>
<td>Enter the Situation Room Report Number.</td>
</tr>
<tr>
<td>16.</td>
<td>Check the action that has been selected by the responsible party (broker, importer, consignee, etc.), if applicable.</td>
</tr>
<tr>
<td>17.</td>
<td>Enter the amount of time allowed before the shipment must move to the site of action.</td>
</tr>
</tbody>
</table>

**Acknowledgment of Receipt of Emergency Action Notification section**

The person accepting the form (i.e. truck driver, warehouse manager, broker, etc.) must print his/her name, sign, and date the form so that a Customs and Border Protection (CBP) Agriculture Specialist can authorize the shipment to proceed.

The CBP Agriculture Specialist will send a hard, signed copy of the completed 523A with the other documentation accompanying the shipment to the transfer site. The USDA Plant Health Specialist will sign the Chain of Custody and send it via facsimile back to the indicated CBP location. The PPQ units will fax the 523A forms back to CBP AI at the end of every shift.

---

1  This will not be used for transfer to PIS.

Keep a hard copy of the CBP Form AI-523A at the Port of Entry for three years.
### CBP Form AI-591, Notice of Alleged Violation

**DEPARTMENT OF HOMELAND SECURITY**  
U.S. Customs and Border Protection

**NOTICE OF ALLEGED VIOLATION**

<table>
<thead>
<tr>
<th>TYPE OF VIOLATOR:</th>
<th>PASSENGER</th>
<th>CREW</th>
<th>DECAL</th>
<th>SERVICE PERSONNEL</th>
</tr>
</thead>
</table>

**SECTION I — FOR USE BY DEPARTMENT OF HOMELAND SECURITY — U.S. CUSTOMS AND BORDER PROTECTION**

1. PORT LOCATION  
2. DATE ISSUED  
3. TIME ISSUED  
4. CARRIER (Name and ID)  
5. ARRIVING/DEPARTING FROM

6. REGULATION VIOLATED

7. IDENTIFICATION NUMBER

- SOCIAL SECURITY NUMBER
- DATE OF BIRTH
- PASSPORT NO./COUNTRY
- OTHER

8. NAME OF ALLEGED VIOLATOR (Last name first)

- REPEAT VIOLATOR

9. ADDRESSES (Include zip for U.S. addresses) AND TELEPHONE NO.(S)

10. MATERIAL SEIZED

- PERMANENT WHILE IN THE U.S.

- a. QUANTITY AND NAME OF ARTICLES
- b. COUNTRY OF ORIGIN

11. TYPE OF DECLARATION GIVEN DURING INITIAL INSPECTION

- WRITTEN
- ORAL

11a. GIVEN OPPORTUNITY TO AMEND

- YES
- NO

12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL (i.e., labels on material, passenger remarks). IF CASE IS FORWARDED, OFFICER’S STATEMENT MUST BE ATTACHED.

**SECTION II — (Please read Section I and Section II)**

The Plant Protection Act (7 U.S.C. 7734) and Animal Health Protection Act (7 USC 8313) authorize the imposition of civil penalties up to: 1) $1,000 for an initial violation by any individual moving regulated articles not for monetary gain; 2) $50,000 per violation for any other individual; and 3) $250,000 per violation for any other entity. However, the civil penalty may not exceed $500,000 for all violations adjudicated in a single proceeding unless the violations are willful. The Acts authorize civil penalties up to $1,000,000 for all violations adjudicated in a single proceeding if the violations are willful.

You may waive your right to a hearing on record and agree to pay a specified civil penalty in settlement of this matter by signing this agreement. If you agree to pay a specified civil penalty and do not submit payment within the designated time, the matter will be referred for collection. You may refuse to pay and request a hearing on the record; a complaint will be issued enumerating the violation(s). The civil penalty offered at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.

- I acknowledge that I have a right to a hearing on the record. I waive my right to such hearing and agree to pay the sum of $_________ within the designated time in full settlement of this matter.

- OR—

- I acknowledge that I have a right to a hearing on the record, and I do not wish to waive my right.

**SECTION III — FOR USE BY U.S. CUSTOMS AND BORDER PROTECTION**

<table>
<thead>
<tr>
<th>AMOUNT RECEIVED</th>
<th>SIGNATURE OF CASHIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

CBP Form AI-591 (04/09)

---

**FIGURE A-1.26: Example of CBP Form AI-591, Notice of Alleged Violation**
Appendix A: Completing and Distributing Forms
CBP Form AI-591, Notice of Alleged Violation

Purpose
CBP Form AI-591, Notice of Alleged Violation, is used to assess the following:

◆ Civil penalties for passengers and crew who attempt to smuggle prohibited or restricted agricultural items in their baggage after failing to declare the items
◆ Civil penalties for crew and service personnel who remove regulated articles contrary to regulations, only if service employee works for a company with no compliance agreement
◆ Civil penalties for persons who violate the commuter decal lane (DCL)

Complete this form for violators under 18 not accompanied by an adult and for foreign diplomats holding A–1 or A–2 visas even though the violation is waived for this category of violators only.

Important
You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.

Important
Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to “Treasury of the United States.” If you have any questions, contact QPAS at 301-851-2321.
**Instructions**

Use the instructions in Table A-1-11 for completing this form.

**TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Violator</td>
<td>Check the appropriate box at the top of the form. “Passenger” refers to passengers or pedestrians; “Decal” refers to the vehicle decal program on land borders (if the violation is for the decal lane (DCL), then list the decal number or other appropriate information in Block 12); “Crew” refers to persons employed by the owner of the carrier; “Service Personnel” refers to personnel servicing the carrier (caterers or garbage haulers).</td>
</tr>
<tr>
<td>Section I</td>
<td>Complete as directed below</td>
</tr>
<tr>
<td>1</td>
<td>Fill in</td>
</tr>
<tr>
<td>2</td>
<td>Enter date</td>
</tr>
<tr>
<td>3</td>
<td>Fill in</td>
</tr>
</tbody>
</table>
| 4 | ◆ Enter the name of the airline (do **not** abbreviate)  
◆ Enter the flight number of airplane |
| 5 | Enter the name of the last foreign country of departure |
| 6 | ◆ Enter the CFR(s) that the passenger has violated; be sure to cite the appropriate title, part, and subpart  
❖ Animal products—cite the title and part violated (Example: Yams, 7CFR 319.56 and 9CFR 94)  
❖ If you **do not** know the animal regulation, contact a HQ, PPQ, VMO in PPQ, VRS |
| 7 | 1. Examine available document (passport, Social Security card, birth certificate, etc.)  
2. Enter identification number (passport number/country, Social Security number, date of birth or other) |
| 8 | 1. Examine all available documents (passport, airline ticket)  
2. Fill in as complete a name as possible  
3. Check the box if the person is a repeat violator |
| 9 | 1. List the permanent address, include zip code  
2. If the permanent address is **not** in the U.S., then also list the address under the block While in the United States; include zip code |
| 10a | ◆ Enter **only** the items for which the civil penalty is being imposed (record the declared, but inadmissible items from the same inspection in the SEACATS seizure narrative)  
◆ For “quantity”, enter kilos as the unit of measure or the number of items  
◆ For “name of articles”, enter the scientific name, if known (if not known, enter the common name) |
| 10b | List the name of the country of origin (if known) |
| 11 | Check the appropriate box |
| 11a | Check the appropriate box; you can **not** assess a civil penalty if the passenger did **not** have an opportunity to amend |
| FP&F Case Number | Provide Fines, Penalties and Forfeitures (FP&F) case number that was generated in SEACATS |
### TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Use this block to explain briefly the information that is not contained in other sections of the form when one of the following applies: ◆ If the item was concealed or misrepresented, explain how ◆ If an interpreter was used to obtain the declaration or to interview, list the name and title of the interpreter ◆ If the declaration was checked “yes” in response to the agricultural question and a civil penalty is being imposed, explain why ◆ If permits accompany shipment, describe permits ◆ If CBP obtained the declaration and the amendment and found agricultural items for which you are about to issue a civil penalty, list the name or badge number of the CBP inspector and items found</td>
</tr>
<tr>
<td>13, 14, 15</td>
<td>Fill in Section II ◆ Fill in the amount of the civil penalty before you give the form to the passenger ◆ See \textit{Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty} on page 8-1-19 to determine the amount of the civil penalty ◆ See \textit{Mitigating the Spot Settlement} on page 8-1-22 for mitigation procedures ◆ If the civil penalty is for not complying with a commuter lane decal and is the first violation, then assess $500. Request suspension of lane decal for one year. However, if this is a second violation or beyond, then leave Section II blank and FORWARD the complete case file to IES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the violator:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately pays the civil penalty at the port</td>
<td>HAVE the violator check the first box, then sign and date Section II</td>
</tr>
<tr>
<td>Agrees to mail the payment within three days to IES Headquarters</td>
<td>◆ HAVE the violator check the first box, then sign and date Section II ◆ Advise the violator to mail the payment to IES Headquarters ◆ Fill out and give the violator one of the \textit{APHIS Prepared Letters of Instruction for Mail-In Payment of Civil Penalty} on page 0-1-1</td>
</tr>
<tr>
<td>Refuses to pay the civil penalty</td>
<td>◆ HAVE the violator check the second box, then sign and date Section II ◆ See \textit{Refusal to Pay the Civil Penalty} on page 8-1-23</td>
</tr>
</tbody>
</table>

| Section III | 1. Tell violator to take CBP Form AI-591 to CBP cashier and pay the civil penalty 2. CBP cashier will complete this section (fill in the amount of money received, sign, and date the form) |

---
### Distribution

Use **Table A-1-12** for distribution of CBP Form AI-591.

**TABLE A-1-12: Distribution of CBP Form AI-591, Notice of Alleged Violation**

<table>
<thead>
<tr>
<th>If the violator:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately pays the civil penalty at the port:</td>
<td>◆ KEEP Part 1 for port files</td>
</tr>
<tr>
<td></td>
<td>◆ GIVE Part 2 to the violator</td>
</tr>
<tr>
<td></td>
<td>◆ GIVE Part 3 to CBP Cashier</td>
</tr>
<tr>
<td>Agrees to mail the payment within three days to IES</td>
<td>◆ SEND Part 1 and all other related documents (Officer’s and Violator’s Statements, copy of Customs Declaration, and any other evidence) to the following address:</td>
</tr>
<tr>
<td>Headquarters:</td>
<td>USDA-APHIS-IES</td>
</tr>
<tr>
<td></td>
<td>4700 River Road, Unit 85</td>
</tr>
<tr>
<td></td>
<td>Riverdale, MD 20737</td>
</tr>
<tr>
<td></td>
<td>Phone 301-851-2948</td>
</tr>
<tr>
<td></td>
<td>◆ GIVE Part 2 to the violator</td>
</tr>
<tr>
<td></td>
<td>◆ KEEP Part 3 for port files</td>
</tr>
<tr>
<td>Refuses to pay the civil penalty:</td>
<td>◆ SEND Part 1 and all other related documents (Officer’s and Violator’s Statements, copy of Customs Declaration, and any other evidence) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948</td>
</tr>
<tr>
<td></td>
<td>◆ GIVE Part 2 to the violator</td>
</tr>
<tr>
<td></td>
<td>◆ KEEP Part 3 for port files</td>
</tr>
</tbody>
</table>
CBP Form AI-592, Notice of Violation

<table>
<thead>
<tr>
<th>TYPE OF VIOLATION:</th>
<th>1. PPQ LOCATION</th>
<th>2. DATE ISSUED</th>
<th>3. CARRIER (Name and ID)</th>
<th>4. DATE OF ARRIVAL</th>
<th>5. TIME OF ARRIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. ARRIVING FROM (List all previous ports)</th>
<th>7. DATE VIOLATION DISCOVERED</th>
<th>8. TIME VIOLATION DISCOVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. NAME, ADDRESS, AND TAX ID NO. OF OWNER/OPERATOR (last name first)</th>
<th>10. NAME, ADDRESS, AND TAX ID NO. OF AGENT HANDLING CARRIER AT PORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GARBAGE OBSERVED BEING DUMPED INTO HARBOR OR INLAND WATERWAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARBAGE DISPOSED OF IN AN UNAUTHORIZED MANNER (describe in remarks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARBAGE REMOVED FROM CARRIER WITHOUT AUTHORIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARBAGE FOUND ON VESSEL WAS NOT PROPERLY SAFEGUARDED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INADEQUATE NOTIFICATION OF ARRIVAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNAUTHORIZED BREAKING OF AHIS SEALS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS (If case is forwarded, officer's statement must be attached.)

<table>
<thead>
<tr>
<th>12. SIGNATURE OF OFFICER</th>
<th>13. BADGE NO.</th>
<th>14. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION II — If you agree to waive hearing and pay the penalty, sign and date below.

The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding $250,000 against any individual who violates the Plant Protection Act and any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding $5,000 against any person, company, or corporation who knowingly violates the provisions of the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on record.

You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter a this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.

I acknowledge that I have an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of $ ______________________.

Pay by postal money order or Company or certified check drawn ONLY on a U.S. bank, payable to U.S. Treasury, at the office show in Section III. Payment must be made by 3:00p.m. of the third business day after signing this notice.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION III — FOR USE BY RECEIVING OFFICE

ADDRESS OF RECEIVING OFFICE

<table>
<thead>
<tr>
<th>AMOUNT OF CHECK</th>
<th>SIGNATURE OF OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION IV — ACKNOWLEDGEMENT OF RECEIPT OF FORM (If section II is not signed)

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CBP Form AI-592 (09/05)

FIGURE A-1.27: Example of CBP Form AI-592, Notice of Violation
Purpose
CBP Form AI-592 is used to issue spot settlements and document the following:

◆ Garbage violations (foreign) on carriers
◆ Improper breaking of CBP seals
◆ Failing to provide advance notification of arrival of carriers (aircraft, railroad cars (railcars), and vessels) when advance notification is required
◆ Unauthorized breaking of APHIS/DHS seals on vessel stores, galleys, and cargo (except meats and animal products and by-products)

This is the only form to use for issuing spot settlements in the instances listed above. A civil penalty is initiated when the form is filled in and may be finalized (if penalty is paid) with this single document.

Instructions
Use a pen with blue or black ink to complete the form on a hard surface, pressing firmly to assure information will transfer to all copies. Follow the instructions in Table A-1-13.
### TABLE A-1.13: Instructions for Completing CBP Form AI-592, Notice of Violation

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Type of Violation | Check appropriate box at the top of the form  
◆ Garbage refers to garbage regulated by CBP and/or APHIS; see [Glossary](#) for definition |
| 1 | Fill in city and State or city and country of port |
| 2 | Fill in the date the form was issued |
| 3 | Fill in the name of carrier and identification information  
◆ Vessels—include flag of registry (use the abbreviation list in [Appendix F](#)), type, and name; use three-letter country code  
◆ Aircraft—enter the flight number  
◆ Railroad cars—enter the railroad car number |
| 4 | Enter date of carrier arrival |
| 5 | Enter docking time for vessels  
◆ Enter block time for aircraft |
| 6 | Fill in the name of the last foreign port  
◆ List all previous coastwise (U.S.) ports |
| 7 | Enter the date the violation was discovered |
| 8 | Enter the time the violation was discovered |
| 9 | Fill in the name (last name first) of the owner/operator (specify)  
◆ List the address (may be foreign) of the owner/operator  
◆ List the Tax ID number of the owner or operator (specify)  
Vessels—Customs Form 1300, Masters Oath, lists the name and address of the owner and operator  
Customs Form 1301, General Declaration, lists the name and address of the agent  
◆ If the violation is breaking seals on cargo, then enter name and address of the cargo owner or importer (specify) |
| 10 | Fill in the name, address, and Tax ID number of the agent handling clearance formalities at port |
| 11 | Check all blocks that apply to the violation  
◆ Describe conditions **not** adequately expressed by one or more of the printed statements under Remarks |
| Remarks | Fill in information as to how you determined a garbage violation occurred, e.g., orange peels were found scattered on the deck and in uncovered garbage containers  
◆ **Never** use the Remarks section for the Officer’s Statement  
◆ Attach the Officer’s Statement when violation is sent to Riverdale  
◆ Identify that off-loaded garbage came off a particular vessel or aircraft  
◆ Collect any evidence that shows that the garbage did originate from that vessel or aircraft (any document associated with the garbage showing the carrier’s name or line, i.e., napkins, entertainment schedule) |
### TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Sign the form</td>
</tr>
<tr>
<td>13</td>
<td>Enter your badge number</td>
</tr>
<tr>
<td>14</td>
<td>Fill in the date</td>
</tr>
</tbody>
</table>

#### Section II
1. See *Inspecting the Aircraft* on page 3-2-3, *Determining if a Vessel Requires Boarding on Arrival* on page 3-3-4, and *Assessing Civil Penalties* on page 8-1-7, to determine if you should assess the spot settlement or if you must forward the form to IES for assessment
2. If you should assess a spot settlement, then enter the amount specified in the sections above
3. Have the captain, owner, agent, or representative sign Section II and ask the signer to fill in his or her title and the date
4. If the violator signs Section II and pays the spot settlement, then continue to Section III of this table
5. If the violator refuses to sign Section II, then go to Section IV of this table
6. Go to *Distribution* on page A-1-65

#### Section III
*Receiving office/CBP Officer completes at time violator pays civil penalty*
1. Accept the funds to settle the civil penalty (accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to “Treasury of the United States”)
2. Enter the address of the receiving office, the check amount, and the date
3. Sign Section III
4. Complete *APHIS Form 94, Record of Public Funds Received* (see also *Instructions* on page A-1-8 and *Distribution* on page A-1-9)
5. GO TO *Distribution* on page A-1-65

#### Section IV
1. a. Have the violator who refuses to pay the penalty acknowledge receipt of the form by signing Section IV, and ask the signer to fill in his or her title and date to acknowledge receipt of the form, or
   b. Have a repeat violator sign here to acknowledge
2. Allow the owner, operator, or representative to write a statement of explanation
3. If the violator pays the penalty within 3 work days, then go to Section III of this table
4. GO TO *Distribution* on page A-1-65
## Distribution

Use **Table A-1-14** for distribution of CBP Form AI-592.

### TABLE A-1-14: Distribution of CBP Form AI-592, Notice of Violation

<table>
<thead>
<tr>
<th>If the violator:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Signs Section II or Section IV | Pays the penalty within 3 work days | ◆ ENSURE that the title and date blocks are filled in  
◆ GIVE Part 1 to the person **paying** the penalty (at the time of paying)  
◆ KEEP Part 2 for the port files  
◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing) |
| Fails to pay the penalty within 3 work days | | ◆ ENSURE that the title and date blocks are filled in  
◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator’s and Officer’s Statements) to the following address:  
USDA-APHIS-IES  
4700 River Road, Unit 85  
Riverdale, MD 20737  
Phone 301-851-2948  
◆ KEEP Part 2 for the port files  
◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing) |
| Refuses to sign either Section II or Section IV | | ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator’s and Officer’s Statements) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301-851-2948  
◆ KEEP Parts 2 and 3 for the port files |

1 If the penalty is **not** paid on the vessel, send or fax a copy of the violation to the vessel’s agent.

---

**Important**

For any vessel with a new garbage violation continuing to another U.S. port, alert that port of the vessel’s recent violation. Additionally, CBP-APL needs to have the vessel information for tracking the garbage violators.
## CBP Form AI-625, Sealing Report/Authorization to Proceed

**DEPARTMENT OF HOMELAND SECURITY**  
**U.S. Customs and Border Protection**  

**SEALING REPORT / AUTHORIZATION TO PROCEED**

<table>
<thead>
<tr>
<th>VESSEL NAME:</th>
<th>DESTINATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PORT OF ARRIVAL:</td>
<td>DATE OF ARRIVAL:</td>
</tr>
</tbody>
</table>

**AGRICULTURE SPECIALIST**  

<table>
<thead>
<tr>
<th>NAME:</th>
<th>BADGE NO.</th>
<th>DATE &amp; TIME OPENED:</th>
<th>PHONE NUMBER:</th>
<th>FAX NUMBER:</th>
</tr>
</thead>
</table>

**BILL OF LADING | AMOUNT | COMMODITY**

**COUNTRY OF ORIGIN: | REFRIG. WAREHOUSE |**

**PORT OF LADING:**  

**CONTAINER/TRAILER NO./AWB NO.**

**TOTAL DELIVERED:**  

**DATE OF INTERCEPTION:**  

**REMARKS:**

**SEAL NUMBER:**  

**APHIS**  

**CBP**  

**URGENT NUMBER:**

**DATE SEALED:**  

**DATE CONFIRMED:**

**TIME SEALED:**  

**IDENTIFIED AS:**

**SHIPPER:**  

**TRUCKING COMPANY:**

**CONSIGNEE:**  

**DRIVER'S PRINTED NAME AND SIGNATURE:**

**BROKER:**  

**CAUTION HOLD - SHIPMENT AUTHORIZED TO:**

**VERIFICATION OF RECEIPT OF CARGO - FAX BACK NUMBER:**

**AGRICULTURE SPECIALIST NAME (PRINTED):**

**BADGE NO.:**

**AGRICULTURE SPECIALIST SIGNATURE:**

**DATE:**

---

**FIGURE A-1-28: Example of CBP Form AI-625, Sealing Report/Authorization to Proceed**
Appendix A: Completing and Distributing Forms
CBP Form AI-625, Sealing Report/Authorization to Proceed

Purpose
CBP Form AI-625 is used to record a Sealing Report or a shipment that has been authorized to move to another location.

Instructions
To complete this form, follow the instructions in Table A-1-15 on page A-1-67. Print or type the information.

TABLE A-1-15: Instructions for Completing CBP Form AI-625, Sealing Report/Authorization to Proceed

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Name, Destination, Port of Arrival, Date of Arrival, Agriculture Specialist Name, Agriculture Specialist Badge Number, Date &amp; Time Opened</td>
<td>Fill in</td>
</tr>
<tr>
<td>Phone number, Fax number</td>
<td>Fill in numbers where Agriculture Specialist can be reached</td>
</tr>
<tr>
<td>Bill of Lading, Amount, Commodity, Country of Origin, Port of Lading</td>
<td>Fill in</td>
</tr>
<tr>
<td>Refrigerated Warehouse</td>
<td>Check box if yes</td>
</tr>
<tr>
<td>Container/Trailer No./AWB No.</td>
<td>Fill in</td>
</tr>
<tr>
<td>Total Delivered</td>
<td>Enter the total (of shipment) delivered</td>
</tr>
<tr>
<td>Date of Interception</td>
<td>Fill in</td>
</tr>
<tr>
<td>Seal Number</td>
<td>Check type of seal and enter number</td>
</tr>
<tr>
<td>Urgent number</td>
<td>Fill in</td>
</tr>
<tr>
<td>Date Sealed, Time Sealed</td>
<td>Enter date and time the Agriculture Specialist sealed the shipment</td>
</tr>
<tr>
<td>Date Confirmed</td>
<td>Enter date interception was confirmed</td>
</tr>
<tr>
<td>Identified As</td>
<td>Enter the pest’s identification</td>
</tr>
<tr>
<td>Remarks, Shipper, Trucking Company, Consignee, Driver’s Printed Name and Signature, Broker, Caution Hold - Shipment Authorized to, Verification of Receipt of Cargo, Agriculture Specialist Name, Agriculture Specialist Badge Number, Agriculture Specialist Signature, Date</td>
<td>Fill in</td>
</tr>
</tbody>
</table>
CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

<table>
<thead>
<tr>
<th>Section A: DHS / CBP / AI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>1A. Port Shipment ID(s):</td>
</tr>
<tr>
<td>2A. Country of Origin</td>
</tr>
<tr>
<td>3A. Meat Certificate Number(s)</td>
</tr>
<tr>
<td>4A. Species</td>
</tr>
<tr>
<td>5A. PJT for FMD required at Rapid Defrost Facility?</td>
</tr>
<tr>
<td>6A. Container of Cooked meat requiring Pink Juice Test</td>
</tr>
<tr>
<td>7A. Product to be transferred to the following FSIS I-House (identified by Importer/Broker):</td>
</tr>
<tr>
<td>Name of I-House</td>
</tr>
<tr>
<td>I-House Establishment Number</td>
</tr>
</tbody>
</table>

**NOTE:** Fill out bottom portion ONLY for shipments requiring PJT or for shipments eligible for MIT testing and return entire page to DHS, CBP, AI above.

**NOTE:** Only APHIS approved Rapid-Defrost Facilities are eligible to conduct the Pink Juice Test (PJT). Not all Food Safety Inspection Services (FSIS) I-Houses are Rapid-Defrost Facilities; refer to Foreign Origin Ruminant Meats and Meat Products Section in the Animal Product Manual. Products not from FMD affect countries are not required to go to a Rapid-Defrost Facility but must be forwarded to a FSIS I-House.

<table>
<thead>
<tr>
<th>Section B: USDA / FSIS / IID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill out bottom portion ONLY for shipments requiring PJT or for shipments eligible for MIT testing and return entire page to DHS, CBP, AI above.</td>
</tr>
<tr>
<td>Today's Date:</td>
</tr>
<tr>
<td>1B. The shipment was received intact (as specified above):</td>
</tr>
<tr>
<td>2B. Is the meat boneless?</td>
</tr>
<tr>
<td>3B. PJT performed?</td>
</tr>
<tr>
<td>4B. If test was performed:</td>
</tr>
<tr>
<td>5B. Were samples selected for MIT testing?</td>
</tr>
<tr>
<td>6B. FSIS Disposition</td>
</tr>
<tr>
<td>7B. FSIS Inspector:</td>
</tr>
</tbody>
</table>

CBP Form AI-629 (06/06)

FIGURE A-1-29: Example of CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries
Appendix A: Completing and Distributing Forms
CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

Purpose
CBP Form AI-629 is used to notify the United States Department of Agriculture, Food Safety and Inspection Service (USDA-FSIS) on a shipment of perishable cooked ruminant or cooked swine meat from restricted countries at a port of entry.

Instructions

Section A

DHS/CBP/AI fills out this part of the form.

<table>
<thead>
<tr>
<th>TABLE A-1-16: Instructions for Completing CBP Form AI-629</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Block</strong></td>
</tr>
<tr>
<td>Date Issued, Port of Arrival, Phone and Fax Numbers of the Port of Arrival</td>
</tr>
<tr>
<td>1A, 2A, 3A</td>
</tr>
<tr>
<td>4A, 5A</td>
</tr>
<tr>
<td>6A</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7A</td>
</tr>
<tr>
<td>8A</td>
</tr>
</tbody>
</table>

After completion, e-mail the form to the appropriate FSIS-IID address as listed below:

1. Outlook:\Public Folders\All Public Folders\OIA\IID\Detroit Region
2. Outlook:\Public Folders\All Public Folders\OIA\IID\Los Angeles Region
3. Outlook:\Public Folders\All Public Folders\OIA\IID\Miami Region
4. Outlook:\Public Folders\All Public Folders\OIA\IID\Philadelphia Region

Section B

FSIS-IID fills out blocks 1B through 7B and returns the form to CBP-AI via facsimile or e-mail.

It is mandatory to use on-line communication as the transmittal medium.

Keep a hard copy of this form at the POE for 3 years.
Appendix A: Completing and Distributing Forms
PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

FIGURE A-1-30: Example of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment
Appendix A: Completing and Distributing Forms
PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

Purpose
PPQ Form 203 verifies that PPQ has precleared the commodity it accompanies (either through inspection or treatment) at the foreign site.

Instructions
The Agriculture Specialist at Port of Entry (POE) examines this form when a precleared commodity arrives at your port.

The APHIS officer completes this form at the foreign site where the commodity is inspected or treated. The form may either be handwritten in ink or typed. Use Table A-1-17 to decide what paperwork should be presented upon the arrival of a precleared commodity.

**TABLE A-1-17: Determine Paperwork to Be Presented upon Arrival of a Precleared Commodity**

<table>
<thead>
<tr>
<th>If arriving from:</th>
<th>And by:</th>
<th>Then the exporter or the exporter's agent must provide the following paperwork:</th>
</tr>
</thead>
</table>
| Australia, Japan, Korea, or the Republic of South Africa | | ◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity, or a copy of the master PPQ Form 203 for the commodity  
◆ An original phytosanitary certificate that specifies the number of units shipped or the number of units remaining in cold storage from the master 203 |
| Chile¹ | Vessel | ◆ Original Chilean Phytosanitary Certificate  
◆ E-mail notification of the cargo on board and its status from the IS Region II office to the POE |
| | | **NOTE:** No PPQ Form 203 will accompany the commodity |
| India or Thailand | | ◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity  
◆ Original Indian or Thailand Phytosanitary Certificate |
| New Zealand | | ◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity, or a copy of the master PPQ Form 203 for the commodity  
◆ Original New Zealand Ministry of Agriculture forms specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203, Final Balances-Balance Sheet for USA-Passed Product in Coolstore and Details of Loading Certificate |
| Other than a country listed above¹ | | ◆ Original (yellow or white) PPQ Form 203 (includes locally produced forms) for the commodity |

¹ Commodities may be treated in Chile, then moved to Argentina by truck or air. Commodities may also be treated in Argentina or Uruguay, then moved to the other country to be shipped to the U.S. The PPQ Form 203 will show that the commodity was treated in one country and exported from another.
Appendix A: Completing and Distributing Forms
PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

Verify that any seals listed on the form are still intact. Also, confirm that the information and conditions described on the form agree with the cargo manifest, invoice, or other CBP entry documents. Contact QPAS at 301-851-2312 if any of the following occurs:

- PPQ Form 203 is missing
- Seals are broken
- Information on the PPQ Form 203 does not match the entry documents

Important
Refer to your Plant Import: Nonpropagative Volume of Manuals for the commodity being shipped. The commodity may be undergoing in-transit cold treatment. If it is, you need to ensure that the commodity meets the time and temperature requirements.

Instructions for Issuing Officer
The APHIS Issuing Officer will complete PPQ Form 203, as follows:

1. Type the form or write in ink.
2. Number the certificate using the numbering system assigned by the Area Office with responsibility for the program.
3. If the commodity was treated, mark the form with the plant’s approved stamp.
4. Fill in the remaining, self-explanatory information.

Distribution
Issuing Officer
The APHIS Issuing Officer will distribute PPQ Form 203 using Table A-1-18 as a guide.

TABLE A-1-18: Distribution of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original and first copy</td>
<td>GIVE to the exporter (the original must be presented at the first POE)</td>
</tr>
<tr>
<td>Copy</td>
<td>SEND to the Area Office, IS, with responsibility for the program</td>
</tr>
<tr>
<td>Copy</td>
<td>RETAIN by the certifying APHIS officer</td>
</tr>
<tr>
<td>Copy (through the office of cooperator)(^1)</td>
<td>FAX a copy to the U.S. Port of Arrival</td>
</tr>
<tr>
<td>Copy</td>
<td>ATTACH to trip report</td>
</tr>
</tbody>
</table>

\(^1\) This does not apply to all programs. Check the technical packet or with the IS Field Office in Charge.

Agriculture Specialist
The CBP Officer at the first POE will retain the original PPQ Form 203 and all accompanying documents.
**PPQ Form 213, Airplane Inspection Record**

![Example of PPQ Form 213, Airplane Inspection Record](image)

**FIGURE A-1-31: Example of PPQ Form 213, Airplane Inspection Record**
Appendix A: Completing and Distributing Forms

PPQ Form 213, Airplane Inspection Record

Purpose
PPQ Form 213 is designed to be used to record information associated with air traffic. The form is a worksheet for local port use.

Instructions
Since PPQ Form 213 is a worksheet for port use, follow any modifications in completing the form that are required by local needs. You can find some of the information needed to complete this form on the Customs General Declaration. Information concerning referrals and seizures can be obtained from CBP Agriculture Specialists responsible for clearing the flight. Complete this form after the aircraft, passengers, and crew are cleared. See instructions in Table A-1-19.

Table A-1-19: Instructions for Completing PPQ Form 213, Airplane Inspection Record

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport</td>
<td>Fill in</td>
</tr>
<tr>
<td>Location</td>
<td>Fill in</td>
</tr>
<tr>
<td>Date</td>
<td>Fill in</td>
</tr>
<tr>
<td>Block Time</td>
<td>• Enter arrival time</td>
</tr>
<tr>
<td></td>
<td>• Include time passenger inspection was completed (if required)</td>
</tr>
<tr>
<td>Plane</td>
<td>Fill in the country of registry, plane number, and flight number as needed</td>
</tr>
<tr>
<td>From</td>
<td>• Fill in where the flight is coming from (last departure location)</td>
</tr>
<tr>
<td></td>
<td>• “From” may be changed to “To” for preflight inspections; include U.S. ports</td>
</tr>
<tr>
<td></td>
<td>where partial clearance occurred</td>
</tr>
<tr>
<td>Number</td>
<td>NOTE: This section does not need to be completed if it is local practice to</td>
</tr>
<tr>
<td></td>
<td>obtain periodic figures from Customs</td>
</tr>
<tr>
<td>PAX</td>
<td>Enter the number of passengers on the flight</td>
</tr>
<tr>
<td>BAGG</td>
<td>Enter the number of bags</td>
</tr>
<tr>
<td>Inspections</td>
<td>TOTALS—Enter the total number of passenger inspections conducted on the flight</td>
</tr>
<tr>
<td>POS</td>
<td>Enter the total number of inspections that resulted in seizures of prohibited</td>
</tr>
<tr>
<td></td>
<td>or restricted agricultural products</td>
</tr>
<tr>
<td>Shoes C&amp;D</td>
<td>Enter the number of pairs of shoes cleaned and disinfected from the flight</td>
</tr>
</tbody>
</table>
### TABLE A-1-19: Instructions for Completing PPQ Form 213, Airplane Inspection Record (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seizures</td>
<td>P—Enter the total number of plant seizures (each kind of fruit or plant material seized counts as a separate plant seizure per inspection)</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong> 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant material seizures)</td>
</tr>
<tr>
<td></td>
<td>A—Enter the total number of classes of animal seizures (each animal class counts as a separate animal seizure per inspection)</td>
</tr>
<tr>
<td></td>
<td>WGT—Enter the total weight (in kilos) of the animal products seized</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong> 10 ham (swine) sandwiches @ 2 kilos (swine) and 4 hamburgers (ruminant) count @ 1 kilo count as 2 animal seizures at 3 kilos</td>
</tr>
<tr>
<td>QTRS</td>
<td>◆ Enter the number of animal and plant seizures made in quarters/cabin (each animal class counts as a separate animal seizure per seat and each kind of fruit or plant material seized counts as a separate seizure per seat)</td>
</tr>
<tr>
<td></td>
<td>◆ Draw a line to divide the box in two when you have both plant and animal seizures to separate the entries</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong> 5 limes taken from 2 seats and 1 apple taken from 1 seat count as 3 seizures</td>
</tr>
<tr>
<td></td>
<td>2 ham (swine) sandwiches taken from 2 seats and 1 hamburger (ruminant) taken from 1 seat count as 3 seizures</td>
</tr>
<tr>
<td></td>
<td>So you would enter 3 animal products and 1 plant material</td>
</tr>
<tr>
<td>Stores</td>
<td>P—Enter the total number of kinds of plant material seized in stores/galley</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong> 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant materials)</td>
</tr>
<tr>
<td></td>
<td>A—Enter the total number of animal products seized in stores</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong> 10 ham sandwiches (swine) and 4 hamburgers (ruminant) count as 2 animal products seized</td>
</tr>
<tr>
<td></td>
<td>WGT—Enter the total weight (kilos) of the animal products seized</td>
</tr>
<tr>
<td>Optional Use and Remarks</td>
<td>Fill in any appropriate remarks (e.g., hitchhiking pests found in baggage hold—treated using T409 and released)</td>
</tr>
<tr>
<td>Inspector</td>
<td>PL—Fill in the initials of the officer clearing the aircraft</td>
</tr>
<tr>
<td>Totals</td>
<td>Total columns</td>
</tr>
<tr>
<td>Remarks</td>
<td>Fill in if needed</td>
</tr>
</tbody>
</table>
Distribution
Since PPQ Form 213 is a local worksheet, there is no distribution outside the port.

Important
The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.
## PPQ Form 250, Aircraft Clearance or Safeguard Order

<table>
<thead>
<tr>
<th>U.S. DEPARTMENT OF AGRICULTURE</th>
<th>FORM APPROVED - OMB NO. 0579-0094</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</td>
<td></td>
</tr>
<tr>
<td>PLANT PROTECTION AND QUARANTINE</td>
<td></td>
</tr>
<tr>
<td>AIRCRAFT CLEARANCE OR SAFEGUARD ORDER</td>
<td></td>
</tr>
<tr>
<td>1. AIRCRAFT NO.</td>
<td>2. TRIP/FLIGHT NO.</td>
</tr>
<tr>
<td>N5879</td>
<td>V92</td>
</tr>
<tr>
<td>4. FOREIGN ORIGIN (When applicable)</td>
<td>5. PLACE OF DEPARTURE (U.S.)</td>
</tr>
<tr>
<td>Spain</td>
<td>McGuire AFB, NJ</td>
</tr>
</tbody>
</table>

**THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND**

7. [ ] COMPLETELY CLEARED (Including all baggage, personal effects, stores, garbage and cargo.)

8. [X] PARTIALLY CLEARED (Exceptions and safeguard conditions noted in Item 11 below.)

9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER

10. DATE 2/10/02

11. EXCEPTIONS AND SAFEGUARD CONDITIONS

1. Foreign garbage to be removed and properly disposed of on arrival at Edwards AFB

Cabbage removed and incinerated

2. Cargo subject to agriculture inspection after discharge

Cargo inspected and released

12. SIGNATURE OF AIRCRAFT COMMANDER

13. DATE 2/10/02

14. FINAL DISPOSITION ACTION

AFTER FINAL DISPOSITION ACTION RETURN TO:

17. NAME AND ADDRESS OF ORIGINATING OFFICE

USDA-APHIS-PPQ

Box 1215

McGuire AFB, NJ 07039

PPQ FORM 250 (NOV 91) *Previous editions may be used.*


**FIGURE A-1-32: Example of PPQ Form 250, Aircraft Clearance or Safeguard Order**

### Purpose

PPQ uses PPQ Form 250 for flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, or a foreign airbase or airport for foreign site preclearance.

For foreign flights that are partially cleared by CBP, CBP uses **CBP Form AI-250, Aircraft Clearance or Safeguard Order** on page A-1-38.
Appendix A: Completing and Distributing Forms

PPQ Form 250, Aircraft Clearance or Safeguard Order

Instructions

You need to complete an original of PPQ Form 250 when it is issued as a preclearance certificate to the aircraft commander or representative when departing from Hawaii, Puerto Rico, the U.S. Virgin Islands\(^3\); a foreign airbase in the case of certain military airlifts; and certain foreign commercial preclearance sites to indicate that agriculture preclearance has been completed. See Table A-1-20 for instructions.

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Fill in</td>
</tr>
<tr>
<td>7</td>
<td>Check <em>Completely Cleared</em> block</td>
</tr>
<tr>
<td>8</td>
<td>Leave blank</td>
</tr>
<tr>
<td>9</td>
<td>Sign</td>
</tr>
<tr>
<td>10</td>
<td>Leave blank</td>
</tr>
<tr>
<td>11-16</td>
<td>Leave blank</td>
</tr>
<tr>
<td>17</td>
<td>Fill In</td>
</tr>
</tbody>
</table>

Distribution

Instruct the aircraft commander to deliver PPQ Form 250 to the airline operations office, Air Base Operations Office, CBP Agriculture Specialist or PPQ officer as appropriate.

\(^3\) CBP is not responsible for agriculture inspection of carriers moving interstate.
### PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

#### FIGURE A-1-33: Example of PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>During the previous quarter was PPQ at the airport instilled immediately when a spill or leak occurred with the sterilizer or incinerator?</td>
</tr>
<tr>
<td>2.</td>
<td>Sterilization cycle such that it will assure garbage is held at 212°F (100°C) internal temperature or higher for 30 minutes. In the case of an incinerator, the garbage is reduced to ash.</td>
</tr>
<tr>
<td>3.</td>
<td>A thermostatic probe is available for determination of an adequate sterilizer temperature cycle.</td>
</tr>
<tr>
<td>4.</td>
<td>Heating cycle verification is supervised by PPQ 2 times per year.</td>
</tr>
<tr>
<td>5.</td>
<td>Recalibration of recording thermometer is done a minimum of twice per year.</td>
</tr>
<tr>
<td>6.</td>
<td>Recording charts for time and temperature are initiated and called by the operator for each batch and signed by a supervisor personnel of the concern.</td>
</tr>
<tr>
<td>7.</td>
<td>Recording charts are available to USDA APHS inspector.</td>
</tr>
<tr>
<td>8.</td>
<td>Recording charts are retained for 6 months by the establishment.</td>
</tr>
<tr>
<td>9.</td>
<td>The sterilizer/incinerator and area around the sterilizer/incinerator are clean and free of garbage.</td>
</tr>
<tr>
<td>10.</td>
<td>Sterilizer drain is cleaned between each batch (cycle).</td>
</tr>
<tr>
<td>11.</td>
<td>All regulated garbage is removed from the aircraft in covered leakproof containers.</td>
</tr>
<tr>
<td>12.</td>
<td>Aircraft galley equipment identified as foreign origin prior to removal from the truck or immediately on removal from aircraft, as applicable.</td>
</tr>
<tr>
<td>13.</td>
<td>Sterilization or incineration is done daily.</td>
</tr>
<tr>
<td>14.</td>
<td>Outside holding of uncleaned aircraft galley equipment (trays, silverware, plates, etc.) is in closed containers.</td>
</tr>
</tbody>
</table>

#### REMARKS: If more space is needed continue on reverse.
PPQ280 is now part of the AQAS database. The paper form is obsolete.

**Purpose**

PPQ280 is used to track the disposition of plants and plant products into and out of the United States. It is used to identify import problems with specific plant products and track trends that exist with respect to specific plant imports. PPQ280 data are probably used more than any other data collected. Listed below are examples of how PPQ280 data are used and who uses the data.

✦ When a quarantine pest is found on an enterable item, the Pest Risk Analysis unit needs to know where and how much of that commodity came in.

✦ PPQ280 data support the Border Cargo Release and the National Cargo Release programs. These data are critical for risk analysis.

✦ PPQ280 data support the Cargo AQIM program. Target fruits and vegetables are selected using PPQ280 data.

✦ PPQ280 data are provided to support the North American Free Trade Agreement (NAFTA) requirements.

✦ When a regulation is proposed that affects Quarantine 56, an economic risk analysis is needed. That information comes from the PPQ280 data.

✦ State, local authorities, universities, and APHIS contractors doing risk analysis use PPQ280 data.

✦ Other country authorities may request import information. This information may come from the PPQ280 reports.

✦ Congressional inquiries may require that PPQ report on the import of commodities.

✦ Legal entities and the general public file requests through the Freedom of Information Act (FOIA) requesting import information from the PPQ280 database.

✦ Program Policy and Development staff uses PPQ280 data to support program initiatives.

✦ Since the Harmonized Tariff System (HTS) codes lump commodities, PPQ280 data provide the only source of import data for a selected number of commodities.

✦ Other government agencies such as the Foreign Agriculture Service or the Economic Research Service request PPQ280 data.

✦ PPQ280 data are provided to the Deputy Administrator as requested.
Appendix A: Completing and Distributing Forms

Refer to Table A-1-21 to determine which commodities to report and which not to report on PPQ280.

### TABLE A-1-21: Reporting Requirements for PPQ280

<table>
<thead>
<tr>
<th>Commodities to Report</th>
<th>Do Not Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Fresh fruits &amp; frozen fruits and vegetables</td>
<td>◆ Dried fruits, vegetable, and herbs used for consumption</td>
</tr>
<tr>
<td>◆ Fresh cut flowers</td>
<td>◆ Flower or vegetable seeds used for consumption</td>
</tr>
<tr>
<td>◆ Propagative plant materials not forwarded to a plant inspection station</td>
<td>◆ Propagative plant materials forwarded to a plant inspection station</td>
</tr>
<tr>
<td>◆ Prohibited plant products</td>
<td>◆ Processed wood products such as Plywood and veneer except for CITES</td>
</tr>
<tr>
<td>◆ Cotton/Cotton Products</td>
<td>◆ Preserved or processed fruits or vegetables (i.e. jars of fruit salad)</td>
</tr>
<tr>
<td>◆ Lumber, Logs, Wood Chips, and CITES Plywood, Veneers, and products made from CITES woods</td>
<td>◆ Fruit juices or purees</td>
</tr>
<tr>
<td>◆ CITES plants and plant products</td>
<td>◆ Animal products</td>
</tr>
</tbody>
</table>

The PPQ280 does not include reports of soil, machinery, dunnage, bagging or other non-plant related products that may be contaminated with soil and/or infested with pests. These reports are taken from other databases such as the EAN (Emergency Action Notification) and PIN 309 databases.

### Instructions

1. Commodity types that can be selected:
   
   **A.** Fresh fruits and vegetables - FV
   
   **B.** Fresh cut flowers - CF
   
   **C.** Propagative material - PM
   
   **D.** Cotton/Cotton Products - CT
   
   **E.** Logs/firewood - LO
   
   **F.** Lumber - LU
   
   **G.** Wood chips – WC

2. For fruit and vegetables use the BOLD term found in the Fruit and Vegetable Glossary or Vegetable Guide. **Do not** use broad terms such as *Brassica*, but break down to the individual fruit or vegetable such as broccoli. The System Administrator must be contacted to add names to the pick list.


5. Report propagative material types as follows:
   A. Bonsai
   B. Bulbs, Corms, Rhizomes
   C. Nonpermit Seed
   D. Other Propagative Material – Permit Required
   E. Permit Seed

6. Record lumber and logs using the genus names. If the product is a CITES lumber or log, select the genus and species name.

7. Listed under lumbers, you will report CITES plywood, veneer, and other manufactured products such as *Gonystylus* sp., plywood, *Gonystylus* sp., veneer, and *Gonystylus* sp., other manufactured.

8. We no longer use the MC code to report miscellaneous products.

**Units of Measure**

1. Report FV in kilograms.
3. Report PM in kilograms and plant units.
4. Report CT in kilograms and metric tons.
5. Report LU in cubic meters. Report LU-CITES plywood and veneers in square meters. Report other manufactured, such as dowels, moldings, music instruments, etc., in kilograms.

Use only whole numbers, rounding up or down. **Do not use commas.** Report PM in decimals for small amounts, such as .001 kilograms.

**Condition of Product**

1. Fresh
2. Frozen

**Number of shipments**

This refers to how many times a given commodity was presented for entry. Each commodity in a mixed shipment of produce would be counted individually. Do not confuse the unit of inspection (i.e. bill of lading, airway bill, entry, or truck manifest entry) with the “# of shipments/entries”. For example, a truck manifest may have seven commodities on it. This would be one regulated inspection with a total of seven shipments, one for each commodity.

**Remarks**

This field is for applicable information about the record being created.

When the **Disposition** indicates a **Contaminated**, then enter the identity of the contaminant, i.e. “Wheat Seed” or “Soil”.

---

**Appendix A: Completing and Distributing Forms**

**PPQ280**

**A-1-82 Manual for Agricultural Clearance**

08/2012:153

PPQ
Enter the PPQ 309 number whenever actionable pests are found. Use these Dispositions: DEAP, FUAP, OTAP, RXAP.

**Exported to**

Name the country to which the product is sent when the Disposition is “TEOC” or “IEND”.

Enter the reports in real time to the database through the web based system. Enter each month by the 4th of the next month. The Port Director should close the month. Data can be corrected by editing the data. To correct data for months that have been closed, the PD must open and then close the months again.

**Negative Monthly Reports**

Ports having a negative report for the month should report negative and close the month.

**Disposition**

The action taken on the product when presented for entry into or through the United States. Use the following codes in Table A-1-22:

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCNA</td>
<td>Cargo Clearance; No further Action taken.</td>
</tr>
<tr>
<td>CTPT</td>
<td>Sent to Cold Treatment facility in U.S.; Precautionary Treatment to meet entry requirements.</td>
</tr>
<tr>
<td>DPRP</td>
<td>Entered with a Departmental Permit; Restricted Product.</td>
</tr>
<tr>
<td>DEAP</td>
<td>Destroyed; Actionable Pest found on/with product.</td>
</tr>
<tr>
<td>DECC</td>
<td>Destroyed; Container Contaminated with non-enterable products such as citrus leaves, soil, blood, or noxious weed seeds.</td>
</tr>
<tr>
<td>DEPD</td>
<td>Destroyed; Phyto Discrepancy (including lack of phyto). A discrepancy may be defined as wrong phyto, lack of an AD, wrong quantity, weight, or commodity.</td>
</tr>
<tr>
<td>DEPC</td>
<td>Destroyed; Product Contaminated with another non-enterable product such as citrus leaves, soil, or noxious weed seeds.</td>
</tr>
<tr>
<td>DEPP</td>
<td>Destroyed; Product Prohibited.</td>
</tr>
<tr>
<td>ESRC</td>
<td>Endangered Species. Sent to Rescue Center.</td>
</tr>
<tr>
<td>ENPE</td>
<td>Entered under Post Entry requirements.</td>
</tr>
<tr>
<td>FUAP</td>
<td>Fumigated; Actionable Pest was found associated with the product.</td>
</tr>
<tr>
<td>FUCC</td>
<td>Fumigated; Container Contamination.</td>
</tr>
<tr>
<td>FUPT</td>
<td>Fumigated as a Precautionary Treatment to meet entry requirements.</td>
</tr>
<tr>
<td>FUPC</td>
<td>Fumigated; Container Contamination.</td>
</tr>
<tr>
<td>ITNE</td>
<td>IT Avocados entering into the U.S. for destination to 31 Northern States.</td>
</tr>
<tr>
<td>IEND</td>
<td>Immediate (DIRECT) Export, No Diversion allowed.</td>
</tr>
<tr>
<td>IRAR</td>
<td>Inspected and Released under the Agricultural Release Program.</td>
</tr>
<tr>
<td>IRMR</td>
<td>Inspected and Released; Meets U.S. entry Requirements</td>
</tr>
<tr>
<td>IRPD</td>
<td>Inspected and Released; Phyto Discrepancy has been Reconciled to meet U.S. entry requirements. A superseded phyto or new phyto was issued for the commodity.</td>
</tr>
<tr>
<td>OTAP</td>
<td>Other Action Taken on product because of Actionable Pest so that product meets U.S. entry requirements.</td>
</tr>
</tbody>
</table>
Canadian Origin

Plant Material

The following plant material (PM) is listed as requiring a Canadian Permit or Postentry Permit in addition to a Phytosanitary Certificate (PC). CBP should enter these articles in the PPQ280 report except for articles that are referred on to a Plant Inspection Station. The Plant Inspection Station would record these items in the PPQ280 report.

◆ *Abelmoschus* spp. & *Hibiscus* spp. (seeds only) – in addition to the permit, a treatment is required.
◆ *Allium sativum* (bulbs only).
◆ *Berberis* spp., *Mahoberberis* sp. & *Mahonia* spp. – Postentry permit material must also go to the closest PIS. If destined to IL, IN, IA, KS, MN, MO, MT, NE, ND, OH, SD, WV, WI and WY the plants are prohibited. Seeds of all three genera are prohibited.
◆ Plants in the family Bromeliaceae destined to HI are Postentry and must go to the closest Plant Inspection Station.
◆ *Castanea* sp. – (PM) prohibited entry into the U.S. from all countries including Canada.
◆ *Castanopsis* sp. – requires a Canadian Permit when destined to CA & OR.
◆ *Chaenomeles* sp., *Cydonia* sp., *Malus* sp. *Prunus* sp., & *Pyrus* sp.
◆ *Corylus* sp. – requires a Canadian Permit only when from provinces east of Manitoba and is destined to OR & WA.
- *Humulus* spp. – Postentry permit material and must go to the closest Plant Inspection Station.
- *Pinus* spp. (all pines) when destined to CA, ID, MT, OR & UT and 5 needle pines when destined to WI.
- *Planera aquatica, Ulmus* spp. & *Zelkova* spp.- when destined to CA, NV & OR.
- *Prunus* spp. (seeds) – when destined to CO, MI, NY, WA & WV
- *Ribes* spp. – when destined to MA, NY, WV & WI
- *Rubus* spp. – Postentry permit material unless the appropriate additional declaration is on the PC.
- *Vitis* spp. – when destined to CA, NY, OH, OR & WA.
- *Zea mays* (seed).

Refer to Table A-1-23 summarizing the average number of stems or bunches that AMS uses to convert box counts.

**TABLE A-1-23: Stems or Bunches of Flowers to Convert to Box Counts**

<table>
<thead>
<tr>
<th>Flower</th>
<th>Stems/Bunches Per Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alstroemeria</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Aster</td>
<td>400 Stems</td>
</tr>
<tr>
<td>Bouquets</td>
<td>30 Bunches</td>
</tr>
<tr>
<td>Calla</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Carnations</td>
<td>600 Stems</td>
</tr>
<tr>
<td>Carnations Mini</td>
<td>50 Bunches</td>
</tr>
<tr>
<td>Chrysanthemums</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Pompons</td>
<td>50 Stems</td>
</tr>
<tr>
<td>Delphinium</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Daisies</td>
<td>280 Stems</td>
</tr>
<tr>
<td>Freesia</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Gerbera</td>
<td>250 Stems</td>
</tr>
<tr>
<td>Gladiolus</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Gypsophila</td>
<td>40 Bunches</td>
</tr>
<tr>
<td>Iris</td>
<td>500 Stems</td>
</tr>
<tr>
<td>Liatris</td>
<td>500 Stems</td>
</tr>
<tr>
<td>Lilies</td>
<td>200 Stems</td>
</tr>
<tr>
<td>Lisianthus</td>
<td>400 Stems</td>
</tr>
<tr>
<td>Roses</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Static (Limonium)</td>
<td>35 Bunches</td>
</tr>
<tr>
<td>Tulip</td>
<td>300 Stems</td>
</tr>
<tr>
<td>Others</td>
<td>300 Stems</td>
</tr>
</tbody>
</table>
Orchid – Cymbidium is counted by BLOOMS. All Orchids – Other are counted as stems.
### PPQ Form 287, Mail Interception Notice

**U.S. DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE**  
**PLANT PROTECTION AND QUARANTINE**

<table>
<thead>
<tr>
<th>MAIL INTERCEPTION NOTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. PORT OF ENTRY</strong></td>
</tr>
<tr>
<td>JFKIA</td>
</tr>
<tr>
<td><strong>2. DATE</strong></td>
</tr>
<tr>
<td>09/26/02</td>
</tr>
<tr>
<td><strong>3. REFERENCE</strong></td>
</tr>
<tr>
<td>113</td>
</tr>
</tbody>
</table>

**The material described below was found to be moving in the mail in violation of the agriculture quarantine regulations pertaining to the entry and movement of plants, plant products, animal products, soil, and plant pests. These violations may result in criminal or civil penalties. Disposition was taken under authority of laws administered by the U.S. Postal Service, U.S. Customs Service, and U.S. Department of Agriculture. All inquiries concerning condition, delays, shortages, or breakage should be addressed to the postmaster at the above port (Item 1). Information concerning the quarantine referred to in Item 12 may be secured on application to U.S. Department of Agriculture, APHIS, P.Q., 4700 River Road, Unit 60, Riverdale, Maryland 20737.**

<table>
<thead>
<tr>
<th>4. TO (Address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Kathryn Nicotet</td>
</tr>
<tr>
<td>104 East Mason St.</td>
</tr>
<tr>
<td>Newburyport, MA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. FROM (Address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal Nicotte</td>
</tr>
<tr>
<td>Lomi peau</td>
</tr>
<tr>
<td>Aka Aka 13 B 94</td>
</tr>
<tr>
<td>Mata Utu, Wallis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. INTERCEPTED MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roast Pork, mangoes, papaya</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. POSTMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallis + Futuna Islands</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. MAIL REGISTRY NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. BREAKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. RECONDITIONING REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>X YES  NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. QUARANTINE OR REGULATION IN VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 CFR 94; 7 CFR 3A.56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Prohibited material removed and destroyed.</td>
</tr>
<tr>
<td>☐ Container and contents destroyed.</td>
</tr>
<tr>
<td>☐ Package returned to origin.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. REASON FOR DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Address, after due notice, failed to comply</td>
</tr>
<tr>
<td>☐ Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States.</td>
</tr>
<tr>
<td>For follow-up cases fill out the below:</td>
</tr>
<tr>
<td>a. Type of animal product per label</td>
</tr>
<tr>
<td>☐ Swine</td>
</tr>
<tr>
<td>☐ Ruminant</td>
</tr>
<tr>
<td>☐ Poultry</td>
</tr>
<tr>
<td>b. Certificates/Permits</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☑ No</td>
</tr>
<tr>
<td>d. Meat product is:</td>
</tr>
<tr>
<td>☐ Dried/Cured</td>
</tr>
<tr>
<td>☑ Vacuum packed</td>
</tr>
<tr>
<td>☑ Car/Jar</td>
</tr>
<tr>
<td>☐ Foil packaged</td>
</tr>
<tr>
<td>☑ Fresh, Chilled.</td>
</tr>
<tr>
<td>☐ or Frozen</td>
</tr>
<tr>
<td>f. Reason considered not to be shelf stable</td>
</tr>
<tr>
<td>(Specify below in Remarks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. REMARKS (Include any pertinent information, i.e., condition of material, condition of cans which indicates not shelf stable, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pork appeared to be home prepared, roasted and put in a jar.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. OFFICER (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yong Thurn</td>
</tr>
</tbody>
</table>

**PPQ FORM 287**  
(Prev. editions are obsolete)

---

**FIGURE A-1-34: Example of PPQ Form 287, Mail Interception Notice**
Purpose
PPQ Form 287, Mail Interception Notice, is completed for the following reasons:

◆ Notify the individual (addressee) receiving the mail package that unauthorized animal products, animal by-products, plants, plant products, plant pests, or soil were removed
◆ Inform the sender (addressor) of the reason for removing the animal products, animal by-products, plants, plant products, plant pests, or soil
◆ Record the regulatory action CBP takes when intercepting mail
◆ Provide the information for preparing monthly and quarterly reports

Instructions
Complete PPQ Form 287 using the instructions in Table A-1-24.

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

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter your port of entry</td>
</tr>
<tr>
<td>2</td>
<td>Enter the date</td>
</tr>
<tr>
<td>3</td>
<td>Leave blank</td>
</tr>
<tr>
<td>4</td>
<td>Enter the complete name and address of the individual who is receiving the package (addressee)</td>
</tr>
<tr>
<td>5</td>
<td>Enter the complete name and address of the individual who sent the package (addressor)</td>
</tr>
<tr>
<td>6</td>
<td>Describe in detail the animal product, animal by-product, plant, plant product, plant pest or soil you have removed, destroyed, or returned (the intercepted material)</td>
</tr>
<tr>
<td>7</td>
<td>Enter the location where the package was postmarked</td>
</tr>
<tr>
<td>8</td>
<td>Enter the date of the postmark</td>
</tr>
<tr>
<td>9</td>
<td>Enter the mail registry number recorded on the package, if any</td>
</tr>
<tr>
<td>10</td>
<td>◆ If contents were broken, leaked, or skilled, then list ◆ If there was no breakage, enter “NONE”</td>
</tr>
<tr>
<td>11</td>
<td>◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check “Yes” ◆ If reconditioning of the package was not required, check “No”</td>
</tr>
<tr>
<td>12</td>
<td>◆ Enter the regulation that governs the unauthorized animal product, animal by-product, plant, plant product, plant pest, or soil ◆ If you do not know the regulation, then refer to</td>
</tr>
<tr>
<td>13</td>
<td>◆ Check the block that states what regulatory action you took—removed, destroyed, or returned ◆ Do not seek advice from the individual receiving the package as to whether the animal product, animal by-product, plant, plant product, or plant pest should be destroyed or returned to origin</td>
</tr>
</tbody>
</table>
TABLE A-1-24: Instructions for Completing PPQ Form 287, Mail Interception Notice

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 14    | ‣ Check the block that states the reason why you took regulatory action  
       | ‣ If the reason is not specifically listed, then check the “Other” block and list the reason |
| 15    | ‣ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why  
       | **Example** Pork appeared to be home prepared—roasted and put in a jar.  
       | ‣ If the package is being returned to the sender, list in this block “The package was returned by surface mail.” The Postal Service will not return packages by air |
| 16    | Sign your name |

Reverse side of PPQ 287

• When some items are removed from a package, it is good policy to list the remaining contents and their condition on the reverse side of this form  
• Note who handled the repackaging and wrapping of the package before the package was returned to the mail is advisable (this information will be useful to answer any complaints of missing items or breakage)

TABLE A-1-25: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests

<table>
<thead>
<tr>
<th>If the product is:</th>
<th>And it is:</th>
<th>Then the regulation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal product or animal by-product</td>
<td>Semen or embryos</td>
<td>9CFR Part 98</td>
</tr>
<tr>
<td>Edible products such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Meat and meat products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Milk and milk products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Eggs</td>
<td>9CFR Part 94</td>
<td></td>
</tr>
<tr>
<td>Inedible by-products such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Bones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Hay or straw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Hides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Skins</td>
<td>9CFR Part 95</td>
<td></td>
</tr>
<tr>
<td>Casings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological products such as viruses, serum, toxins that are intended for use in treating animals</td>
<td>9CFR Part 104</td>
<td></td>
</tr>
<tr>
<td>Organisms and vectors</td>
<td>9CFR Part 122</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE A-1.25: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests (continued)

<table>
<thead>
<tr>
<th>If the product is:</th>
<th>And it is:</th>
<th>Then the regulation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant or plant products</td>
<td>Citrus canker and other citrus diseases</td>
<td>7CFR Part 319.19</td>
</tr>
<tr>
<td></td>
<td>Citrus fruit (and peel)</td>
<td>7CFR Part 319.28</td>
</tr>
<tr>
<td></td>
<td>Coffee (beans into Puerto Rico and Hawaii)</td>
<td>7CFR Part 319.73</td>
</tr>
<tr>
<td></td>
<td>Corn diseases</td>
<td>7CFR Part 319.24</td>
</tr>
<tr>
<td></td>
<td>Cotton, cottonseed, etc. (Hawaii, Puerto Rico, and Virgin Islands)</td>
<td>7CFR Part 318.47</td>
</tr>
<tr>
<td></td>
<td>Cut flowers</td>
<td>7CFR Part 319.74</td>
</tr>
<tr>
<td></td>
<td>Exotic bee diseases and parasites</td>
<td>7CFR Part 319.76</td>
</tr>
<tr>
<td></td>
<td>Foreign cotton and covers</td>
<td>7CFR Part 319.8</td>
</tr>
<tr>
<td></td>
<td>Fruits &amp; vegetables (Puerto Rico and Virgin Islands)</td>
<td>7CFR Part 318.58</td>
</tr>
<tr>
<td></td>
<td>Hawaiian fruits and vegetables</td>
<td>7CFR Part 318.13</td>
</tr>
<tr>
<td></td>
<td>Honeybees and honeybee semen</td>
<td>7CFR Part 322</td>
</tr>
<tr>
<td></td>
<td>Indian corn or maize, broomcorn, and related plants</td>
<td>7CFR Part 319.41</td>
</tr>
<tr>
<td></td>
<td>Kaphra beetle</td>
<td>7CFR Part 319.75</td>
</tr>
<tr>
<td></td>
<td>Logs, lumber, and other unmanufactured wood articles</td>
<td>7CFR Part 319.40</td>
</tr>
<tr>
<td></td>
<td>Nursery stock, plants, roots, bulbs, seeds, and other plant products</td>
<td>7CFR Part 319.37</td>
</tr>
<tr>
<td></td>
<td>Packing materials</td>
<td>7CFR Part 319.69</td>
</tr>
<tr>
<td></td>
<td>Plants and plant products in mail</td>
<td>7CFR Part 351</td>
</tr>
<tr>
<td></td>
<td>Rice (grain, straw, hulls, plants)</td>
<td>7CFR Part 319.55</td>
</tr>
<tr>
<td></td>
<td>Sugarcane</td>
<td>7CFR Part 319.15</td>
</tr>
<tr>
<td></td>
<td>Sugarcane (Hawaii, Puerto Rico)</td>
<td>7CFR Part 301.87</td>
</tr>
<tr>
<td></td>
<td>Sweet potatoes (Hawaii, Puerto, Rico, and Virgin Islands)</td>
<td>7CFR Part 318.30</td>
</tr>
<tr>
<td></td>
<td>Wheat diseases (grain, straw, plants)</td>
<td>7CFR Part 319.59</td>
</tr>
<tr>
<td>Other Regulations</td>
<td>Endangered Species Convention</td>
<td>50CFR Part 23</td>
</tr>
<tr>
<td></td>
<td>Safeguard Regulations</td>
<td>7CFR Part 352</td>
</tr>
<tr>
<td></td>
<td>Soil</td>
<td>7CFR Part 330.300</td>
</tr>
<tr>
<td></td>
<td>Plant Pests</td>
<td>7CFR Part 330.200</td>
</tr>
</tbody>
</table>
Appendix A: Completing and Distributing Forms  
PPQ Form 287, Mail Interception Notice

**Distribution**

Distribute PPQ Form 287 as follows:

1. Use **Table A-1-26** to determine where to send the original PPQ Form 287.

**TABLE A-1-26: Distribution of PPQ Form 287, Mail Interception Notice**

<table>
<thead>
<tr>
<th>If the package is:</th>
<th>And the contents are:</th>
<th>Then the original copy of PPQ Form 287 is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Released to the addressee</td>
<td></td>
<td>Enclosed in the package</td>
</tr>
<tr>
<td>Destroyed or returned to sender</td>
<td>Prohibited or restricted</td>
<td>Mailed to the addressee</td>
</tr>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Sent to the postal official</td>
</tr>
</tbody>
</table>

2. Distribute the copies of PPQ Form 287 as follows:

   - If the package is returned to the sender, enclose a copy inside the package
   - If necessary, give a copy to the Postal supervisor
   - Place a copy in the port file and maintain for an official record

---

**Important**

The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.
### PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

| U.S. DEPARTMENT OF AGRICULTURE
| ANIMAL AND PLANT HEALTH INSPECTION SERVICE
| PLANT PROTECTION AND QUARANTINE |

**REMEDIAL MEASURES BILLING**
*(Statement of Services)*

<table>
<thead>
<tr>
<th>1. ORIGINATING OFFICE AND TELEPHONE NO.</th>
<th>2. LOCATION CODE (4 Digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. SERVICE DATE</th>
<th>4. IRS TAX ID NO./SS NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. OWNER/AGENT NAME</th>
<th>6. OWNER/AGENT ADDRESS</th>
<th>7. OWNER/AGENT TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Partial units must be in quarter increments (e.g., 15 minutes = 1; 30 minutes = 2; 45 minutes = 3)

<table>
<thead>
<tr>
<th>8. REIMBURSABLE TIME (2 hour minimum)</th>
<th>9. UNIT COST</th>
<th>10. NUMBER OF UNITS</th>
<th>11. TOTAL DOLLARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Tour of Duty</td>
<td>$84.00</td>
<td>$21.00</td>
<td></td>
</tr>
<tr>
<td>Outside Normal Tour of Duty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday/Holiday</td>
<td>$112.00</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td>Other than Sunday/Holiday</td>
<td>$100.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Commuted Travel Time (If applicable under 7 CFR § 354.2)</td>
<td>$65.00</td>
<td>$16.25</td>
<td></td>
</tr>
</tbody>
</table>

| 12. TOTAL REIMBURSABLE CHARGE | $                  |
|                              | $                  |

<table>
<thead>
<tr>
<th>13. ADDITIONAL COSTS (See Attached Invoice(s))</th>
<th>14. TOTAL ADDITIONAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destruction</td>
<td>$</td>
</tr>
<tr>
<td>Treatment</td>
<td>$</td>
</tr>
<tr>
<td>Handling</td>
<td>$</td>
</tr>
<tr>
<td>Transit</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. IDENTIFICATION OF CARGO</th>
<th>16. TOTAL AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier</td>
<td></td>
</tr>
<tr>
<td>Entry No.</td>
<td></td>
</tr>
<tr>
<td>Airway Bill</td>
<td></td>
</tr>
<tr>
<td>Bill of Lading No.</td>
<td></td>
</tr>
<tr>
<td>Broker Reference No.</td>
<td></td>
</tr>
<tr>
<td>(If Applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. REMARKS</th>
<th>18. PLANT PROTECTION AND QUARANTINE OFFICER'S SIGNATURE</th>
<th>19. SIGNATURE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION:** I CERTIFY THAT SERVICES RECORDED ABOVE WERE PERFORMED.

PPQ FORM 301-R
APR 2007

FIGURE A-1-35: Example of PPQ Form 301-R, Remedial Measures Billing (Statement of Services)
Appendix A: Completing and Distributing Forms
PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

Purpose
PPQ Form 301-R, Remedial Measures Billing (Statement of Services), is used to record costs incurred when CBP arranges and takes remedial action for articles (import cargo) after the importer or agent fails to comply with prescribed remedial measures.

Instructions

TABLE A-1-27: Instructions for Completing PPQ Form 301-R

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter the issuing office’s city, state, and telephone number (including area code)</td>
</tr>
<tr>
<td>2</td>
<td>Enter the fourth through seventh digits of your local accounting code</td>
</tr>
<tr>
<td>3</td>
<td>Enter the date the service is provided. If the service extends over two or more days, enter the beginning date</td>
</tr>
<tr>
<td>4</td>
<td>Enter the IRS-assigned taxpayer identification number (TIN) or the individual’s Social Security number; all Federal Agencies are required to obtain a TIN from each person doing business with the Agency</td>
</tr>
<tr>
<td>5</td>
<td>Enter the company or agent’s name</td>
</tr>
<tr>
<td>6</td>
<td>Enter the company or agent’s complete mailing address</td>
</tr>
<tr>
<td>7</td>
<td>Enter the company or agent’s telephone number (including area code)</td>
</tr>
<tr>
<td>8</td>
<td>Enter a two-hour minimum time, regardless of when the service is provided; the two-hour minimum includes the Officer’s time, time spent making all necessary arrangements, and time spent completing paperwork</td>
</tr>
<tr>
<td>9</td>
<td>Current hourly and quarter cost for services are already listed on the form</td>
</tr>
<tr>
<td>10</td>
<td>Enter the number of units next to the service provided</td>
</tr>
</tbody>
</table>

EXAMPLE If service is provided outside the normal tour of duty on a Sunday, and takes 2 3/4 hours, then enter a 2 in the Hours column and enter a 3 in the Quarters column. Complete the Commuted Travel Time column following 7CFR 354.2.

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>1. Multiply the cost per unit by the number of units 2. Enter the total amount for that particular line</td>
</tr>
<tr>
<td>12</td>
<td>1. Add all the dollar amounts in Block 11 2. Enter the total dollar amount</td>
</tr>
<tr>
<td>13</td>
<td>1. Check the appropriate boxes 2. Enter the actual costs for each service 3. Attach supporting documentation (invoices, etc.) to the PPQ Form 301-R to substantiate the claim</td>
</tr>
<tr>
<td>14</td>
<td>1. Add all the amounts in Block 13, Additional Costs 2. Enter the total dollar amount</td>
</tr>
<tr>
<td>15</td>
<td>Enter applicable information to identify the specific cargo abandoned or seized</td>
</tr>
<tr>
<td>16</td>
<td>1. Add the amounts in Block 12 and Block 14 2. Enter the total dollar amount</td>
</tr>
<tr>
<td>17</td>
<td>List any additional comments</td>
</tr>
<tr>
<td>18</td>
<td>CBP Officer performing the service signs this block</td>
</tr>
<tr>
<td>19</td>
<td>Enter the date the CBP Officer signed Block 18</td>
</tr>
</tbody>
</table>
Distribution

After the PPQ Form 301-R is complete, distribute it as follows:

- Forward the billing worksheet (Form 301-R) and copies of all associated bills, invoices, EAN, VISA purchase card receipts, statements, etc., to the Marketing and Regulatory Program Business Site (MRPBS):

  USDA, APHIS, MRPBS, FMD
  Billing and Collections Team
  100 N Sixth Street
  Suite 510C
  Minneapolis, MN 55403

  The Billing and Collections Team (BCT) will collect the money from the owner/agent and reimburse the funds to the national accounting code. The contact number is 1-877-777-2128. It is a Help Line voicemail system on which you need to leave a message requesting assistance from BCT member. The fax number is (612) 370-2083.

- Keep a copy for the port file
Appendix A: Completing and Distributing Forms
PPQ Form 309, Pest Interception Record

PPQ Form 309, Pest Interception Record

<table>
<thead>
<tr>
<th>Interception Number</th>
<th>APSCA090612926006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Reference Number</td>
<td></td>
</tr>
<tr>
<td>Pathway</td>
<td>Airport</td>
</tr>
<tr>
<td>Mode of Transportation</td>
<td>Aircraft</td>
</tr>
<tr>
<td>Location</td>
<td>CA San Francisco PIS PPQ</td>
</tr>
<tr>
<td>Interception Date</td>
<td>02/27/2009</td>
</tr>
<tr>
<td>Forward To</td>
<td>None</td>
</tr>
<tr>
<td>Inspector(s)</td>
<td>Shannon Jarman</td>
</tr>
<tr>
<td>Overtime?</td>
<td>N</td>
</tr>
<tr>
<td>Origin of Host</td>
<td>China</td>
</tr>
<tr>
<td>Destination (City/State)</td>
<td>Kilgore, Texas</td>
</tr>
<tr>
<td>Destination Zip Code</td>
<td>75662-</td>
</tr>
<tr>
<td>Inspected Host</td>
<td>Citrus sp.</td>
</tr>
<tr>
<td>Host Part</td>
<td>Leaf</td>
</tr>
<tr>
<td>Biological or Pest Host</td>
<td></td>
</tr>
<tr>
<td>Quantity of Host/Unit</td>
<td>15.00 Plant Unit</td>
</tr>
<tr>
<td>Host Proximity</td>
<td>On</td>
</tr>
<tr>
<td>Imported As</td>
<td></td>
</tr>
<tr>
<td>Where Intercepted</td>
<td>Mail</td>
</tr>
<tr>
<td>Material For</td>
<td>Propagation</td>
</tr>
<tr>
<td>National Agriculture Release Program?</td>
<td>No</td>
</tr>
<tr>
<td>Stages</td>
<td>Immature</td>
</tr>
<tr>
<td>Alive</td>
<td></td>
</tr>
<tr>
<td>Dead</td>
<td></td>
</tr>
<tr>
<td>Disease Stage</td>
<td></td>
</tr>
<tr>
<td>Airline</td>
<td></td>
</tr>
<tr>
<td>Ship Name</td>
<td></td>
</tr>
<tr>
<td>Flight #/Ship #</td>
<td></td>
</tr>
<tr>
<td>Shipment Identification Number</td>
<td>EE047381562CN</td>
</tr>
<tr>
<td>Shipment Type</td>
<td>Other</td>
</tr>
<tr>
<td>UDF1</td>
<td></td>
</tr>
<tr>
<td>NIS REVIEW</td>
<td>N</td>
</tr>
<tr>
<td>Remarks</td>
<td>Package intercepted by CBP, sent to PIS for processing</td>
</tr>
<tr>
<td>Final? Inconclusive?</td>
<td>Pest</td>
</tr>
<tr>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Remarks</td>
<td>Poss. P. longispinus</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

3/3/2009

FIGURE A-1-36: PPQ Form 309, Pest Interception Record
Appendix A: Completing and Distributing Forms
PPQ Form 309, Pest Interception Record

Purpose
PPQ Form 309 is a record that provides information pertaining to organisms intercepted from materials of foreign origin and serves as documented evidence of the value of plant quarantine activities. The interception records are used to support risk assessments, international phytosanitary decisions, local program analyses, answering customer inquiries, and other types of analyses.

Important
If you intercept more than one pest in a shipment, compare all specimens. **Never** create multiple forms for the same pest. Submit all life stages of the same pest in a single interception form. For detailed information, see *Multiple Interceptions* on page 7-1-3.

Instructions
1. Log onto AQAS.
2. Enter your User Name and Password.
3. Open the Pest ID v1.4 Policy Guide. Follow the instructions on how to enter a record into the database.

Enter all interception information directly into the AQAS (Agriculture Quarantine Activity System) Pest Identification Database (Pest ID) to create an official record of the interception. Generate a printed copy of the record to attach with specimens.

**Never** submit multiple forms for the same pest species in the same shipment (see *Multiple Interceptions* on page 7-1-3).

Distribution
Send the printed form, attached with specimens, to the appropriate identifier or specialist for identification. See *Sending Specimens for Identification* on page 7-1-11.
**PPQ Form 309A, Pest Interception Record Worksheet**

![PPQ Form 309A, Pest Interception Record Worksheet](image)

**FIGURE A-1-37: Pest Interception Record Worksheet**
Appendix A: Completing and Distributing Forms
PPQ Form 309A, Pest Interception Record Worksheet

Purpose
PPQ Form 309A is a worksheet that provides information pertaining to organisms intercepted from materials of foreign origin. Information on this form is used to determine the quarantine status of the intercepted organism and may be entered into the Pest Identification Database (Pest ID) to create an official record of the interception.

Instructions
A fillable pdf version of PPQ Form 309A is available from the APHIS Forms Library to facilitate data collection if you need to enter data from a different location. Refer to Table A-1-28 below for guidance on completing the form.

TABLE A-1-28: Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet

<table>
<thead>
<tr>
<th>Block 309A</th>
<th>Instructions 309A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interception Number</td>
<td>LEAVE blank, the interception number is automatically assigned by Pest ID (electronic 309)</td>
</tr>
<tr>
<td>Forward To</td>
<td>CBP and PPQ personnel check the forward to PPQ box</td>
</tr>
<tr>
<td>Location</td>
<td>SELECT the appropriate location from the drop-down list and CONFIRM that your selection reflects the appropriate agency affiliation (CBP or PPQ)</td>
</tr>
<tr>
<td>Port Reference Number</td>
<td>INCLUDE a user-defined reference number following any locally-established protocols (i.e., your local port reference number)</td>
</tr>
<tr>
<td>Priority</td>
<td>INDICATE the priority of the interception</td>
</tr>
<tr>
<td>◆ URGENT – Quarantine actions depend on host or pest identification. Cargo or conveyances are held pending an identification.</td>
<td></td>
</tr>
<tr>
<td>◆ PROMPT – A quick identification is required as defined by national or regional PPQ policy. Cargo and conveyances are not being held.</td>
<td></td>
</tr>
<tr>
<td>◆ ROUTINE – Normal identification is required. Cargo and conveyances are not being held.</td>
<td></td>
</tr>
<tr>
<td>◆ CRA-Tally – Indicate interception of a pest covered under the Cargo Release Authority Program.</td>
<td></td>
</tr>
<tr>
<td>Interception Date</td>
<td>ENTER the date on which the interception was made</td>
</tr>
<tr>
<td>Inspector</td>
<td>◆ INDICATE the inspector(s) involved in the interception [last name, first name, middle initial]</td>
</tr>
<tr>
<td>◆ If the interception was made during on overtime shift, then check the Overtime box</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>SELECT the country of origin from the drop-down list; and if the origin is questionable, then check the Unsure box</td>
</tr>
</tbody>
</table>
### Appendix A: Completing and Distributing Forms

**PPQ Form 309A, Pest Interception Record Worksheet**

**TABLE A-1-28: Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet**

<table>
<thead>
<tr>
<th>Block 309A</th>
<th>Instructions 309A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathway</td>
<td><strong>INDICATE the pathway through which the interception was made</strong></td>
</tr>
<tr>
<td></td>
<td>◆ Airport - All interceptions made at airports</td>
</tr>
<tr>
<td></td>
<td>◆ Foreign Site - All interceptions made during Preclearance or other offshore activities</td>
</tr>
<tr>
<td></td>
<td>◆ Inland Inspection - All inspections of ground-based shipments performed at sites located in the nation’s interior</td>
</tr>
<tr>
<td></td>
<td>◆ Inspection Station - All interceptions from propagative material examined at PPQ Plant Inspection Stations</td>
</tr>
<tr>
<td></td>
<td>◆ Land Border - All interceptions made from pedestrians and personal or commercial vehicles inspected at the Canadian and Mexican</td>
</tr>
<tr>
<td></td>
<td>◆ Pre-Departure - All interceptions made from pre-departure inspection of passengers</td>
</tr>
<tr>
<td></td>
<td>◆ Rail - All interceptions made from rail freight of foreign origin</td>
</tr>
<tr>
<td></td>
<td>◆ SITC - All interceptions associated with PPQ Smuggling Interdiction &amp; Trade Compliance activities</td>
</tr>
<tr>
<td>Mode of Transportation</td>
<td><strong>INDICATE the type of conveyance used to transport the inspected item(s)</strong></td>
</tr>
<tr>
<td>Destination</td>
<td><strong>IDENTIFY the declared destination (City, State, Zip Code) of the inspected items</strong></td>
</tr>
<tr>
<td>Airline/Ship Name</td>
<td>When applicable, <strong>IDENTIFY the airline or ship used to transport the inspected item(s)</strong></td>
</tr>
<tr>
<td>Flight #/Ship #</td>
<td>When applicable, <strong>PROVIDE the identification number of the flight or ship used to transport the items</strong></td>
</tr>
<tr>
<td>Inspected Host</td>
<td><strong>ENTER the scientific name for all plants and plant products, as well as the part of the plant affected</strong></td>
</tr>
<tr>
<td></td>
<td><strong>IDENTIFY all miscellaneous products using general descriptive terminology (i.e. gravel, machinery, tiles, etc.)</strong></td>
</tr>
<tr>
<td>Host Quantity</td>
<td><strong>ENTER the shipment size of the inspected commodity and SELECT the appropriate unit of measure from the drop down list</strong></td>
</tr>
<tr>
<td>Material For</td>
<td><strong>SELECT the appropriate purpose for the commodity or host material from the list:</strong></td>
</tr>
<tr>
<td></td>
<td>◆ <strong>Consumption:</strong></td>
</tr>
<tr>
<td></td>
<td>1. Articles or items entering for non-propagative purposes (i.e., cargo, baggage)</td>
</tr>
<tr>
<td></td>
<td>2. Soil (as such, <strong>not</strong> with plants)</td>
</tr>
<tr>
<td></td>
<td>3. Packing materials and mail bags</td>
</tr>
<tr>
<td></td>
<td>4. Conveyances closely associated with importations (i.e., overseas containers)</td>
</tr>
<tr>
<td></td>
<td>◆ <strong>Propagation:</strong></td>
</tr>
<tr>
<td></td>
<td>Select this for plant propagative material entering or offered for entry as an with the plant material, such as soil, packing materials, and containers</td>
</tr>
<tr>
<td></td>
<td>◆ <strong>Non-Entry:</strong> Select this for pests taken from items <strong>not</strong> intended for entry</td>
</tr>
<tr>
<td>NARP</td>
<td><strong>INDICATE whether inspection was conducted under National Agricultural Release Program guidelines</strong></td>
</tr>
<tr>
<td>Imported As</td>
<td>For plant-related commodities, <strong>INDICATE the form of the inspected material</strong></td>
</tr>
<tr>
<td>Shipment Identification #</td>
<td><strong>ENTER a unique identification number for the shipment and indicate the source of this number</strong></td>
</tr>
<tr>
<td>Shipment Type</td>
<td>If <strong>Other</strong> is selected, then <strong>PROVIDE additional information in the Remarks block</strong></td>
</tr>
<tr>
<td>Biological or Pest Host</td>
<td>If the intercepted pest is encountered on host material that differs from the inspected commodity, then <strong>ENTER the identity of the contaminant, packing material, etc.</strong></td>
</tr>
</tbody>
</table>
### TABLE A-1-28: Instructions for Completing PPQ Form 309A, Pest Interception Record Worksheet

<table>
<thead>
<tr>
<th>Block 309A</th>
<th>Instructions 309A</th>
</tr>
</thead>
</table>
| **Where Intercepted** | INDICATE where the pest is found  
- Baggage - passenger baggage  
- General Cargo - manifested items that are *not* quarantine regulated (e.g., dried flowers, household goods, processed wood products)  
- Holds - cargo compartments; also use for pests that *cannot* be associated with specific cargo  
- Mail - mail packing and mail bags  
- Miscellaneous - found at large, on or within various parts of carriers (plane, ship, or vehicle), *except* when found in the carrier holds, quarters, or stores  
- Permit Cargo - manifested items requiring a formal permit; and/or quarantine-regulated items (e.g. fruits and vegetables, propagative material, unprocessed wood products including dunnage)  
- Quarters - living areas including cabins on a ship, passenger, and crew cabins on a plane, etc. |
| **Pest Proximity** | IDENTIFY the location of the pest in relation to the host  
- In - Pest(s) extracted from inside the commodity  
- On - Pest(s) are attached and feeding on the commodity  
- With - Pest(s) associated with the host, but *not* on or in the host |
| **Pest Type** | INDICATE the type of pest intercepted |
| **Pest Stage** | ENTER the number of specimens of each life stage intercepted (Immature, Pupae, Adults, Eggs, Cysts) to indicate whether the specimens collected are ALIVE or DEAD |
| **Pest Order** | If known, ENTER the order of the intercepted pest |
| **Quarantine Status** | This field is to be used by PPQ Identifiers or National Specialists to indicate whether the interception should result in quarantine action |
| **Final** | If the associated pest determination represents a final identification, then CHECK the FINAL box |
| **Pest Determination** | ENTER the scientific name of the identified pest |
| **Reportable** | If the pest is reportable, then indicate (CHECK the YES box)  
If the pest is *nonreportable*, then CHECK the NO box |
| **Determined By** | ENTER the identifier’s name |
| **Date** | ENTER the date on which the identification was made |
| **Remarks** | INCLUDE any notes that may aid identifier(s). Follow any local protocols that make use of this field to collect additional information about the interception (i.e., brokers, farms, growers, locations, varieties, etc.) |

### Distribution

Distribute this internal worksheet according to local port policy.
### PPQ Form 391, Specimens for Determination

This report is authorized by law (7 U.S.C. 147a). While you are not required to respond, your cooperation is needed to make an accurate record of plant pest conditions. See reverse for additional OMB information.

#### U.S. Department of Agriculture
Animal and Plant Health Inspection Service

**SPECIMENS FOR DETERMINATION**

Instructions: Type or print information requested. Press hard and print legibly when handwritten. Item 1 - assign number for each collection beginning with year, followed by collector's initials and collector's number. Example (collector, John J. Dingle): 83-JJD-001.

**Past Data Section** – Complete Items 14, 15 and 16 or 19 or 20 and 21 as applicable. Complete Items 17 and 18 if a trap was used.

**Figure A-1-38: PPQ Form 391, Specimens for Determination**

<table>
<thead>
<tr>
<th>1. COLLECTION NUMBER</th>
<th>2. DATE</th>
<th>3. SUBMITTING AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. NAME OF SENDER</th>
<th>5. TYPE OF PROPERTY (Plant, Feedmill, Nursery, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. ADDRESS OF SENDER</th>
<th>7. NAME AND ADDRESS OF PROPERTY OR OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. REASON FOR IDENTIFICATION (X all applicable items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Biological Control (Target Pest Name)</td>
</tr>
<tr>
<td>B. Damaging Crops/Plants</td>
</tr>
<tr>
<td>C. Suspected Pest of Regulatory Concern (Explain in REMARKS)</td>
</tr>
<tr>
<td>D. Stored Product Pest</td>
</tr>
<tr>
<td>E. Livestock, Domestic Animal Pest</td>
</tr>
<tr>
<td>F. Possible Immigrant (Explain in REMARKS)</td>
</tr>
<tr>
<td>G. Survey (Explain in REMARKS)</td>
</tr>
<tr>
<td>H. Other (Explain in REMARKS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. IF PROMPT OR URGENT IDENTIFICATION IS REQUESTED, PLEASE PROVIDE A BRIEF EXPLANATION UNDER &quot;REMARKS&quot;.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. HOST INFORMATION</th>
<th>11. QUANTITY OF HOST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. PLANT DISTRIBUTION</th>
<th>13. PLANT PARTS AFFECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. PEST DISTRIBUTION</th>
<th>15. INSECTS</th>
<th>NEMATODES</th>
<th>MOLLUSKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Few</td>
<td>Common</td>
<td>Abundant</td>
</tr>
<tr>
<td></td>
<td>Larvae</td>
<td>Pupae</td>
<td>Adults</td>
</tr>
<tr>
<td></td>
<td>Few</td>
<td>Common</td>
<td>Abundant</td>
</tr>
<tr>
<td></td>
<td>Isolated</td>
<td>General</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>Feeding</td>
<td>Spotty</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>Seedling</td>
<td>Vegetative</td>
<td>Flowering/Fruiting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. SAMPLING METHOD</th>
<th>17. TYPE OF TRAP AND LURE</th>
<th>18. TRAP NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. PLANT PATHOLOGY – PLANT SYMPTOMS (X one and describe symptom(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isolated</td>
</tr>
<tr>
<td>General</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20. WEED DENSITY</th>
<th>21. WEED GROWTH STAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSV</td>
<td>Seedling</td>
</tr>
<tr>
<td>Spotty</td>
<td>Vegetative</td>
</tr>
<tr>
<td>General</td>
<td>Flowering/Fruiting</td>
</tr>
<tr>
<td>MATURE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22. REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. TENTATIVE DETERMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24. DETERMINATION AND NOTES (Not for Field Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25. SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PPQ FORM 391**

Previous editions are obsolete.

This is a 6-Part form. Copies must be disseminated as follows:

- **PART 1** – PPQ
- **PART 2** – RETURN TO SUBMITTER AFTER IDENTIFICATION
- **PART 3** – IIBIII OR FINAL IDENTIFIER
- **PART 4** – INTERMEDIATE IDENTIFIER
- **PART 5** – INTERMEDIATE IDENTIFIER
- **PART 6** – RETAINED BY SUBMITTER

**FIGURE A-1-38: PPQ Form 391, Specimens for Determination**
Appendix A: Completing and Distributing Forms
PPQ Form 391, Specimens for Determination

Purpose
PPQ Form 391 is used by PPQ and State cooperators to submit specimens for determination from domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification).

Instructions and Distribution
Refer to Figure A-1-39 on page A-1-103. A fillable version of PPQ Form 391 is available from the APHIS Forms, Issuances and Records Library.

Include your email address and phone number in Block 1 (Collection Number).
Appendix A: Completing and Distributing Forms
PPQ Form 391, Specimens for Determination

**OMB Information**
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0010. The time required to complete this information collection is estimated to average .25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Instructions**
Use PPQ Form 391, Specimens for Determination, for domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification).

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Assign a number for each collection beginning the year, followed by the collector's initials and collector's number &lt;br&gt; <strong>EXAMPLE</strong> In 2001, Brian K. Long collected his first specimen for determination of the year. His first collection number is 01-BLK-001 &lt;br&gt; 2. Enter the collection number</td>
</tr>
<tr>
<td>2</td>
<td>Enter date</td>
</tr>
<tr>
<td>3</td>
<td>Check block to indicate Agency submitting specimens for identification</td>
</tr>
<tr>
<td>4</td>
<td>Enter name of sender</td>
</tr>
<tr>
<td>5</td>
<td>Enter type of property specimen obtained from (farm, nursery, feedmill, etc.)</td>
</tr>
<tr>
<td>6</td>
<td>Enter address</td>
</tr>
<tr>
<td>7</td>
<td>Enter name and address of property owner</td>
</tr>
<tr>
<td>8A-8L</td>
<td>Check all appropriate blocks</td>
</tr>
<tr>
<td>9</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>10</td>
<td>Enter scientific name of host, if possible</td>
</tr>
<tr>
<td>11</td>
<td>Enter quantity of host and plants affected</td>
</tr>
<tr>
<td>12</td>
<td>Check block to indicate distribution of plant</td>
</tr>
<tr>
<td>13</td>
<td>Check appropriate blocks to indicate plant parts affected</td>
</tr>
<tr>
<td>14</td>
<td>Check block to indicate pest distribution</td>
</tr>
<tr>
<td>15</td>
<td>• Check appropriate block to indicate type of specimen &lt;br&gt; • Enter number specimens submitted under appropriate column</td>
</tr>
<tr>
<td>16</td>
<td>Enter sampling method</td>
</tr>
<tr>
<td>17</td>
<td>Enter type of trap and lure</td>
</tr>
<tr>
<td>18</td>
<td>Enter trap number</td>
</tr>
<tr>
<td>19</td>
<td>Enter X in block to indicate isolated or general plant symptoms</td>
</tr>
<tr>
<td>20</td>
<td>Enter X in appropriate block for weed density</td>
</tr>
<tr>
<td>21</td>
<td>Enter X in appropriate block for weed growth stage</td>
</tr>
<tr>
<td>22</td>
<td>Provide a brief explanation if Prompt or URGENT identification is requested</td>
</tr>
<tr>
<td>23</td>
<td>Enter a tentative determination if you made one</td>
</tr>
<tr>
<td>24</td>
<td>Leave Blank</td>
</tr>
</tbody>
</table>

**Distribution of PPQ Form 391**
Distribute PPQ Form 391 as follows:
1. Send Original along with the sample to your Area Identifier. <br> 2. Retain and file a copy for your records.

**FIGURE A-1-39: Instructions and Distribution of PPQ Form 391**
Appendix A: Completing and Distributing Forms
PPQ Form 508, Green and Yellow Permit Label

PPQ Form 508, Green and Yellow Permit Label

This Package Contains
PLANT QUARANTINE MATERIAL

DELIVER TO
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

230-59 International Airport Centers Blvd
Jamaica, NY 11413

PPQ FORM 508 (JUN 2004) 37-12344

FIGURE A-1-40: Example of PPQ Form 508, Green and Yellow Label without Bar Code

FIGURE A-1-41: Example of PPQ Form 508, Green and Yellow Label with Bar Code
Purpose
PPQ Form 508 is a green and yellow shipping label issued by USDA, APHIS, Permit Services. It serves to designate a package as containing a regulated plant product covered by an APHIS permit. The G&Y label includes the APHIS permit number and the address where inspection is authorized, typically at an APHIS Plant Inspection Station (APHIS PIS). It authorizes movement of an intact package to the address on the label. No other delivery addresses can appear on the package exterior unless it matches the address on the PPQ Form 508 label.

The permitted material falls into one of the following categories:
- Live plants, including those requiring post entry quarantine
- CITES material
- Soil
- Prohibited plant material authorized by a Departmental permit
- Certain regulated seeds

USDA APHIS inspects these articles and confirms that the permit conditions are met.

Instructions
Expedite containers with these labels to the APHIS plant inspection station listed on the label (see Appendix N).

For USPS mail, if additional delivery addresses are on the package that do not match the green and yellow label address, forward the package to the local APHIS Plant Inspection Station, using existing transfer mechanisms.

For Express Courier packages, if the courier delivery label on the outside of the package bears an address that is different from the address on the PPQ Form 508 shipping label, explain the problem to the courier agent. The courier may choose to return the package to origin, or, if the location has a local APHIS PIS, the package may be allowed to move to the local APHIS PIS for inspection. Coordinate the transfer of packages using existing mechanisms.

See Appendix N for a list of APHIS PIS locations.
PPQ Form 518, Report of Violation

The information requested is voluntary, and is needed to record your knowledge of possible irregularities under the USDA Plant Protection and Quarantine Program.

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>A3998345</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE VIOLATION DISCOVERED</td>
<td>10/5/02</td>
</tr>
<tr>
<td>2. VIOLATED - REG/COMPL. AGREEMENT</td>
<td>7CFR 330.400 &amp; 9CFR 94.5</td>
</tr>
</tbody>
</table>

**REPORT OF VIOLATION**

3. WHERE INTERCEPTED (city or port, and State; also county if domestic)
San Francisco, CA

4. ORIGIN OF ARTICLE (include county if domestic)
China, People's Republic of

5. ARTICLE MOVED IN VIOLATION OF REGULATIONS
Regulated garbage

6. IDENTIFY OF ARTICLE (certify No., weight No., disposition, etc.)
Milk cartons listed China as the country of origin

7. NAME AND BUSINESS ADDRESS OF VIOLATOR (shipper, caterer, cleaner, garbage handler, servicing agent, broker, shipper's agent, etc. Identify which)
Sky Chefs (caterer)
9600 Camino Road
San Mateo, CA 94672

8. VIOLATOR HAD Compliance agreement
   ☑ Yes ☐ No
   Permit? ☐ Yes ☑ No

9. IF NO, VIOLATOR WAS AWARE OF REGULATION?
   ☑ Yes ☐ No ☐ Unknown

If "Yes," how informed and when? Sky Chefs' manager Doug Ho was informed orally of the garbage regulation and signed, ✶✶

10. NAME AND BUSINESS ADDRESS OF CARRIER
    China Air
    PO Box 9700
    San Francisco, CA 95731

11. CARRIER WAS AWARE OF REGULATION?
    ☑ Yes ☐ No ☐ Unknown

If "Yes," how informed and when? Carrier signed compliance agreement SF 15 on April 1, 2002.

12. IDENTITY OF CARRIER
    PLANE ACFT. NO. RG 1123
    Flight No. 1250
    SHIP Flag
    Name
    ROAD VEHICLE LICENSE NO.

14. DISPOSITION OF PEST RISK I.E., articles named in item 5 were fumigated, destroyed, etc.
    Foreign garbage was picked up, taken to the US Air incinerator, and incinerated.

15. REMARKS (Attach additional sheet, if needed)
   (Block 2) * Compliance agreement number SF 7.
   (Block 9) ** and was given a copy of compliance agreement number SF 7 on 4/1/02. The compliance agreement specified the requirements for handling regulated garbage.

16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION (Attach additional sheet, if needed). Identify who gave statement
   See the attached "Violator's Statement."

17. OFFICER'S STATEMENT: Must attach a detailed, signed, and dated statement. State how the action violated the regulations or compliance agreement cited in item 2. Describe fully the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.

18. SIGNATURE OF INITIATING OFFICER
    Heather Gross

19. PRINTED NAME OF OFFICER AND WORK UNIT
    Heather Gross
    San Francisco

20. DATE REPORT COMPLETED
    10/5/02

21. OFFICER IN CHARGE COMMENTS (Attach additional sheet, if needed)
    Previous violations
    RSS-CP-62-01 (given warning letter), RSS-CP 95-01 (assessed $750 fine)
    Assess $2,000 fine

22. SIGNATURE OF OFFICER IN CHARGE
    Heather Gross

23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT
    Heather Gross
    San Francisco

24. DATE SIGNED
    10/5/02

FIGURE A-1-42: Example of PPQ Form 518, Report of Violation
Appendix A: Completing and Distributing Forms
PPQ Form 518, Report of Violation

**Purpose**
The purpose of PPQ Form 518 is to refer violations of APHIS regulations to IES. Use this form to request a field investigation or to submit information regarding a violation to IES Headquarters for an enforcement action. Do **not** submit PPQ Form 518 to IES in conjunction with a spot settlement form (CBPForm AI-591 or 592). Spot settlements are intended to settle the violation without an investigation. On limited occasions when the alleged violator fails to pay the spot settlement penalty and an investigation is warranted to collect the penalty, IES HQ will initiate investigations.

Refer all agricultural cargo violations and unpaid baggage violations to IES.

**Instructions**
Use the instructions in **Table A-1-29** for guidance in completing PPQ Form 518. The CBP Agriculture Specialist who detects the violation initiates the PPQ Form 518 and gathers all documentation associated with the subject shipment. This employee is responsible for creating their “Officer’s Statement” and collecting and safeguarding the physical evidence (i.e., imported product or sample thereof, seals, shipping boxes, etc.). Provide copies of relevant data from queries in the CBP data systems (as per direction in the letter to OFO from the Chief, Privacy Act, Policy and Procedures Branch on October 3, 2007). Photograph or photocopy any applicable evidence that **cannot** be secured and may **not** be available for IES to examine at a later date. Examples of this may be a photograph of the conveyance, if significant to the case, or a photocopy of correspondence between the shipper and consignee if the original document is not relinquished to CBP.

Provide all documentary and physical evidence to your local IES investigator, along with the Officer’s Statement and the PPQ Form 518, when requesting the investigation. In limited situations (for example, some international mail violations), forward the PPQ Form 518 directly to IES HQ with all of the supporting evidence (documents, screen-prints, photographs, Officer’s statement, etc.).

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS (Monday-Friday, 8:00 a.m - 4:30 p.m.) at 301-851-2321.
### TABLE A-1-29: Instructions for Completing PPQ Form 518, Report of Violation

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1     | ◆ Enter date violation was discovered  
       | ◆ If violation was discovered after it occurred, EXPLAIN in Block 15 |
| 2     | Specify as follows:  
       | **If:**  
       | Violation of compliance agreement | Enter C.A.  
       | Cargo violation | Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56  
       | Animal regulation that has been violated is unknown (you don’t know the regulation) | Contact PPQ, VRS in Riverdale at 301/851-2295 |
| 3     | Fill in the name of the port where the cargo that was moved in violation of the regulation was discovered or where the garbage violation was observed |
| 4     | Cargo—fill in the name of the country where the cargo originated or was grown |
| 5     | Fill in the name of the cargo moved, e.g., “5 cases of yams” |
| 6     | Enter the air waybill number, bill of lading, etc. |
| 7     | 1. Fill in the violator’s name  
       | 2. Indicate the person’s position in parentheses after the violator’s name (such as caterer, shipper, cleaner, etc.)  
       | 3. List the violator’s business address |
| 8, 9  | Check and fill in as appropriate |
| 10    | Fill in the name and the business address of the carrier |
| 11    | Check and fill in as appropriate |
| 12    | Fill in as appropriate |
| 13    | Fill in the name and the business address of the consignee |
| 14    | List the action(s) taken to eliminate the pest risk, e.g., foreign garbage was picked up and incinerated; area where garbage was lying on the ground was cleaned and disinfected with sodium hypochlorite |
| 15    | Fill in any pertinent remarks |
### TABLE A-1-29: Instructions for Completing PPQ Form 518, Report of Violation (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 16    | ◆ Ask the violator to provide an explanation of the incident  
      ◆ Get a written statement if possible  
      ◆ Get statements from the carrier agent, importer, caterer, or any other involved party, as follows:  
        ❖ The statement may be written on a separate sheet of paper or you may use the sample format in Appendix C  
        ❖ Title the statement using a description of the person’s designation, e.g., “Violator’s Statement,” “Agent’s Statement,” etc.  
        ❖ Give the statement an exhibit number  
      ◆ If a person refuses to write a statement  
        ❖ Ask that person to tell you what happened relative to the violation  
        ❖ Write down exactly what the person tells you  
        ❖ Indicate that the statement was transcribed by you, the officer  
        ❖ Use your transcription as the statement  
        ❖ If the person gives you only a few brief remarks, enter these directly in Block 16  
      ◆ If you got a written statement, enter “See attached [Violator/Carrier Agent/Importer, Caterer, etc.’s] Statement.”  
| 17    | An Officer’s Statement must be written and accompany each PPQ Form 518 submitted.  
      ◆ Write your explanation of the violation on a separate sheet of paper titled “Officer’s Statement”  
      ◆ Give this statement an exhibit number  
      ◆ Describe all the facts that resulted in the article listed in Block 5 being in violation of the regulation listed in Block 2  
      ◆ State all facts including who, what, when, where, and how  
      ◆ Include the following information where appropriate:  
        ❖ State when and where the violation occurred  
        ❖ Describe how the violation occurred  
        ❖ Identify the carrier from which the garbage was removed and where the garbage came from  
        ❖ Identify the owner of the cargo  
        ❖ Identify the employer of the violator  
        ❖ Refer to your exhibits and explain their relevance to the case  
        ❖ State if you witnessed the violation  
      ◆ Sign and date the Officer’s Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement  
| 18-20 | Fill in |
Appendix A: Completing and Distributing Forms
PPQ Form 518, Report of Violation

TABLE A-1-29: Instructions for Completing PPQ Form 518, Report of Violation (continued)

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 21    | ◆ Fill in any additional information\(^1\) that may help to substantiate the case such as previous warning letters and the dates sent, signed compliance agreements, any known previous civil penalties, case numbers, dates, and amounts of penalties assessed; such as, Case #RSS–CP–62–01 fined $1,000 on 9/11/01
◆ Enter your recommendation for one of the following:
  ❖ Warning letter
  ❖ Civil penalty
  ❖ Criminal penalty |
| 22-24 | Fill in |

\(^1\) This information will help determine if the case warrants civil or criminal penalties and the amount of the spot settlement.

**Distribution**

Distribute the case file, including PPQ Form 518 as follows:

**TABLE A-1-30: Distribution of PPQ Form 518, Report of Violation**

◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator’s and Officer’s Statements) to Investigative and Enforcement Services (IES) at the following address:

USDA-APHIS-IES  
4700 River Road, Unit 85  
Riverdale, MD 20737  
Phone 301-851-2948

◆ KEEP Parts 2 and 3 for the port files
## PPQ Form 519, Compliance Agreement


<table>
<thead>
<tr>
<th>UNITED STATES DEPARTMENT OF AGRICULTURE</th>
<th>COMPLIANCE AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</td>
<td></td>
</tr>
<tr>
<td>PLANT PROTECTION AND QUARANTINE</td>
<td></td>
</tr>
</tbody>
</table>

1. NAME AND MAILING ADDRESS OF PERSON OR FIRM  
2. LOCATION  
3. REGULATED ARTICLE(S)  
4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS  
5. I/WE AGREE TO THE FOLLOWING:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. SIGNATURE</td>
<td>7. TITLE</td>
<td>8. DATE SIGNED</td>
</tr>
</tbody>
</table>

The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9. AGREEMENT NO.</td>
<td>10. DATE OF AGREEMENT</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11. PPQ/CBP OFFICIAL (NAME AND TITLE)</td>
<td>12. ADDRESS</td>
<td></td>
</tr>
<tr>
<td>13. SIGNATURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. U.S. GOVERNMENT/STATE AGENCY OFFICIAL (NAME AND TITLE)</td>
<td>15. ADDRESS</td>
<td></td>
</tr>
<tr>
<td>16. SIGNATURE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PPQ FORM 519 (MAY 2007)**  
Previous editions are obsolete.

**FIGURE A-1-43: Example of PPQ Form 519, Compliance Agreement**
Appendix A: Completing and Distributing Forms
PPQ Form 519, Compliance Agreement

Purpose
PPQ Form 519, Compliance Agreement, provides a signed, written agreement with shippers, dealers, carriers, garbage handlers and processors to indicate their understanding of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, and airport garbage processors. The PPQ Form 519 is also used to submit as evidence for a violation case.

Instructions
Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate. Any compliance agreement may be cancelled, either orally or in writing, by an inspector whenever the inspector finds that the person who has entered into the compliance agreement has failed to comply with the conditions of the agreement. However, never cancel an agreement made with an establishment that handles regulated garbage without consultation with the State Plant Health Director or the CBP Port Director and VRS HQ. These compliance agreements may be revoked only by the APHIS Administrator.

If you cancel a compliance agreement orally, confirm it in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals must be made to the APHIS Administrator.

Complete PPQ Form 519 as instructed in Table A-1-31. See also Appendix B, Completing Compliance Agreements on page B-1-1.

TABLE A-1-31: Instructions for Completing PPQ Form 519, Compliance Agreement

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill in</td>
</tr>
<tr>
<td>2</td>
<td>Fill in the location of the specific property(s) for which the Agreement is signed</td>
</tr>
<tr>
<td>3</td>
<td>Fill in the specific regulated articles to which the Agreement applies, e.g. “Regulated garbage”</td>
</tr>
<tr>
<td>4</td>
<td>List the titles, parts, and subparts, e.g. for regulated garbage — “7 CFR 330.400 – 330.403 and 9 CFR 94.5”</td>
</tr>
</tbody>
</table>
Appendix A: Completing and Distributing Forms
PPQ Form 519, Compliance Agreement

### TABLE A-1-31: Instructions for Completing PPQ Form 519, Compliance Agreement

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 5     | If completing a Compliance Agreement for regulated garbage:  
◆ Write “See Attached Compliance Agreement (# pages) and Addendum to Compliance Agreement”  
◆ See Completing Compliance Agreements on page B-1-1  
If completing a Compliance Agreement for other than regulated garbage:  
◆ See Completing Compliance Agreements on page B-1-1  
◆ Outline stipulations which apply to the establishment for each quarantine or regulation affecting the establishment  
◆ Make clear to the establishment that stipulations in the Compliance Agreement do not preclude compliance with other sections of a quarantine or regulation  
◆ If space in Block 5 is inadequate for listing the stipulations, then write “See Attached Sheets” |
| 6     | Have a responsible official of the establishment sign |
| 7     | Fill in |
| 8     | Fill in |
| 9     | Assign a compliance agreement number |
| 10    | Fill in |
| 11    | Fill in name of PPQ or CBP Official |
| 12    | Fill in |
| 13    | Have the PPQ or CBP Official sign |
| 14    | Fill in name of the U.S. Government or State Agency Official |
| 15    | Fill in |
| 16    | Have the U.S. Government or State Agency Official sign |

### Distribution
Use Table A-1-32 when distributing PPQ Form 519.

### TABLE A-1-32: Distribution of PPQ Form 519, Compliance Agreement

<table>
<thead>
<tr>
<th>If Compliance Agreement:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affects one work unit</td>
<td></td>
</tr>
</tbody>
</table>
◆ GIVE original to the establishment  
◆ KEEP a copy for port files in the area where the establishment is located |
| Affects more than one work unit |  
◆ GIVE original to the establishment  
◆ GIVE copies to all work units affected by the compliance agreement  
◆ KEEP a copy for port files in the area where the establishment is located |
### PPQ Form 523, Emergency Action Notification

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PPQ LOCATION</td>
</tr>
<tr>
<td>2.</td>
<td>DATE ISSUED</td>
</tr>
<tr>
<td>3.</td>
<td>NAME AND QUANTITY OF ARTICLE(S)</td>
</tr>
<tr>
<td>4.</td>
<td>LOCATION OF ARTICLES</td>
</tr>
<tr>
<td>5.</td>
<td>DESTINATION OF ARTICLES</td>
</tr>
<tr>
<td>6.</td>
<td>SHIPPER</td>
</tr>
<tr>
<td>7.</td>
<td>NAME OF CARRIER</td>
</tr>
<tr>
<td>8.</td>
<td>SHIPMENT ID NO.(S)</td>
</tr>
<tr>
<td>9.</td>
<td>OWNER/CONSIGNEE OF ARTICLES</td>
</tr>
<tr>
<td>10.</td>
<td>PORT OF LADING</td>
</tr>
<tr>
<td>11.</td>
<td>DATE OF ARRIVAL</td>
</tr>
<tr>
<td>12.</td>
<td>ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S)</td>
</tr>
<tr>
<td>12a.</td>
<td>PEST ID NO.</td>
</tr>
<tr>
<td>12b.</td>
<td>DATE INTERCEPTED</td>
</tr>
<tr>
<td>13.</td>
<td>COUNTRY OF ORIGIN</td>
</tr>
<tr>
<td>14.</td>
<td>GROWER NO.</td>
</tr>
<tr>
<td>15.</td>
<td>FOREIGN CERTIFICATE NO.</td>
</tr>
<tr>
<td>15a.</td>
<td>PLACE ISSUED</td>
</tr>
<tr>
<td>15b.</td>
<td>DATE</td>
</tr>
<tr>
<td>16.</td>
<td>ACTION REQUIRED</td>
</tr>
<tr>
<td>17.</td>
<td>AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days):</td>
</tr>
<tr>
<td>18.</td>
<td>SIGNATURE OF OFFICER</td>
</tr>
<tr>
<td>19.</td>
<td>REVOCATION OF NOTIFICATION</td>
</tr>
</tbody>
</table>

Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in Item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in Item 16 and shall be completed within the time specified in Item 17.

**AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT:**

Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

**ACKNOWLEDGMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION**

<table>
<thead>
<tr>
<th>Signature and Title</th>
<th>Date and Time</th>
</tr>
</thead>
</table>

**ACTION TAKEN:**

<table>
<thead>
<tr>
<th>Signature of Officer</th>
<th>Date</th>
</tr>
</thead>
</table>

**FIGURE A-1-44: Example of PPQ Form 523, Emergency Action Notification**
Appendix A: Completing and Distributing Forms
PPQ Form 523, Emergency Action Notification

Purpose and Scope
The Emergency Action Notification (EAN) is a document that serves purposes for APHIS regulations. When an emergency action must be taken on a shipment, this form allows Customs and Border Protection (CBP) and/or Plant Protection and Quarantine (PPQ) to communicate the need for a specific action on a shipment to the interested parties. The EAN specifies to the broker, shipper, market owner, or other stakeholder the reason(s) why the shipment is being refused and basic explanation(s) as to what action is necessary.

In the case of shipments of animal products or by-products, the EAN should only be issued to refuse entry. Do not use the EAN to place a hold on these shipments to request documents. Follow the instructions for handling animal products or by-products under Holding Cargo of Agricultural Interest on page 2-1-4.

The document also serves other critical needs. Use of the EAN information assists in determining risks and identifying trends. Through data compilation and analysis PPQ will use the information to update regulations, inform trade partners of areas of concern in foreign countries, and help with domestic emergencies. Targeting is another use for the information. CBP will be better able to determine which shipments may need closer inspection.

An EAN must be issued from the National AQAS EAN Database every time an emergency action is ordered for an agricultural purpose in the cargo or express courier environment. Agricultural purposes would be those that relate back to a violation of a regulation within the 7 CFR or 9 CFR chapters.

EANs MAY NOT be issued as a hand written document, typed on a manual typewriter, from any local database, or any means of issuance other than the National AQAS system.

1 The only acceptable reason for issuing an EAN from a source other than the AQAS National EAN Database is if the AQAS system is not in operation. In this instance, the EAN issued in another format must be entered into the AQAS National EAN Database within 24 hours.
Appendix A: Completing and Distributing Forms
PPQ Form 523, Emergency Action Notification

Issue an EAN when:

◆ The Agriculture Specialist finds an actionable pest, potential quarantine pest (e.g., suspect Asian gypsy moth or khapra beetle), a contaminant, or prohibited product
◆ The Agriculture Specialist needs to record a commercial seizure
◆ The Agriculture Specialist refuses entry of an animal product or by-product
◆ The shipment of plants or plant products lacks proper documentation
◆ The shipment contains non-compliant WPM
◆ The shipment is in the express courier environment (i.e. FedEx, UPS, DHL, etc.).

Do not issue an EAN for the following reasons:

◆ Condition of Entry/Precautionary Treatments - An EAN is not to be issued for a shipment requiring treatment as a condition of entry.
◆ Holding a Shipment - An EAN is only for taking immediate action. Do not use an EAN as a hold or supplemental hold for a shipment for any other reason than immediate treatment.
◆ Quality Issues - An EAN is not to be issued for the quality of a shipment. If the shipment does not pose a pest risk do not write an EAN.
◆ No inspection - An EAN is only to be issued if a shipment has been inspected (either a physical inspection of the goods or a paperwork inspection when that is the requirement) and an agricultural problem has been found. Do not write an EAN in lieu of inspection.
◆ Mail - Do not issue an EAN for any USPS mail. A Mail Interception Notification (PPQ 287) must be used for these shipments.
◆ Selected Animal Commodities - EANs are not to be issued on shipments of live animals or live animal commodities that are regulated by Veterinary Services. Refer to the Animal Product Manual for instructions on these products.
◆ Other Agencies’ regulations - EANs are not to be issued for a violation of other agencies regulations. The only regulations that may be cited on an EAN are chapters 7 CFR and 9 CFR.
◆ Requesting additional documentation for shipments of animal products or by-products
Refer to Table A-1-33 below, Table A-1-34 on page A-1-118, and Table A-1-35 on page A-1-119 for further guidance.

**TABLE A-1-33: Determining if an EAN is the Correct Form to Issue**

<table>
<thead>
<tr>
<th>If the shipment is presented in:</th>
<th>And the shipment includes:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| Air Cargo, Maritime Cargo, Rail Cargo, Truck/Vehicle Cargo | Animal products or by-products | ISSUE PPQ Form 523 (EAN)  
GO to Table A-1-34 on page A-1-118 |
|                                  | Plant products              | ISSUE PPQ Form 523 (EAN)  
GO to Table A-1-35 on page A-1-119 |
| United States Postal Service Mail |                             | ISSUE PPQ 287 (Mail Interception Notification)  
GO to Table A-1-24 on page A-1-88 |
| Express Courier (ex: FedEx, DHL, UPS, etc.) |                             | ISSUE PPQ 523 (EAN)  
GO to Table A-1-35 on page A-1-119 |
### TABLE A-1-34: Determining Documents to Issue When Taking Action on a Shipment of Animal Products or By-Products

<table>
<thead>
<tr>
<th>If:</th>
<th>And:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| The animal product or by-product shipment needs a paperwork inspection only | The shipment **lacks** the required documentation | The shipment is eligible to be forwarded to an APHIS approved establishment | PLACE A HOLD  
Refer to the Animal Product Manual for procedures |
| | | The shipment is **not** eligible to be forwarded to an APHIS approved establishment | ISSUE PPQ 523 (EAN) to REFUSE ENTRY |
| | The shipment has all the required documentation | | Continue clearing/inspecting the shipment as needed. No documents need to be issued at this time. |
| A physical inspection is performed in addition to a paperwork inspection | A contaminant or pest is found with the shipment<sup>1</sup> | | PLACE A HOLD  
Refer to the Animal Product Manual for procedures |
| | The shipment is manifested, but contains a prohibited animal product | | REFUSE ENTRY  
ISSUE PPQ 523 (EAN) |
| | The shipment contains smuggled merchandise | | ISSUE PPQ 523 (EAN) and PPQ 518 (Report of Violation)  
INITIATE seizure case in SEACATS  
SEE Important box below |
| | The WPM with the shipment is not properly marked with the accepted ISPM 15 symbol | | ISSUE PPQ 523 (EAN) for the WPM |
| Contaminant seeds are found with the shipment | The shipment will be transferred from CBP-AI Custody to PPQ custody | | ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record) |
| | The shipment will **not** change custody. The inspecting agency will complete final action. | | Issue PPQ 523 (EAN) and PPQ 309A (Interception Record) |
| Actionable plant pests are found with the shipment | The shipment will be transferred from CBP-AI Custody to PPQ custody | | ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record) |
| | The shipment will **not** change custody. The inspecting agency will complete final action. | | ISSUE PPQ 523 (EAN) and PPQ 309A (Interception Record) |

---

<sup>1</sup> Including commodities infested with animal pests such as hunting trophies with ticks.

---

**Important**

Seize smuggled agricultural merchandise. Re-export or treatment are not options for such shipments. Do **not** provide a copy of the EAN to the importer because the importer will be given notice through the issuance of the Notice of Seizure by the Fines, Penalties and Forfeitures Officer (FPFO). In order to inform USDA of the seizure, the CBPAS must reference the SEACATS case number (which will also reflect the Notice of Seizure) in Block #16 of the EAN being transmitted to USDA.
## TABLE A-1-35: Determining Documents to Issue When Taking Action on a Shipment of Plant Products

<table>
<thead>
<tr>
<th>If</th>
<th>And:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The plant product shipment needs a paperwork inspection only</td>
<td>The shipment lacks the required documents</td>
<td>The shipment will be transferred from CBP-AI custody to PPQ custody</td>
<td>ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The shipment will not change custody. The inspecting agency will complete final action.</td>
<td>ISSUE PPQ 523 (EAN)</td>
</tr>
<tr>
<td></td>
<td>The shipment has all of the required documentation</td>
<td>Continue clearing/inspecting the shipment as needed. No documents need to be issued at this time.</td>
<td></td>
</tr>
<tr>
<td>A physical inspection is performed in addition to a paperwork inspection</td>
<td>A pest is found and action will be taken</td>
<td>The shipment will be transferred from CBP-AI Custody to PPQ custody</td>
<td>ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The shipment will not change custody. The inspecting agency will complete final action.</td>
<td>ISSUE PPQ 523 (EAN) and PPQ 309A (Interception Record)</td>
</tr>
<tr>
<td></td>
<td>A contaminant seed is found and action will be taken</td>
<td>The shipment will be transferred from CBP-AI Custody to PPQ custody</td>
<td>ISSUE PPQ 523 (EAN), CBP-AI 523A (Chain of Custody), and PPQ 309A (Interception Record)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The shipment will not change custody. The inspecting agency will complete final action.</td>
<td>Issue PPQ 523 (EAN) and PPQ 309A (Interception Record)</td>
</tr>
<tr>
<td>The WPM with the shipment is not properly marked with the accepted ISPM 15 symbol</td>
<td></td>
<td>ISSUE PPQ 523 (EAN)</td>
<td></td>
</tr>
<tr>
<td>The shipment contains a manifested, but prohibited product or prohibited animal product</td>
<td>The shipment will be transferred from CBP-AI Custody to PPQ custody</td>
<td>ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The shipment will not change custody. The inspecting agency will complete final action.</td>
<td>ISSUE PPQ 523 (EAN)</td>
</tr>
<tr>
<td>The shipment is found with a contaminant that does not need to be submitted to an identifier</td>
<td>The shipment will be transferred from CBP-AI Custody to PPQ custody</td>
<td>ISSUE PPQ 523 (EAN) and CBP AI-523A (Chain of Custody)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The shipment will not change custody. The inspecting agency will complete final action.</td>
<td>ISSUE PPQ 523 (EAN)</td>
</tr>
<tr>
<td>The shipment contains smuggled merchandise</td>
<td></td>
<td></td>
<td>ISSUE PPQ 523 (EAN) and PPQ 518 (Report of Violation)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>INITIATE seizure case in SEACATS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SEE Important box below</td>
</tr>
</tbody>
</table>

Seize smuggled agricultural merchandise. Re-export or treatment are not options for such shipments. Do not provide a copy of the EAN to the importer because the importer will be given notice through the issuance of the Notice of Seizure by the Fines, Penalties and Forfeitures Officer (FPFO). In order to inform USDA of the seizure, the CBPAS must reference the SEACATS case number (which will also reflect the Notice of Seizure) in Block #16 of the EAN being transmitted to USDA.
Instructions
The instructions in Table A-1-36 on page A-1-120 are for initiating an EAN. The electronic version of PPQ Form 523, located in Agricultural Quarantine Activity System (AQAS), is the only method by which an Emergency Action Notification may be initiated. Emergency Action Notifications MAY NOT be issued in any other format, either manual or electronic.

Table A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issuing Port</td>
<td>Select the port in which the EAN is being issued. Please note that some users will have multiple locations. If the user is assigned to multiple locations, be sure to select the correct location. If the user is not assigned to a port to which he/she requires access, contact the help desk.</td>
</tr>
<tr>
<td>2</td>
<td>Date Issued</td>
<td>Enter the date that the EAN was issued.</td>
</tr>
</tbody>
</table>
TABLE A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 3 Name and Quantity of Manifested Article | Article Category* Article Name* | This block is to determine the commodity of the shipment. **Only one commodity is allowed to be listed per EAN.** Do NOT list pallets, crates, dunnage, etc. as the Name of Article unless they are the actual commodity being shipped. **Article Category** - Select a category (Animal Product, Plant Product, or Miscellaneous). The user must select the appropriate category as the other fields in this block are dependent upon it.

**Animal Products**
Animal Classification - Select the classification of the shipment. The classification selected will determine the drop down list for the classification category in the next field. See the Animal Product Manual (APM) contents page for further clarification.
Classification Category - Select the classification category. The classification category will determine if a classification subcategory is required. To decide on a classification category see the APM classification selected in the previous field.
Classification Subcategory - Select the classification subcategory. This information can be found in shipment documentation.

* The drop down lists in this category have come directly from the Animal Product Manual. If you need assistance with this menu, see the APM.

**Plant Products**
This selection is for fresh cut flowers, fresh fruits and vegetables, logs, lumber, and propagative materials only. Any processed plant products (mulch, handicrafts, potpourri, Chinese Teas, etc.) will be found in the Miscellaneous Category.

**Miscellaneous Products**
This category is for all products that do not fit into either Animal Products or Plant products as defined above. Select the category that best fits the commodity. If there is not a category that fits your item please contact the help desk, National Coordinator, or Regional Coordinators before continuing. If the user selects miscellaneous, a description of the article must be entered. The description should be as accurate as the information available. For example, brake pads, bolt screws, linen fabric, stuffed toys, etc. If the product is agricultural but processed, the user must give an exact description of the article. For example, wooden birdhouses with grass roofs, dried whole apricots, wood carvings with bark edging, etc.

**Article Name** - This drop down list has been determined by the user's previous selections. If the user does not find the article name in the drop down list please contact the help desk.

* Quantity* Unit of Measure* | Enter the numerical quantity of the shipment. When determining the article quantity, use the most specific number. For example, kilograms is a better selection than box count when dealing with most produce or meat products, but square meter is a better selection for veneer. **“Boxes/Crates” may not be used if another option is available.**

<table>
<thead>
<tr>
<th>APHIS Permit Number</th>
<th>APHIS Permit Number - If the shipment has any kind of APHIS permit, enter the number here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Packing Material*</td>
<td>Check the appropriate boxes. If the user selects none or non-compliant only one box may be selected, but if the wood is non-compliant the user may chose both non-compliant for timber pest and no markings. <strong>If wood is not marked with an acceptable symbol, then it is considered unmarked.</strong></td>
</tr>
</tbody>
</table>
### TABLE A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Location of Articles*</td>
<td>The location of articles is the place where the shipment is located when it is inspected. For example, US Air Warehouse, 123 Airplane Way, Butte, MT 12345. Each port will have a local drop down list so that users will not have to type addresses that have already been added to the system. If using the drop down list, ensure that the correct location has been selected. If the location that the user needs to select is not on the default list, it may be added by port users and supervisors by selecting &quot;Set Defaults&quot;. All locations must contain the name of the facility, the physical address, city, state, and zip code.</td>
</tr>
<tr>
<td>5 Delivery Address of Articles</td>
<td>Name*</td>
<td>Enter the name of the company/individual accepting the goods as destination of the articles (delivery address). Do not use the broker as destination. Do not automatically assume that the consignee address and delivery address is the same.</td>
</tr>
<tr>
<td></td>
<td>Address where the articles will be delivered*</td>
<td>Enter the address where the goods are intended to be delivered including street address, city, state (within the US), country, and zip/postal code. If the shipment has multiple destinations, the officer should include the destination to which the majority of the shipment is being delivered. If the shipments will be distributed evenly then choose the location to which the product could potentially cause the greatest risk. When determining the address to select the officer should use his/her best judgment. Additional delivery addresses should be entered into the “Comments” field on page 4 of the data entry screens. Questions regarding this should be directed to the officer’s first line supervisor.</td>
</tr>
<tr>
<td>6</td>
<td>Name*</td>
<td>Enter the name of the shipper.</td>
</tr>
<tr>
<td></td>
<td>Address of Shipper*</td>
<td>Enter the address of the shipper including street address, city, and country. Enter state/province and postal code if known. This must be a foreign address.</td>
</tr>
<tr>
<td>7 Name of Carrier</td>
<td>Name*</td>
<td>Enter the name of the carrier company. For example, Northwest Airlines, M/V Panama, Canadian Pacific, Yellow Freight. On the land borders independent trucks frequently cross. If the truck is independent use the name of the owner of the tractor. Do not enter vehicle numbers in this field. Do NOT enter abbreviations for the name of carrier including airline codes.</td>
</tr>
<tr>
<td></td>
<td>Flight/Voyage/Trip Number*</td>
<td>Enter the appropriate number based on pathway. For trucks use the trailer license number.</td>
</tr>
</tbody>
</table>
TABLE A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Airway Bill, Bill of Lading, PAPS Code*</td>
<td>Enter the bill of lading number. If the cargo is border cargo and does not have a bill number, use the PAPS code. <strong>This is a mandatory field. Every shipment will have this number at the time that shipment is presented for inspection.</strong></td>
</tr>
<tr>
<td></td>
<td>Tariff Number*</td>
<td>Enter the 10 character tariff number as provided in ACS or ATS. This is indicated in ATS as the HTS number. Do not add any punctuation, numbers only. If the user cannot find the tariff number in ATS or ACS then use this link to look up the number: <a href="http://dataweb.usitc.gov/scripts/tariff_current.asp">http://dataweb.usitc.gov/scripts/tariff_current.asp</a></td>
</tr>
</tbody>
</table>
|              | Customs Entry Number* | Enter the Customs Entry Number. Do not add any punctuation, numbers only.  
*If the entry has not yet been filed at the time of inspection, enter "Not Yet Filed"  
*If the shipment is of low value (under $2000 as of 09/2006) it is considered informal and no entry number will ever be processed, enter “Informal”  
**Do not enter N/A or Not Available. If the user doesn’t have an entry number other than listed above, describe why.** |
|              | Container Number | Enter the complete container number. This is usually a 4-letter code followed by 5 or 6 numbers. Include the check digit. |
|              | ISPM Markings | Enter the complete information from the ISPM Marking (IPPC wood marking). If the officer finds a pest in **marked** wood, this is a required field. |
|              | Other Identifying Number | This field is available to include another number that there is either not a field for or can be used for a number collected for port policy. Examples include invoice number, shipment number, etc. **If the pathway is air cargo, the House Airway Bill must be entered here.** |
|              | Other Identifying Number Description | If the user enters an “Other Identifying Number” then this field must be completed. The entry should clearly identify what the “Other Identifying Number” is. Do not use abbreviations in the description other than HAWB for “House Airway Bill.” |
| 9            | Name* | Enter the name of the Consignee. This will be a company name most of the time. If the shipment owner is an individual, enter the name of the individual.  
The Consignee is the owner of the shipment. The broker is usually not the consignee. |
|              | Address of Consignee* | Enter the street address of the consignee. Street address, city, and country must be entered. Enter the state/province and postal code if known. |
|              | Phone and Fax Numbers | Enter the phone and fax numbers of consignee if known |
| 10           | City* | Enter the foreign city where the shipment was last loaded onto a vessel, plane, railcar, or vehicle. |
|              | Country* | Enter the foreign country where the shipment was last loaded onto a vessel, plane, railcar, or vehicle. |
| 11           | Date of Arrival* | Enter the date that the shipment entered the port. |
### TABLE A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Reason for EAN*</td>
<td>Select the reason(s) that the EAN is being issued. The following is a guideline to help determine the reason.</td>
</tr>
<tr>
<td></td>
<td>Pest</td>
<td>If a pest or disease is found on, in, or with a shipment. Do not to enter a tentative ID. A national AQAS Pest ID number will be required.</td>
</tr>
<tr>
<td></td>
<td>Lacks Documentation or Certification</td>
<td>Shipment is missing documentation or the documentation is not acceptable. Documents may include but are not limited to permits, phytosanitary certificates, etc. Do not use this reason for animal products or by-products.</td>
</tr>
<tr>
<td></td>
<td>Contaminant- Seed</td>
<td>Shipment is found to have seed or seed heads that are contaminants, but not part of the manifested commodity. A national AQAS Pest ID number is required.</td>
</tr>
<tr>
<td></td>
<td>Contaminant-Other</td>
<td>Shipment is found to have any contaminant that does not need to be sent to an identifier. Examples include blood, soil, manure, etc.</td>
</tr>
<tr>
<td></td>
<td>Lacking ISPM15 Marking</td>
<td>Shipment was found to have unmarked or improperly marked WPM.</td>
</tr>
<tr>
<td></td>
<td>Prohibited Animal Product</td>
<td>Shipment was found to be prohibited by a 9 CFR. This is the only reason to be selected for all EANs written for animal products and by-products.</td>
</tr>
<tr>
<td></td>
<td>Prohibited Product</td>
<td>Shipment was found to be prohibited by 7 CFR regulation.</td>
</tr>
<tr>
<td>12a</td>
<td>Pest ID Number*</td>
<td>Enter the Pest ID number generated by the Pest ID system. If pest or seed contaminant is selected as the reason for the EAN then the user will have to enter the 17 digit Pest ID number. If the user does not have the Pest ID number the EAN may be saved and printed, however the EAN can not be closed in the system until this information has been added. The system will not accept local pest ID numbers in any form.</td>
</tr>
<tr>
<td>12b</td>
<td>Date Intercepted*</td>
<td>Enter the date that the reason for writing the EAN was found. This date must match the date that is entered on the Pest ID record (309A).</td>
</tr>
<tr>
<td>13</td>
<td>Country of Origin</td>
<td>Enter country of origin. The country of origin is not necessarily the country from which it is being shipped. The country of origin is the location where the commodity was grown, manufactured, or produced. For example, a shipment of handicrafts might be shipped from Canada, but were made in China. China is the country of origin. Canada is the country of lading.</td>
</tr>
<tr>
<td>14</td>
<td>Grower/ Facility Number</td>
<td>Enter the number of the foreign facility in which the product was processed or the foreign grower number. This number is frequently found on the invoice. It may also be available in ATS.</td>
</tr>
<tr>
<td>15</td>
<td>Foreign SanitaryCertificate Status*</td>
<td>Select the status of the certificate. If a certificate is not required continue to Block 16.</td>
</tr>
<tr>
<td>15a</td>
<td>Foreign Sanitary Certificate Number</td>
<td>Enter the certificate number.</td>
</tr>
<tr>
<td>15b</td>
<td>Place Issued</td>
<td>Enter City/Country where the certificate was issued. This will be a foreign address.</td>
</tr>
<tr>
<td></td>
<td>Date Issued</td>
<td>Enter the date on which the certificate was issued.</td>
</tr>
</tbody>
</table>
### TABLE A-1-36: Instructions for Initiating an EAN

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Number</td>
<td>Enter the phone number at which the user issuing the EAN can be reached.</td>
</tr>
<tr>
<td>16</td>
<td>Treatment Schedule</td>
<td>Using the drop down menu, <strong>if treatment is available</strong>, select the appropriate treatment schedule. The treatment schedule <strong>MUST</strong> be provided by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier. CBP AI should <strong>not</strong> select a treatment schedule that has not been approved by a PPQ Identifier or PPQ Employee acting on behalf of an Identifier.</td>
</tr>
<tr>
<td></td>
<td>Explanation Text*</td>
<td>Select the explanation text that best matches the scenario for this EAN. This explanation tells the acceptor of the EAN two things: 1) what the problem is and 2) how to correct the situation. <strong>This is where the options are given. DO NOT use the “check boxes” printed on the form.</strong></td>
</tr>
<tr>
<td></td>
<td>Phyto-Fumigation Disclaimer</td>
<td>If fumigation is an option, the phyto disclaimer must be selected.</td>
</tr>
<tr>
<td></td>
<td>CFR Regulation*</td>
<td>Select the CFR under which the shipment is being regulated. More than one CFR can be selected. To look up a CFR use this link: <a href="http://ecfr.gpoaccess.gov">http://ecfr.gpoaccess.gov</a></td>
</tr>
<tr>
<td></td>
<td>Seal Text</td>
<td>If the shipment must be transferred to another location under seal, select the text that is appropriate to scenario. If the shipment is being sent for treatment by PPQ the quantity of the shipment being transferred (preferably in box count) <strong>must</strong> be included. <strong>NOTE:</strong> If the PPQ Officer supervising the treatment does not know the quantity to be treated the shipment will not be treated until that information is provided from CBP.</td>
</tr>
<tr>
<td></td>
<td>Comments</td>
<td>If the user has any additional comments to make, they should be recorded in the Comment field. Do not repeat information that has previously been provided. Do not enter any pest name in this location. It may be helpful on a local level to enter a local ID number or broker information here. <strong>NOTE:</strong> These comments will print on the paper EAN.</td>
</tr>
<tr>
<td>17</td>
<td>After Receipt of Notification</td>
<td>The user should select the amount of time allowed before treatment begins. For example, if the shipment is to be re-exported then the user should select the amount of time before the shipment must be on the conveyance back to country of origin. The maximum time allowed for animal products and by-products is 72 hours.</td>
</tr>
<tr>
<td>18</td>
<td>Name of Inspecting Officer</td>
<td>Enter the name of the officer that inspected the shipment. <strong>DO NOT</strong> enter the name of the data enterer unless it is the same individual.</td>
</tr>
<tr>
<td></td>
<td>Name of Recipient</td>
<td>Enter the first and last name of the person accepting the EAN. The user <strong>MUST</strong> have this person print their name next to the signature. The only acceptable entry in this field is the first and last name of the person accepting the EAN. <strong>DO NOT</strong> enter “On File.”</td>
</tr>
<tr>
<td></td>
<td>Title of Recipient</td>
<td>Enter the title of the person accepting and signing the EAN. Preferably enter name of their company as well. Example: Dispatcher, American Shipping</td>
</tr>
<tr>
<td></td>
<td>Date Signed</td>
<td>Enter the date the EAN was signed and accepted.</td>
</tr>
<tr>
<td>19</td>
<td>Revocation Notification</td>
<td>Enter the reason that the EAN was written. <strong>This should match the data entered in block 12.</strong></td>
</tr>
</tbody>
</table>
When an infested vessel is allowed to sail foreign without treatment, type the following statement in the “Comments” field on the EAN.

The requirements of the Emergency Action Notification are suspended upon condition that this vessel shall leave the territorial limits of the United States within [list number] of hours after receipt of this notice. This vessel shall not re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is not presented to the CBP officer when arriving at a port in the United States, or if the CBP officer for any other reason is not satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.

**Special Instructions for Infested Vessels Sailing Foreign Without Treatment**

When an infested vessel is allowed to sail foreign without treatment, type the following statement in the “Comments” field on the EAN.

The requirements of the Emergency Action Notification are suspended upon condition that this vessel shall leave the territorial limits of the United States within [list number] of hours after receipt of this notice. This vessel shall not re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is not presented to the CBP officer when arriving at a port in the United States, or if the CBP officer for any other reason is not satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.

**TABLE A-1-36: Instructions for Initiating an EAN**

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Action Taken*</td>
<td>Enter the action that was actually taken. <strong>Do not enter an action unless that action was taken.</strong> If the action was “Treatment,” select the treatment type. If the action was “Other,” enter what action was taken in the “Additional Remarks” section. Be descriptive in the narrative. Example: The WPM was separated from the shipment. The WPM was re-exported. The commodity entered commerce.</td>
</tr>
<tr>
<td></td>
<td>Was the Article Mislabeled, Misrepresented, or Concealed?*</td>
<td>Select yes or no.</td>
</tr>
<tr>
<td></td>
<td>Form 518 Reference Number</td>
<td>If the above answer is yes, then a 518 number must be entered.</td>
</tr>
<tr>
<td></td>
<td>Additional Remarks</td>
<td>If the user has additional information that was not previously recorded, it should be entered here. This field is required if Action Taken-Treatment Type is equal to “Other.” This field will not print at any time. These are private comments visible only to system users.</td>
</tr>
<tr>
<td></td>
<td>Signature of Officer*</td>
<td>Enter the name of the officer that completed or supervised the treatment, received confirmation of destruction, or received confirmation of re-exportation. Do not enter the data entry clerk’s name unless it is the same officer as described above. This may be a different user than originally opened the EAN.</td>
</tr>
<tr>
<td></td>
<td>Date Action was Completed*</td>
<td>Date - Enter the date that the final action was completed.</td>
</tr>
</tbody>
</table>
**Distribution**

Because PPQ Form 523 is now electronic, distribution as in the past, on every EAN, is unnecessary. The procedure has been that the signing party, who is responsible for the cargo, receives a hard copy of the notification. The hard copy is necessary to communicate to the consignee or shipper, and also gives the broker time to review the options and select one. The CBP contact number is listed as well.

Routinely sending the EAN to any other parties is not required. Sharing courtesy copies between PPQ and CBP should continue for local, regional or national projects. Ports may also keep their own hard copies.
Appendix A: Completing and Distributing Forms

PPQ Form 599, Red and White Permit Label

PPQ Form 599, Red and White Permit Label

FIGURE A-1-45: Example of PPQ Form 599, Red and White Label without Bar Code

FIGURE A-1-46: Example of PPQ Form 599, Red and White Label with Bar Code
Purpose
PPQ Form 599 is a red and white shipping label issued by the USDA, APHIS, PPQ Permit Unit. It serves to designate a package as containing living organisms regulated under an APHIS PPQ permit (APHIS Form 526). These organisms usually fall into one of the following categories: Live insects, biological control agents, plant pathogens, select agents, worms, snails, bees, parasitic plants or noxious weeds.

The R&W label includes the APHIS permit number and the address where inspection is authorized. Often, but not always, the inspections occur at an APHIS Plant Inspection Station (APHIS PIS). These red and white labeled packages are not to be opened, except under controlled laboratory conditions. The label authorizes movement of a secure and intact package to the address on the label. The following APHIS PIS sites have Biosecurity Cabinets for Class II Type A materials: Atlanta, GA; Jamaica, NY; Linden NJ, Los Angeles, CA; Miami, FL; Orlando, FL; and San Francisco, CA.

Under no circumstances should permitted material be shipped via diplomatic pouch. Contact the local PPQ office (or APHIS PIS) if you have any concerns.

Instructions
Expedite containers with these labels to the APHIS PIS listed on the label (see Appendix N). No other delivery addresses can appear on the package’s exterior unless it matches the address on the PPQ Form 599 label. These packages should only be opened and examined under a Class II biosafety cabinet. If the PPQ Form 599 is addressed to other than an APHIS PIS, contact the APHIS Permit Unit at 301-851-2046 with the addressing details during business hours, Monday–Friday, 8:00 a.m.–4:30 p.m. ET, or at 301-768-1346 outside business hours.

If this is a hand carried package, follow the directions for handling in the Passenger Clearance section of this manual. Note the conditions on the permit for the CBP inspector’s information. Review the information below, as needed, concerning red and white permits and applicable background information. All hand carried organisms moving under APHIS Plant Pest Permits require prior notice from APHIS to CBP.
Contact CBP APTL headquarters before opening any red and white labeled package. An APHIS PPQ representative will need to be present. If the PPQ Form 599 or Form 526 is discovered AFTER opening the permitted package, reseal it and contact the local PPQ or APHIS PIS. CBP needs to provide a written record explaining who opened the package, when it was opened, where it was opened, the circumstances, and any problems. Forward the explanatory letter via email to: pest.permits@aphis.usda.gov. Please include shipment details, as well.

For USPS mail packages, if additional delivery addresses appear on the package that are different than the PPQ Form 599 label, forward the package to the local APHIS PIS using existing mail transfer mechanisms.

For Express Courier packages, if the courier delivery label is addressed differently than the PPQ Form 599, explain the problem to the courier’s agent. They may have a policy about handling and delivery of mislabeled packages. The Express Courier may readdress the package to match the red and white label and allow the package to continue, or refuse to accept the costs of onward delivery to the address on the red and white label. If there is a mechanism to move the package to a local APHIS PIS, contact them to accept the package. This will assist PPQ in determining if our import procedures need to be modified for shipments of plant pest organisms.

Express Courier companies must not conceal PPQ permit labels by placing pouches, stickers, tape, or other material over the permit labels. If this practice is evident, contact the APHIS PPQ Permit Unit at 301-851-2046 with the addressing details during business hours, Monday–Friday, 8:00 a.m.–4:30 p.m. ET, or at 301-768-1346 outside business hours.

See Appendix N for a list of APHIS PIS locations.
**Appendix A:** Completing and Distributing Forms

**VS Form 10-4, Specimen Submission**

- **Name of Submitter:** Holmes
- **Mailing Address:** Int'l Arrivals Wing - BWI, 2800 Airport Way, Baltimore, MD 21240
- **Phone Number:** 410/865-220
- **Ex. Date:**

**Examination Requested:**

Examination requested is for the concentration of sodium carbonate and sodium silicate.

**Country of Origin/Orientation:**

USA

**Preservation:**

No Pack, Dry Sea, Formalin, Boze, Alcohol, Other (specify)

**Preservatives Submitted:**

Blood, Feces, Parasite, Serum, Tissue, Whole Bird, Other (specify)

**Species Submitted:**

Pigeon, Chicken, Horse, Turkey, Cat

**Sample Identification:**

Sample ID, Animal Affected, Sex, Sample ID, Animal Affected, Sex

**Additional Data:**

(Include: clinical signs, post mortem findings, antibody, microscopic diagnosis, etc. Use add. 2-3 sheets if necessary)

**Signature of Submitter:**

4-18-02

**NVSL Accession No:**

This is an example of VS Form 10-4, Specimen Submission (front).
## Appendix A: Completing and Distributing Forms

**VS Form 10-4, Specimen Submission**

### ITEM 12 - Definitions of Diagnostic Case Categories

**General Diagnostic Case** - A case in which the tests conducted are for the purpose of diagnosing or confirming a disease, and/or the analysis of environmental products that may be contributing to an existing disease condition.

**FAD/EP Diagnostic Case** - A case in which the tests conducted are for the purpose of diagnosing or confirming a foreign disease, or for the eradication of a foreign disease that has gained entrance into the U.S.

**NVSL Intralab Diagnostic Case** - A case in which the tests conducted are for the purpose of diagnosing or confirming a disease condition, analyzing environmental products that may be contributing to a disease condition or for analyzing chemical products for another laboratory of NVSL.

**Surveillance/Monitor Case** - A case in which the tests conducted are for the purpose of monitoring for a specific disease, for a specific insect or insect vector, or for analyzing specific products that are used in treating animals or poultry or for decontamination of animal or poultry facilities.

**Developmental/Research Case** - A case in which the tests conducted are for the purpose of supporting a developmental or research project conducted by another laboratory of NVSL, by staff or field personnel of VS or by other laboratories, institutions, or agencies.

**Reagent Evaluation Case** - A case in which the tests conducted are the purpose of evaluating a reagent produced by another laboratory of NVSL or by other laboratories, institutions, or agencies.

**Import Case** - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal or poultry products for importation into the U.S.

**Export Case** - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal and poultry products for exportation to a foreign country.

**TB** - A case with a specific request for diagnosis of TB.

### Item 20 - Identification

Identify Samples with Consecutive Numbers - Record animal identification (number or name) adjacent to appropriate sample number. Laboratory results will be reported by sample identification number, indicate approximate age in years(y), months(m), weeks(w), or days(d), and indicate sex of each animal. See sample below. When more than 0 samples, use VS Form 10-4A.

<table>
<thead>
<tr>
<th>Sample</th>
<th>IDENTIFICATION</th>
<th>AGE</th>
<th>SEX</th>
<th>Sample</th>
<th>IDENTIFICATION</th>
<th>AGE</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12ABC0000</td>
<td>3y</td>
<td>F</td>
<td>6</td>
<td>12ABC0005</td>
<td>10d</td>
<td>F</td>
</tr>
<tr>
<td>2</td>
<td>12ABC0001</td>
<td>2y</td>
<td>M</td>
<td>7</td>
<td>12ABC0006</td>
<td>10m</td>
<td>F</td>
</tr>
<tr>
<td>3</td>
<td>ABC0002</td>
<td>1y</td>
<td>F</td>
<td>8</td>
<td>12ABC0007</td>
<td>8m</td>
<td>M</td>
</tr>
<tr>
<td>4</td>
<td>ABC0003</td>
<td>6m</td>
<td>F</td>
<td>9</td>
<td>12ABC0008</td>
<td>21/2y</td>
<td>F</td>
</tr>
<tr>
<td>5</td>
<td>12ABC0004</td>
<td>3w</td>
<td>M</td>
<td>10</td>
<td>12ABC0009</td>
<td>18m</td>
<td>M</td>
</tr>
</tbody>
</table>

Send a copy of the VS 10-4 to the Veterinarian-in-Charge (in submitter's State, Retain a copy for your records.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0090. The time required to complete this information collection is estimated to average .5 hours per response, including the time to review instructions, search existing data resources, gather the needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Agriculture, Clearance Officer, Stop 7602, 1400 Independence Ave., S.W., Washington, DC 20250-7602.

**VS 10-4 (Reverse)**

FIGURE A-1-48: Example of VS Form 10-4, Specimen Submission (back) (continued)
Purpose
VS Form 10-4 accompanies samples sent to NVSL in Ames, Iowa, for laboratory testing needed to determine disinfectant concentration, tick identification, or other tests needed to establish enterability of a product. In addition, use VS Form 10-4A, a continuation sheet, when sending 10 or more samples for testing.

Instructions
See Table A-1-37 to complete the form.

TABLE A-1-37: Instructions for Completing VS Form 10-4, Specimen Submission

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter your name, duty station, and office telephone number</td>
</tr>
<tr>
<td>2</td>
<td>Enter the name and address of the consignee, broker, or agent</td>
</tr>
<tr>
<td>3, 4, 5, 6, 7</td>
<td>Leave blank</td>
</tr>
<tr>
<td>8</td>
<td>Enter the test procedure you are requesting; for CBP purposes this would be one of the following: animal species, disinfectant percentage, internal temperature (protein coagulation), pH level, tick identification</td>
</tr>
<tr>
<td></td>
<td>When submitting samples of sodium carbonate with sodium silicate:</td>
</tr>
<tr>
<td></td>
<td>Specify that the examination requested is for concentrate of sodium</td>
</tr>
<tr>
<td></td>
<td>Submit samples in plastic containers; <strong>never</strong> use glass containers</td>
</tr>
<tr>
<td></td>
<td><strong>DO NOT</strong> refer to any specific disease (such as FMD) when submitting samples to determine pH level or internal temperature</td>
</tr>
<tr>
<td>9</td>
<td>Enter the name of the CBP officer who collected the sample from the importer</td>
</tr>
<tr>
<td>10</td>
<td>Enter the date collected</td>
</tr>
<tr>
<td>11</td>
<td>Enter “HQ, PPQ, VMO”</td>
</tr>
<tr>
<td>12</td>
<td>Mark the <em>Import</em> box</td>
</tr>
<tr>
<td>13</td>
<td>Enter the country of origin</td>
</tr>
<tr>
<td>14</td>
<td>Leave blank</td>
</tr>
<tr>
<td>15</td>
<td>Mark the appropriate preservation used (preserved condition of product as imported)</td>
</tr>
<tr>
<td>16</td>
<td>Mark the appropriate specimen being submitted</td>
</tr>
<tr>
<td></td>
<td>Mark the <em>Other</em> box and enter unknown if the specimen is unknown</td>
</tr>
<tr>
<td>17</td>
<td>Enter the total number of specimens submitted</td>
</tr>
<tr>
<td>18</td>
<td>Mark the appropriate species or source submitted</td>
</tr>
<tr>
<td></td>
<td>Mark the <em>Other</em> box and enter unknown if the specimen is unknown</td>
</tr>
<tr>
<td>19</td>
<td>Leave blank</td>
</tr>
<tr>
<td>20</td>
<td>Enter the sample identification as consecutive numbers beginning with 1</td>
</tr>
<tr>
<td></td>
<td>Enter the animal identification with a sequence of numbers legible by laboratory personnel; e.g., all or the last part of the air waybill would be a good identification number</td>
</tr>
<tr>
<td></td>
<td>Mark all containers (not lids) with the identification numbers</td>
</tr>
<tr>
<td></td>
<td>Leave blank the columns <em>Age</em> and <em>Sex</em></td>
</tr>
</tbody>
</table>
Appendix A: Completing and Distributing Forms
VS Form 10-4, Specimen Submission

TABLE A-1-37: Instructions for Completing VS Form 10-4, Specimen Submission

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 21    | ◆ Enter any information about the history of submission, sex of importation, number of containers, number sampled, and additional information  
       | ◆ Indicate the articles being submitted for disinfectant samples  
       | ◆ Add the statement “Please phone or FAX the results to the CBP office that submitted the request” for all other submissions |
| 22    | Sign and date the form |

Distribution
Distribute VS Form 10-4 as directed in Table A-1-38.

TABLE A-1-38: Distribution of VS Form 10-4, Specimen Submission

| If: Parts 1–3 | And it: Includes a specimen sample for identification of disinfectant percentages | Then: SEND using overnight mail to: USDA–APHIS National Veterinary Services Laboratories Chemistry Section PO Box 844 Ames, IA 50010 Specimen sample is for other than disinfectant percentages CONSULT with PPQ, VRS at 301-851-2295 Part 4 USDA–APHIS–PPQ–VRS 4700 River Road, Unit 129 Riverdale, MD 20737-1236 Part 5 File |

Results of Tests
The test results will be telephoned or faxed to PPQ, VRS. PPQ, VRS will inform the origination office. Exception: Test results of disinfectant samples will be mailed directly to the port. If test results other than for disinfectant are not received within 4 working days of submission, contact PPQ, VRS by telephone at 301-851-2295.
### VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Name of Importer or Shipper (Include Zip Code)</th>
<th>Country of Origin</th>
<th>Customs Entry No.</th>
<th>Date of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International Casein 2024 Swan Street Slidell, LA 70460</td>
<td>France</td>
<td>140-93-19606</td>
<td>10/30/02</td>
</tr>
</tbody>
</table>

**Veterinarian in Charge:** Area Veterinarian in Charge

**Address:** USDA, APHIS, VS
5825 Florida Blvd., Room 1140
Baton Rouge, LA 70806-9985

**Quantity Received at Port of Arrival:** 450,000 lbs.

**No. Units Received at Port of Arrival:** 300 casks

**Receiving Establishment:**

<table>
<thead>
<tr>
<th>Name and Address of Receiving Establishment (Include Zip Code and phone no.)</th>
<th>From Port of Arrival to Approved Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Casein 2024 Swan Street Slidell, LA 70460 985/643-0315</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:** Invoice #IC383154

**Name and Signature of Inspector:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Rockefeller</td>
<td>Ronald Rockefeller</td>
</tr>
</tbody>
</table>

**PPQ Station:** France Road Work Station
New Orleans

**Date:** 10/30/02

**Treatment Information:**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Name of Approved Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24. **Date Treatment Completed:**
25. **Were R.R. Cars, Trucks, etc. Cleaned and Disinfected?**
   - Yes
   - No

27. **Method of Treatment:**

**Remarks:**

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**FIGURE A-1-49:** Example of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material
Purpose

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material, is used to accompany all restricted animal products moving from the port of entry to APHIS-approved establishments or APHIS-approved storage facilities.

Important

VS Form 16-78 is not to be used for foreign shipments of cooked beef or for transiting shipments. Use USDA, PPQ/FSIS Notification Sheet for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries.

Instructions

Complete VS Form 16-78 (FEB 2002) using the instructions in Table A-1-39. Previous editions of the form are obsolete.

TABLE A-1-39: Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Optional—used for identification by the port of entry if needed</td>
</tr>
<tr>
<td>2</td>
<td>List the port of arrival (city, State)</td>
</tr>
<tr>
<td>3</td>
<td>List the name and address of the importer or shipper</td>
</tr>
<tr>
<td>4</td>
<td>List the name of the country of origin</td>
</tr>
<tr>
<td>5</td>
<td>List the Customs Entry Number (if applicable) or air waybill number</td>
</tr>
<tr>
<td>6</td>
<td>List the product or material (be as specific as possible; such as wart hog hides, wildebeest skull, etc.); continue in Block 17 as needed</td>
</tr>
<tr>
<td>7</td>
<td>List the date of arrival</td>
</tr>
<tr>
<td>8</td>
<td>List the name of the AVIC in the State where the approved establishment is located (in the Animal Product Manual see List of VS-AVIC in Figure H-1-4 and Appendix E)</td>
</tr>
<tr>
<td>9</td>
<td>List the name of the incoming vessel/carrier</td>
</tr>
<tr>
<td>10</td>
<td>List the name of the carrier moving the importation/shipment to the address listed in Block 14</td>
</tr>
<tr>
<td>11</td>
<td>Identify the seal numbers and whose they are, e.g., USDA, Customs</td>
</tr>
<tr>
<td>12</td>
<td>List in pounds only, the total quantity received at the port of arrival</td>
</tr>
<tr>
<td>13</td>
<td>List the number of units and type of units (box, bundle, carton, cask, etc.) received at the port of arrival</td>
</tr>
<tr>
<td>14</td>
<td>If the importation is for animal products or by-products moving to an approved establishment, then list the name, address, zip code, and phone number of the approved establishment (see Appendix E in the Animal Product Manual)</td>
</tr>
<tr>
<td>15</td>
<td>List in pounds the total weight of the shipment moved from the port of entry to the approved establishment</td>
</tr>
<tr>
<td>16</td>
<td>List the total number of units and type of units moved from the port of entry to the approved establishment</td>
</tr>
</tbody>
</table>
Appendix A: Completing and Distributing Forms
VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

**TABLE A-1-39: Instructions for Completing VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material (continued)**

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>List items such as air waybill number and detailed description of each animal product; for trophies or other personal shipments, list the importer’s passport number and driver’s license State, number, and expiration date and list the product or material (be as specific as possible; such as wart hog hides, wildebeest skull, etc.)</td>
</tr>
<tr>
<td>18</td>
<td>Print the name of the inspector and sign</td>
</tr>
<tr>
<td>19</td>
<td>List the name and location of the work station</td>
</tr>
<tr>
<td>20</td>
<td>List the date</td>
</tr>
<tr>
<td>21-32</td>
<td>Leave blank; these blocks will be completed by the approved establishment</td>
</tr>
</tbody>
</table>

**Distribution**
Distribute VS Form 16-78 as directed in **Table A-1-40**.

**TABLE A-1-40: Distribution of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal Products, and Other Material**

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>MAIL to the address in Block 14</td>
</tr>
<tr>
<td>Part 2</td>
<td>SEND with the importation/shipment by attaching to the form to the shipping documents or to the cargo or give the form to the importer</td>
</tr>
<tr>
<td></td>
<td>If the importation is trophies or a personal shipment, then verify the identity of the transporter or person picking up the trophies or personal shipment for movement to the approved establishment by listing the driver’s license number in Block 17.</td>
</tr>
<tr>
<td></td>
<td>If a commercial courier service is used, then list the name of the service.</td>
</tr>
<tr>
<td>Part 3</td>
<td>FAX¹ to the Area Veterinarian in Charge in the State where the approved establishment is located (in the Animal Product Manual see List of VS-AVIC in Figure H-1-4 and Appendix E)</td>
</tr>
<tr>
<td>Part 4</td>
<td>KEEP for the port files</td>
</tr>
</tbody>
</table>

¹ Do **not** mail Part 3, even though the form directs you to do so. Be sure to FAX the form to the AVIC.
### Appendix A: Completing and Distributing Forms
### VS Form 17-8, Agreement of Pet Bird Owner

#### FIGURE A-1-50: Example of VS Form 17-8, Agreement of Pet Bird Owner

This report is authorized by law (9 CFR 92). Failure to complete and sign form will result in abandonment of birds.

**U.S. DEPARTMENT OF AGRICULTURE**

**ANIMAL AND PLANT HEALTH INSPECTION SERVICE**

**AGREEMENT OF PET BIRD OWNER**

**INSTRUCTIONS:** Complete items 1 through 8 and the applicable Agreement A, B, or C. Distribute copies as identified.

1. **NAME AND ADDRESS OF OWNER (Include Zip Code)**
   - Barry Brown

2. **PASSPORT NO.** (If name given Social Security No., or Driver’s License No.)
   - SS#371-82-2117

3. **DATE OFFERED FOR ENTRY**
   - March 16, 2002

4. **NO. OF BIRDS**
   - 2

5. **KIND OF PET BIRDS**
   - Parrots

6. **FROM (Country of Origin)**
   - Guatemala

7. **TO (Country of Destination)**
   - Guatemala

8. **STATE**
   - Kansas City, MO 64123

**LOCATION WHERE BIRDS WILL BE HELD**

119 Meadowlark Drive

Kansas City, MO 64123

**NAMES AND ADDRESSES OF FEDERAL OFFICIAL TO CONTACT**

Area Veterinarian in Charge

USDA-A&IS-PPQ

1442 Aaron Court, P.O. Box 104618

Jefferson City, MO 65110

**PHONE NUMBER**

573-636-3116

**LABORATORY SPECIMEN TAKEN**

- X

**SPKEMENS SUBMITTED BY** (Name)

- A. Smith

**REFERRAL NO.**

- 006-02

**SIGNATURE OF OWNER**

**DATE SIGNED**

- 3/16/02

**OWNER’S TELEPHONE NO.**

- AREA CODE: 555

- PHONE NO.: 555-1212

**WITNESSED BY** (Signature)

**TITLE**

- PPQ Officer

**DATE**

- 3/16/02

**IN LIEU OF A ABOVE, I AGREE TO EXPORT MY BIRDS TO**

**SIGNATURE OF OWNER**

**DATE SIGNED**

- 3/16/02

**IN LIEU OF ANY OF THE ABOVE OPTIONS, I THEREBY ABANDON MY BIRDS TO THE ANIMAL AND PLANT HEALTH INSPECTION SERVICE OF THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR DISPOSAL.**

**SIGNATURE OF OWNER**

**DATE SIGNED**

**PORT OF ENTRY**

**CARRIER AND FLIGHT NO.**

**POST ENTRY NO.**

**DETAINING OFFICIAL (Signature)**

**TITLE**

**AGENCY**

**DATE**

**PORT RELEASING OFFICIAL (Signature)**

**TITLE**

**DATE RELEASED**

**FINAL RELEASING OFFICIAL (Signature)**

**TITLE**

**DATE RELEASED**

**STATE OF DESTINATION**

**VS FORM 17-8**

(JAN 90) 
Previous edition may be used.
Appendix A: Completing and Distributing Forms
VS Form 17-8, Agreement of Pet Bird Owner

Purpose

VS Form 17-8, Agreement of Pet Bird Owner, is used for the following importations:

◆ Canadian origin pet birds which were in the owner's possession for 90 days or more
◆ U.S. origin pet birds reentering the country without a health certificate, and the owner chooses to abandon the birds for VS disposition
◆ Foreign origin pet birds entering the country and the owner chooses to return the birds to the country of origin or abandon the birds for VS disposition
◆ Foreign origin pet birds accompanied by their owners and in transit directly to Canada

The form is only to be completed for pet birds; do not complete for poultry or pigeons.

Instructions

If VS personnel are not readily available to obtain applicable information while the owner is present, then the CBP Agriculture Specialist or CBP Officer will obtain the information and fill in the appropriate blocks on VS Form 17-8 (before the owner has to depart the area). Complete VS Form 17-8 using the instructions in Table A-1-41 on page A-1-140.
TABLE A-1-41: Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner

<table>
<thead>
<tr>
<th>Block</th>
<th>Instructions¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Fill in</td>
</tr>
</tbody>
</table>
| 7     | 1. The pet bird owner must complete and sign either Box A, B, C, or D  
      2. If the owner refuses to sign the form, then advise the owner that option D is automatically placed in effect  
      3. Attach a note to the form explaining the circumstances  
      4. Let VS know if the owner is going to contact VS |
| 7A    | 1. Fill address where the birds will be held for 30 days  
      2. List the name, address, and telephone number of the VS Area Veterinarian in Charge for the State where the bird will be held (see Appendix H of the Animal Product Manual)  
      3. Have the owner sign and date the form and list a phone number (if there is not an owner’s signature block space or date space on the version of VS Form 17-8 being used, have the owner sign and date in any available space in block 7A) |
| 7B    | 1. Fill in if appropriate  
      2. Have the owner sign, date, and provide home phone number  
      3. The person witnessing signs, dates, and provides title information |
| 7C    | 1. Have owner fill in the name of the country to which the birds are being exported  
      2. Have the owner sign and date the form |
| 7D    | Have owner sign and date the form when the owner abandons the birds to APHIS |
| 8-9   | Fill in       |
| 10    | If postentry by carrier, enter postentry number |
| 11-14 | Fill in       |
| 15-20 | Leave blank; VS will complete |

¹ To obtain applicable information while the owner is available, and before the owner may have to depart the area, appropriate blocks on this form are to be filled in by the CBP Agriculture Specialist or CBP Officer if VS personnel are not readily available.

**Distribution**

Distribute VS Form 17-8 as instructed in Table A-1-42.

### TABLE A-1-42: Distribution of VS Form 17-8, Agreement of Pet Bird Owner

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>GIVE to VS</td>
</tr>
<tr>
<td>Second copy</td>
<td>GIVE to pet bird owner</td>
</tr>
<tr>
<td>Other copies</td>
<td>GIVE to VS as arranged locally between CBP and VS</td>
</tr>
</tbody>
</table>
Appendix B

Completing Compliance Agreements

Contents

Introduction page B-1-2
Regulated Garbage Approval Process and Compliance Agreements page B-1-2
Instructions for Writing the Request Letter page B-1-3
Regulated Garbage and Compliance Agreement Roles and Responsibilities page B-1-7
USDA-APHIS- PPQ-Veterinary Regulatory Support Headquarters page B-1-7
USDA-APHIS- PPQ Field Personnel page B-1-7
CBP Field Personnel page B-1-8
Compliance Agreement Distribution page B-1-9
Compliance Agreement Cancellation Procedures page B-1-9
Determining Which Standards to Use page B-1-10
Uniform Standards for Compliance Agreements for Caterers page B-1-12
Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas page B-1-21
Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas page B-1-29
Uniform Standards for Compliance Agreements for Regulated Garbage Processing page B-1-36
Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms page B-1-45
Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries page B-1-51
Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing page B-1-56
Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing page B-1-64
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Fillable PPQ Form 519 page B-1-94
Introduction

This appendix provides detailed instructions for uniform standards for compliance agreements specifically attached to PPQ Form 519, Compliance Agreement.

A compliance agreement is a signed, written agreement issued by CBP or PPQ to facilities that have been approved by APHIS to handle regulated garbage. The compliance agreement indicates the facility’s understanding of methods, conditions, and procedures necessary for compliance with APHIS regulations. Compliance Agreements are valid for one (1) year from the date of signature, and must be renewed yearly.

PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, garbage processors, and other entities responsible for handling or processing regulated garbage. PPQ Form 519 is also used as evidence for violation cases.

All compliance agreements for regulated garbage handling must be reviewed by PPQ before being presented to the facility for signature, initialing and dating.

Regulated Garbage Approval Process and Compliance Agreements

Anyone wishing to handle, haul, or dispose of regulated garbage must send a signed letter requesting approval to handle regulated garbage to the APHIS Administrator electronically at:

PPQ_VRS.Regulated.Garbage@aphis.usda.gov

Alternatively, a signed letter requesting approval to handle regulated garbage may be sent to the APHIS Administrator by mail at the following address:

Dr. Gregory Parham
Administrator
Animal and Plant Health Inspection Service
c/o Dr. Keith Wiggins
4700 River Road, Unit 129
Riverdale, MD 20737

NOTE: It is not necessary to send a signed letter both electronically and by mail. Letters should be submitted electronically if possible.
Instructions for Writing the Request Letter

Include information for each of the following sections. Do not leave any sections blank. Some sections will ask for information that the applicant may need to request from the processing facility (such as processing times and temperatures and landfill information). Request the information from the processing facility and include it in your application. Only include information related to regulated garbage handling, and do not include extraneous information.

1. Name and address of applicant’s company
2. Name, title, phone number, and email address of applicant’s company contact
3. Description of the specific regulated garbage handling function(s) that applicant is requesting approval for (example cleaning aircraft at XXX airport, hauling regulated garbage from XXX location to XXX location, processing regulated garbage, etc.)
4. Name and address of any company that will be sub-contracted by the applicant’s company to perform regulated garbage handling (if applicable). (Note: all subcontractors must be approved prior to inclusion on the primary company’s compliance agreement)
5. Name, title, phone number, and email address of any sub-contracted company contact (if applicable)
6. Name and address of processing facility (i.e., sterilizing/incinerating facility), if different from applicant’s company
7. Name, title, phone number, and email address of processing facility contact, if different from applicant’s company contact
8. Source of regulated garbage (airports, seaports, etc.)
9. Name and address of company hauling regulated garbage to processing facility
10. Approximate weight of regulated garbage that will be received by applicant’s company (daily, weekly, etc.)
11. Complete description of the method that will be used by the applicant’s company to keep regulated garbage separate from domestic non-regulated garbage at the applicant’s facility and/or in transfer vehicles
12. Complete description of the process for the handling of regulated garbage by applicant’s company including but not limited to:
   A. How will applicant’s company initially collect the regulated garbage from the plane, ship, airline cleaners, storage facility, etc?
   B. How will the regulated garbage that is collected be weighed?
C. What records will be kept on the regulated garbage that is collected?

D. Describe the plastic bags and/or collection/storage containers that will be used to contain the regulated garbage. Will plastic bags to be used to collect regulated garbage have a minimum thickness of 3 mil?

E. Describe the collection/storage containers to be used for the collection/storage of regulated garbage. Are they rigid, leak-proof, covered with a tight fitting lid, and properly labeled “Regulated Garbage”?

F. How will the regulated garbage be transferred from collection site to storage location or from collection site to processing facility?

G. Describe the location where the regulated garbage will be stored at applicant’s facility.

H. How long will regulated garbage be stored at applicant’s facility?

I. What records will be kept of regulated garbage that is stored at applicant’s facility?

J. How will the regulated garbage be transferred from the storage location to the processing facility?

K. What method will be used to process the regulated garbage at the processing facility? (i.e. incineration or sterilization)

L. If an incinerator will be used, does it burn all materials to ash (except glass and metal)?

M. If a sterilizer is used, what temperature and time settings will be used during the processing cycle to ensure that the regulated garbage reaches an internal temperature of 212 °F for a minimum of 30 minutes?

N. How will the processed garbage be removed from the processing facility?

O. Where will the processed garbage be taken to once it is removed from the processing facility?

13. Name and address of landfill where processed garbage will be taken to

14. Name and address of company hauling processed garbage to landfill

15. Complete description of applicant company’s employee training regarding the handling of regulated garbage, including type, frequency, and materials used
16. Complete description of the type of disinfectant to be used and the cleaning and disinfection procedures to be used in the event of a regulated garbage spill and to clean and disinfect vehicles, tools, etc. used in the handling of regulated garbage.

17. Complete description of the pest control program used by the applicant's facility.

18. Complete description of facility back-up plan in the event that applicant's company is unable to perform their regulated garbage handling function:
   
   A. If applicant's company is an airline cleaner, who will meet and clean the plane in the event that the applicant's company cannot meet and clean the plane? How will the regulated garbage be handled by airline cleaner personnel in the event that caterer personnel are not able to collect it from cleaning personnel planeside?
   
   B. If the applicant's company is a cartage firm, who will pick up and haul the regulated garbage in the event that the applicant's company is unable to pick up and haul the regulated garbage?
   
   C. If the applicant's company is a caterer, processor, or military installation with on-site processing, who will process the regulated garbage in the event that it cannot be processed on-site at the applicant's facility due to the primary processing system being inoperable?
   
   D. If the applicant's company is a Fixed Base Operator, a storage facility, or a military installation without on-site processing, what is the contingency plan in the event that the hauler/cartage firm is unable to pick up the regulated garbage from the FBO/storage facility/military installation?

After the Administrator has received and reviewed the letter requesting approval to handle regulated garbage, representatives from APHIS and/or CBP will be selected to evaluate the applicant's facility and equipment to determine if the facility and equipment meets all APHIS requirements. The evaluation of the facility will include:

- Visiting the applicant's facility to conduct an evaluation of the facility and equipment. CBP and PPQ will work together to evaluate airports, caterers, cleaners, cruise ships, fixed base operators, hauling/cartage firms, marinas, military facilities (as appropriate), storage facilities, and transfer stations.

- Providing the applicant with a copy of the compliance agreement (PPQ Form 519 and associated relevant Uniform Standards for Compliance Agreements for Regulated Garbage).
Appendix B: Completing Compliance Agreements
Regulated Garbage Approval Process and Compliance Agreements

- Reviewing the compliance agreement step-by-step with the applicant to ensure that the facility understands its obligations and to make sure that the applicant understands the conditions for handling and disposing of regulated garbage specified in the compliance agreement.

- Observing the operation of any equipment for adequacy in handling regulated garbage. New technology must be approved by the APHIS Administrator (see New Technology and Storage on page 3-1-17).

- Requiring that cleaning equipment and APHIS approved disinfectants be carried on all vehicles associated with the moving of regulated garbage.

- For processors, PPQ must verify that the sterilizing equipment is capable of heating regulated garbage to an internal temperature of 212 °F for at least 30 minutes or that the incinerator is capable of burning regulated garbage to ash.

- Confirming that the regulated garbage will be properly handled.

- Reviewing the proposed regulated garbage handling training for company employees and ensuring that training records will be maintained as required.

- Advising the applicant that there will be scheduled quarterly compliance enforcement visits. Advising the applicant that, in addition to the scheduled quarterly compliance enforcement visits, there will also be unannounced compliance enforcement visits.

- Informing the applicant of the consequences of failing to abide by the conditions of the compliance agreement. The compliance agreement can be cancelled by either CBP or PPQ personnel for non-compliance with the terms of the compliance agreement.

- Reviewing the compliance agreement with PPQ before signing the compliance agreement with the company. Ensure that the compliance agreement contains a statement that the facility meets the requirements of all applicable environmental authorities.

After the evaluation, APHIS and/or CBP will prepare a formal report and make a recommendation for or against USDA approval. This report will be forwarded to Dr. Keith Wiggins, where a final decision for or against USDA approval will be made. Final approval/denial will be communicated in writing by USDA to all parties via an official letter.
If approval to handle regulated garbage is granted by USDA, representatives from APHIS and/or CBP will re-visit the applicant to discuss and sign a compliance agreement (PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage). The PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage issued by CBP must be reviewed and approved by APHIS. The applicant will be authorized to handle regulated garbage only after receiving the official approval letter from USDA and entering into a compliance agreement (PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage) approved by APHIS.

**Regulated Garbage and Compliance Agreement Roles and Responsibilities**

**USDA-APHIS- PPQ-Veterinary Regulatory Support Headquarters**

USDA-APHIS-PPQ-Veterinary Regulatory Support headquarters is responsible for:

- Issuing the official approval letter to all entities handling regulated garbage, including airports, caterers, cleaners, cruise ships, fixed base operators, hauling/cartage firms, marinas, military facilities, processors, storage facilities, transfer stations
- Approving new processing technologies

**USDA-APHIS- PPQ Field Personnel**

USDA-APHIS-PPQ field personnel are responsible for:

- Issuing, monitoring, and maintaining the compliance agreements (PPQ Form 519 and Uniform Standards for Compliance Agreements for Regulated Garbage Processing) for processing facilities, excluding caterers and military facilities that process regulated garbage
- Monitoring processing facilities, including caterers but excluding military facilities, that process regulated garbage to ensure that the facilities abide by the conditions stated in the compliance agreement. These facilities must be monitored at least quarterly.
- Working with CBP in evaluating and approving airports, caterers, cleaners, cruise ships, fixed base operators (will be negotiated on a local level between CBP and PPQ personnel), hauling/cartage firms, marinas, military facilities, storage facilities, transfer stations

**Important**

APHIS must grant official approval before a compliance agreement can be issued.
Appendix B: Completing Compliance Agreements
Regulated Garbage and Compliance Agreement Roles and Responsibilities

◆ Reviewing and approving all hauling/cartage firm routes
◆ Reviewing and approving all compliance agreements (PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage) prepared by CBP before the compliance agreements are issued

**CBP Field Personnel**

CBP field personnel are responsible for:

◆ Issuing, monitoring, and maintaining the compliance agreements (PPQ Form 519 and Uniform Standards for Compliance Agreements for Regulated Garbage) approved by APHIS for airports, caterers, cleaners, cruise ships, fixed base operators (will be negotiated on a local level between CBP and PPQ personnel), hauling/cartage firms, marinas, military facilities, storage facilities, transfer stations

◆ Monitoring military facilities operating under compliance agreements, including conducting the initial evaluation, quarterly facility monitoring checks, and semi-annual (sterilizer) and annual (incinerator) equipment monitoring checks

◆ Monitoring CBP owned and operated incinerators annually and CBP owned and operated sterilizers semi-annually to ensure that the incinerator burns to ash and that the sterilizer cooks regulated garbage to an internal temperature of 212 °F for at least 30 minutes. Maintaining records for distribution to APHIS upon request.

◆ Providing a copy of all drafted compliance agreements to PPQ for review before the compliance agreement is signed by the facility

◆ Monitoring facilities operating under compliance agreements, excluding Uniform Standards for Compliance Agreements for Regulated Garbage Processors, to ensure that the facilities abide by the conditions stated in the compliance agreement. These facilities must be monitored at least quarterly.

◆ Monitoring of garbage handling aboard ocean vessels during boarding

◆ Monitoring entities under compliance agreements for the off loading of garbage for movement to an APHIS-approved facility for sterilization or incineration

◆ Monitoring APHIS-approved cartage firms at least quarterly to ensure that the APHIS-approved cartage firms deliver the regulated garbage to an APHIS-approved processing facility as stipulated in the APHIS-approved compliance agreement
Appendix B: Completing Compliance Agreements

**Compliance Agreement Distribution**

After USDA-APHIS-PPQ has approved the compliance agreement (PPQ Form 519 and appropriate Uniform Standards for Compliance Agreements for Regulated Garbage), after PPQ Form 519 has been signed and dated, and after all pages of the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage have been initialed and dated, the original compliance agreement (PPQ Form 519 and appropriate Uniform Standards for Compliance Agreements for Regulated Garbage) is retained by the company.

If the compliance agreement is issued, monitored, and maintained by CBP, then CBP must obtain a copy of the original compliance agreement for filing. CBP must also provide the appropriate State Plant Health Director with a copy of the compliance agreement.

If the compliance agreement is issued, monitored, and maintained by PPQ, then PPQ must obtain a copy of the original compliance agreement for filing. PPQ must also provide the appropriate State Plant Health Director with a copy of the compliance agreement.

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**Compliance Agreement Cancellation Procedures**

Any compliance agreement may be cancelled orally by CBP or PPQ whenever CBP or PPQ finds that the facility who has entered into a compliance agreement has failed to comply with the terms of the compliance agreement.

After the oral cancellation has been given, a draft cancellation letter must be prepared immediately. CBP or PPQ must provide a copy of the draft cancellation letter, a copy of the compliance agreement, and any supporting documentation, including photos and officer statement, to the local AQI VMO for review by VRS HQ. VRS HQ will forward the draft cancellation letter and accompanying documentation to the Office of General Council (OGC) for review and approval. After review and approval by OGC, VRS HQ will return the draft cancellation letter to the AQI VMO. The AQI VMO will return the approved cancellation letter to CBP or PPQ and CBP or PPQ will sign and deliver the approved cancellation letter to the facility.
Determining Which Standards to Use

Use Table B-1-1 on page B-1-11 to determine which Uniform Standard for Compliance Agreements to use for the compliance agreement. All compliance agreements must be filled out completely. All pages of the compliance agreement and all pages of the appropriate Uniform Standard for Compliance Agreements for Regulated Garbage must be signed or initialed, as appropriate, and dated.

Use the most current approved version of PPQ Form 519. Fillable pdf and Word versions of this form are available. Do not create your own PPQ Form 519. Do not delete any information in the Uniform Standards for Compliance Agreements for Regulated Garbage. Instead, cross out or line through information not applicable to the specific facility. Use an addendum if major additions to the Uniform Standards for Compliance Agreements are needed.

Review compliance agreements with the facility management to ensure accuracy and understanding at least annually. Amend compliance agreements as appropriate.¹

¹ Change the compliance agreement when any of the following events take place:
  ❘ The company changes its name
  ❘ The facility management changes
  ❘ The facility location changes
  ❘ The sterilizer is recalibrated/new standards for settings are developed (can be accomplished with an addendum to the compliance agreement)
  ❘ Other procedural changes occur
**TABLE B-1-1  Determine Which Standards to Use for Compliance Agreement**

<table>
<thead>
<tr>
<th>If the compliance agreement is with a:</th>
<th>And the garbage is moving through an area that is:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caterer</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Caterers</strong> on page B-1-12</td>
<td></td>
</tr>
<tr>
<td>Garbage hauler Cartage firm</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas</strong> on page B-1-21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Characterized by cities and densely populated, with no farm animals, domestic or wild ruminants or swine (non agricultural)</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas</strong> on page B-1-29</td>
</tr>
<tr>
<td>Processing establishment</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Regulated Garbage Processing</strong> on page B-1-36</td>
<td></td>
</tr>
<tr>
<td>Aircraft cleaning firm</td>
<td>See <strong>Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms</strong> on page B-1-45</td>
<td></td>
</tr>
<tr>
<td>Cruise ship</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries</strong> on page B-1-51</td>
<td></td>
</tr>
<tr>
<td>Military base/facility <strong>without</strong> on-site processing</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing</strong> on page B-1-56</td>
<td></td>
</tr>
<tr>
<td>Military base/facility <strong>with</strong> on-site processing</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing</strong> on page B-1-64</td>
<td></td>
</tr>
<tr>
<td>Fixed base operator</td>
<td>See <strong>Uniform Standards for Compliance Agreements with Fixed Base Operators</strong> on page B-1-75</td>
<td></td>
</tr>
<tr>
<td>Storage facility</td>
<td>See <strong>Uniform Standards for Compliance Agreements for Regulated Garbage Storage</strong> on page B-1-83</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Caterers

Use the Uniform Standards for Compliance Agreements with a Caterer as an attachment to any compliance agreement (PPQ Form 519) you complete with a caterer. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a caterer.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Example of Caterer Attachment to PPQ Form 519, Compliance Agreement
This Compliance Agreement may be immediately canceled or revoked for noncompliance. This Compliance Agreement is non-transferable.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at ______________________ (insert local contact phone number) of any management changes which may void this Compliance Agreement.²

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement, are subject to unannounced inspections by CBP or APHIS personnel.

² Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Caterers

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7 CFR 330.400 – 330.403 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant\(^3\) or animal\(^4\) (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

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3 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

4 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling Procedures

Regulated garbage removed from foreign arriving aircraft will be:

*(check appropriate boxes)*

- ☐ Separated from domestic garbage at the same catering kitchen (if separation occurs, all the conditions of item E. must be met).

- ☐ Incinerated; incinerator located at

  (Name, Address, Phone number)

- ☐ Steam sterilized and contracted for landfill burial without diversion; sterilizer located at

  (Name, Address, Phone number)

  If sterilized, location of landfill

  (Name, Address, Phone number)

- ☐ Transported by an approved garbage hauler for incineration or sterilization. (Records must be retained for one (1) year from the date of transportation and must contain the following information: date, flight numbers, time, number, type, and weight of the garbage/containers. Company must assure that these records can be used to validate the inventory control system at the point of destination).

  (Name, Address, Phone number)

- ☐ Other

  (Specify)

Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR 330.400 – 330.403 or 9CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Caterers

A. The caterer will meet aircraft originating from a foreign location (foreign flight) on arrival for the purpose of decatering the aircraft. The caterer will immediately notify the local Customs and Border Protection (CBP) office at ______________ (insert phone number) if unable to meet a flight on arrival, in which case the caterer will provide control over regulated garbage through assigned caterer airline personnel in a manner acceptable to CBP (insert contingency plan here).

____________________________________________________________

B. Garbage removed from the aircraft will be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in a CBP/APHIS-approved manner. Regulated garbage must not be transported on top of catering carts. It must be bagged or placed inside a cart during transportation. The garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

C. The caterer is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use or consumption.

D. The dock area and the area around garbage sterilizers, incinerators, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

____________________________________________________________

____________________________________________________________

____________________________________________________________

E. If the caterer separates domestic from regulated garbage at the same catering kitchen, then the following conditions must be met:

i. The caterer must identify foreign flight galley equipment to prevent its association with domestic flight equipment and/or garbage (either by tag, label, or designated location).

ii. Tags should be at least 3 x 5 inches, printed with 1-inch high lettering that reads “REGULATED GARBAGE”.
iii. The caterer must use easily identifiable containers for foreign garbage. Rigid leak-proof containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage.

iv. The caterer must keep regulated garbage segregated from domestic garbage in a segregated area marked for foreign garbage until incinerated, sterilized, or removed by an approved cartage firm unless all garbage is treated as regulated garbage.

v. If stored outside, the garbage must be in sealed plastic bags in a rigid leak-proof container (marked per E. iii.) with a tight-fitting lid and maintained to prevent tampering and access by birds, rodents, and other vermin. The container must be capable of being locked. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

F. Spills and Routine Disinfection

The caterer must immediately notify CBP at _________________ (insert phone number) of spillage outside of the facility. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept at the catering facility for garbage spills and routine surface disinfections including areas around the sterilizers, dumpsters, and compactors and must be used after thorough pickup and cleaning. The caterer must provide trained personnel and equipment for immediate cleanup (see Addendum to Compliance Agreements).

A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill EPA reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Caterers

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of concentration of bleach used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Bleach must not be used inside the aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.

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

3. Equipment

A. If a sterilizer or non-pressurized cooker is used, it will be as follows:

i. Capable of heating garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for at least 30 minutes. To achieve this, the sterilizer will be calibrated for the following time/temperature setting.

Temperature setting __________ PSI _________________

Minimum cooking cycle _________________

A maximum load of _________________ (units - bags, carts, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Caterers

ii. A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the sterilization cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the sterilizer and of typical composition for the location. Tests will be monitored by an employee of CBP/APHIS. The adjusted sterilization cycle will be included in an addendum to this compliance agreement and will be followed. The facility is responsible for supplying additional calibration equipment for the recalibrations.

iii. The time and temperature record of each batch of foreign garbage shall be dated and initialed by the sterilizer operator and signed by the supervisor. It shall be retained at the establishment for at least one (1) year from the end of the month in which the processing occurred.

iv. The bottom rear drain of the sterilizer unit will be cleared as needed to assure proper steam circulation and drainage. The equipment shall be properly maintained to ensure each load of regulated garbage is processed at a minimum internal temperature of 212°F for at least 30 minutes.

v. If the sterilizer or non-pressurized cooker and associated equipment (such as the time and temperature recorder) malfunctions, then immediately report the malfunction to the local CBP office at ____________ (insert phone number). Equipment must be recalibrated after major repairs or malfunction.

B. If an incinerator is used, it must reduce incinerated materials to an ash. Glass and metal shall be the only residue in the ash.

i. The equipment shall be properly maintained to ensure each load of regulated garbage is incinerated to ash as required.

ii. The establishment will maintain records which will include the name of the approved cartage firm (if applicable), date, time, number of units (bags, bins, containers) and quantity of garbage (weight) incinerated. The records must be retained for a minimum of one (1) year from the end of the month in which the incineration occurred. If the incinerator malfunctions, then immediately report the malfunction to the local CBP office at ________________ (insert phone number).

An incineration must be observed by CBP/APHIS officials after major repairs or malfunction.
4. Backup System

In the event the primary garbage disposal system is inoperable, the local CBP office must be notified immediately at ______________________ (insert phone number) and be advised, in advance, as to use of the following prearranged approved backup system: (check one)

☐ Sterilizer located at

(Name, Address, Phone)

☐ Incinerator located at

(Name, Address, Phone number)

☐ Non-pressurized water cooker located at

(Name, Address, Phone number)

☐ Hauler or cartage firm located at

(Name, Address, Phone number)

☐ Regulated garbage is to be retained aboard the aircraft.

5. Training

A. The establishment shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

i. Definition of regulated garbage;

ii. Explanation of the regulations and the purpose of the regulations;

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
iv. Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;

v. This compliance agreement;

vi. Presentation in English and other appropriate languages.

C. The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas

Use the Uniform Standards for Compliance Agreements with Cartage Firms Moving Regulated Garbage Through Sparsely-settled, Farm, or Ranch Areas (as contrasted with areas that are densely populated or characterized by cities) with cartage firms that move regulated garbage through areas that are sparsely-settled or that have farms or ranches. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400–330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these standards to any compliance agreement (PPQ Form 519) you execute with any cartage firm moving regulated garbage through areas that are sparsely-settled or that have farms or ranches.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Example of Cartage Firms Moving Regulated Garbage Through Sparsely-settled, Farms or Ranch Areas Attachment to PPQ Form 519, Compliance Agreement

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at ______________________ (insert local contact phone number) of any management changes which may void this Compliance Agreement.5

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5 Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. Regulated garbage - As defined under 7 CFR 330.400 – 330.403 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant6 or animal7 (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

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6 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

7 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
**B. Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

**C. DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

**D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling, Transportation, and Storage Procedures

**A.** The cartage firm must place its garbage into individual, small containers. The containers must be both leak-proof and securely closed. These individual containers must then be put into a shipping or handling container that is also leak-proof. The garbage must be inaccessible to birds, rodents, and other vermin.

**B.** The garbage must be clearly indicated so that it can be identified as regulated garbage. The following are considered as appropriate indicators:

i. Garbage bagged in specific unique color (__________) bags

ii. Shipping or handling containers permanently marked with conspicuous, 2- to 4-inch high lettering that reads “REGULATED GARBAGE”

iii. Containers tagged with at least a 3 x 5 inch tag that is printed with 1-inch high lettering that reads “REGULATED GARBAGE”

iv. Other ____________________________________________

**C.** The handling containers must be put into an enclosed, rigid, leak-proof vehicle. A vehicle with a canvas top or tarp covering is unacceptable. Since the vehicle will move through rural areas, it must be capable of being secured by a seal, lock, or similar device.
Vehicles used to transport or store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar phrase in English and any other appropriate language. Lettering shall be at least four (4) inches high.

D. The cartage firm manipulates, handles, or stores regulated garbage in a manner approved by the local CBP office and in a designated area before transporting it for disposal as outlined below:

E. Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage. The transport vehicle to be used for a purpose other than hauling foreign garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under CBP supervision prior to such use.

F. All regulated garbage is to be kept completely separate from domestic garbage, unless all garbage is treated as regulated. The cartage firm must have previously arranged for immediate, priority incineration or sterilization at destination, unless otherwise approved by the local APHIS AQI VMO.

G. Garbage will be processed at (check appropriate box):

- Sterilizer located at
  (Name, Address, Phone number)

- Incinerator located at
  (Name, Address, Phone number)

- Non-pressurized water cooker located at
  (Name, Address, Phone number)

H. The cartage firm will be responsible for all foreign food waste and other regulated garbage in its possession and will not allow its unauthorized diversion, removal, use, or consumption.

I. The vehicle transporting the garbage should take a direct or expedient route. The closest available approved incinerator or cooker sterilizer should be used unless otherwise approved by CBP/APHIS. The allowed route is as follows: ____________________________
Appendix B: Completing Compliance Agreements

Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas

Any deviation from this route must have prior approval from CBP in writing. Please contact the CBP office at: ____________ (insert phone number).

J. To facilitate monitoring, the cartage firm must:
   
i. Notify the local CBP office at _________________ (insert phone number) of the anticipated time of regulated garbage pick up, approximate volume/weight or quantity of garbage, and location (i.e. pier, ship name, yard, airport, etc.) at least _____ hours (insert number of hours) prior to the scheduled pick up.

   ii. Provide records that include the origin, approved carrier name, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) transported and disposed of, and the name of the vehicle’s driver. The records must be retained for a minimum of one (1) year from the end of the month in which the transport occurred.

   iii. Assure that these records can be used to validate the inventory control system at the point of origin.

K. In order to store regulated garbage, the following conditions must be met:
   
i. Material to be stored must be adequately containerized and marked (per Section 2. B.). Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

   ii. Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a container with a tight-fitting lid.

   iii. Container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents, and other vermin.

   iv. Regulated garbage must not be stored for longer than 72 hours without prior approval from the APHIS Administrator.

   v. The management of the cartage firm must maintain logs or records of regulated garbage that is stored (see J. ii.). These records must be kept for a minimum of one (1) year from the end of the month that the storage began.
L. The dock area and the area around storage facility, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:


Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Cartage Firms Moving Garbage Through Sparsely-settled, Farm, or Ranch Areas

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

B. If spillage occurs during the cartage process, CBP must be notified immediately. The firm must contact either the CBP office at point of origin _______________ (insert phone number) or at destination _______________ (insert phone number), whichever is most convenient.

C. APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

4. Backup System

In the event that the cartage firm is unable to pick up or transport regulated garbage, the local CBP office must be notified immediately at _________________ (insert phone number). After notifying CBP and after receiving CBP approval, the cartage firm will initiate the following CBP approved contingency plan (insert contingency plan)

_______________________________________________________________

______________________________________________________________.

5. Training

A. The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

i. Definition of regulated garbage;

ii. Explanation and purpose of the regulations;

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
iv. Specific outline—by demonstration, illustration, or picture—of proper regulated garbage handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;

v. This compliance agreement;

vi. Presentation in English and other appropriate languages.

C. The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.
Appendix B: Completing Compliance Agreements

Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or Ranch Areas

Use the Uniform Standards for Compliance Agreements with Cartage Firms Other Than Those Moving Regulated Garbage Through Sparsely-settled, Farm or Ranch Areas with cartage firms that move regulated garbage through areas that are densely populated or characterized by cities. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with any cartage firm moving regulated garbage though areas that are not sparsely-settled or that do not have farms or ranches.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Example of Cartage Firm Attachment to PPQ Form 519, Compliance Agreement for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm, or Ranch Areas

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at ______________________ (insert local contact phone number) of any management changes which may void this Compliance Agreement.  

8 Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

   A. Regulated garbage - As defined under 7CFR 330.400 – 330.403 and 9CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant9 or animal10 (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

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9 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

10 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or

B. Trash - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. DHS, USCBP - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

D. USDA, APHIS, PPQ - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling, Transportation, and Storage Procedures

A. Check the appropriate box or boxes:

☐ The cartage firm transports regulated garbage directly to a central place for further compacting or sorting and then directly to an approved disposal facility; if different location from the approved disposal facility, fill in below:

__________________________________________________________
(Name, Address, Phone number)

☐ The cartage firm manipulates, handles, or stores regulated garbage in a manner approved by the local CBP office and in a designated area before transporting it for disposal as outlined below:

__________________________________________________________
__________________________________________________________
__________________________________________________________

☐ The cartage firm transports regulated garbage directly from the APHIS/CBP-approved catering establishment or carrier to the disposal facility in closed, leak-proof containers.

B. The garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.
C. The cartage firm shall use easily identifiable containers for foreign garbage. Rigid leak-proof containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

D. Containers used for regulated garbage shall not be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage. The transport vehicle to be used for a purpose other than hauling foreign garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under CBP supervision prior to such use.

E. The cartage firm will be responsible for all foreign food waste and other regulated garbage in its possession and will not allow its unauthorized diversion, removal, use, or consumption.

F. The containers must be put in an enclosed, rigid, leak-proof vehicle. A vehicle with a canvas top or with a tarp covering is unacceptable. The vehicle must be capable of being secured by a lock, seal, or similar device.

Vehicles use to transport or store regulated garbage shall be lettered with the words, “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least four (4) inches high. The transport vehicle to be used for the purpose other than hauling regulated garbage must have markings obliterated and must be disinfected with an APHIS-approved disinfectant under CBP supervision prior to such use.

The vehicle transporting the garbage should take a direct or expedient route. The closest available approved incinerator or cooker sterilizer should be used unless otherwise approved by CBP/APHIS. The authorized route is as follows: ____________

________________________________________________________________________

Any deviation from this route must have prior approval from CBP in writing. Please contact the CBP office at: ____________ (insert phone number).

G. All regulated garbage is to be kept completely separate from domestic garbage, unless all garbage is treated as regulated. The cartage firm must have previously arranged for immediate, priority incineration or sterilization at destination.
H. Garbage will be processed at (check appropriate box):

☐ Sterilizer located at

(Name, Address, Phone number)

☐ Incinerator located at

(Name, Address, Phone number)

☐ Non-pressurized water cooker located at

(Name, Address, Phone number)

I. To facilitate monitoring, the cartage firm must:

i. Notify the local CBP office at ___________ (insert phone number) of the anticipated time of regulated garbage pick up, approximate volume/weight or quantity of garbage, and location (i.e. pier, ship name, yard, airport, etc.) at least _____ hours (insert number of hours) prior to the scheduled pick up.

ii. Provide records which will include the origin, approved carrier name, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) transported and disposed of, and the name of the vehicle's driver. The records must be retained for a minimum of one (1) year from the end of the month in which the transport occurred.

iii. Assure that these records can be used to validate the inventory control system at the point of origin.

J. In order to store regulated garbage, the following conditions must be met:

i. Material to be stored must be adequately containerized and marked (per Section 2. C.).

ii. Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a container with a tight-fitting lid.

iii. The container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents and other vermin.

iv. Regulated garbage must not be stored for longer than 72 hours without prior approval from the APHIS Administrator.

v. The management of the cartage firm must maintain logs or records of regulated garbage that is stored (See I. ii.). This information must be kept for one (1) year from the end of the month the storage was initiated.
Appendix B: Completing Compliance Agreements

Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or

K. The dock area and the area around storage facility, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

_________________________________________________________________________________________

_________________________________________________________________________________________

L. The cartage firm must conspicuously post regulated garbage-handling procedures in the work area or another area to which all employees handling regulated garbage have access. The procedures must be in English and other appropriate languages.

3. Spills and Disinfection

A. CBP will be notified of any spillage outside of the facility or along the cartage route at ________________ (insert phone number). Cleaning and disinfecting will be accomplished immediately. APHIS-approved disinfectant must be available on each vehicle for garbage spills and used after thorough pickup. The company must provide trained personnel and equipment for immediate clean-up (see Addendum to Compliance Agreements).

B. A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill EPA reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Cartage Firms OTHER THAN Those Moving Through Sparsely-settled, Farm or

C. APHIS-approved disinfectant is **not** to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

4. Backup System

In the event that the cartage firm is unable to pick up or transport regulated garbage, the local CBP office must be notified immediately at _________________ (insert phone number). After notifying CBP and after receiving CBP approval, the cartage firm will initiate the following CBP approved contingency plan (insert contingency plan)

_________________________________________________________________________
_________________________________________________________________________

5. Training

A. The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

   i. Definition of regulated garbage;
   
   ii. Explanation and purpose of the regulations;
   
   iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
   
   iv. Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;
   
   v. This compliance agreement;
   
   vi. Presentation in English and other appropriate languages.

C. The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements for Regulated Garbage Processing

Use the Uniform Standards for Compliance Agreements with a Regulated Garbage Processing as an attachment to any compliance agreement (PPQ Form 519) you complete with a facility incinerating or sterilizing regulated garbage (excluding caterers or military facilities). The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a facility incinerating or sterilizing regulated garbage, excluding caterers and military facilities.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Example of Processing Establishment Attachment to PPQ Form 519, Compliance Agreement

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local APHIS/DHS, CBP office at ________________ (insert local contact phone number) of any management changes which may void this Compliance Agreement.11

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

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11 Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspection by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request. Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

   A. **Regulated garbage** - As defined under 7CFR 330.400 – 330.403 and 9CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant\(^{12}\) or animal\(^{13}\) (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

   B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

\(^{12}\) Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

\(^{13}\) Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Regulated Garbage Processing

C. **DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling Procedures

A. Regulated garbage is processed by *(check appropriate box)*

- [ ] Sterilizer located at

  
  *(Name, Address, Phone number)*

- [ ] Non-pressurized water cooker located at

  
  *(Name, Address, Phone number)*

- [ ] If sterilized or cooked, location of landfill

  
  *(Name, Address, Phone number)*

- [ ] Incinerator located at

  
  *(Name, Address, Phone number)*

B. Status of Garbage *(check one)*

- [ ] Regulated garbage will be separated from domestic garbage by *(circle one)*

  Location (clearly designated by signs)

  Labeled container (marked per C. below)

- [ ] All garbage in facility will be handled as regulated garbage.

C. The establishment must use rigid leak-proof containers with tightly-fitting covers if not separating garbage by location. The containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Containers used for regulated garbage shall **not** be used for domestic garbage, nor shall containers used for domestic garbage be used for regulated garbage.
The transport vehicle to be used for a purpose other than hauling foreign garbage must have markings obliterated and must be disinfected with APHIS-approved disinfectant under APHIS/CBP supervision prior to such use.

Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR 330.400–330.403 or 9CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

D. The dock area and the area around garbage sterilizers, cookers, incinerators, compactors, and/or dumpsters shall be kept clean and free of loose garbage at all times. Compactor and dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated here:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________.

E. The company is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use, or consumption.

F. Spills and Routine Disinfection

APHIS/CBP will be notified of any spillage outside of the facility at ______________ (insert phone number). Cleaning and disinfecting will be accomplished immediately. APHIS-approved disinfectant must be kept at the processing facility for garbage spills and routine surface disinfections including areas around the sterilizers, incinerators dumpsters and compactors and must be used after thorough pickup and cleaning. The caterer must provide trained personnel and equipment for immediate clean up (see Addendum to Compliance Agreements).

A log or record book containing information on the amounts and concentrations of disinfectants used will be kept in order to fulfill EPA reporting requirements.
Reporting requirements include:

i. The number of disinfection treatments performed (including by designation-routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;

iv. Location of spills.

The record or log book must be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Records of these instances will also be maintained.

3. Equipment

Equipment for steam sterilization or non-pressurized water cooking is used. For a water cooker, the water level must reach within three (3) inches of the garbage level.

A. If a sterilizer or non-pressurized water cooker is used, it will be as follows:

i. Must be capable of heating regulated garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for 30 minutes. To achieve this, the sterilizer will be calibrated for the following time/temperature setting.

Temperature setting ________________ PSI______________

Minimum cooking cycle ________________________

A maximum load of ______ units (bags, carts, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Regulated Garbage Processing

ii. A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the sterilization cycle to assure that the garbage is heated to a minimum internal temperature of 212 °F for at least 30 minutes. The test load shall be at the maximum capacity of the sterilizer and of typical composition for the location. Tests will be monitored by an employee of CBP/APHIS. The facility will supply additional calibration equipment needed to perform the re-calibrations. The adjusted sterilization cycle will be included in an addendum to this compliance agreement and will be followed.

iii. The time and temperature record of each batch of foreign garbage shall be dated and initialed by the sterilizer operator and signed by the supervisor. The records must be retained for a minimum of one (1) year from the end of the month in which the processing occurred.

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

B. Non-pressurized cooking equipment shall have a time/temperature recording device and be held to the same standards as the sterilizer with the exception of the PSI (water cooker probe must be below surface of water) in that it is capable of heating garbage to a minimum internal temperature of 212 °F and maintaining it at that temperature for at least 30 minutes. To achieve this, the non-pressurized cooking equipment will be calibrated for the following time/temperature setting:

Temperature setting _____________________________

Minimum cooking cycle __________________________

A maximum load of _______ units (bags, carts, containers etc.) of garbage per cooking cycle is allowed.

i. A thermocouple probe will be used initially and twice each year to recalibrate the temperature recording device and to adjust the cooking cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the cooker and of typical composition for the location. Tests will be monitored by an employee of Department of Homeland Security, CBP/APHIS personnel. The adjusted cooking cycle will be included in an addendum to this compliance agreement and will be followed.
ii. The time and temperature record of each batch of foreign garbage shall be dated and initialed by the cooker operator and signed by the supervisor. The records must be retained at the establishment for a minimum of one (1) year from the end of the month in which the processing occurred.

C. If the sterilizer, the cooker or associated equipment (such as the time and temperature recorder) malfunctions, then immediately report the malfunction to the local CBP office at __________________ (insert phone number). The equipment shall be properly maintained to ensure that each load of regulated garbage is processed at an internal temperature of 212°F for a minimum of 30 minutes.

D. If an incinerator is used, it must reduce incinerated materials to an ash. Glass and metal shall be the only residue in the ash. The establishment will maintain records which will include the name of the approved cartage firm, date, time, number of units (bags, bins, containers) and quantity of garbage (weight) incinerated. The records must be retained for a minimum of one (1) year from the end of the month in which the incineration occurred.

E. The sterilizer or non-pressurized cooking equipment must be recalibrated after major repairs or malfunction. The incinerator must be observed after major repairs or malfunction to ensure that regulated garbage is properly incinerated to ash.

F. In order to store regulated garbage, the following conditions must be met:

   i. Material to be stored must be adequately containerized and marked (per Section 2.B.). Location of storage facility if not in the same building/area as the processing equipment:

   ii. Storage of regulated garbage in plastic bags must be inside a closed building; if outside storage, garbage must be in sealed, plastic bags in a rigid leak-proof container with a tight-fitting lid. The container, room, or other confined area where the regulated material is to be stored must be leak-proof and capable of being locked. The material must be inaccessible to birds, rodents, and other vermin. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Regulated Garbage Processing

iii. The processing firm must maintain logs or records of regulated garbage that is stored. This information must be kept for one (1) year from the end of the month the storage was initiated.

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

4. Backup System

In the event the primary garbage disposal system is inoperable, the local APHIS/CBP office will be notified immediately at _______________ (insert phone number) and be advised, in advance, as to use of the following prearranged approved backup system: (check one)

☐ Sterilizer located at

(Name, Address, Phone number)

☐ Incinerator located at

(Name, Address, Phone number)

☐ Non-pressurized water cooker located at

(Name, Address, Phone number)

☐ Hauler or cartage firm located at

(Name, Address, Phone Number)

5. Training

A. The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local APHIS/CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

i. Definition of regulated garbage;

ii. Explanation and purpose of the regulations;

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
iv. Specific outline—by demonstration, illustration, or picture—of proper regulated garbage handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;

v. This compliance agreement;

vi. Presentation in English and other appropriate languages.

C. The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements with Aircraft Cleaning Firms

Use the Uniform Standards for Compliance Agreements with an Aircraft Cleaning Firm as an attachment to any compliance agreement (PPQ Form 519) you complete with an aircraft cleaning firm. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with an aircraft cleaning firm.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. **Do not** delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

**Example of Aircraft Cleaning Firm Attachment to PPQ Form 519, Compliance Agreement**

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _____________________ (insert local contact phone number) of any management changes which may void this Compliance Agreement.14

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

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14 Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7 CFR 330.400 – 330.403 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant material or animal material (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, "Regulated garbage" is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is **unrestricted**. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

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15 Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

16 Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
C. **DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling Procedures

A. The cleaners will meet aircraft originating from a foreign location (foreign flight) on arrival for the purpose of cleaning the aircraft.

B. If plastic bags are used, the cleaning firm must place regulated garbage in plastic bags that are at least three (3) mil (0.003-inch) thick. The plastic bags must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color ____________ (specify color).

If the cleaning firm transports the regulated garbage from the aircraft, then the plastic bags must be tightly closed and the regulated garbage must be transported directly to an APHIS-approved sterilizing or incinerating facility, or to an APHIS-approved caterer, or to an APHIS-approved cartage firm, or directly to CBP for disposal (mark appropriate procedure below).

- ☐ Sterilizer located at

  (Name, Address, Phone number)

- ☐ Incinerator located at

  (Name, Address, Phone)

- ☐ Non-pressurized water cooker located at

  (Name, Address, Phone number)

- ☐ Caterer or Cartage firm

  (Name, Address, Phone number)

- ☐ Delivered to CBP
C. Backup System

The cleaner will immediately notify the local Customs and Border Protection (CBP) office at ________________ (insert phone number) if unable to meet a flight on arrival, in which case the cleaner will provide control over regulated garbage through assigned caterer personnel in a manner acceptable to CBP (insert contingency plan here):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

D. Spills and Disinfection

The cleaning firm will immediately notify CBP of any spillage outside of the aircraft at ________________ (insert phone number). Cleaning and disinfecting will be accomplished immediately. APHIS-approved disinfectant must be available for garbage spills and used after thorough pickup. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. The company must provide trained personnel and equipment for immediate clean-up (see Addendum to Compliance Agreements).

A log or record book containing information on the amounts and concentrations of disinfectants used will be kept in order to fulfill EPA reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;

iv. Location of spills.
The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is **not** to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Do not use bleach inside the aircraft; use only EPA-approved sanitizers. Records of these instances will also be maintained.

**E.** While cleaning international arrival flights, the cleaning firm is responsible for all regulated garbage including food waste, loose trays of food, and unused meals and will not allow its unauthorized diversion, removal, use, or consumption.

**F.** The cleaning firm must use easily identifiable plastic bags (see 2. B.) for all food waste/regulated garbage removed from the international arrival aircraft. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized.

**G.** Storage of regulated garbage is not allowed without prior approval from the APHIS Administrator.

**3. Training**

**A.** The company shall present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. All previously trained employees shall be provided review training annually (this training may be given in more than one session).

**B.** The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

i. Definition of regulated garbage;

ii. Explanation and purpose of the regulations;

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests;
iv. Specific outline—by demonstration, illustration, or picture—of proper regulated garbage-handling procedures for the facility and step-by-step procedures from stripping of aircraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review;

v. This compliance agreement;

vi. Presentation in English and other appropriate languages.

C. The records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.
Appendix B: Completing Compliance Agreements

Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries

Use the Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries as an attachment to any compliance agreement (PPQ Form 519) you complete with cruise ships having Caribbean, Mexico, or Bermuda itineraries. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a cruise ship having Caribbean, Mexico, or Bermuda itineraries.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific cruise ship. **Do not** delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

On cruise ships under compliance, passengers and baggage will **not** be routinely inspected. Board cruise ships with itineraries from other countries according to the guidance provided in this manual. Cruise lines that do not comply with the requirements of the compliance agreement will revert back to normal passenger clearance.

Periodically monitor the clearance of passengers and baggage to evaluate the risk of prohibited agricultural articles that may be associated with passengers and baggage. Inspect, unannounced, the passengers and baggage on up to 10 percent of the cruise ships with Caribbean, Mexico, or Bermuda itineraries. If possible, use x-ray or canine teams. Clearance of vessels (garbage and stores) will continue to be done according to current ship boarding guidelines.

**Example of Cruise Ships With Caribbean, Mexico, or Bermuda Itineraries Attachment to PPQ Form 519, Compliance Agreement**

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.
The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP office at _______________,
(insert local contact phone number) of any management changes which may void this Compliance Agreement.17

By signing this agreement, the signer certifies that his/her facility has met or will meet the requirements of all applicable environmental authorities prior to handling garbage regulated by the Department of Homeland Security, Customs and Border Protection under the authority of the Animal and Plant Health Inspection Service.

The company, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by CBP or APHIS personnel.

All records required by this agreement must be made available to CBP/APHIS officials upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

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17 Management changes that would void the agreement include change in signatories, change in location, change in name of facility, or change in ownership.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Cruise Ships with Caribbean, Mexico, or Bermuda Itineraries

1. Definitions

A. **Regulated garbage** - As defined under 7 CFR 330.400 – 330.403 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant\(^\text{18}\) or animal\(^\text{19}\) (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “Regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international or interstate movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, USCBP** - Department of Homeland Security, United States Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.

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\(^\text{18}\) Plant material includes plants, plant parts (flowers, fruits, leaves, nuts, roots, seeds, vegetables) and other plant products and any product constituted, in whole or in part, from plant material that has not been manufactured or processed to eliminate pest risk.

\(^\text{19}\) Animal material includes animal parts, meat, organs, bones, hides, skins, eggs, milk, or other dairy products.
2. Passenger Clearance

A. Passengers and baggage on cruise ships with Caribbean, Mexico, or Bermuda itineraries will **not** be routinely inspected. CBP/APHIS will periodically monitor the clearance of passengers and baggage to evaluate the risk of prohibited agricultural articles that may be associated with passengers and baggage.

B. Officials of the cruise ship are responsible for educating passengers and crew members concerning the requirements for bringing agricultural articles off the ship at the U.S. Port of Entry. Information should be provided using signs at all exits from the vessel, audio and/or video presentations, and amnesty bins. Information provided to passengers and crew must be approved by CBP/APHIS prior to distribution.

3. Regulated Garbage Handling Procedures

A. Regulated garbage must be in covered, leak-proof containers inside the railing, according to 7CFR 330.400 – 330.403 and 9CFR 94.5.

B. The CBP office at the port of arrival must receive advance notification of the landing of regulated garbage. Removal of regulated garbage from the cruise ship must be supervised by a CBP Officer or by a trained employee of a company that is under compliance with CBP. Advance notification should be provided to the local CBP office at __________________________ (telephone number) or (fax number).

C. Regulated garbage removed from a ship can only be transported by an APHIS-approved cartage or hauling company. No foreign food waste or other regulated garbage will be allowed unauthorized diversion, removal, use, or consumption.

Storage of regulated garbage off the ship is not allowed without prior approval from the APHIS Administrator.

D. Spills and Disinfection

CBP will be notified immediately of any spillage outside of the ship at __________________________ (phone number). Cleaning and disinfection will be accomplished immediately either under direct supervision by CBP or by a trained employee of the company under compliance with CBP. APHIS-approved disinfectant must be available for garbage spills and used after thorough pickup (see Addendum to Compliance Agreements).
A log or record book containing information on the amounts and concentrations of APHIS-approved disinfectants used will be provided to CBP/APHIS upon request in order to fulfill EPA reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of each concentration of bleach used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

Disinfectant is not to be used in food handling areas. Cleanup in food handling areas will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances must be maintained.

4. Arrival Notification

A. The agent, owner operator, or vessel representative must provide CBP advance notification of arrival at least 12 hours prior to vessel arrival, according to 7CFR 330.111.

Arrival notification must include the following information:

i. Name and registration of vessel

ii. Date and estimated time of arrival at the port

iii. Docking location

iv. Last two foreign ports

v. Next port

vi. Number of passengers disembarking

B. Failure to comply with advance notification requirements could result in the issuance of a violation.
Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing

Use the Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing as an attachment to any compliance agreement (PPQ Form 519) you complete with a military facility that does not incinerate or sterilize regulated garbage at the military base/facility. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 7CFR 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a military base/facility that does not incinerate or sterilize regulated garbage on-site.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

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

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

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

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

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

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

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

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7CFR 330.400 - 7 CFR 330.403 and 9CFR 94.5, garbage includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.
2. Regulated Garbage Handling Procedures

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

A. Removal of regulated garbage from means of conveyance:

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

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

Hauler or Cartage firm located at:

____________________________________________________________
(Identification of cartage firm)

☐ Sterilizer located at:

____________________________________________________________
(Identification of sterilizer)

☐ Non-pressurized water cooker located at:

____________________________________________________________
(Identification of water cooker)

☐ If sterilized or cooked, location of landfill:

____________________________________________________________
(Identification of landfill)
☐ Incinerator located at:

____________________________________________________________
__________________________________________________________

(Name, address, phone number)

B. Status of Regulated Garbage:
(check appropriate box)

☐ Regulated garbage will be separated from domestic garbage by (circle one)
  ➤ Location (clearly designated by signs)
  ➤ Labeled container (marked per Section D, below)

☐ All garbage in facility will be handled as regulated garbage.

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

D. Regulated garbage removed from the conveyance will be continually maintained in rigid, tight, covered, leak-proof receptacles until disposed of in an APHIS-approved manner. Regulated garbage must be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in an APHIS-approved manner.

i. Any plastic bag used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick, and must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color ___________ (specify color). Regulated garbage in plastic bags stored outside, must be stored in a sealed, rigid container with a tight-fighting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.
ii. Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers if the garbage is not separated by location. Containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

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

iv. Storage sheds used to store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

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

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

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

The military installation must clean and disinfect the area in accordance with the Addendum to Compliance Agreements or as described below:
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Military Bases/Facilities Without On-site Processing

vi. The military installation must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number of units (bags, carts, containers, etc.), quantity (weight) of stored regulated garbage, and storage site location of regulated garbage.

vii. Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR 330.400 - 7CFR 330.403 or 9CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

viii. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

ix. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

E. The military installation is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use, or consumption. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized.

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

G. Spills and Routine Disinfection

The military installation must immediately notify the local CBP at phone number ______________ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the military installation for garbage spills and routine surface disinfections including areas around the conveyance and around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The military installation must provide trained personnel and equipment for immediate clean up (see Addendum to Compliance Agreements).
A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill Environmental Protection Agency (EPA) reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of sodium hypochlorite (bleach), stated as a percentage and the number of gallons of concentration of bleach used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Sodium hypochlorite (bleach) must not be used inside the aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.

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

3. Backup System

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

☐ Hauler or Cartage firm located at:

________________________________________________________________________

(Name, address, phone number)
4. Training

A. The military installation must present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:
   i. Definition of regulated garbage.
   ii. Explanation of the regulated garbage regulations and the purpose of the regulations.
   iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests.
   iv. Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of conveyance to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP review.
   v. This compliance agreement.
   vi. Presentation in English and other appropriate languages.

C. The military installation must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing

Use the Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing as an attachment to any compliance agreement (PPQ Form 519) you complete with a military facility that do incinerate or sterilize regulated garbage at the military base/facility. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR330.400 – 7CFR330.403 or 9 CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a military base/facility that does incinerate or sterilize regulated garbage on-site.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

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

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

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

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

The military installation, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by DHS, CBP or USDA, APHIS.
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing

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

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7CFR 330.400 - 7CFR 330.403 and 9CFR 94.5, garbage includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of PPQ charged with oversight of regulated garbage.
2. Regulated Garbage Handling Procedures

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

A. Removal of regulated garbage from means of conveyance:

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

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

Hauler or Cartage firm located at:

____________________________________________________________
_________________________________________________________
(Name, address, phone number)

☐ Sterilizer located at:

____________________________________________________________
_________________________________________________________
(Name, address, phone number)

☐ Non-pressurized water cooker located at:

____________________________________________________________
_________________________________________________________
(Name, address, phone number)

☐ If sterilized or cooked, location of landfill:

____________________________________________________________
(Name, address, phone number)
Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Military Bases/Facilities With On-site Processing

☐ Incinerator located at:

____________________________________________________________
_________________________________________________________
(Name, address, phone number)

B. Status of Regulated Garbage:
(check appropriate box)

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

➤ Location (clearly designated by signs)

➤ Labeled container (marked per Section D. below)

☐ All garbage in facility will be handled as regulated garbage.

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

D. Regulated garbage removed from the conveyance will be continually maintained in rigid, tight, covered, leak-proof receptacles until disposed of in an APHIS-approved manner. Regulated garbage must be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in an APHIS-approved manner.

i. Any plastic bag used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick, and must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color ________________ (specify color). Regulated garbage in plastic bags stored outside, must be stored in a sealed, rigid container with a tight-fighting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.
ii. Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers. Containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

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

iv. Storage sheds used to store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

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

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

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

The military installation must clean and disinfect the area in accordance with the Addendum to Compliance Agreements or as described below:
vi. The military installation must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number of units (bags, carts, containers, etc.), quantity (weight) of stored regulated garbage, and storage site location of regulated garbage.

vii. Scraped residue and runoff may be ground into an approved sewage system as defined in 7 CFR 330.400 - 7 CFR 330.403 or 9 CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

viii. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

ix. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

E. The military installation is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use, or consumption. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized.

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

G. Equipment

i. Steam sterilization or non-pressurized water cooker

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

   (1) The steam sterilizer equipment must be capable of heating regulated garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for 30 minutes. To achieve this, the sterilizer will be calibrated for the following time/temperature setting:

   Temperature setting ___________ PSI____________

   Minimum cooking cycle _____________
A maximum load of _______ units (bags, carts, containers, etc.) of garbage per cooking cycle is allowed. Routine loads must not exceed this maximum load.

(2) A thermocouple probe will be used initially and twice each year to re-calibrate the temperature recording device and to adjust the sterilization cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the sterilizer and of typical composition for the location. Tests will be monitored by CBP/APHIS. The facility will supply additional calibration equipment needed to perform the re-calibrations. The adjusted sterilization cycle will be included in an addendum to this compliance agreement and will be followed.

(3) The time and temperature record of each batch of regulated garbage shall be dated and initialed by the sterilizer operator and signed by the supervisor. The records must be retained for a minimum of one (1) year from the end of the month in which the processing occurred.

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

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

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

(2) The non-pressurized cooking equipment must have a time/temperature recording device and must be capable of heating regulated garbage to a minimal internal temperature of 212°F. The PSI (water cooker probe must be below surface of water) must be capable of heating garbage to a minimum internal temperature of 212°F and maintaining it at that temperature for at least 30 minutes. To achieve this, the non-pressurized cooking equipment will be calibrated for the following time/temperature setting:

Temperature setting ______________________________

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

(3) A thermocouple probe will be used initially and twice each year to re-calibrate the temperature recording device and to adjust the cooking cycle to assure that the garbage is heated to a minimum internal temperature of 212°F for at least 30 minutes. The test load shall be at the maximum capacity of the cooker and of typical composition for the location. Tests will be monitored by CBP/APHIS. The adjusted cooking cycle will be included in an addendum to this compliance agreement and will be followed.

(4) The time and temperature record of each batch of regulated garbage shall be dated and initialed by the cooker operator and signed by the supervisor. The records must be retained at the establishment for a minimum of one (1) year from the end of the month in which the processing occurred.

c. The military installation must immediately notify the local CBP at phone number ______________ if the sterilizer, the non-pressurized water cooker, or associated equipment (such as the time and temperature recorder) malfunctions. The sterilizer or the non-pressurized water cooker, and associated equipment shall be properly maintained to ensure that each load of regulated garbage is processed at a minimal internal temperature of 212°F for a minimum of 30 minutes.

d. The sterilizer or non-pressurized cooking equipment must be properly maintained to ensure that each load is processed at a minimum internal temperature of 212°F for a minimum of 30 minutes. The sterilizer or non-pressurized cooking equipment must be re-calibrated after major repairs or malfunction by CBP/APHIS.

v. Incinerator

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

c. The incinerator must be observed after major repairs or malfunction to ensure that regulated garbage is properly incinerated to ash by CBP/APHIS.

**H. Spills and Routine Disinfection**

The military installation must immediately notify the local CBP at phone number _______________ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the military installation for garbage spills and routine surface disinfections including areas around the conveyance and around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The military installation must provide trained personnel and equipment for immediate clean up (see *Addendum to Compliance Agreements*).

A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill Environmental Protection Agency (EPA) reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of sodium hypochlorite (bleach), stated as a percentage, and the number of gallons of concentration of sodium hypochlorite (bleach) used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.
APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Sodium hypochlorite must not be used inside an aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.

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

3. Backup System

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

☐ Sterilizer located at:

___________________________________________________________

(Name, address, phone number)

☐ Non-pressurized water cooker located at:

___________________________________________________________

(Name, address, phone number)

☐ If sterilized or cooked, location of landfill:

___________________________________________________________

(Name, address, phone number)

☐ Incinerator located at:

___________________________________________________________

(Name, address, phone number)
☐ Hauler or Cartage firm located at:

____________________________________________________________________________

(Name, address, phone number)

4. Training

A. The military installation must present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local CBP Port Director or his/her designee, and may include both formal classroom training and on-the-job training, as follows:

   i. Definition of regulated garbage.
   
   ii. Explanation of the regulated garbage regulations and the purpose of the regulations.
   
   iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests.
   
   iv. Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of conveyance to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP review.
   
   v. This compliance agreement.
   
   vi. Presentation in English and other appropriate languages.

C. The military installation must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements with Fixed Base Operators

Use the Uniform Standards for Compliance Agreements with Fixed Base Operators as an attachment to any compliance agreement (PPQ Form 519) you complete with a Fixed Base Operator that does not sterilize or incinerate regulated garbage. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 7CFR 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a Fixed Base Operator that does not sterilize or incinerate regulated garbage.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Fixed Base Operator Attachment to PPQ Form 519, Compliance Agreement

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local Department of Homeland Security (DHS), Customs and Border Protection (CBP)/ U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) at phone number ______________ of any management changes, which may void this Compliance Agreement.

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

The establishment, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by DHS, CBP or USDA, APHIS.
All records required by this agreement must be made available to DHS, CBP or USDA, APHIS upon request.

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7 CFR 330.400 - 7 CFR 330.403 and 9 CFR 94.5, garbage includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.

D. **USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of USDA, APHIS, PPQ charged with oversight of regulated garbage.
2. Regulated Garbage Handling Procedures

A. The establishment personnel will meet the aircraft originating from a foreign location on arrival for the purpose of off-loading the regulated garbage onboard the aircraft. The establishment must immediately notify the local CBP/APHIS at phone number _____________ if unable to meet a flight on arrival, in which case no regulated garbage will be off-loaded from the flight until a CBP/APHIS representative is available.

B. Status of Garbage (check appropriate box):

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

➤ Location (clearly designated by signs)

➤ Labeled container (marked per Section C. below)

☐ All garbage in facility will be handled as regulated garbage.

C. Garbage removed from the aircraft will be continually maintained in tight, covered, leak-proof receptacles until disposed of in an APHIS-approved manner. Garbage must be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in an APHIS-approved manner.

i. Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick, and must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color _______________ (specify color). Regulated garbage in plastic bags stored outside must be stored in a sealed, rigid container with a tight-fitting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.

ii. Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers if the garbage is not separated by location. Containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

iii. Containers used for regulated garbage will not be used for domestic garbage, nor will containers used for domestic garbage be used for regulated garbage.
iv. Storage sheds used to store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

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

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

v. If garbage dumpsters are used, the area surrounding garbage dumpsters shall be kept clean and free of loose garbage at all times. Dumpster leakage shall be contained in a manner acceptable to CBP/APHIS as indicated below:

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

vi. The establishment must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number and weight of stored regulated garbage, and storage site location of regulated garbage.

vii. Transport vehicles used to transport or store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.
If the regulated garbage transport vehicle is used for other purposes, the “REGULATED GARBAGE” markings must be removed and the vehicle must be cleaned and disinfected before such use.

viii. Scraped residue and runoff may be ground into an approved sewage system as defined in 7 CFR 330.400 - 7 CFR 330.403 or 9 CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

ix. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

x. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

D. The establishment is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use, or consumption. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized.

E. The establishment must keep regulated garbage segregated from domestic garbage in a segregated area marked for foreign garbage until incinerated, sterilized, or removed by an approved cartage firm, unless all garbage is treated as regulated garbage. Regulated garbage will not be combined, stored, or transported with hospital medical waste or any other type of domestic garbage, unless all garbage is treated as regulated garbage.

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

Hauler or Cartage firm located at:

____________________________________________________________
____________________________________________________________
(Name, address, phone number)
G. Spills and Routine Disinfection

The establishment must immediately notify the local CBP/APHIS at phone number ______________ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the establishment for garbage spills and routine surface disinfections including areas around the aircraft and around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The establishment must provide trained personnel and equipment for immediate clean up (see Addendum to Compliance Agreements).

A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill Environmental Protection Agency (EPA) reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of concentration of bleach used;

iv. Location of spills.

The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Bleach must not be used inside the aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.
H. The establishment must conspicuously post regulated garbage-handling procedures in the work area. The procedures must be in English and other appropriate languages.

3. Backup System

The establishment personnel will immediately notify the local CBP/APHIS at phone number _______________________ if unable to meet a flight on arrival, in which case no regulated garbage will be off-loaded from the flight until a CBP/APHIS representative is available.

In the event the primary hauler/cartage firm listed in Section 2. F. above is inoperable, the establishment must immediately notify the local CBP/APHIS at phone number _______________ to advised CBP/APHIS of the use of the following prearranged approved backup system:

Hauler or Cartage firm located at:

______________________________
______________________________
(Name, address, phone number)

4. Training

A. The establishment must present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).

B. The training package must be approved by the local APHIS/ CBP Port Director or his/her designee. The training package may include both formal classroom training and on-the-job training. The training package may include USDA's Regulated Garbage CD/DVD and/or the following:

i. Definition of regulated garbage.

ii. Explanation of the regulations and the purpose of the regulations.

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests.
iv. Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of aircraft/watercraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review.

v. This compliance agreement.

vi. Presentation in English and other appropriate languages.

C. The establishment must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.
Uniform Standards for Compliance Agreements for Regulated Garbage Storage

Use the Uniform Standards for Compliance Agreements as an attachment to any compliance agreement (PPQ Form 519) you complete with a facility that only stores regulated garbage, such as marinas, transfer stations. The uniform standards for compliance agreements outline the requirements and procedures for the handling and disposal of regulated garbage (regulated garbage as defined in 7CFR 330.400 – 7CFR 330.403 or 9CFR 94.5) and serve as an attachment to PPQ Form 519. Attach these uniform standards to any compliance agreement (PPQ Form 519) you execute with a transfer station or a marina.

Fill in appropriate information where required. Cross out or line through information not applicable to the specific establishment. Do not delete any part of the uniform standards. Use an addendum if major additions to the uniform standards are needed.

Storage Establishment Attachment to PPQ Form 519, Compliance Agreement

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

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and/or the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

The establishment under this Compliance Agreement shall immediately notify the local Department of Homeland Security (DHS), Customs and Border Protection (CBP)/ U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) at phone number _______________ of any management changes, which may void this Compliance Agreement.

By signing this agreement, the signer certifies the establishment has met the requirements of all applicable environmental authorities prior to handling and/or disposing of garbage regulated by the DHS, CBP under the authority of USDA, APHIS.
The establishment, its employees and subcontractors, and procedures covered by this compliance agreement are subject to unannounced inspections by DHS, CBP or USDA, APHIS.

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

Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick.

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

1. Definitions

A. **Regulated garbage** - As defined under 7 CFR 330.400 - 7 CFR 330.403 and 9 CFR 94.5, garbage includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any material. For the purpose of this compliance agreement, “regulated garbage” is garbage that was on, generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crews’ quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. For the purpose of this document regulated garbage will be known hereafter as garbage.

B. **Trash** - Refuse that neither contains nor is visually contaminated with food waste. Trash is unrestricted. For example, trash that solely contains empty beverage cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as garbage as opposed to trash and would be restricted.

C. **DHS, CBP** - Department of Homeland Security, Customs and Border Protection, known hereafter as CBP.
**Appendix B:** Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Regulated Garbage Storage

**D. USDA, APHIS, PPQ** - United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine which provides oversight for agricultural issues, known hereafter as APHIS. Veterinary Regulatory Support (VRS) is the section of USDA, APHIS, PPQ charged with oversight of regulated garbage.

2. Regulated Garbage Handling Procedures

   **A.** The establishment personnel will meet the aircraft or watercraft originating from a foreign location (foreign flight/vessel) on arrival for the purpose of off-loading the regulated garbage onboard the aircraft or watercraft. The establishment must immediately notify the local CBP/APHIS at phone number ________________ if unable to meet a flight or vessel on arrival, in which case no regulated garbage will be off-loaded from the flight or vessel until a CBP/APHIS representative is available.

   **B.** Status of Garbage (check appropriate box):

   - ☐ Regulated garbage will be separated from domestic garbage by (circle one)
     - ➤ Location (clearly designated by signs)
     - ➤ Labeled container (marked per Section C. below)
   - ☐ All garbage in facility will be handled as regulated garbage.

   **C.** Garbage removed from the aircraft or watercraft will be continually maintained in tight, covered, leak-proof receptacles until disposed of in a CBP/APHIS-approved manner. In the case of watercraft, all such receptacles shall be contained inside of the guard rail, until removed from the watercraft. Garbage must be continually maintained in enclosed receptacles with no leakage, no exposed garbage, and no holes in plastic bags until disposed of in a CBP/APHIS-approved manner.

   - i. Any plastic bags used in the transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick, and must be easily identifiable, by either tags with “REGULATED GARBAGE” or by unique color ________________ (specify color). Regulated garbage in plastic bags stored outside must be stored in a sealed, rigid container with a tight-fighting covered lid and must be properly identified as regulated garbage unless the garbage is separated by location.
ii. Any container used in the transportation or storage of regulated garbage must be rigid and leak-proof. Containers must have tightly-fitting covers if the garbage is not separated by location. Containers shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

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

iv. Storage sheds used to store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers. Storage sheds or rooms or other confined areas in the storage shed where the regulated garbage is to be stored must be capable of being locked.

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Appendix B: Completing Compliance Agreements
Uniform Standards for Compliance Agreements for Regulated Garbage Storage

vi. The establishment must maintain records of stored regulated garbage. These records must be maintained for a minimum of one (1) year from the end of the month the storage was initiated and include the following information: date of storage, number and weight of stored regulated garbage, and storage site location of regulated garbage.

vii. Transport vehicles used to transport or store regulated garbage shall be lettered with the words “REGULATED GARBAGE” or a similar acceptable phrase in English and any appropriate foreign language. Lettering shall be at least two (2) inches high on indoor containers and at least four (4) inches high on outdoor containers.

If the regulated garbage transport vehicle is used for other purposes, the “REGULATED GARBAGE” markings must be removed and the vehicle must be cleaned and disinfected before such use.

viii. Scraped residue and runoff may be ground into an approved sewage system as defined in 7 CFR 330.400 - 7 CFR 330.403 or 9 CFR 94.5 or be collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.

ix. Storage of regulated garbage must not exceed 72 hours without prior approval from the APHIS Administrator.

x. Regulated garbage must be maintained so that it is inaccessible to birds, rodents, and other vermin.

D. The establishment is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will not allow its unauthorized diversion, removal, use, or consumption. Regulated garbage must be kept separate from trash. Any trash in contact with regulated garbage must be treated as regulated garbage. All food waste must be incinerated or sterilized.

E. The establishment must keep regulated garbage segregated from domestic garbage in a segregated area marked for foreign garbage until incinerated, sterilized, or removed by an approved cartage firm, unless all garbage is treated as regulated garbage. Regulated garbage will not be combined, stored, or transported with hospital medical waste or any other type of domestic garbage, unless all garbage is treated as regulated garbage.
F. Regulated garbage will be transported by an APHIS-approved cartage firm listed below for incineration or sterilization. The establishment must retain records for one (1) year from the date of transportation. The records must contain the following information: date, conveyance numbers, time, type of units (bags, carts, containers, etc.), number of units, and quantity (weight) of garbage. The establishment must assure that these records can be used to validate the inventory control system at the point of destination.

Hauler or Cartage firm located at:

____________________________________________________________
____________________________________________________________
(Name, address, phone number)

G. Spills and Routine Disinfection

The establishment must immediately notify the local CBP/APHIS at phone number _______________ of any spillage. Cleaning and disinfection will be accomplished immediately. APHIS-approved disinfectant must be kept on the establishment for garbage spills and routine surface disinfections including areas around the aircraft or watercraft and around storage sheds, as well as in the sheds and transport vehicles. APHIS-approved disinfectant must be used after thorough pickup and cleaning. The establishment must provide trained personnel and equipment for immediate clean up (see Addendum to Compliance Agreements).

A log or record book containing information on the amounts and concentrations of disinfectants used will be provided in order to fulfill Environmental Protection Agency (EPA) reporting requirements.

Reporting requirements include:

i. The number of disinfection treatments performed (including by designation - routine surface disinfections and cleaning of spills);

ii. If applicable, the number of pounds of sodium carbonate used (with or without sodium silicate);

iii. If applicable, the concentration of bleach (stated as a percentage) and the number of gallons of concentration of bleach used;

iv. Location of spills.
The record or log book should be kept for three years from the date of the spill. Information on the amounts and concentrations of disinfectants used during a specified reporting period must be provided to CBP/APHIS upon request.

APHIS-approved disinfectant is not to be used in enclosed food handling areas. Only EPA-approved sanitizers should be used in food handling areas. Bleach must not be used inside the aircraft. Cleanup in food handling areas and inside aircraft will be accomplished with sanitizers approved by EPA for use in food handling areas. Records of these instances will also be maintained.

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

3. Backup System

The establishment personnel will immediately notify the local CBP/APHIS at phone number _______________________ (insert phone number) if unable to meet a flight or vessel on arrival, in which case no regulated garbage will be off-loaded from the flight or vessel until a CBP/APHIS representative is available.

In the event the primary hauler/cartage firm listed in Section 2. F. above is inoperable, the establishment must immediately notify the local CBP/APHIS at phone number _________________ to advised CBP/APHIS of the use of the following prearranged approved backup system:

Hauler or Cartage firm located at:

_______________________________________________________________
_______________________________________________________________

(Name, address, phone number)

4. Training

A. The establishment must present a training program to employees before they are permitted to handle or supervise the handling of regulated garbage. This training program should be of sufficient duration to adequately provide the required information. Previously trained employees shall be provided review training annually (this training may be given in more than one session).
B. The training package must be approved by the local APHIS/CBP Port Director or his/her designee. The training package may include both formal classroom training and on-the-job training. The training package may include USDA's Regulated Garbage CD/DVD and/or the following:

i. Definition of regulated garbage.

ii. Explanation of the regulations and the purpose of the regulations.

iii. Inclusion of film, slides, or other training aids on foreign animal and plant diseases and pests.

iv. Specifically outline (by demonstration, illustration, or picture) proper regulated garbage-handling procedures for the military installation and include step-by-step procedures from stripping of aircraft/watercraft to disposal. A written, step-by-step protocol for reporting and handling emergency spills, maintaining control of regulated materials, and the cleaning and disinfecting of affected areas and equipment must be available for CBP/APHIS review.

v. This compliance agreement.

vi. Presentation in English and other appropriate languages.

C. The establishment must retain training records for a minimum of one (1) year from the end of the month in which the training occurred.
Cleaning and Disinfection

1. Articles Requiring Cleaning and Disinfection

Any article, means of conveyance, or other surface contaminated with animal origin material or spillage from USDA regulated garbage must be cleaned and disinfected with one of the USDA APHIS-approved disinfectants listed below.

Contaminated carts, pallets, machinery, handling containers, trucks or railroad cars used for transporting USDA regulated garbage and any dock or warehouse surfaces contaminated with leakage from such garbage must be cleaned and disinfected before the items are reused. Cleaning of portable items shall be accomplished over a drain leading to an approved sewage system.

2. Materials and Equipment

When a spill occurs, the following items must be immediately available to workers tasked with cleaning up the spill:

A. APHIS-approved disinfectant
   i. Virkon® S (either in bulk or pre-measured for mixing or a premixed solution for immediate use); or
   ii. Household bleach (sodium hypochlorite) in either full strength for mixing or premixed for immediate use

B. A gallon container filled with clean water

C. A detergent solution (facility choice)

D. Spray bottle to apply disinfectant

E. Whisk broom and dust pan or shovel

F. Paper towels or other absorbent material

G. Plastic leak-proof bags to hold collected material

It is suggested that a disinfection kit, incorporating the above required items as well as the equipment listed below, be available at the work site and if applicable on each conveyance transporting regulated garbage. This allows for immediate cleaning and disinfection of any spillage of regulated garbage.
The additional items recommended for inclusion in the disinfection kit are:

H. A scrub brush and scraping tool
I. Disposable plastic shoe covers
J. A box for holding the equipment which can be labeled “Disinfection Kit” (it is recommended that the disinfection procedures are affixed to the inside of the box)
K. Appropriate personal protective equipment such as rubber or latex gloves and safety goggles and/or other equipment as required by the facility
L. Copy of all applicable Material Safety Data Sheets

**Disinfectant Information**

1. Virkon® S - is available through many Internet sources. Follow the directions on the label. Premixed Virkon® S is effective for seven (7) days from the date of mixing. Write the date the solution was mixed on the container holding the solution.

2. Household bleach (Chemical name: sodium hypochlorite). Off-the-shelf bleach is 5.25% or 6% sodium hypochlorite.

The minimum effective dilution for a garbage spill is 3% sodium hypochlorite.

Directions for use:

- With 5.25% sodium hypochlorite, mix the solution of 1.5 cups of bleach to 1 cup of water to make a 3% solution.
- When larger quantities are needed mix at a ratio of 3 parts bleach to 2 parts water, such as 3 gallons of bleach to 2 gallons of water to make a 3% solution.
- With 6% sodium hypochlorite, mix at a ratio of 1 part bleach to 1 part water, such as 1 cup of bleach with 1 cup of water or 1 gallon of bleach to 1 gallon of water to make a 3% solution.

A premixed solution of bleach and water is only effective for a 24-hour period post mixing. A date/time should be applied to the bulk container holding the solution.
Appendix B: Completing Compliance Agreements
Addendum to Compliance Agreements

Disinfectant Procedures

1. Sweep up or scrape off as much of the contaminant as possible. Apply absorbent material if needed. Place the sweeping, scrapings and absorbent material in a leak-proof plastic bag for incineration or sterilization. Free surfaces of grease or dirt when applicable.

2. Scrub the contaminated area or area where spilled occurred. Use a good detergent solution of the facility’s choice.

   NOTICE
   If the area is not effectively scrubbed first, remaining debris will protect viruses embedded below the surface, where they will remain untouched by the disinfectant.

3. Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce the disinfectant’s activity.

4. If using a premixed solution of disinfectant, then agitate the solution thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant generously covering the entire area.

5. Incinerate or sterilize all refuse, sweepings and scrapings that are in the plastic bag.

   CAUTION
   Do not use sodium carbonate, sodium silicate, or Virkon® S around food, in areas where food is handled, prepared, or transported such as inside a catering kitchen, galley areas aboard aircraft, or in trucks used to transport food and supplies to an aircraft. When disinfecting in these areas, allow the use of a sanitizer/disinfectant approved by the Environmental Protection Agency (EPA) for use around food or on food contact surfaces.

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

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

Contact the local CBP Agriculture Specialist at _________________ when a spill occurs inside a conveyance.
Appendix B: Completing Compliance Agreements

Fillable PPQ Form 519

Fillable PPQ Form 519

Fillable versions of this form are available in pdf and Word.
Appendix C

Sample Letters and Statements

Contents

Sample Letter to Notify a Firm that a Garbage Violation Has Occurred  page C-1-1
Sample Letter to Notify a Firm or Company that a Violation was Issued to an Employee or Crew Member  page C-1-2
Sample of Witness Statement  page C-1-4
Sample of CBP Agriculture Specialist’s Statement  page C-1-5
AGM Boarding Card  page C-1-6

Sample Letter to Notify a Firm that a Garbage Violation Has Occurred

Use the format in Figure C-1-1 to notify a firm or company that a garbage violation has occurred.

[Date]
Dear [Fill in]:

It has been reported by a U.S. Department of Agriculture officer that on [Date], [Name of Firm or Company] did [Describe violation].

This is in violation of Federal Regulations 7CFR 330.400 and 9CFR 94.5 which require that regulated garbage be disposed of by incinerating, sterilizing, or grinding into an approved sewage system.

Any person who knowingly violates the Plant Protection Act (PPA) (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in penalties, a one-year prison term, or both. Additionally any person violating the PPA and/or the AHPA may be assessed civil penalties of up to $250,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater. This puts you on notice that approval of your facility to handle regulated garbage may be withdrawn as a result of noncompliance with regulations.

To prevent the entry into the United States of unwanted plant and animal pests and diseases, disposal of regulated garbage must be in accordance with the requirements of Federal Regulations (7CFR 330.400 and 9CFR 94.5). If you have any questions, please contact [Local PPQ Officer and PD of CBP] at [Phone Number].

[Signature of Port Director]
Port Director
Plant Protection and Quarantine

FIGURE C-1-1: Sample Letter to Notify a Firm that a Garbage Violation Has Occurred
Sample Letter to Notify a Firm or Company that a Violation was Issued to an Employee or Crew Member

Do not forward a letter to notify a firm or company that a violation was issued to an employee or crew member, prior to final adjudication of the violation.

Important

The purpose of the violation letter is to let the company know that violations are occurring.

An employee or crew member may wish to settle a violation immediately. Once payment is made and the violator’s signature is affixed to the violation form, then the matter is considered adjudicated.

An employee or crew member may exercise the right to dispute the violation and seek to resolve the matter through approved channels. Only after the violation has been properly adjudicated may the notification letter be forwarded.

Contact IES if you have any concerns or questions as to the adjudication status of a violation. After final adjudication of the violation, the location port where the violation occurred will issue the violation letter to the firm or company. All violation letters will be printed at the port where the violation occurred and forwarded to the U.S. Postal Service for mailing. A return receipt may be utilized to validate that the letter was delivered and who received the letter.

Do not communicate to the firm or company that a violation has occurred, by electronic mail (e-mail), express mail, voice mail, fax, answering machine, etc. Only use the U.S. Postal Service for mailing the letter.

In the violation letter, you may disclose the following:

◆ Date the violation occurred
◆ Description of the violation
◆ Violator is an employee of the firm or company
◆ Total number of violations that have occurred by employees or crew members of the firm or company

In the violation letter, do not disclose to the firm or company the name of the violator or the name of other employees or crew members who were present at the time. The key here is to let the company know that violations are occurring.
The sample letter in **Figure C-1-2** is to notify a firm or company that a violation was issued to an employee or crew member. Complete the italicized items and omitting brackets and italics in your letter of notification.

**[Date]**

Dear [Fill in]:

On [Date], an employee of [Name of firm or company] did [Describe violation].

This letter serves as notice that a violation of the Plant Protection Act (7 U.S.C. §§ 8301 et. seq.) and the regulations and standards issued thereunder have occurred. Violation of these Federal regulations may be criminally prosecuted and can result in monetary penalties, a one-year prison term, or both. Additionally violations of these Federal regulations can result in a civil penalty of $250,000 per violation, or more depending on the circumstances of the violation.

The crew members are recognized as having knowledge of the animal and plant regulations through training and/or knowledge gained from their employment and frequent travel. Please take the opportunity to consult with your employees and conduct additional training if needed.

To prevent the entry into the United States of unwanted plant and animal pests and diseases, the traveling public and crew members are asked to help. By complying with all Federal regulations, we all contribute to the protection of America’s agriculture. Your assistance in this effort is appreciated.

If you have any questions, please contact [Local PPQ Officer and PD of CBP] at [Phone number].

[Signature]

[Name and position]
Plant Protection and Quarantine

**FIGURE C-1-2: Sample Letter to Notify a Firm or Company that a Violation Was Issued to an Employee or Crew Member**
Sample of Witness Statement

STATEMENT

Date_________________

I, [witness' name] voluntarily make the following statement to [CBP Inspector's name] who has identified himself/herself to me as a Federal Officer of Customs and Border Protection, Department of Homeland Security, knowing that it may be used as evidence.

[Statement—use as many pages as necessary.]

[NOTE: Do not use the following paragraph if the statement is handwritten, only use if the statement is typed.)

I have read the foregoing statement and vouch that the information contained therein is true to the best of my knowledge. I have been offered an opportunity to add to, delete from, or change anything herein that I feel is erroneous or incorrect. I have been offered no remuneration for making this statement and make it of my own free will.

____________________________ ____________________________________
Signature of CBP Inspector Signat ure of Person Making Statement

_____________________________________
Address

_____________________________________
City, State, Zip Code
Sample of CBP Agriculture Specialist’s Statement

Agriculture Specialist [Specialist’s Name]

CBP Form AI-591# [Fill in] Date [Fill in]

Violator [Violator’s Name] Date of Violation [Fill in] Port [Fill in]

Declaration

TABLE C-1-1: Locator for Agriculture Question 11 on Customs Form 6059B

<table>
<thead>
<tr>
<th>If Agriculture Question 11 was marked:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1. Go to 1., below</td>
</tr>
<tr>
<td></td>
<td>2. Continue to 2., below</td>
</tr>
<tr>
<td>No</td>
<td>Go to 2., below, then continue to 3</td>
</tr>
<tr>
<td>Not Marked</td>
<td>Go to 2., below, then continue to 3</td>
</tr>
</tbody>
</table>

1. The agricultural items declared on Customs Form 6059B are as follows: [list agricultural items].

2. There was no written declaration. I/other officer [list name] asked the agriculture question. The violator answered [list answer].

3. I/other officer [list name] asked the question again. The violator answered [list answer].

Prohibited Material

Complete the following:

Quantity Plant/animal/other material (plant part; kind of meat) __________________________________________________________

Origin: [list origin]

Prohibited material found in: [suitcase/handbag/other].

Attempt to Conceal

The prohibited material was concealed in/by/under/inside [list location].

Permit/Certificate

Did you ask if there was a permit or certificate? Yes ___ No ___ (check)

The prohibited material was or was not (circle one) accompanied by a valid APHIS permit/certificate.

Remarks: Describe any unusual actions taken by the violator.

EXAMPLE [Describe any unusual actions taken by the violator.] “Mr. Gamtha grabbed the mango out of my hand and threw it against the wall,” or “Mrs. Wallace grabbed my arm and yelled an obscenity at me.”

[Signature of CBP Inspector] Badge #_________________________
AGM Boarding Card

Refer to Figure C-1-3 on page-C-1-7 and Figure C-1-4 on page-C-1-8 for sides one and two of the AGM Boarding Card. Carry this card with you for a quick reference when inspecting ships for AGM.
## AGM Boarding Pocket Card

<table>
<thead>
<tr>
<th>Step 1: Prepare material</th>
<th>Tools, camera, data collection notepad, and CBP AI-288</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2: Look for egg masses</td>
<td>All around vessel, including hatches. Note the cargo type.</td>
</tr>
<tr>
<td>Step 3: Find suspect AGM and collect specimen Interceptions</td>
<td>Use a putty knife, paint scraper to remove, place all specimens in zip lock sealable bags to prepare for interception processing.</td>
</tr>
<tr>
<td>Step 4: Apply treatment where interceptions were removed</td>
<td>50% Golden Pest Spray Oil with 50% water mixture, shake often, and apply area with sprayer until saturated. Utilize fresh blended mixture daily and do not re-use any mixture after 24 hrs</td>
</tr>
<tr>
<td></td>
<td>1. Inspect the entire vessel</td>
</tr>
<tr>
<td></td>
<td>2. Notify Captain: excessive viable masses found - action required; if manageable viable masses are found, the vessel may proceed, but if CBP finds additional egg masses action will likely be required.</td>
</tr>
<tr>
<td></td>
<td>3. *See the reverse side of the boarding card for a sample statement to the vessel's captain or representative.</td>
</tr>
<tr>
<td>Step 5: Finalize inspection</td>
<td>Take all specimens to the laboratory, prepare samples, and forward for final determination.</td>
</tr>
<tr>
<td>Step 6: Prepare interception specimens</td>
<td>Capture the details of the events of the vessel inspection by providing details of the scientific discoveries on the AGM Scientific Report.</td>
</tr>
<tr>
<td>Step 7: Record AGM results</td>
<td>Prepare the AGM Scientific Report and summarize the Report in an email to PPQ and APTL (email addresses at the bottom of the fillable AGM Scientific Report, distributed by, and found on intranet).</td>
</tr>
<tr>
<td>Step 8: Report and notify</td>
<td>Reminder: If no interceptions are found, only PPQ should be notified. Fax the CBP AI-288, and the AGM certificate.</td>
</tr>
<tr>
<td>Step 9: Monitor ship and break bulk cargo</td>
<td>1. Track vessel while in port, monitor AGM activity, and note the cargo type which may harbor additional AGM.</td>
</tr>
<tr>
<td></td>
<td>2. If vessel sails, ensure the next ports are notified, PPQ and APTL.</td>
</tr>
<tr>
<td></td>
<td>1. If CBP detects excessive viable egg masses (depending on weather, and situational conditions), issue an EAN and order the vessel to leave U.S. territorial waters for cleaning by the vessel's crew.</td>
</tr>
<tr>
<td></td>
<td>2. Inform the vessel to contact CBP through the agent when all egg masses have been removed.</td>
</tr>
<tr>
<td></td>
<td>3. CBP will meet the vessel upon re-entry alongside the wharf to re-inspect for suspect AGM egg masses.</td>
</tr>
<tr>
<td></td>
<td>4. If additional egg masses are discovered, issue an EAN requiring the vessel to employ a commercial company to clean and certify the vessel free of AGM life stages from the vessel prior to arrival at the next U.S. port.</td>
</tr>
<tr>
<td></td>
<td>5. If vessel elects to sail foreign, inform the captain the vessel must produce a cleaning certificate upon entry into the U.S. and that CBP will inspect the vessel for AGM presence.</td>
</tr>
</tbody>
</table>

FIGURE C-1-3: AGM Boarding Card (Side 1)
### AGM Boarding Pocket Card:
**Scientific Method (Inspecting, Detecting, Collecting, Evaluating and Concluding)**

<table>
<thead>
<tr>
<th>Mission 1:</th>
<th>Plan the AGM inspection</th>
<th>Prepare material, propose a question or hypothesis surrounding the ensuing inspection process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission 2:</td>
<td>Observe</td>
<td>Note the various places AGM may be, and conduct investigative inquiry.</td>
</tr>
<tr>
<td>Mission 3:</td>
<td>Conduct scientific experiment: look for AGM</td>
<td>Record the details of the findings on a notecard, practice safety and collect specimens in ziplock bags.</td>
</tr>
<tr>
<td>Mission 4:</td>
<td>Collect data, evidence, and conclusive facts</td>
<td>As the scientist performing the inspection, attempt to complete the story, locate the information needed, and think about risk associated with the future movement for the vessel and possibly the cargo.</td>
</tr>
</tbody>
</table>
| Mission 5: | Conclude the operation | 1. Inspect the entire vessel.  
2. Meet with the Captain or vessel representative providing guidance if interceptions were collected.  
 Ensure the Captain or the vessel's representative understands the potential risk associated with any specimens.  
"AGM, a serious plant pest, is suspected and has been found on your vessel. The vessel may proceed, and may be reboarded, and may be ordered to leave the port depending on additional risk assessments." |
| Final Mission | Conclude and evaluate the situation | 1. Prepare the AGM Scientific Report, communicating the risk (if any) associated with the vessel currently in port  
2. IF the vessel is an AGM threat: Complete the Scientific Report, package the interception, then communicate the entire scientific discovery/fact-finding mission to PPQ and APTL through email contacts (24 hrs /day).  
3. IF AGM is not detected, fax the CBP AI-288 and any AGM certificates to PPQ's attention.  
**Summarize the AGM Scientific Report in an email format** |
|             |                         | Date  
CBP location / and dock facility  
Vessel name / and IMO number  
CBP critical phone number on location  
Egg mass quantity detected  
Adult quantity detected  
Was risk treated/mitigated (method used)  
Interpretation: is specimen viable  
Was entire vessel inspected  
Are other egg masses out of reach on ship  
Digital images captured as evidence (attach copies with email)  
Captain warned, notified of AGM risk  
Foreign AGM ports visited  
AGM Certificate(s) presented (keep copies)  
Previous U.S. ports visited on current voyage  
Cargo type on this vessel (specific)  
How long vessel remains in current port  
Departure date vessel leaves current port  
Next U.S. (or foreign) Port, (specify)  
Date arrival next U.S. port (or re-enter U.S.)  
Pest ID number (combine all specimens)  
Provide additional risk assessment of situation |

*Figure C-1-4: AGM Boarding Card (Side 2)*
Appendix D

Cooperation with Other Federal Agencies

Contents

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      APHIS  page D-1-1
      AMS  page D-1-3
      FSIS  page D-1-3
   Department of Defense (DOD)  page D-1-4
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   Fish and Wildlife Service of the Department of the Interior (FWS)  page D-1-5
   Public Health Service of the Department of Health and Human Services (PHS)  page D-1-5

Introduction

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

Federal Agencies Cooperating with Customs and Border Protection (CBP)

The cooperation CBP receives from other Federal Agencies helps accomplish the mission of preventing the introduction of agricultural pests and diseases. All personnel from other Federal Agencies must have a clear understanding of the requirements and arrangements for safeguarding and disposing of seized agricultural contraband. Procedures for CBP cooperation with other Federal Agencies follow.

Department of Agriculture (USDA)

CBP cooperates with USDA to accomplish the agriculture mission. Listed below are several important agencies within USDA.

APHIS

The Animal and Plant Health inspection Service (APHIS) is responsible for protecting and promoting U.S. agricultural health, administering the Animal Welfare Act, and carrying out wildlife damage management activities. For more information, see the APHIS Web site.
Plant Protection and Quarantine (PPQ) safeguards agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. Fulfillment of its safeguarding role ensures an abundant, high-quality, and varied food supply, strengthens the marketability of U.S. agriculture in domestic and international commerce, and contributes to the preservation of the global environment. For more information on PPQ, see Plant Health at the APHIS Web site.

Veterinary Services (VS) protects and improves the health, quality, and marketability of our nation’s animals, animal products and veterinary biologics by preventing, controlling and/or eliminating animal diseases, and monitoring and promoting animal health and productivity.

VS regulations control domestic and foreign commerce of live animals, live poultry, and their products. Since 1971, VS and PPQ have shared the responsibility for implementing, enforcing, and administering animal product and foreign garbage regulations and policies to prevent the introduction of foreign animal diseases.

Refer the following to the local VS office:

◆ Animal semen, ova, or embryo shipments (empty containers are handled by PPQ)

◆ Dogs imported to handle livestock, except dogs from Canada, Mexico, Central America, and the West Indies; require freedom from tapeworm (Taenia eoenurus)

For all dogs, require freedom from tapeworm, Taenia eoenurus.

◆ Live animals, live birds, and hatching eggs

◆ Abandoned pet birds (also contact FWS)

When receiving a question relating to animal disease exclusions, consult your Animal Product Manual. If you cannot answer the question, use Table D-1-1 on page-D-1-3 to determine where to refer questions in VS.
Appendix D: Cooperation with Other Federal Agencies

Federal Agencies Cooperating with Customs and Border Protection (CBP)

**TABLE D-1-1: Determine Where to Refer Questions in Veterinary Services (VS) and Veterinary Regulatory Support (VRS)**

<table>
<thead>
<tr>
<th>If the question relates to:</th>
<th>And the APM does not answer the question, then refer the question to:</th>
</tr>
</thead>
</table>
| ◆ Live animals including birds                                                               | 1. The appropriate VS Field Office  
2. If the question cannot be answered locally, then refer the question through normal channels to VS Import:Export Animals Staff at 301-851-2295 |
| ◆ Hatching eggs                                                                               | ◆ PPQ, VRS at 301-851-2295  
| ◆ Animal semen, ova, and embryos                                                             | ◆ VS Technical Trade Services Products Staff (TTSPS) at 301-851-3300                                                                |
| ◆ Organisms and vectors                                                                      | ◆ Permit renewals for veterinary biological products  
The Center for Veterinary Biologics (VS, CVB) at 301-851-3609                                                                 |
| ◆ Permit renewals for veterinary biological products                                         | ◆ VS permit renewals VS, TTSPS at 301-851-3300                                                                                      |
| ◆ Meat                                                                                       | ◆ Meat  
◆ Animal products  
◆ Animal by-products  
◆ Associated materials  
1. Your supervisor  
2. If the question cannot be answered locally, then refer the question to PPQ, VRS at 301-851-2295 or your local AQI, VMO listed in Appendix H of the Animal Product Manual (APM) |

For more information on VS, see Animal Health at the APHIS Web site.

**AMS**

The Agricultural Marketing Service (AMS) includes six commodity programs—Cotton, Dairy, Fruit and Vegetable, Livestock and Seed, Poultry, and Tobacco. The programs employ specialists who provide standardization, grading, and market news services for those commodities. They enforce such Federal Laws as the Perishable Agricultural Commodities Act and the Federal Seed Act. For more information, see the AMS Web site.

**FSIS**

The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation’s commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged. Refer all imported meat and meat products, and shell eggs for breaking to FSIS. Refer importations of shell eggs for breaking to FSIS to issue FSIS Form 5200-8, Import Request Egg Products.

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1 For commercial shipments only, FDA and FSIS require that the food product’s label show the container’s ingredients and weight of the product in English. If a commercial shipment lacks this information, contact the appropriate agency. This might save you time determining enterability since the product may be rejected by another agency.
FSIS makes sure that the meat and meat products are safe, wholesome, and pure products for human consumption (except wild ruminant and wild fowl—see FDA). Foreign countries must have FSIS approval that their foreign inspection service is the equivalent of FSIS. The foreign country is then allowed to issue certificates for the commercial importation of meat and meat products. In addition, FSIS inspects and samples imported meat and meat products for meeting APHIS requirements and regulations designed to prevent the spread of animal diseases.

For more information, see the FSIS Web site.

**Department of Defense (DOD)**

The Department of Defense (DOD), Army, Navy, Air Force, and Marine Corps, works with APHIS to prevent the introduction of foreign agricultural and public health threats into the continental United States (CONUS). This cooperation includes the following:

- Removing or cleaning all soil and other debris from military equipment and vehicles from outside CONUS
- Preventing the possible military importation of unwanted animals, such as snakes, insects, snails, and various crustaceans that are present in most of the world-wide areas frequented by DOD
- Preclearing (before they return to the United States) military personnel, baggage, and equipment used overseas (done with the cooperation of APHIS employees and military Customs inspectors)
- Informing military personnel of clearance procedures, exemptions, restrictions, and prohibitions before arriving in CONUS
- Providing advance notification for military aircraft and vessel arrivals at the point of entry
- Ensuring that household goods, personnel effects, and outdoor equipment are carefully examined and cleaned prior to packing and shipping to CONUS
- Dissuading personnel from mailing or shipping restricted or prohibited agricultural items
- Notifying PPQ of large-scale movement of military personnel and equipment to the United States
Food and Drug Administration of the Department of Health and Human Services (FDA)
Refer the following importations to Customs for referral to an FDA inspector:

- Any drug, medication, or food intended for animals that FDA has indicated an interest in; consult your local FDA inspector for specific items of interest
- Betel nuts
- Canned ackees
- Catha edulis (khat)
- Commercial importations of food products
- Crude papain
- Mung beans from Thailand
- Various herbs
- Wild fowl meat
- Wild ruminant meat

Fish and Wildlife Service of the Department of the Interior (FWS)
Refer the following to an FWS officer:

- Nonfarm animals, including birds, but excepting cats, cattle, dogs, goats, horses, pet birds, sheep, and swine
- Animal by-products such as coats, game trophies, ivory products, pelts, skins, tortoise shell products, and egg importations if from an endangered or threatened bird
- Abandoned pet birds (also contact VS who is the first concern)

Public Health Service of the Department of Health and Human Services (PHS)
Refer the following importations to the local Public Health Service (PHS) inspector:

- Dogs, cats, and monkeys (non-human primates)
- Lather brushes made from hair and bristles
- Human disease agents and their vectors
- Human vaccines and biologics, including human tissues, serum, blood, secretions, and excretions.

If you question whether an importation imported for biological use is of animal origin, ask your supervisor or a HQ, PPQ, VMO in PPQ, VRS.
Appendix E

List of Airports Approved by USDA to Remove Regulated Garbage

Contents

Introduction  page E-1-1
Contact Information  page E-1-1
List of Airports  page E-1-2
Procedures for Airports Seeking USDA Approval  page E-1-4

Introduction

The airports listed in this appendix are all approved to handle garbage removal. If an airport is not listed, contact QPAS to determine what port is responsible for coverage.

Contact Information

Use the following contact information for airports approved by USDA to handle removal of regulated garbage.

Duty Hours
For duty hours contact information, refer to the Locate a Port Of Entry – Air, Land, or Sea web page.

After Duty Hours
For after duty hours contact information, call 1-800-XSECTOR (973-2867).

Important
Do not call this phone number indiscriminately. Use only when you have a legitimate need for after-duty-hours contact information.
## List of Airports

### TABLE E-1-1: Airports Approved by USDA to Remove Regulated Garbage

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Airport</th>
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<tbody>
<tr>
<td>AK</td>
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### Table E-1-1: Airports Approved by USDA to Remove Regulated Garbage (continued)

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Table E-1-1: Airports Approved by USDA to Remove Regulated Garbage (continued)

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Procedures for Airports Seeking USDA Approval

Effective January 1, 2007, an airport or airport authority interested in receiving U.S. Department of Agriculture (USDA) approval to receive or service international commercial passenger aircraft or international cargo aircraft must contact the local State Plant Health Director, local Customs and Border Protection (CBP) and the local Agriculture Quarantine Inspection Veterinary Medical Officer to discuss intent. The airport or airport authority must also comply with the following requirements:

1. The airport/airport authority must comply with all requirements of the Federal Inspection Service’s Airport Facility Guidelines. The Airport Authority must contact CBP to obtain information regarding compliance with the Federal Inspection Service’s Airport Facilities Guidelines.

2. The airport/airport authority must send a signed letter requesting approval to handle international garbage to the APHIS Administrator at the following address:

   Dr. Gregory Parham
   Administrator
   Animal and Plant Health Inspection Service
   c/o Dr. Keith Wiggins
   4700 River Road, Unit 129
   Riverdale, MD 20737
Appendix E: List of Airports Approved by USDA to Remove Regulated Garbage

Procedures for Airports Seeking USDA Approval

In the letter, in addition to the actual request, please include:

A. Name and address of airport

B. Name and title of airport's representative responsible for handling regulated garbage

C. Name and physical location of the USDA-approved processor (i.e., sterilizer/incinerator) on airport property responsible for sterilizing or incinerating regulated garbage

D. Name and title of the representative from the USDA-approved processor (i.e., sterilizer/incinerator) responsible for overseeing the sterilization/incineration of regulated garbage

E. Name and address of any USDA approved catering or cleaning firm associated with the airport that have been approved by USDA to handle regulated garbage

F. Name and address of any Fixed Base Operator associated with the airport approved by USDA to handle regulated garbage

G. Estimation of the amount of international garbage received on a daily basis

H. Method of maintaining separation of regulated garbage from domestic garbage at airport

I. Complete description of entire process, including delivery of regulated garbage to the USDA-approved processor (i.e., sterilizer/incinerator), weighing, storing (if applicable), processing times and temperatures, removal from processing facility

J. Name and address of landfill used to dispose of processed garbage

K. Name and address of company hauling processed garbage to landfill

L. Employee training, including type, frequency, and materials used

M. Disinfection procedures and materials used

N. Pest control program used

O. Complete description of facility back-up plan
Appendix E: List of Airports Approved by USDA to Remove Regulated Garbage Procedures for Airports Seeking USDA Approval
## Appendix F

Lists of Codes for States, U.S. Affiliated Islands, and Other Countries

### List of Two–Letter State Codes

<table>
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<th>Code</th>
<th>State</th>
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List of Country Codes (ISO 3166)

The International Organization for Standardization (ISO) maintains a list of English country names and code elements. This list states the country names (official short names in English) in alphabetical order as given in ISO 3166-1 and the corresponding ISO 3166-1-alpha-2 code elements.

This list is updated whenever a change to the official code list in ISO 3166-1 is effected by the ISO 3166/MA.
Introduction

This appendix contains a list of area identifiers and a list of national specialists.

Work units are to use the **List of PPQ Identifiers and Co-Lateral National Specialists** to determine the appropriate area identifier to send “Routine” (no foreign cargo or conveyances are being held and a quick identification is not necessary) and “Prompt” (quick identification is required and no foreign cargo or conveyances are being held) interceptions.

If necessary, the Area Identifier will then forward the interceptions to a National Specialist. The **List of PPQ National Specialists for Mailing URGENT Interceptions Only** is included for use after the Area Identifier has determined an interception as URGENT (quarantine actions depend on host or pest identification or immediate identification is required) and whether you are to send the interception directly to the Area Identifier or the National Specialist (either on a case-by-case basis or by prior agreement).

List of PPQ Identifiers and Co-Lateral National Specialists

Refer to the following tables for detailed information:

- **Table G-1-1** on page-G-1-2 for Eastern Region PPQ Identifiers
- **Table G-1-2** on page-G-1-7 for Western Region PPQ Identifiers
- **Table G-1-3** on page-G-1-13 for Domestic Identifiers
### TABLE G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists

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<tr>
<th>Port</th>
<th>Identifier’s Name/Address</th>
<th>Preclearance</th>
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<th>Telephone/FAX</th>
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<td>Atlanta, GA</td>
<td>Charles Olsen, Entomologist USDA–APHIS–PPQ</td>
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<td></td>
</tr>
<tr>
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<td>Atlanta, GA 30354</td>
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<td></td>
<td>FAX: 404/763-7644</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>John Dorshorst, Entomologist USDA–APHIS–PPQ</td>
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<td>◆ Indiana</td>
<td>FAX: 847/768-7271</td>
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<tr>
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## Table G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

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<th>Port</th>
<th>Identifier’s Name/Address</th>
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<tr>
<td><strong>Columbus, OH</strong></td>
<td>Steven C. Passoa, Entomologist (Regional Domestic Identifier and National Lepidoptera Specialist) USDA–APHIS–PPQ The Ohio State University Museum of Biological Diversity 1315 Kinnear Road Columbus, OH 43212-1192</td>
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<td>James Zablotny, Entomologist (Emerald Ash Borer Specialist) USDA–APHIS–PPQ 11200 Metro Airport Center Dr. Suite 140 Romulus, MI 48174</td>
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<td>Esther Serrano, Entomologist USDA–APHIS–PPQ 1800 Eller Drive, Suite 414 Fort Lauderdale, FL 33316</td>
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# List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

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### Table G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

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<th>Port</th>
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<th>Area of Coverage</th>
<th>Telephone/FAX</th>
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<td>Miami, FL</td>
<td>Leo Castaneda, Botanist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;6302 NW 36 Street&lt;br&gt;Miami, FL 33122</td>
<td></td>
<td>◆ Alabama&lt;br&gt;◆ Florida&lt;br&gt;◆ Georgia&lt;br&gt;◆ Mississippi&lt;br&gt;◆ North Carolina&lt;br&gt;◆ Puerto Rico&lt;br&gt;◆ South Carolina&lt;br&gt;◆ Tennessee&lt;br&gt;◆ Virgin Islands</td>
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<tr>
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<td>Charles Brodel, Entomologist&lt;br&gt;(National Coleoptera Specialist)&lt;br&gt;Cheryle O’Donnell, Entomologist&lt;br&gt;(Thysanoptera Specialist, Western Region)&lt;br&gt;Fernando Lenis, Entomologist&lt;br&gt;Thomas Skarlinsky, Entomologist&lt;br&gt;Margarita Dotres-Perez, Entomologist&lt;br&gt;Adam Wallner, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;6302 NW 36 Street&lt;br&gt;Miami, FL 33122&lt;br&gt;U.S. Postal Service shipments: Thomas Skarlinsky, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;P.O. Box 66-0520&lt;br&gt;Miami, FL 33266</td>
<td></td>
<td>Colombia, Costa Rica, Ecuador, Guatemala, Nicaragua, Peru, Venezuela&lt;br&gt;Florida—Miami Plant Inspection Station, Miami Cargo</td>
<td>COM: 305/492-1859&lt;br&gt;FAX: 305/492-1747&lt;br&gt;COM: 305/492-1857&lt;br&gt;FAX: 305/492-1745&lt;br&gt;COM: 305/492-1855&lt;br&gt;FAX: 305/492-1743&lt;br&gt;COM: 305/492-1856&lt;br&gt;FAX: 305/492-1744&lt;br&gt;COM: 305/492-1858&lt;br&gt;FAX: 305/492-1746&lt;br&gt;COM: 305/492-1809&lt;br&gt;FAX: 305/492-1753</td>
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<tr>
<td>Miami, FL</td>
<td>Ramon Dones, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;6302 NW 36 Street&lt;br&gt;Miami, FL 33122</td>
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<td>◆ Florida—Miami Airport</td>
<td>COM: 305/492-1861&lt;br&gt;FAX: 305/492-1749</td>
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<tr>
<td>Miami, FL</td>
<td>William Tang, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;6302 NW 36 Street&lt;br&gt;Miami, FL 33122</td>
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<td>◆ Florida—Ports of Miami (Maritime) and Key West</td>
<td>COM: 305/492-1860&lt;br&gt;FAX: 305/492-1748</td>
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### Table G-1-1: List of Eastern Region PPQ Identifiers and Co-Lateral National Specialists (continued)

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<tr>
<td>Ponce, PR</td>
<td>Lourdes Saez, Entomologist USDA–APHIS–PPQ Ponce Work Unit II P.O Box 45 Mercedita Airport Ponce, PR 00715-0045</td>
<td>◆ Puerto Rico—Ports of Mayaguez and Ponce</td>
<td></td>
<td>COM: 787/806-1087 through 1089 FAX: 787/806-1219</td>
</tr>
<tr>
<td>San Juan, PR</td>
<td>Nisael Nieves, Entomologist USDA–APHIS–PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 or P.O. Box 37521 Airport Station San Juan, PR 00937–0521</td>
<td>Aruba, Bahamas, Bermuda, Haiti, Jamaica</td>
<td>◆ Puerto Rico ◆ U.S. Virgin Islands</td>
<td>COM: 787/253–4699 FAX: 787/253–7837</td>
</tr>
<tr>
<td>San Juan, PR</td>
<td>Wilfredo Garcia, Plant Pathologist USDA–APHIS–PPQ 150 Central Sector Bldg C-2, Warehouse #3 Carolina, PR 00979 or P.O. Box 37521 Airport Station San Juan, PR 00937–0521</td>
<td>Aruba, Bahamas, Bermuda, Haiti, Jamaica</td>
<td>◆ Puerto Rico ◆ U.S. Virgin Islands</td>
<td>COM: 787/253–4699 FAX: 787/253–7837</td>
</tr>
</tbody>
</table>
### TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists

<table>
<thead>
<tr>
<th>Port</th>
<th>Identifier's Name/Address</th>
<th>Preclearance</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dallas/Fort Worth, TX</strong></td>
<td>Nathan Cottrell, Entomologist&lt;br&gt;Richard P. Elliott, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;P. O. Box 610063&lt;br&gt;Dallas/Fort Worth Airport, TX 75261-0063&lt;br&gt;or&lt;br&gt;FedEx:&lt;br&gt;1639 West 23rd Street,&lt;br&gt;Suite 190&lt;br&gt;Dallas/Ft. Worth Airport, TX 75261</td>
<td></td>
<td>◆ Texas—Austin, Dallas, San Antonio, Victoria</td>
<td>COM: 972/574-2344&lt;br&gt;FAX: 972/574-2342</td>
</tr>
<tr>
<td><strong>El Paso, TX</strong></td>
<td>Shi-Yih Hung, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Cordova Border Station&lt;br&gt;3600 E. Paisano Dr.&lt;br&gt;Bldg. A, Room 147&lt;br&gt;El Paso, TX 79905</td>
<td></td>
<td>◆ Texas—El Paso, Fabens, Presidio&lt;br&gt;◆ New Mexico—Santa Teresa</td>
<td>COM: 915/838-3431&lt;br&gt;FAX: 915/838-3439</td>
</tr>
<tr>
<td><strong>El Paso, TX</strong></td>
<td>Harald E. Grieb, Plant Pathologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Cordova Border Station&lt;br&gt;3600 E. Paisano Dr.&lt;br&gt;Bldg. A, Room 147&lt;br&gt;El Paso, TX 79905</td>
<td></td>
<td>◆ Texas—El Paso, Fabens, Presidio&lt;br&gt;◆ New Mexico—Santa Teresa</td>
<td>COM: 915/838-3432&lt;br&gt;FAX: 915/838-3439</td>
</tr>
<tr>
<td><strong>Honolulu, HI</strong></td>
<td>Mark Towata, Botanist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;Honolulu International Airport&lt;br&gt;300 Rodgers Blvd., #58&lt;br&gt;Honolulu, HI 96819-1897</td>
<td></td>
<td>◆ Hawaii&lt;br&gt;◆ Guam</td>
<td>COM: 808/834-3245&lt;br&gt;FAX: 808/861-8500</td>
</tr>
<tr>
<td><strong>Honolulu, HI</strong></td>
<td>Reynold Ito, Entomologist&lt;br&gt;Thomas Watanabe, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;Honolulu International Airport&lt;br&gt;300 Rodgers Blvd., #58&lt;br&gt;Honolulu, HI 96819-1897</td>
<td></td>
<td>◆ Hawaii&lt;br&gt;◆ Guam</td>
<td>Reynold Ito:&lt;br&gt;COM: 808/834-3249&lt;br&gt;FAX: 808/861-8500&lt;br&gt;Thomas Watanabe:&lt;br&gt;COM: 808/834-3251&lt;br&gt;FAX: 808/861-8500</td>
</tr>
</tbody>
</table>
### Table G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

<table>
<thead>
<tr>
<th>Port</th>
<th>Identifier’s Name/Address</th>
<th>Preclearance</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
</table>
| Honolulu, HI  | Matthew Goo, Plant Pathologist  
Wendy S. Sueno, Plant Pathologist  
USDA–APHIS–PPQ  
Plant Inspection Station  
Honolulu International Airport  
300 Rodgers Blvd., #58  
Honolulu, HI 96819-1897 | ◆ Hawaii  
◆ Guam                                              | Matthew Goo:  
COM: 808/834-3246  
FAX: 808/861-8500  
Wendy S. Sueno  
COM: 808/834-3247  
FAX: 808/861-8500 |
| Houston, TX   | Norma Diaz, Botanist  
USDA–APHIS–PPQ  
Plant Inspection Station  
19581 Lee Road  
Humble, TX 77338                                                | ◆ Arkansas  
◆ Iowa  
◆ Kansas  
◆ Louisiana  
◆ Missouri  
◆ Nebraska  
◆ Oklahoma  
◆ South Dakota  
◆ Texas                                                            | COM: 281/233-7100  
FAX: 281/230-7203                                                        |
| Houston, TX   | Eric McDonald, Entomologist  
(National Acarology Specialist)  
Mark Segall, Entomologist  
USDA–APHIS–PPQ  
Plant Inspection Station  
19581 Lee Road  
Humble, TX 77338                                                                              | ◆ Texas—Corpus Christi, Houston, Galveston, Port Arthur | COM: 281/233-7100  
FAX: 281/230-7203                                                        |
| Houston, TX   | Maria Perez, Plant Pathologist  
USDA–APHIS–PPQ  
Plant Inspection Station  
19581 Lee Road  
Humble, TX 77338                                                                              | ◆ Texas—Austin, Corpus Christi, Dallas, Galveston, Houston, Port Arthur | COM: 281/233-7100  
FAX: 281/230-7203                                                        |
| Laredo, TX    | Marwan Kharboutli, Entomologist  
Joel Perez-Mendoza, Entomologist  
USDA–APHIS–PPQ  
120 San Francisco Bridge II Complex Building 5, Room 505  
Laredo, TX 78040  
Mailing: USDA-APHIS-PPQ  
P. O. Box 277  
Laredo, TX 78042                                                  | ◆ Texas—Del Rio, Eagle Pass, Laredo | COM: 956/726-2225  
Ext. 25 Joel Perez-Mendoza  
Ext. 27 Marwan Kharboutli  
FAX: 956/726-2322                                                      |
TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

<table>
<thead>
<tr>
<th>Port</th>
<th>Identifier’s Name/Address</th>
<th>Preclearance</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Beach, CA</td>
<td>Liana Maller Morishita, Entomologist USDA–APHIS–PPQ 401 E. Ocean Blvd., Suite 500 Long Beach, CA 90802</td>
<td>Australia, Philippines</td>
<td>◆ California—Long Beach FAX: 562/499-6058</td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA</td>
<td>Jamal Al-Henaid, Botanist USDA–APHIS–PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>Ontario, Canada</td>
<td>◆ California—Los Angeles, Port Hueneme Nevada—Las Vegas FAX: 310/725-1922</td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA</td>
<td>Greg Bartman, Entomologist Bert Lindsey, Entomologist Patrick Marquez, Entomologist USDA–APHIS–PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>California—Los Angeles, Port Hueneme Nevada—Las Vegas</td>
<td>COM: 310/725-1923 Ext. 213 FAX: 310/725-1922</td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA</td>
<td>Musa Abdelshife, Plant Pathologist Tesfaye Tedla, Plant Pathologist USDA–APHIS–PPQ Plant Inspection Station 11840 South La Cienega Blvd. Hawthorne, CA 90250</td>
<td>Ontario, Canada; New Zealand; Philippines</td>
<td>◆ California—Los Angeles, Port Hueneme Nevada—Las Vegas FAX: 310/725-1922</td>
<td></td>
</tr>
<tr>
<td>Los Indios, TX</td>
<td>Oscar Mireles, Botanist, Plant Pathologist USDA–APHIS–PPQ Plant Inspection Station 100 Los Indios Blvd. P.O. Box 399 Los Indios, TX 78567-0399</td>
<td>Texas—Brownsville, Harlingen, Hidalgo, Los Indios, Pharr, Progreso, Rio Grande City, Roma</td>
<td>COM: 956/399-2085 FAX: 956/399-4001</td>
<td></td>
</tr>
</tbody>
</table>
### Table G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

<table>
<thead>
<tr>
<th>Port</th>
<th>Identifier’s Name/Address</th>
<th>Preclearance</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Indios, TX</td>
<td>David McCoy, Entomologist&lt;br&gt;Patrick Haslem, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;100 Los Indios Blvd.&lt;br&gt;P.O. Box 399&lt;br&gt;Los Indios, TX 78567-0399</td>
<td>◆ Texas—Brownsville, Harlingen, Hidalgo, Los Indios, Pharr, Progresso, Rio Grande City, Roma</td>
<td>COM: 956/399-2085&lt;br&gt;FAX: 956/399-4001</td>
<td></td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>Eric White, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;900 Airline Highway&lt;br&gt;Middle Access Road Bldg #12&lt;br&gt;Kenner, LA 70062</td>
<td>◆ Arkansas&lt;br◆ Iowa&lt;br◆ Kansas&lt;br◆ Louisiana&lt;br◆ Missouri&lt;br◆ Nebraska&lt;br◆ North Dakota (except Canadian border ports)&lt;br◆ Oklahoma&lt;br◆ South Dakota</td>
<td>COM: 504/461-4230&lt;br&gt;FAX: 504/461-4239</td>
<td></td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>(Vacant), Plant Pathologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;900 Airline Highway&lt;br&gt;Middle Access Road Bldg #12&lt;br&gt;Kenner, LA 70062</td>
<td>◆ Arkansas&lt;br◆ Iowa&lt;br◆ Kansas&lt;br◆ Louisiana&lt;br◆ Missouri&lt;br◆ Nebraska&lt;br◆ North Dakota (except Canadian border ports)&lt;br◆ Oklahoma&lt;br◆ South Dakota</td>
<td>COM: 504/461-4230&lt;br&gt;FAX: 504/461-4239</td>
<td></td>
</tr>
<tr>
<td>Nogales, AZ</td>
<td>Jason T. Botz, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;9 N. Grand Avenue, Rm 120&lt;br&gt;Nogales, AZ 85621</td>
<td>◆ Arizona&lt;br◆ New Mexico</td>
<td>Jason Botz:&lt;br&gt;COM: 520/285–5405&lt;br&gt;FAX: 520/397–0138</td>
<td></td>
</tr>
<tr>
<td>Nogales, AZ</td>
<td>Allen Dawson, Plant Pathologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;9 N. Grand Avenue, Rm 120&lt;br&gt;Nogales, AZ 85621</td>
<td>◆ Arizona&lt;br◆ New Mexico</td>
<td>COM: 520/285–5408&lt;br&gt;FAX: 520/397–0138</td>
<td></td>
</tr>
<tr>
<td>Port</td>
<td>Identifier’s Name/Address</td>
<td>Preclearance</td>
<td>Area of Coverage</td>
<td>Telephone/FAX</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>Cain Gaona, Entomologist&lt;br&gt;Gregory Walker, Entomologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;9777 Via De La Amistad, Room 140&lt;br&gt;San Diego, CA 92154</td>
<td></td>
<td>California—San Diego</td>
<td>COM: 619/661-3316&lt;br&gt;FAX: 619/661-3047</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>Michael E. Meadows, Plant Pathologist&lt;br&gt;USDA–APHIS–PPQ&lt;br&gt;Plant Inspection Station&lt;br&gt;9777 Via De La Amistad, Room 140&lt;br&gt;San Diego, CA 92154</td>
<td></td>
<td>California—San Diego, Calexico</td>
<td>COM: 619/661-3029&lt;br&gt;FAX: 619/661-3047</td>
</tr>
</tbody>
</table>
## TABLE G-1-2: List of Western Region PPQ Identifiers and Co-Lateral National Specialists (continued)

<table>
<thead>
<tr>
<th>Port</th>
<th>Identifier’s Name/Address</th>
<th>Preclearance</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle, WA</td>
<td>Michael Creller, Botanist USDA–APHIS–PPQ</td>
<td></td>
<td>◆ Alaska&lt;br&gt;◆ Colorado&lt;br&gt;◆ Idaho&lt;br&gt;◆ Montana&lt;br&gt;◆ North Dakota (Canadian border ports only)&lt;br&gt;◆ Oregon&lt;br&gt;◆ Utah&lt;br&gt;◆ Washington&lt;br&gt;◆ Wyoming</td>
<td>COM: 206/878-6604&lt;br&gt;FAX: 206/870-8043</td>
</tr>
<tr>
<td>Seattle, WA</td>
<td>Emilie Bess, Entomologist USDA–APHIS–PPQ</td>
<td></td>
<td>◆ Alaska&lt;br&gt;◆ Colorado&lt;br&gt;◆ Idaho&lt;br&gt;◆ Montana&lt;br&gt;◆ Oregon&lt;br&gt;◆ Utah&lt;br&gt;◆ Washington&lt;br&gt;◆ Wyoming&lt;sup&gt;except&lt;/sup&gt; Canadian Border ports covered by Blaine</td>
<td>COM: 206/878-6605&lt;br&gt;FAX: 206/870-8043</td>
</tr>
<tr>
<td>Seattle, WA</td>
<td>Gayle Van de Kerckhove, Plant Pathologist USDA–APHIS–PPQ</td>
<td></td>
<td>◆ Alaska&lt;br&gt;◆ Colorado&lt;br&gt;◆ Idaho&lt;br&gt;◆ Montana&lt;br&gt;◆ North Dakota (Canadian border ports only)&lt;br&gt;◆ Oregon&lt;br&gt;◆ Utah&lt;br&gt;◆ Washington&lt;br&gt;◆ Wyoming</td>
<td>COM: 206/878-6600&lt;br&gt;FAX: 206/870-8043</td>
</tr>
</tbody>
</table>
## TABLE G-1-3: List of Domestic Identifiers

<table>
<thead>
<tr>
<th>City</th>
<th>Identifier’s Name/Address2</th>
<th>Area of Coverage</th>
<th>Telephone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Station, TX</td>
<td>Kira Metz, Entomologist USDA–APHIS–PPQ Minnie Belle Heep 216D 2475 Texas A &amp; M University College Station, TX 77843</td>
<td>Western Region</td>
<td>COM: 979/450-5492</td>
</tr>
<tr>
<td>Gainesville, Fl</td>
<td>Julieta Brambila, Entomologist USDA–APHIS–PPQ P.O. Box 147100 Gainesville, FL 32614-7100 Physical Address: 1911 SW 34th Street Gainesville, FL 32608</td>
<td>Eastern Region</td>
<td>COM: 352/372-3505 x 438 or 165 FAX: 352/494-5841</td>
</tr>
<tr>
<td>West Lafayette, IN</td>
<td>Robert Brown, Entomologist USDA–APHIS–PPQ Department of Entomology Purdue University – Smith Hall 901 W. State Street West Lafayette, IN 47907</td>
<td>Eastern Region/Western Region</td>
<td>COM: 765/496-9673 FAX: 765/494-0420</td>
</tr>
</tbody>
</table>

1. Please check with your regional survey coordinator before routing specimens to domestic identifiers.
**List of PPQ National Specialists for Mailing URGENT Interceptions Only**

The following is an alphabetical listing for mailing URGENT interceptions (quarantine actions depend on host or pest identification or immediate identification is required) by area of specialty (e.g., aphids, honey bees, mollusks), with the appropriate address to the right. Use the list in **Table G-1-4** for URGENT interceptions only. Forward all URGENT interceptions to your local identifier unless otherwise instructed.

**TABLE G-1-4 : List of PPQ National Specialists for Mailing URGENT Interceptions Only**

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Botanical Host Material</td>
<td></td>
<td>Rodney Young or David Bitzel</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>URGENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>USDA–APHIS–PPQ–RIPPS</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 319, Bldg 308, BARC-East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10300 Baltimore Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beltsville, MD 20705</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (Rodney) 301-504-9812</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(VOIP: 301-313-9333)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (Dave) 301-504-8605</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(VOIP: 301-313-9332)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Number: 301-504-9840</td>
</tr>
<tr>
<td>Honey Bees</td>
<td></td>
<td>Carl Hayden Bee Research Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>URGENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000 E. Allen Rd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tucson, AZ 85719</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 520-670-6380</td>
</tr>
<tr>
<td>Insects</td>
<td>Hymenoptera: Apoidea</td>
<td>Digital URGENTS only; call before sending to ensure Dr. Smith-Pardo is available for identification. If he is not available, then send the URGENT to the Systematic Entomology Laboratory (SEL).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Allan H. Smith-Pardo</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>USDA-APHIS-PPQ</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>389 Oyster Point Blvd., Suite 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S. San Francisco, CA 94080</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 650-876-9093</td>
</tr>
<tr>
<td>Insects and Mites</td>
<td>Mites; Homoptera: Sternorrhyncha (scales, aphids, adelgids, Aleyrioididae, Coccoidea, phylloxerans, whiteflies, and psyllids); Thrips; Orthopteroids (Orthoptera, Blattaria, Grylloblattodea, Phasmiida, Mantodea, Dermaptera, Isoptera, Embidina, Zoraptera); Psocoptera; and Collembola</td>
<td><strong>URGENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>USDA-ARS-Systematic Entomology Laboratory</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attn: Location Leader</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building 005, Room 137, BARC-West</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10300 Baltimore Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beltsville, MD 20705</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 301-504-7041</td>
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</tbody>
</table>
### TABLE G-1-4: List of PPQ National Specialists for Mailing URGENT Interceptions Only (continued)

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
</table>
| **Insects**             | Insect interceptions **not** listed above; Includes Coleoptera, Lepidoptera, Diptera, Hymenoptera, Heteroptera, Homoptera: Auchenorrhynca (cicadas, leafhoppers, treehoppers, spittlebugs), Neuropteroid orders | **Location leader**  
**URGENT Systematic Entomology Laboratory, USDA**  
c/o National Museum of Natural History  
NHB 168  
10th & Constitution Ave., NW  
Washington, DC 20004  
To inquire about progress of URGENT reports call: 301-851-2182  
National Identification Services¹ |
| **Nematodes**           | Dr. David J. Chitwood or Dr. Zafar Handoo  
**URGENT USDA–ARS Nematology Laboratory**  
Bldg. 010A, Room 111, BARC–West  
10300 Baltimore Ave.  
Beltsville, MD 20705–2350  
Phone: (Dr. Chitwood) 301-504-8634  
Phone: (Dr. Handoo) 301-504-6666 | |
| **Noxious Weeds or Noxious Weed Seeds** | Rodney Young or David Bitzel  
**URGENT USDA–APHIS–PPQ–RIPPS**  
Room 319, Bldg 308, BARC–East  
10300 Baltimore Ave.  
Beltsville, MD 20705  
Phone: (Rodney) 301-504-9812  
(VOIP: 301-313-9333)  
Phone: (Dave) 301-504-8605  
(VOIP: 301-313-9332)  
Fax Number: 301-504-9840 | |
| **Plant Diseases (molecular confirmations)** | Dr. Mary E. Palm  
**URGENT USDA–APHIS–PPQ**  
National Identification Services  
PPQ Molecular Diagnostics Lab  
B-580, BARC–East  
Powder Mill Road  
Beltsville, MD 20705  
(VOIP: 301-313-9328)  
Phone: 301-504-7154  
Phone: 301-504-5700 x 327  
Fax: 301-504-6124 | |
| **Plant Diseases (morphological identifications)** | Dr. John McKemy or Dr. Joe Bischoff  
**URGENT USDA–APHIS–PPQ**  
Room 327, Bldg. 010A, BARC – West  
10300 Baltimore Ave.  
Beltsville, MD 20705-2350  
Phone: (Dr. Mckemy) 301-504-5327,  
Phone: (Dr. Bischoff) 301-504-5280  
Fax: 301-504-5653 | |
### Table G-1-4: List of PPQ National Specialists for Mailing URGENT Interceptions Only (continued)

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snails and other mollusks</td>
<td></td>
<td>Dr. David Robinson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>URGENT Malacology Identification Specialist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USDA–APHIS–PPQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academy of Natural Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1900 Benjamin Franklin Parkway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Philadelphia, PA 19103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 215-299-1175</td>
</tr>
<tr>
<td>Ticks</td>
<td></td>
<td>Dr. James W. Mertins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>URGENT USDA–APHIS–VS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Veterinary Services Lab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1800 Dayton Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ames, IA 50010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 515-663-7919</td>
</tr>
</tbody>
</table>

1 National Identification Services (NIS) tracks the progress of URGENTS and will inquire for the field if URGENT reports have not been received in a timely manner.
List of PPQ National Specialists for Routine and Prompt Interceptions

An alphabetical listing of PPQ National Specialists by specialty area for mailing Routine interceptions (no foreign cargo or conveyances are being held and a quick identification is not necessary) and Prompt interceptions (quick identification is required and no foreign cargo or conveyances are being held) follows. Use the list in Table G-1-5 for Routine and Prompt interceptions only. Send all routine and prompt interceptions to your local Area Identifier before routing to the specialists listed below.

### TABLE G-1-5: List of PPQ National Specialists for Routine and Prompt Interceptions

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acari</td>
<td>Mites</td>
<td>Eric McDonald&lt;br&gt;&lt;br&gt;<strong>USDA–APHIS–PPQ</strong>&lt;br&gt;Houston Plant Inspection Station&lt;br&gt;19581 Lee Road&lt;br&gt;Humble, TX 77338&lt;br&gt;Phone: 281-233-7100</td>
</tr>
<tr>
<td>Acari</td>
<td>Ticks</td>
<td>Dr. James W. Mertins&lt;br&gt;&lt;br&gt;<strong>USDA–APHIS–VS</strong>&lt;br&gt;National Veterinary Services Lab.&lt;br&gt;1800 Dayton Ave.&lt;br&gt;Ames, IA 50010&lt;br&gt;Phone: 515-663-7919</td>
</tr>
<tr>
<td>Botanical Host Material</td>
<td></td>
<td>Rodney Young or David Bitzel&lt;br&gt;&lt;br&gt;<strong>USDA–APHIS–PPQ–RIPPS</strong>&lt;br&gt;Room 319, Bldg 308, BARC–East&lt;br&gt;10300 Baltimore Ave.&lt;br&gt;Beltsville, MD 20705&lt;br&gt;Phone: (Rodney) 301-504-9812&lt;br&gt;(VOIP: 301-313-9333)&lt;br&gt;Phone: (Dave) 301-504-8605&lt;br&gt;(VOIP: 301-313-9332)&lt;br&gt;Fax Number: 301-504-9840</td>
</tr>
<tr>
<td>Insects</td>
<td>Coleoptera: Anthribidae; Bostrichoidea (incl. Anobiidae and Bostrichidae); Curculionidae (only larvae, pupae, and adults from the New World from potato interceptions); Dermestidae; Meloidae; Platypodidae; Scarabaeoidea (including Scarabaeidae, Lucanidae, Passalidae); Scolytidae</td>
<td><strong>Regular U.S. Postal Service Mail</strong>&lt;br&gt;Dr. Charles Brodel&lt;br&gt;&lt;br&gt;<strong>USDA–APHIS–PPQ</strong>&lt;br&gt;Plant Inspection Station&lt;br&gt;P.O. Box 660520&lt;br&gt;Miami, FL 33266&lt;br&gt;Phone: 305-492-1859&lt;br&gt;&lt;br&gt;<strong>Deliveries (FedEx, UPS, etc.)</strong>&lt;br&gt;<strong>USDA–APHIS–PPQ</strong>&lt;br&gt;Plant Inspection Station&lt;br&gt;6302 NW 36th St.&lt;br&gt;Miami, FL 33122&lt;br&gt;Phone: 305-492-1800</td>
</tr>
</tbody>
</table>
### TABLE G-1-5: List of PPQ National Specialists for Routine and Prompt Interceptions  (continued)

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
</table>
| Insects                 | Coleoptera: (reportable) families not listed above                                             | Communication and Taxonomic Services Unit  
|                         | **USDA-ARS-Systematic Entomology Laboratory**                                                   | Building 005, Room 137, BARC-West  
|                         | **Building 005, Room 137, BARC-West**                                                          | 10300 Baltimore Avenue  
|                         | **Beltsville, MD 20705**                                                                     |                                                                                                 |
| Insects                 | Hemiptera: Aleyrodidae and Diaspididae                                                        | John W. Dooley  
|                         | **USDA–APHIS–PPQ**                                                                           | 389 Oyster Point Blvd., Suite 2A  
|                         | **South San Francisco, CA 94080**                                                            | Phone: 650-876-9093                                                                 |
| Insects                 | Hemiptera: Coccoidea **(except Diaspididae)**                                                  | Gregory Evans  
|                         | **USDA-ARS-Systematic Entomology Laboratory**                                                  | Building 005, Room 137, BARC-West  
|                         | **Building 005, Room 137, BARC-West**                                                          | 10300 Baltimore Avenue  
|                         | **Beltsville, MD 20705**                                                                     | Phone: 301-504-5894                                                                 |
| Insects                 | Hemiptera: Heteroptera, Auchenorrhyncha (cicadas, leafhoppers, spittlebugs, treehoppers),    | Communication and Taxonomic Services Unit  
|                         | and the neuroptroid orders, Sternorrhyncha (aphids, adelgids, mealybugs, phyloxerans,        | **USDA-ARS-Systematic Entomology Laboratory**                                                   
|                         | psyllids, scales), orthopteroids (Blattaria, Dermaptera, Grylloblattodea, Isoptera, Orthoptera, | **Building 005, Room 137, BARC-West**                                                          
|                         | Zoraptera), Diptera, Hymenoptera **(except Apoidea & Formicidae)**                            | 10300 Baltimore Avenue  
|                         |                                                                                               | **Beltsville, MD 20705**                                                                     |
| Insects                 | Hymenoptera: Apoidea                                                                          | Dr. Allan H. Smith-Pardo  
|                         | **USDA-APHIS-PPQ**                                                                           | 389 Oyster Point Blvd., Suite 2  
|                         | **S. San Francisco, CA 94080**                                                               | S. San Francisco, CA 94080  
|                         | Phone: 650-876-9093                                                                          | Phone: 650-876-9093                                                                 |
| Insects                 | Hymenoptera: Formicidae                                                                        | **Western Region Routines Only**                                                              |
|                         |                                                                                               | **Regular U.S. Postal Service Mail**                                                         |
|                         |                                                                                               | Richard P. Elliott  
|                         |                                                                                               | **USDA-APHIS-PPQ**                                                                           |
|                         |                                                                                               | PO Box 610063  
|                         |                                                                                               | Dallas/Ft. Worth Airport, TX 75261                                                            |
|                         |                                                                                               | **Deliveries (FedEx, UPS, etc.)**                                                            |
|                         |                                                                                               | Richard P. Elliott  
|                         |                                                                                               | **USDA-APHIS-PPQ**                                                                           |
|                         |                                                                                               | 1639 West 23rd Street, Suite 190                                                             |
|                         |                                                                                               | Dallas/Ft. Worth Airport, TX 75261                                                            |
| Insects                 | Lepidoptera: includes all Bombycoidea, Gelechiioidea, Geometridae, Noctuoidea, Tineoidea,     | Steven Passoa  
|                         | Yponomeutoidea, and butterflies                                                               | Lepidoptera Identification Specialist  
|                         | **Do not** include Pyraloidea and Tortricida                                                  | **The Ohio State University Museum of Biological Diversity**                                  
|                         |                                                                                               | 1315 Kinnear Road  
|                         |                                                                                               | Columbus, OH 43212-1192                                                                      |
|                         |                                                                                               | Phone: 614-688-4471                                                                 |

Appendix G: Lists of PPQ Area Identifiers and PPQ National Specialists

List of PPQ National Specialists for Routine and Prompt Interceptions
<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
</table>
| Insects                | Lepidoptera: (reportable and nonreportable) families not listed above | Communication and Taxonomic Services Unit  
USDA-ARS-Systematic Entomology Laboratory  
Building 005, Room 137, BARC-West  
10300 Baltimore Avenue  
Beltsville, MD 20705 |
| Insects                | Thysanoptera | Eastern Region  
Deliveries (FedEx, UPS, etc.)  
Thomas Skarlinsky  
USDA–APHIS–PPQ  
Plant Inspection Station  
6302 NW 36 Street  
Miami, FL 33122  
Phone: 305-492-1856 |
| Insects                | Thysanoptera | Western Region  
Cheryle O’Donnell  
USDA–APHIS–PPQ  
Plant Inspection Station  
9 N. Grand Avenue, Rm 120  
Nogales, AZ 85621  
Phone: 520-285-5406 |
| Insects                | Insect interceptions not listed above | Communication and Taxonomic Services Unit  
USDA-ARS-Systematic Entomology Laboratory  
Building 005, Room 137, BARC-West  
10300 Baltimore Avenue  
Beltsville, MD 20705 |
| Mollusks               | Snails and Slugs | Dr. David Robinson  
Malacology Identification Specialist  
USDA–APHIS–PPQ  
Academy of Natural Sciences  
1900 Benjamin Franklin Parkway  
Philadelphia, PA 19103  
Phone: 215-299-1175 |
| Nematodes              |                        | Dr. David J. Chitwood or Dr. Zafar Handoo  
USDA–ARS Nematology Laboratory  
Bldg. 010A, Room 111, BARC–West  
10300 Baltimore Ave.  
Beltsville, MD 20705–2350  
Phone: (Dr. Chitwood) 301-504-8634  
Phone: (Dr. Handoo) 301-504-6666 |
### TABLE G-1-5: List of PPQ National Specialists for Routine and Prompt Interceptions (continued)

<table>
<thead>
<tr>
<th>If the interception is:</th>
<th>And it is:</th>
<th>Then send the interception to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noxious Weeds or Noxious Weed Seeds</td>
<td></td>
<td>Rodney Young or David Bitzel&lt;br&gt;<strong>USDA–APHIS–PPQ–RIPPS</strong>&lt;br&gt;Room 319, Bldg 308, BARC–East&lt;br&gt;10300 Baltimore Ave.&lt;br&gt;Beltsville, MD 20705&lt;br&gt;Phone: (Rodney) 301-504-9812&lt;br&gt;(VOIP: 301-313-9333)&lt;br&gt;Phone: (Dave) 301-504-8605&lt;br&gt;(VOIP: 301-313-9332)&lt;br&gt;Fax Number: 301-504-9840</td>
</tr>
<tr>
<td>Plant Diseases (morphological identifications)</td>
<td></td>
<td>Dr. John McKemy or Dr. Joe Bischoff&lt;br&gt;<strong>URGENT</strong>&lt;br&gt;<strong>USDA–APHIS–PPQ</strong>&lt;br&gt;Room 327, Bldg. 010A, BARC – West&lt;br&gt;10300 Baltimore Ave.&lt;br&gt;Beltsville, MD 20705-2350&lt;br&gt;Phone: (Dr. Mckemy) 301-504-5327,&lt;br&gt;Phone: (Dr. Bischoff) 301-504-5280&lt;br&gt;Fax: 301-504-5653</td>
</tr>
</tbody>
</table>
Appendix H

Lists of Military Bases and Approved Garbage Facilities

Contents

Introduction  page H-1-1
Establishment and Maintenance of the Military Cooperator Program  page H-1-1
Approval for Garbage and Refuse Disposal  page H-1-1
Clearance of Carriers Arriving from Foreign Points  page H-1-2

Introduction

This appendix contains a detailed list of military bases, stations, fields, etc., where clearance of carriers arriving from foreign points may be obtained. Most, but not all, locations have approved garbage facilities.

Establishment and Maintenance of the Military Cooperator Program

The Military Cooperator Program (MCP) was established for the military to provide clearance at military installations outside the normal agriculture work unit limits or where it would be beneficial to agriculture for other reasons.

Base Commanders wishing to establish MCPs should submit a request in writing to the local CBP Port Director (PD). The PD should ensure the Base Commander is provided the procedures necessary to clear arrivals and assist in the preparation of a Base Order which outlines the procedures, responsible parties, and training requirements. The PD should provide cooperators with the CBP office telephone number and an after-hours telephone number so contact may be made at any hour. The PD should establish an accurate and timely reporting system which will reflect the work accomplished on a monthly basis to the CBP office. Contact APTL for further details or suggestions. Inform APTL immediately of any changes in approving bases or removing them from approval.

Approval for Garbage and Refuse Disposal

The facilities approved to handle and dispose of refuse from international flights are listed in Table H-1-1, under the column “Name of Approved Garbage Facility.”
At airbases or airfields not identified as approved for garbage and refuse disposal, permission to land will not be refused. However, garbage and other meal remnants or scraps will not be allowed to be removed and must remain aboard the incoming aircraft, and then taken to one of the airbases listed as approved or taken out of the country.

As other bases comply and upon notification from Riverdale, the list of other military air bases or fields with acceptable facilities will be expanded. Changes in status should be submitted as quickly as possible so that all ports can be alerted.

### Clearance of Carriers Arriving from Foreign Points

**Table H-1-1** lists locations for clearance of carriers arriving from foreign points. Notify the CBP office listed under the column “CBP Contact” and inform CBP of the flight’s arrival and for further information on arrangements.

![Important](image)

In **Table H-1-1** under the column “Cleared By” the notation “Military” means that clearance is normally given by military cooperators.

**TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points**

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>Anchorage</td>
<td>Elmendorf AFB Command Center 907-552-3120</td>
<td>Anchorage CBP</td>
<td>Elmendorf TRO 132 Airlift Dr Elmendorf AFB 907-552-3480</td>
<td>24 hours (travel time)</td>
<td>Anchorage CBRAS Compliance Officer 907-271-1236</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>Kodiak</td>
<td>USCG Air Station Kodiak Operations 907-487-5888 U.S. Coast Guard [PADQ]</td>
<td>Anchorage</td>
<td>CBP</td>
<td>City of Kodiak 710 Mill Bay Rd Kodiak AK Lon White 907-486-8080</td>
<td>72 hours (travel time)</td>
<td>Anchorage CBPAS Compliance Officer 907-271-1236</td>
</tr>
<tr>
<td>AL</td>
<td>Birmingham</td>
<td>Birmingham-Shuttlesworth International Airport/Alabama ANG 117th Air Refueling Wing Command Post 205-714-2441 Air Nat'l Guard [KBHM]</td>
<td>Birmingham</td>
<td>CBP/Military MCI</td>
<td>Birmingham International Airport Incinerator</td>
<td>48 hours</td>
<td>Ag Specialists CBP Officer 205-731-1464</td>
</tr>
<tr>
<td>AL</td>
<td>Huntsville</td>
<td>Redstone AAF Airfields Flight Operations 256-876-1916 256-876-4290 Tower 256-842-6283 U.S. Army [KHUA]</td>
<td>Huntsville</td>
<td>CBP</td>
<td>Port of Huntsville</td>
<td>24 hours</td>
<td>CBP Office 256-772-3404 or 800-973-2867</td>
</tr>
</tbody>
</table>

[08/2012-153 Manual for Agricultural Clearance H-1-3 PPQ]
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ</td>
<td>Phoenix</td>
<td>Sky Harbor International Airport/ Arizona ANG&lt;br&gt;161st Air Refueling Wing&lt;br&gt;Base Comm 602-302-9201&lt;br&gt;Air Nat’l Guard [KPHX]</td>
<td>Phoenix</td>
<td>CBP</td>
<td>LSG Sky Chef</td>
<td>24 hours</td>
<td>PD 602-914-1400 602-392-4440</td>
</tr>
<tr>
<td>AZ</td>
<td>San Luis</td>
<td>Yuma MCAS&lt;br&gt;Port Ops&lt;br&gt;Gunnery SGT 928-269-2325&lt;br&gt;U.S. Marine Corps [KYUM]</td>
<td>San Luis</td>
<td>CBP</td>
<td>None</td>
<td>24 hours</td>
<td>PD 928-627-8855</td>
</tr>
<tr>
<td>AZ</td>
<td>Tucson</td>
<td>Davis-Monthan AFB&lt;br&gt;Base Comm 520-228-3551&lt;br&gt;U.S. Air Force [KDMA]</td>
<td>Tucson</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>6 hours</td>
<td>PD 520-799-8348</td>
</tr>
<tr>
<td>CA</td>
<td>Coronado</td>
<td>North Island NAS&lt;br&gt;North Island Air Ops ODO 619-545-8233&lt;br&gt;619-545-8234&lt;br&gt;U.S. Navy [KNZY]</td>
<td>San Diego</td>
<td>CBP</td>
<td>Integrated Solid Waste Management Program</td>
<td>24 hours</td>
<td>CBP Watch Commander’s Office Port of San Diego 619-685-4304 619-685-4305</td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>Long Beach</td>
<td>Seal Beach Naval Weapons St. U.S. Navy</td>
<td>Los Angeles</td>
<td>CBP</td>
<td>Not listed</td>
<td>12 hours</td>
<td>CBP Compliance 310-763-0601</td>
</tr>
<tr>
<td>CA</td>
<td>Marysville/ Yuba City</td>
<td>Beale AFB Base Commander 530-634-2002 U.S. Air Force [KBAB]</td>
<td>Sacramento</td>
<td>CBP</td>
<td>Hospital autoclave on base</td>
<td>24 hours</td>
<td>CBP Supervisor 916-649-3671</td>
</tr>
<tr>
<td>CA</td>
<td>Miramar</td>
<td>USMC Air Station Miramar Air Ops 858-577-4277 Terminal Dispatch 858-577-4284 858-577-4285 PAX Terminal 858-577-4283 U.S. Marine Corps [KNKX]</td>
<td>San Diego</td>
<td>CBP</td>
<td>None</td>
<td>24 hours</td>
<td>CBP Watch Commander’s Office Port of San Diego 619-685-4304 619-685-4305</td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>Oceanside</td>
<td>USMC Base Camp Pendleton Flight Clearance Base Operation 760-725-8016 Air Station Operation Office 760-725-8386 U.S. Marine Corps [KNFG]</td>
<td>San Diego</td>
<td>CBP</td>
<td>None</td>
<td>24 hours</td>
<td>CBP Watch Commander’s Office Port of San Diego 619-685-4304 619-685-4305</td>
</tr>
<tr>
<td>CA</td>
<td>Riverside</td>
<td>March Air Reserve Base Base Ops 909-655-4402 Air Force Reserve [KRIV]</td>
<td>Los Angeles</td>
<td>CBP</td>
<td>Stericycle</td>
<td>0800 to 2230 seven days a week</td>
<td>LAX Agriculture Operations Phone: 310-215-1305 Fax: 310-215-2611</td>
</tr>
<tr>
<td>CA</td>
<td>Sacramento</td>
<td>McClellan Airfield Station Duty Officer BaseOps 916-561-7411 U.S. Coast Guard [KMCC]</td>
<td>Sacramento</td>
<td>CBP</td>
<td>Under USDA Compliance to haul to Beale AFB</td>
<td>24 hours</td>
<td>CBP Supervisor 916-649-3671</td>
</tr>
<tr>
<td>CA</td>
<td>San Diego</td>
<td>Imperial Beach NAS North Island Air Ops 0D0 619-545-8233 619-545-8234 U.S. Navy [KNRS]</td>
<td>San Diego</td>
<td>CBP</td>
<td>Sustainable Solid Waste Management Program</td>
<td>24 hours</td>
<td>CBP Watch Commander’s Office Port of San Diego 619-685-4304 619-685-4305</td>
</tr>
<tr>
<td>CA</td>
<td>San Diego</td>
<td>US Coast Guard San Diego Sector Command Center 619-278-7033 U.S. Coast Guard [KSAN]</td>
<td>San Diego</td>
<td>CBP</td>
<td>Sustainable Solid Waste Management Program</td>
<td>24 hours</td>
<td>CBP Watch Commander’s Office Port of San Diego 619-685-4304 619-685-4305</td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT</td>
<td>East Granby</td>
<td>Bradley International Airport/ Bradley Air National Guard Base/ Connecticut ANG 103rd Airlift Wing Wing Readiness Office 860-292-2352 Air Nat’l Guard [KBDL]</td>
<td>CBP Hartford</td>
<td>CBP/Ag Spec</td>
<td>BDL Incinerator</td>
<td>24 hours</td>
<td>CBP Hartford 860-627-8767</td>
</tr>
<tr>
<td>DE</td>
<td>Dover</td>
<td>Dover AFB Command Post Inbound Controller 302-667-4214 U.S. Air Force [KDOV]</td>
<td>Dover</td>
<td>CBP</td>
<td>Air Fleet Services</td>
<td>0-6 hours</td>
<td>CBP Agriculture Specialist 302-677-4094 302-677-4098</td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE</td>
<td>New Castle</td>
<td>New Castle County Airport</td>
<td>Wilmington</td>
<td>CBP</td>
<td>Dolphin Ship Services</td>
<td>24 hours</td>
<td>Supervisory CBP Agriculture Specialist Entry &amp; Clearance Desk 215-863-4271 215-863-4272</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air National Guard Station/ Delaware ANG 166th Airlift Wing Base Ops 302-323-3258 Air Nat’l Guard [KILG]</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>FL</td>
<td>Cape Canaveral</td>
<td>Cape Canaveral Air Force Station Skid Strip Base Ops 321-853-4242</td>
<td>Port Canaveral</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP 321-783-2066</td>
</tr>
<tr>
<td></td>
<td></td>
<td>U.S. Air Force [KXR]</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>Cape Canaveral</td>
<td>Kennedy Space Center/ NASA Base Ops 321-867-2100 U.S. Air Force [KTTS]</td>
<td>Port Canaveral</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP 321-783-2066</td>
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</tr>
<tr>
<td>FL</td>
<td>Jacksonville</td>
<td>Blount Island Command MC Port Ops 904-696-5140 U.S. Marine Corps (Heli pad for emergency only)</td>
<td>Jacksonville</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP Ops 904-751-2827</td>
</tr>
<tr>
<td>FL</td>
<td>Jacksonville</td>
<td>Cecil Field Ops Duty Officer 904-594-6850 U.S. Coast Guard [KVQQ]</td>
<td>Jacksonville</td>
<td>CBP</td>
<td>International Waste Control</td>
<td>12 hours</td>
<td>CBP Ops 904-751-2827</td>
</tr>
<tr>
<td>FL</td>
<td>Jacksonville</td>
<td>Jacksonville International Airport/ Jacksonville Air National Guard Base/ Florida ANG 125th Fighter Wing Command Post 904-741-7121 Air Nat’l Guard [KJAX]</td>
<td>Jacksonville</td>
<td>CBP</td>
<td>Gate Gourmet for transport to Stericycle, Inc. for processing</td>
<td>12 hours</td>
<td>CBP Ops 904-396-2363</td>
</tr>
</tbody>
</table>
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
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<tr>
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<th>Notification Time</th>
<th>Serviced By</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL</td>
<td>Jacksonville</td>
<td>Jacksonville NAS Air Ops [KNIP]</td>
<td>Jacksonville</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP Ops</td>
<td>904-751-2827</td>
</tr>
<tr>
<td>FL</td>
<td>Jacksonville</td>
<td>Mayport NS Air Facility Air Ops [KNRB]</td>
<td>Jacksonville</td>
<td>CBP</td>
<td>NAVSTA Mayport</td>
<td>12 hours</td>
<td>CBP Ops</td>
<td>904-751-2827</td>
</tr>
<tr>
<td>FL</td>
<td>Key West</td>
<td>Boca Chica NAF Navy Air Ops [KNQX]</td>
<td>Key West</td>
<td>CBP</td>
<td>Waste Management</td>
<td>1 hour</td>
<td>CBPAS</td>
<td>305-797-1893</td>
</tr>
<tr>
<td>FL</td>
<td>Key West</td>
<td>Navy Mole Port Ops [KHST]</td>
<td>Key West</td>
<td>CBP</td>
<td>Waste Management</td>
<td>12 hours</td>
<td>CBPAS</td>
<td>305-797-1893</td>
</tr>
<tr>
<td>FL</td>
<td>Key West</td>
<td>U.S. Coast Guard Station Key West [KHST]</td>
<td>Key West</td>
<td>CBP</td>
<td>Waste Management</td>
<td>12 hours</td>
<td>CBPAS</td>
<td>305-797-1893</td>
</tr>
<tr>
<td>FL</td>
<td>Miami</td>
<td>Homestead Joint Air Reserve Base 482 Fighter Wing [KHST]</td>
<td>Miami International Airport</td>
<td>CBP</td>
<td>CBP (Homestead Joint Reserve Base does not have an approved waste container)</td>
<td>3 hours</td>
<td>MIA Compliance Team</td>
<td>305-526-7111</td>
</tr>
</tbody>
</table>
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<tr>
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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL</td>
<td>Opa Locka</td>
<td>Opa Locka Coast Guard Air Station Base Ops 305-953-2172 U.S. Coast Guard [KOPF]</td>
<td>Miami International Airport</td>
<td>Military Cooperator</td>
<td>Waste Services Inc. Container located at CBP General Aviation Facility (GAF), carted to Stericycle</td>
<td>3 hours</td>
<td>MIA Compliance Team 305-526-7111</td>
</tr>
<tr>
<td>FL</td>
<td>Panama City</td>
<td>Tyndall AFB Airfield Ops 850-283-4244 U.S. Air Force [KPAM]</td>
<td>Panama City CBP</td>
<td>Enviromed of Bay County</td>
<td>12 hours</td>
<td>CBP Officer 850-785-4688</td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>Pensacola</td>
<td>Pensacola NAS Environmental 850-452-3131 U.S. Navy [KNPA]</td>
<td>Pensacola CBP</td>
<td>NAS Pensacola Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP Officer 850-476-0117</td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>Pensacola</td>
<td>Pensacola NAS Harbor Port Ops 850-452-2624 U.S. Navy [KNPA]</td>
<td>Pensacola CBP</td>
<td>NAS Pensacola Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP Officer 850-476-0117</td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>Tampa</td>
<td>Clearwater CGAS Base Contact 727-535-1437 Ext 1210 U.S. Coast Guard [KPIE]</td>
<td>Tampa Coast Guard/ CBP</td>
<td>USCG</td>
<td>4 hours</td>
<td>CBP Officer 813-348-1713 Ext 2319</td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>Tampa</td>
<td>MacDill AFB Base Ops 813-828-2350 U.S. Air Force [KMCF]</td>
<td>Tampa CBP</td>
<td>MacDill AFB</td>
<td>1-4 hours</td>
<td>CBP 813-348-1700 Ext 2400</td>
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</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<tr>
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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Columbus</td>
<td>Lawson AAF Fort Benning Intern’l Flight Arrivals Manager (Robert Bennett) 706-545-5300 U.S. Army [KLSF]</td>
<td>Atlanta</td>
<td>Military MCI</td>
<td>Atlanta International Waste</td>
<td>12 hours</td>
<td>CBP Ops 404-765-2240</td>
</tr>
<tr>
<td>GA</td>
<td>Marietta</td>
<td>Dobbins JARB Airport Manager 770-919-4903 Air Force Reserve [KMGE]</td>
<td>Atlanta</td>
<td>CBP</td>
<td>Atlanta Intern’l Waste</td>
<td>12 hours</td>
<td>CBP Ops 404-765-2240</td>
</tr>
<tr>
<td>GA</td>
<td>Savannah</td>
<td>Savannah-Hilton Head International Airport Air National Guard Station/ Georgia ANG 165th Airlift Wing Base Contact 912-966-8232 Air Nat’l Guard [KSAV]</td>
<td>Savannah</td>
<td>CBP</td>
<td>Stericycle Inc.</td>
<td>12 hours</td>
<td>CBP Ops 912-232-7507</td>
</tr>
<tr>
<td>State</td>
<td>City</td>
<td>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</td>
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<td>Cleared By</td>
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<td>-------------</td>
</tr>
<tr>
<td>GU</td>
<td>Santa Rita</td>
<td>Apra Harbor Naval Station Commander 671-339-5252</td>
<td>Tamuning</td>
<td>PPQ</td>
<td>NAVFAC Marianas</td>
<td>24 hours</td>
<td>CBP Ops 671-642-7617; PPQ - garbage 07:00 - 15:00; 671-475-3212 After hours: 671-642-8071 671-642-8072</td>
</tr>
</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI</td>
<td>Barbers Point</td>
<td>USCG Air Station Barbers Point Operations Center 808-682-2750 U.S. Coast Guard [PHJR]</td>
<td>Honolulu</td>
<td>CBP</td>
<td>USCGAS, Barbers Point</td>
<td>2 Hours minimum</td>
<td>CBPAS Compliance Officer 808-237-4659 (0700-1500) CBP Airport Service Center 808-237-4601 (after hours)</td>
</tr>
<tr>
<td>HI</td>
<td>Honolulu</td>
<td>Hickam AFB ATOC 808-449-6981 Command Post 808-448-6900 U.S. Air Force [PHIK]</td>
<td>Honolulu</td>
<td>CBP</td>
<td>Fleet Service Hickam AFB</td>
<td>2 Hours minimum</td>
<td>CBPAS Compliance Officer 808-237-4659 (0700-1500) CBP Airport Service Center 808-237-4601 (after hours)</td>
</tr>
<tr>
<td>HI</td>
<td>Kaneohe</td>
<td>Marine Corps Base, Hawaii Base Commander 808-257-2121 808-257-2122 U.S. Marine Corps [PHNG]</td>
<td>Honolulu</td>
<td>CBP</td>
<td>MCBH Flight Operations</td>
<td>2 Hours minimum</td>
<td>CBPAS Compliance Officer 808-237-4659 (0700-1500) CBP Airport Service Center 808-237-4601 (after hours)</td>
</tr>
<tr>
<td>IA</td>
<td>Sioux City</td>
<td>Sioux Gateway Airport/ Colonel Bud Day Field/Iowa ANG 185th Air Refueling Wing Security Forces MSgt Corey Ewing 712-233-0780 Air Nat’l Guard [KSUX]</td>
<td>Omaha</td>
<td>Military MCI/ CBP</td>
<td>Stericycle</td>
<td></td>
<td>CBP Port Director 402-341-0240 or 402-306-6577 after hours</td>
</tr>
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Appendix H: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Mountain Home</td>
<td>Mountain Home AFB, James F. Battenfelder 208-828-2583</td>
<td>Boise</td>
<td>Military MCI</td>
<td>Larson Miller Medical Waste Disposal Service, Boise, ID</td>
<td>24 hours</td>
<td>Port Director, Boise 208-334-9062</td>
</tr>
<tr>
<td>IL</td>
<td>Mascoutah</td>
<td>Scott AFB Base Operations 618-256-1861</td>
<td>St. Louis, MO</td>
<td>Military MCI</td>
<td>Stericycle, St Louis</td>
<td>12 hours</td>
<td>CBP Officer 314-428-2662</td>
</tr>
<tr>
<td>IN</td>
<td>Peru</td>
<td>Grissom Air Reserve Base 434th Air Refueling Wing</td>
<td>Indianapolis</td>
<td>Military MCI</td>
<td>Covanta Energy, Indianapolis, IN</td>
<td></td>
<td>CBP Agriculture Specialist 317-248-4060 Ext 103</td>
</tr>
<tr>
<td>KS</td>
<td>Topeka</td>
<td>Forbes Field Air National Guard Base/ Kansas ANG 190th Air Refueling Wing</td>
<td>Kansas City</td>
<td>Military MCI</td>
<td>Stericycle</td>
<td>24 hours</td>
<td>CBP Officer Robart 816-243-3676</td>
</tr>
<tr>
<td>KS</td>
<td>Wichita</td>
<td>McConnel AFB M SGT Haney 316-759-3253</td>
<td>Wichita</td>
<td>Military MCI</td>
<td>Stericycle</td>
<td>24 hours</td>
<td>CBP Office 316-613-4192 316-613-4194</td>
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</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points  (continued)

<table>
<thead>
<tr>
<th>State</th>
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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY</td>
<td>Ft. Campbell</td>
<td>Campbell AAF, Fort Campbell MCI Security 270-956-4345, U.S. Army [KHOP]</td>
<td>Nashville</td>
<td>Military MCI</td>
<td>Stericycle Beaver Dam, KY</td>
<td>24 hours</td>
<td>CBP Officer 615-736-2173</td>
</tr>
<tr>
<td>LA</td>
<td>New Orleans</td>
<td>New Orleans Naval Air Station Joint Reserve Base, Belle Chase NAS/Alvin Callender Field, Base Comm 504-678-3201, U.S. Navy [KNBG]</td>
<td>New Orleans</td>
<td>CBP</td>
<td>None</td>
<td>24 hours</td>
<td>CBP Ops 504-623-6600</td>
</tr>
<tr>
<td>MA</td>
<td>Bourne</td>
<td>Cape Cod Coast Guard Airfield, Coast Guard OPS USCG 508-968-4386, U.S. Coast Guard [KFMH]</td>
<td>CBP Providence</td>
<td>CBPAS</td>
<td>(Base compliance agreement) Wheelabrator N. Andover, MA Wheelabrator Saugus, MA</td>
<td>24 hours</td>
<td>CBP Providence 401-941-6326</td>
</tr>
<tr>
<td>State</td>
<td>City</td>
<td>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</td>
<td>Serviced By</td>
<td>Cleared By</td>
<td>Name of Approved Garbage Facility</td>
<td>Notification Time</td>
<td>CBP Contact</td>
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</tr>
<tr>
<td>MA</td>
<td>Chicopee</td>
<td>Westover Joint Air Reserve Base</td>
<td>CBP</td>
<td>CBPAS</td>
<td>(Base compliance agreement) Covanta Springfield</td>
<td>2-6 hours</td>
<td>CBP Hartford Phone: 860-292-1314 Fax: 860-292-1289</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Base Ops Phone: 413-557-2917 Fax: 413-557-2156</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air Terminal Ops Center Phone: 413-557-3229 Fax: 413-557-3147</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air Force Reserve [KCEF]</td>
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</tr>
<tr>
<td>MA</td>
<td>Westfield</td>
<td>Barnes Air National Guard Base/Mass. ANG Logistics Readiness Flight Phone: 413-568-9151 Ext 1316/1325/1461 Fax: 413-572-1581 Air Nat’l Guard [KBAF]</td>
<td>CBP</td>
<td>CBPAS</td>
<td>(Base compliance agreement) Covanta Springfield</td>
<td>24 hours</td>
<td>CBP Hartford Phone: 860-292-1314 Fax: 860-292-1289</td>
</tr>
</tbody>
</table>
**TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points** (continued)

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<tr>
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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME</td>
<td>Bangor</td>
<td>Bangor International Airport/Bangor Air National Guard Base/ Maine ANG 101st Refueling Wing 207-990-7225 Air Nat’l Guard [KBGR]</td>
<td>Bangor</td>
<td>CBP</td>
<td>BASF Inc. Sterilizer</td>
<td>0-2 hours</td>
<td>CBP Office 207-947-7861</td>
</tr>
</tbody>
</table>
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>St Joseph</td>
<td>Rosecrans Air National Guard Base/Missouri ANG 139th Airlift Wing Base Commander Col. Davenport 816-236-3201 Air Nat’l Guard [KSTJ]</td>
<td>Kansas City</td>
<td>Military MCI</td>
<td>Airport Kansas City, MO</td>
<td>24 hours</td>
<td>CBP Officer Robart 816-243-3676</td>
</tr>
<tr>
<td>MS</td>
<td>Biloxi</td>
<td>Keesler AFB Base Ops 228-377-2120 U.S. Air Force [KBIX]</td>
<td>Gulfport</td>
<td>CBP</td>
<td>Stericycle Dockside Services</td>
<td>24 hours</td>
<td>CBP Officer 228-863-6350</td>
</tr>
<tr>
<td>MS</td>
<td>Gulfport</td>
<td>Gulfport Biloxi International Airport Air National Guard Base/ Mississippi ANG Combat Readiness Training Center Gulfport ANG Ops Desk 228-214-6025 228-214-6027 Air Nat’l Guard [KGPT]</td>
<td>Gulfport</td>
<td>CBP</td>
<td>Dockside Services</td>
<td>24 hours</td>
<td>Ag Specialists CBP Officer 228-863-6350</td>
</tr>
</tbody>
</table>
## TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<tr>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>Jackson</td>
<td>Jackson-Evers International Airport/Allen C. Thompson Field/ Mississippi ANG 172nd Airlift Wing Base Ops 601-405-8350 Air Nat’l Guard [KJAN]</td>
<td>Jackson</td>
<td>CBP</td>
<td>Stericycle</td>
<td>24 hours</td>
<td>CBP Officer 601-932-3324</td>
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<tr>
<td>MS</td>
<td>Meridian</td>
<td>Meridian Regional Airport/Key Field Air National Guard Base/ Mississippi ANG 186th Air Refueling Wing Base Ops 601-484-9522 601-484-9714 Air Nat’l Guard [KMEI]</td>
<td>Jackson</td>
<td>CBP</td>
<td>Stericycle</td>
<td>24 hours</td>
<td>CBP Officer 601-932-3324</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
<tr>
<td>NC</td>
<td>Elizabeth City</td>
<td>Coast Guard Air Station Elizabeth City CGAS Engineering Dept. 252-334-5057 Coast Guard [KECG]</td>
<td>Morehead</td>
<td>Military MCI CBP (approved base garbage cooker)</td>
<td>2 hours</td>
<td>Port Director 252-726-5845</td>
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</tr>
<tr>
<td>NC</td>
<td>Havelock</td>
<td>Cherry Point, MCAS Facility Maint. Off. 252-466-4363 U.S. Marine Corps [KNKT]</td>
<td>Morehead</td>
<td>CBP Military MCI</td>
<td>On base steam sterilizer for military flights Sky Chefs at RDU-Durham International for commercial flights</td>
<td>2 hours</td>
<td>Port Director 252-726-5845</td>
</tr>
<tr>
<td>NC</td>
<td>Onslow Beach</td>
<td>Camp Lejeune Navy Port Control 252-726-5167 U.S. Navy</td>
<td>Wilmington</td>
<td>CBP</td>
<td>None</td>
<td>12 hours</td>
<td>Supervisory Ag. Specialist 910-772-5900</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points  (continued)

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<th>State</th>
<th>City</th>
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<th>Notification Time</th>
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<td>Southport</td>
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<td>Wilmington</td>
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<td>Stericycle at Haw River</td>
<td>2 hours</td>
<td>Port Director 910-772-5908</td>
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<td>Military Sealift Command 910-457-8210</td>
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<td>Fargo</td>
<td>Hector Int’l Airport/North Dakota ANG 119th Wing Commander</td>
<td>Pembina</td>
<td>Military MCI</td>
<td>Healthcare Environmental Services, Inc</td>
<td>None</td>
<td>CBPAS 701-825-6511 Ext 324</td>
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<td>119th Security Forces Squadron 701-451-2290</td>
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<td>Grand Forks</td>
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<td>ND</td>
<td>Minot</td>
<td>Minot AFB Commander 5th Security Forces 701-723-3115</td>
<td>Portal</td>
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<td>Healthcare Environmental Services, Inc</td>
<td>None</td>
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<td>NE</td>
<td>Bellevue</td>
<td>Offutt AFB Security Forces Omaha</td>
<td>Military MCI/ CBP</td>
<td>Stericycle</td>
<td>CBP Port Director 402-341-0240 or 402-306-6577 after hours</td>
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<td></td>
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<td>402-294-6110</td>
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**Appendix H:** Lists of Military Bases and Approved Garbage Facilities

**Clearance of Carriers Arriving from Foreign Points**

**H-1-22 Manual for Agricultural Clearance 08/2012-153 PPQ**
### Table H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points

<table>
<thead>
<tr>
<th>State</th>
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<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
<tr>
<td>NE</td>
<td>Lincoln</td>
<td>Nebraska Air National Guard Base/Nebraska ANG 155th Air Refueling Wing CMSgt Matt Swetland Security Forces 402-309-1552 Air Nat’l Guard [KNIB]</td>
<td>Omaha</td>
<td>Military MCI/CBP</td>
<td>Stericycle</td>
<td>0-4 hours</td>
<td>CBP Port Director 402-341-0240 or 402-306-6577 after hours</td>
</tr>
<tr>
<td>State</td>
<td>City</td>
<td>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</td>
<td>Serviced By</td>
<td>Cleared By</td>
<td>Name of Approved Garbage Facility</td>
<td>Notification Time</td>
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<tr>
<td>NM</td>
<td>Alamogordo</td>
<td>Holloman AFB Base Public Health 505-572-3304 U.S. Air Force [KHMN]</td>
<td>Port of Santa Teresa, NM</td>
<td>CBP</td>
<td>None (CBP collects and transports to El Paso for incineration in CBP incinerator)</td>
<td>72 hours</td>
<td>CBP Port Director Guillermo Rivas or CBP Agriculture Specialists William Cocke or Daniel Villalobos 575-589-9354</td>
</tr>
<tr>
<td>NM</td>
<td>Albuquerque</td>
<td>Kirtland AFB Security Forces Flight-line Constable 505-846-7706 U.S. Air Force [KABQ]</td>
<td>Port of Albuquerque, NM</td>
<td>CBP</td>
<td>Albuquerque Int’l Airport (Incinerator)</td>
<td>72 hours</td>
<td>CBP Port Director Tracy Thorpe or CBP Agriculture Specialists Elaine Tourjee or Kreshanna Rhodes 505-346-6992</td>
</tr>
<tr>
<td>NM</td>
<td>Albuquerque</td>
<td>105th Fighter Wing/Kirtland AFB/New Mexico ANG Security Forces Flight-line Constable 505-846-7706 Air Nat’l Guard [KABQ]</td>
<td>Port of Albuquerque, NM</td>
<td>CBP</td>
<td>Albuquerque Int’l Airport (Incinerator)</td>
<td>72 hours</td>
<td>CBP Port Director Tracy Thorpe or CBP Agriculture Specialists Elaine Tourjee or Kreshanna Rhodes 505-346-6992</td>
</tr>
<tr>
<td>NM</td>
<td>Clovis</td>
<td>Cannon AFB Public Health Commander 505-784-4582 U.S. Air Force [KCVS]</td>
<td>Port of Albuquerque, NM</td>
<td>CBP</td>
<td>None (CBP collects/transports to Albuquerque for incineration in CBP approved incinerator)</td>
<td>72 hours</td>
<td>CBP Port Director Tracy Thorpe or CBP Agriculture Specialists Elaine Tourjee or Kreshanna Rhodes 505-346-6992</td>
</tr>
<tr>
<td>NV</td>
<td>Las Vegas</td>
<td>Nellis Air Force Base Base Commander 702-652-4600 U.S. Air Force [KLSV]</td>
<td>Las Vegas</td>
<td>Military MCI</td>
<td>McCarran Int’l Airport</td>
<td>24 hours</td>
<td>CBP Agriculture Specialist 702-261-5593</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
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<th>Notification Time</th>
<th>CBP Contact</th>
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<tr>
<td>NY</td>
<td>Niagara Falls</td>
<td>Niagara Falls Joint Air Reserve Station 914th Airlift Wing 107th Air National Guard Flight Operations 716-236-2174 716-236-6383 Air Force Reserve Air Nat’l Guard [KIA]</td>
<td>Buffalo</td>
<td>Military CBP</td>
<td>Covanta Energy</td>
<td>24 hours</td>
<td>CBP Ag Specialist 716-881-4447 opt. 6</td>
</tr>
<tr>
<td>NY</td>
<td>Scotia</td>
<td>Stratton Air National Guard Base/New York ANG 109th Airlift Wing Base Ops 518-341-2420 Air Nat’l Guard [KSCH]</td>
<td>Albany</td>
<td>CBP</td>
<td>Wheelabrator Hudson Falls LLC</td>
<td>24 hours</td>
<td>CBP Officer 518-431-0200</td>
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</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points  (continued)

<table>
<thead>
<tr>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NY</td>
<td>Syracuse</td>
<td>Hancock Field Air National Guard Base/ New York ANG 174th Fighter Wing Ops Desk 315-454-6217 Air Nat’l Guard [KSYR]</td>
<td>Syracuse</td>
<td>Military</td>
<td>Oswego County Energy Recovery Facility Incinerator</td>
<td>48 hours</td>
<td>CBP Officer 315-455-8446</td>
</tr>
<tr>
<td>OH</td>
<td>Columbus</td>
<td>Rickenbacker Air National Guard Base/ Ohio ANG 121st Air Refueling Wing Security Desk 614-492-4321 Air Nat’l Guard [KLCK]</td>
<td>Columbus</td>
<td>CBP</td>
<td>CMH Airport Authority innerator at KLCK</td>
<td>12 hours</td>
<td>CBP Officer 614-497-1865</td>
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</tbody>
</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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</thead>
<tbody>
<tr>
<td>OH</td>
<td>Swanton</td>
<td>Toledo Express Airport Air National Guard Station/Ohio ANG 180th Fighter Wing Logistics Office 419-868-4136 Air Nat’l Guard [KTOL]</td>
<td>Toledo</td>
<td>Military MCI/ CBP</td>
<td>Stericycle</td>
<td>48 hours</td>
<td>CBP Port Director 419-259-6424 Ext 11</td>
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<tr>
<td>OK</td>
<td>Oklahoma City</td>
<td>Tinker AFB U.S. Air Force [KTIK]</td>
<td>Oklahoma City</td>
<td>MCI/ CBP</td>
<td>Stericycle, Inc. 15 NE 47th St. Oklahoma City, OK 73105 405-813-3100</td>
<td>12 hours (2 hour minimum)</td>
<td>405-942-3405</td>
</tr>
<tr>
<td>OR</td>
<td>Portland</td>
<td>Portland Oregon Air National Guard Base/Oregon ANG 142nd Fighter Wing Command Post 503-335-4421 Air Nat’l Guard [KPDX]</td>
<td>Portland</td>
<td>CBP</td>
<td>Skychefs</td>
<td>24 hours</td>
<td>CBPAS 503-326-2721</td>
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</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points  (continued)

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<tr>
<th>State</th>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
<tr>
<td>PA</td>
<td>Harrisburg</td>
<td>Harrisburg International Airport Air National Guard Station/ Pennsylvania ANG, 193rd Special Operations Wing, Base Ops 717-948-2249, Air Nat’l Guard [KMDT]</td>
<td>Carlisle</td>
<td>CBP</td>
<td>Stericycle, Inc.</td>
<td>12 hours</td>
<td>CBP Officer 717-782-4510</td>
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</table>
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
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<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR</td>
<td>Aguadilla</td>
<td>Rafael Hernandez International Airport (formerly Ramey Air Force Base)/Coast Guard Technical Support Station Air Station Borinquen/ Puerto Rico ANG Plans Ops Tng Office 787-289-1538 U.S. Coast Guard and Air Nat’l Guard [TJBP]</td>
<td>Aguadilla</td>
<td>CBP</td>
<td>COPECA Western Aviation Services</td>
<td>24 hours</td>
<td>Monday – Saturday 0800-1700 Desk Ops 787-831-3342 787-882-3556</td>
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TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
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<td>PR</td>
<td>San Juan</td>
<td>PR ANG and Coronet Oak/ Muñiz Air Base Military Base</td>
<td>San Juan</td>
<td>CBP</td>
<td>BFI/Stericycle</td>
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<td>Newport</td>
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<td>Wheelabrator Lisbon, CT</td>
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<td>SC</td>
<td>Beaufort</td>
<td>Beaufort Marine Corps Air Station</td>
<td>Charleston</td>
<td>MCI</td>
<td>Stericycle Haw River, NC</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<tr>
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<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
<tr>
<td>SC</td>
<td>Charleston</td>
<td>Charleston AFB</td>
<td>Charleston</td>
<td>CBP</td>
<td>Stericycle Haw River, NC</td>
<td>2 hours</td>
<td>CBP OPS 843-579-6513</td>
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<tr>
<td></td>
<td></td>
<td>Dirty Fleet (Sgt Page)/Legal Dept. (Mr. Stanley)</td>
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<td>Sioux Falls/</td>
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<td>Smart Ash incinerator on base</td>
<td>24 hours</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<th>Notification Time</th>
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<td>Sioux Falls</td>
<td>Joe Foss Field Air National Guard Station/ South Dakota ANG 114th Fighter Wing Air Nat’l Guard [KFSD]</td>
<td>Sioux Falls/Omaha</td>
<td>Military MCI/ CBP</td>
<td>Stericycle, Minneapolis, MN</td>
<td>24 hours</td>
<td>CBP Officer 605-338-4384</td>
</tr>
<tr>
<td>TN</td>
<td>Alcoa</td>
<td>McGhee Tyson Air National Guard Base/ Tennessee ANG 134th Air Refueling Wing Chief Master Sergeant 865-985-3278 Air Nat’l Guard [KTYS]</td>
<td>Knoxville</td>
<td>Military MCI</td>
<td>Stericycle Inc., Knoxville, TN (hauler); Stericycle, Inc., Beaver Dam, KY (processor)</td>
<td>24 hours</td>
<td>CBP Office 865-545-4771</td>
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<tr>
<td>TN</td>
<td>Ft. Knox</td>
<td>Godman AAF Fort Knox Cheryl Cantrel 502-624-2976 U.S. Army [KFTK]</td>
<td>Louisville</td>
<td>CBP</td>
<td>Stericycle, Beaver Dam, KY</td>
<td>24 hours</td>
<td>CBP Officer Camarata 502-366-3398 Ext. 106</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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</table>
| TX    | Abilene      | Dyess AFB
MCI Program 7th Security Services Squadron 309 4th Ave., Suite 118, Dyess AFB, TX 79607-1490 325-696-2720
| TX    | Beaumont     | U.S. Army 842nd Transportation Battalion
| TX    | Corpus Christi | Strategic Military Port of Corpus Christi A. Speight 361-882-6330 | Corpus Christi CBP | CBP | Global Environmental Marine Waste Houston based | 12 hours | CBPAS 361-888-3324 |
| TX    | Dallas/Ft. Worth | NAS Joint Reserve Base Fort Worth Base Commander 817-782-7600
U.S. Navy [KNFW] | Dallas/Ft. Worth CBP | MCI/CBP | Serviced by Gate Gourmet 12 Hours (2 hour Minimum) | 972-973-9827 |
| TX    | El Paso      | Biggs AAF
Fort Bliss, TX 915-892-3923 | N/A - on site processing | 915-872-4735 |
### Table H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Branch of Service, [ICAO Airport Code]</th>
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<th>Name of Approved Garbage Facility</th>
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<th>CBP Contact</th>
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<tr>
<td>TX</td>
<td>Houston</td>
<td>Ellington Field Air National Guard Station/TX ANG</td>
<td>Houston</td>
<td>MCI/</td>
<td>Southwest Airport Services</td>
<td>1 hour</td>
<td>713-454-8000</td>
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<td>Galveston Seaport</td>
<td>CBP</td>
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<td>TX</td>
<td>Killeen</td>
<td>Robert Gray AAF Ft. Hood U.S. Army [KGRK]</td>
<td>Austin</td>
<td>MCI/</td>
<td>Stericycle Inc.</td>
<td>48 hours</td>
<td>512-530-3053</td>
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<td>CBP</td>
<td>Antonio, TX 78216</td>
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<tr>
<td>UT</td>
<td>Ogden</td>
<td>Hill AFB Base Ops 801-245-2276 U.S. Air Force</td>
<td>Salt Lake City</td>
<td>CBP</td>
<td>Stericycle Incinerator</td>
<td>24 hours</td>
<td>CBP 801-524-3445 Ext.</td>
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<tr>
<td>UT</td>
<td>West Valley City</td>
<td>Utah Air National Guard Base/Utah ANG 151st Air Refueling Wing Base Commander 801-245-2276 Air Nat’l Guard [KSLC]</td>
<td>Salt Lake City</td>
<td>CBP</td>
<td>SLC Incinerator</td>
<td>24 hours</td>
<td>CBP 801-524-3445 Ext.</td>
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### Appendix H: Lists of Military Bases and Approved Garbage Facilities

#### Clearance of Carriers Arriving from Foreign Points

**TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)**

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
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<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
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<tbody>
<tr>
<td>VA</td>
<td>Newport</td>
<td>Felker AAF Fort Eustis Port Ops 757-878-4687 U.S. Army [KFAF]</td>
<td>Norfolk</td>
<td>CBP</td>
<td>All foreign arriving aircrafts are issued a Permit to Proceed and the waste handled by the subsequent authorized base.</td>
<td>24 hours</td>
<td>Port Director 757-441-3211</td>
</tr>
<tr>
<td>VA</td>
<td>Norfolk</td>
<td>Little Creek Amphibious Base Base Ops 757-462-7791 U.S. Navy</td>
<td>Norfolk</td>
<td>CBP</td>
<td>Stericycle</td>
<td>24 hours</td>
<td>CBP OPS 757-441-6242</td>
</tr>
<tr>
<td>VA</td>
<td>Norfolk</td>
<td>Naval Station Norfolk/NOB Port Ops 757-445-1633 U.S. Navy</td>
<td>Norfolk</td>
<td>CBP</td>
<td>Base Public Works, Stericycle</td>
<td>24 hours</td>
<td>CBP OPS 757-441-6242</td>
</tr>
<tr>
<td>VA</td>
<td>Norfolk</td>
<td>Naval Station Norfolk/Chambers Field Air Ops 757-444-3922 U.S. Navy [KNGU]</td>
<td>Norfolk</td>
<td>CBP</td>
<td>Base Public Works, Stericycle</td>
<td>24 hours</td>
<td>CBP OPS 757-441-6242</td>
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<tr>
<td>VA</td>
<td>Portsmouth</td>
<td>USCG ISC Portsmouth Randy Peters 757-483-8695 U.S. Coast Guard</td>
<td>Norfolk</td>
<td>CBP</td>
<td>American Environmental Group (AEG)</td>
<td>24 hours</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<td>Quantico</td>
<td>Quantico MCAS, Quantico Marine Base, N/A Contacted through Customs, U.S. Marine Corps, 703-784-2121 [KNYG]</td>
<td>Richmond</td>
<td>Customs Military MCI</td>
<td>None</td>
<td>24 hours</td>
<td>Port Director 804-226-9675 Ext. 201</td>
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<tr>
<td>VA</td>
<td>Yorktown</td>
<td>Naval Weapons Station, Port Ops Bldg 757-444-1121, U.S. Navy</td>
<td>Norfolk</td>
<td>CBP</td>
<td>Base Public Works, Stericycle</td>
<td>24 hours</td>
<td>CBP OPS 757-441-6242</td>
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<tr>
<td>VT</td>
<td>Burlington</td>
<td>Burlington International Airport Air Guard Station/ Vermont ANG, 158th Fighter Wing, 802-660-5328, Air Nat’l Guard [KBTV]</td>
<td>Highgate Springs</td>
<td>CBP</td>
<td>Atlantic Aviation All Cycle Waste</td>
<td>72 hours</td>
<td>Highgate 802-868-9936</td>
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<td>WA</td>
<td>Bremerton</td>
<td>Naval Base Kitsap (formerly Naval Station Bremerton), Commanding Officer 360-476-3467, U.S. Navy</td>
<td>Tacoma</td>
<td>CBP</td>
<td>Allied Waste, Inc/Emerald Services</td>
<td>12 hours</td>
<td>CBPAS 206-396-7227 206-553-1581</td>
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Appendix H: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points
### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

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<td>Everett</td>
<td>Puget Sound Naval Station, Commanding Officer</td>
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<td>Seattle</td>
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<td>Naval Air Station Whidbey Island, ODO</td>
<td>Blaine</td>
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<td>Spokane</td>
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<td>McChord AFB Wing Commander</td>
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<td>McChord AFB</td>
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### TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points  (continued)

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<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
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<th>CBP Contact</th>
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<tr>
<td>WI</td>
<td>Madison</td>
<td>Truax Field ANGB/Dane County Regional Airport/ Wisconsin ANG</td>
<td>Milwaukee</td>
<td>CBP</td>
<td>Not listed</td>
<td>24-48 hours</td>
<td>Port Director 414-486-7790</td>
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<td>115th Fighter Wing Command Post 608-245-4580</td>
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<td>Milwaukee</td>
<td>General Mitchell International Airport/ Wisconsin ANG</td>
<td>Milwaukee</td>
<td>CBP</td>
<td>Not listed</td>
<td>2 hours</td>
<td>Port Director 414-486-7790</td>
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<td>128th Air Refueling Wing Contact for 128th: Base Ops.; 414-944-8470</td>
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<td>WV</td>
<td>Charleston</td>
<td>Yeager Airport/West Virginia ANG</td>
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<td>CBP</td>
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<td>24 hours</td>
<td>CBP OPS 304-347-5204</td>
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<td>130th Airlift Wing Sgt. Ackins 304-341-6240</td>
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</tbody>
</table>
TABLE H-1-1: Military Locations for Clearance of Carriers Arriving from Foreign Points (continued)

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Base Name, Base Contact, Branch of Service, [ICAO Airport Code]</th>
<th>Serviced By</th>
<th>Cleared By</th>
<th>Name of Approved Garbage Facility</th>
<th>Notification Time</th>
<th>CBP Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>WY</td>
<td>Cheyenne</td>
<td>Cheyenne Regional Airport/ Wyoming ANG 153rd Airlift Wing Base Contact 307-772-6309 Air Nat’l Guard [KCYS]</td>
<td>Cheyenne</td>
<td>MCI</td>
<td>Stericycle, Inc. Dacono, CO</td>
<td>24 hours</td>
<td>CBP Compliance Officer 303-342-7400</td>
</tr>
</tbody>
</table>

Appendix H: Lists of Military Bases and Approved Garbage Facilities
Clearance of Carriers Arriving from Foreign Points

08/2012-153 Manual for Agricultural Clearance H-1-39
PPQ
## Appendix I

### Sources of Supply for Cleaning and Disinfecting Materials

<table>
<thead>
<tr>
<th>Item:</th>
<th>Source of supply:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags, leakproof</td>
<td>GSA (National Stock Number 8105-01-221-3236)</td>
</tr>
<tr>
<td>Bags, leakproof, 3 mil (for regulated garbage)</td>
<td>Contact HQ VRS at phone 301-851-2295</td>
</tr>
<tr>
<td>Bottle, spray</td>
<td>GSA (National Stock Number 8125-00-488-7952)</td>
</tr>
<tr>
<td>Broom, whisk</td>
<td>GSA (National Stock Number 7920-00-240-6350)</td>
</tr>
<tr>
<td>Brush, scrub upright</td>
<td>GSA (National Stock Number 7920-00-240-7171)</td>
</tr>
<tr>
<td>Brush, scrub, hand held</td>
<td>GSA (National Stock Number 7920-00-061-0038)</td>
</tr>
<tr>
<td>Dustpan, upright</td>
<td>GSA (National Stock Number 7290-00-634-1996)</td>
</tr>
<tr>
<td>Dustpan hand held</td>
<td>GSA (National Stock Number 7290-00-224-8308)</td>
</tr>
<tr>
<td>Goggles, safety</td>
<td>GSA (National Stock Number 4240-00-052-3776)</td>
</tr>
<tr>
<td>Handle, wooden utility (for upright scrub brush)</td>
<td>GSA (National Stock Number 7920-00-141-5452)</td>
</tr>
<tr>
<td>Sodium carbonate, 100-pound drum</td>
<td>GSA (National Stock Number 6810-00-233-1715)</td>
</tr>
<tr>
<td>Sodium hypochlorite (household bleach)</td>
<td>Purchase locally at grocery, hardware store, etc.</td>
</tr>
</tbody>
</table>

**Virkon® S**

- National Distributor:
  - Dupont Company
  - Products Information Center
  - Wilmington, DE
  - 800/441-7515
  - [www.dupont.com](http://www.dupont.com)
Appendix I: Sources of Supply for Cleaning and Disinfecting Materials
Appendix J

List of Reportable and Nonreportable Interceptions

Entomology List E1, Nonreportable Interceptions

Identify to order or family as applicable, release commodity, and discard specimens. Area Identifiers need not request authority for these groups. All Area Identifiers are expected to be able to identify the following nonplant pest groups in Figure J-1-1.

**FIGURE J-1-1: Entomology List E1, Nonreportable Interceptions**
U.S. Insect Fauna
Excluding PPQ program pests, Area Identifiers have the authority to
determine without referral those distinctive, domestic species which
are well known to the identifier and which have been collected locally.

Entomology List E2, Reportable Interceptions
Identify to the family or the level required to separate the exceptions
listed. Release commodity but routinely forward interceptions to the
Systematic Entomology Laboratory (SEL) specialist. Request authority
on PPQ Form 371 after making at least three consecutive, confirmed
identifications.

Order Coleoptera (except those in Figure J-1-1 on page J-1-1)
Zabrus spp. (Carabidae), Helophorus spp. (Hydrophilidae)
Families Anthribidae, Bostrichidae, Bruchidae, Buprestidae, Byturidae, Cerambycidae,
Chrysomelidae, Curculionidae, Dermentidae, Elateridae, Meloidae, Mordellidae,
Platypodidae, Scolytidae, Tenebrionidae

Family Coccinellidae, only subfamily Epilachninae
Family Scarabaeidae, only subfamilies Cetoniinae, Dynastinae, Melolonthinae, Rutelinae

Order Heteroptera (except those in Figure J-1-1 on page J-1-1)
Families Alydidae, Aradidae, Berytidae, Coreidae, Cydnidae, Largidae, Lygaeidae, Miridae,
Pentatomidae, Piesmatidae, Pyrrhocoridae, Rhopalidae, Scutellaridae, Thyreocoridae,
Tingidae

Entomology List E3, Reportable Interceptions
Request authority for the following after making at least three
consecutive identifications. When forwarding interceptions where
cargo is being held, send the interception as an URGENT. For the
following groups, when an interception consists of only larvae or
nymphs without adults, identify to family level. Use the family
identification to determine if quarantine action is required.

Order Homoptera
Families Adelgidae, Aleyrodidae¹, Aphididae (to include adult males), Coccidae
Diaspididae
Margarodidae
Pseudococcidae
Psyllidae

FIGURE J-1-3: Entomology List E3, Reportable Interceptions
¹ When adult whiteflies (Aleyrodidae) are not associated with other life stages, identification can only
be made to the family level. Use the family identification to determine if quarantine action is required.
To determine if interception of adult Lepidoptera is reportable, see Table J-1-1 on page-J-1-3.

### TABLE J-1-1: Determine if Interception of Adult Lepidoptera Is Reportable

<table>
<thead>
<tr>
<th>If the superfamily is:</th>
<th>And:</th>
<th>Then:</th>
</tr>
</thead>
</table>
| ◆ Bombycoidea (adult)  | Cargo is being held | 1. TREAT interception as URGENT  
2. SEND adult Lepidoptera to SEL specialist (SEL specialist will identify as far as possible) |
| ◆ Geometroidea (adult) | Cargo is not being held | 1. TREAT interception as Routine or Prompt  
2. IDENTIFY to family only  
3. REPORT on PPQ Form 309  
4. RETAIN specimen in port collection for future reference |
| ◆ Hesperioidea (adult) | | |
| ◆ Papilionoidea (adult) | | |
| ◆ Sphingoidea (adult)  | | |

### Entomology List E4, Apoidea Nonreportable and Reportable Interceptions

All members of the superfamily Apoidea are nonreportable except unless identified as non–Africanized European honeybee; see Table J-1-2 below.

### TABLE J-1-2: Determine if Interception of Superfamily Apoidea Is Reportable

<table>
<thead>
<tr>
<th>If: Superfamily Apoidea</th>
<th>And: Species <em>Apis</em> (Apidae) all members</th>
<th>And: Not identified as non-Africanized European honeybee</th>
<th>Then interception is: Reportable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Identified as non-Africanized European honeybee</td>
<td>Nonreportable</td>
</tr>
<tr>
<td>Species <em>Coelioxys</em> (Megachilidae)</td>
<td></td>
<td></td>
<td>Reportable</td>
</tr>
<tr>
<td>Species <em>Sphecodes</em> (Halticidae)</td>
<td>Subfamily Nomioiidae</td>
<td></td>
<td>Reportable</td>
</tr>
<tr>
<td>Tribes Melectini and Ctenioschelini (Anthophoridae)</td>
<td></td>
<td></td>
<td>Reportable</td>
</tr>
</tbody>
</table>

All members (live or dead) of the superfamily Apoidea are regulated under 7CFR 319.76 and 7CFR 322. All identifiers have conferred authority to identify to the superfamily level and all species of *Apis*. If less than 10 adults are intercepted, identify to species and discard with record. If 10 or more adults are intercepted, send interceptions to the Bee Research Laboratory.
Appendix J: List of Reportable and Nonreportable Interceptions
Botany List B1, Nonreportable Interceptions

Botany List B1, Nonreportable Interceptions
All Area Identifiers are expected to be able to identify the following plants as seeds, other disseminules, or as whole plants. All identifiers have conferred authority for the following:

- Seeds listed as agricultural (A) or vegetable (V) in the *Plants for Planting Manual*
- Well recognized fruits, seeds, and vegetative parts sold in grocery stores
- U.S. Flora—Area Identifiers have authority to determine, without referral, those distinctive domestic species which are well known to them and which have been collected locally

| TABLE J-1-3: Discriminate Reportable from Nonreportable Plants and Disseminules |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| If the structure is:            | And the plant is: | And it:          | Then:           |
| From a parasitic plant          | Absent from or not widely distributed in the U.S. | It is REPORTABLE |
|                                 | Widely distributed in the U.S.                 |                 |
|                                 | Does not threaten American agriculture         |                 |
|                                 | Threatens American agriculture                 |                 |
| Not from a parasitic plant      |                                             |                 |

<table>
<thead>
<tr>
<th>TABLE J-1-4: Discriminate Reportable from Nonreportable Plants and Disseminules from Nonparasitic Plants</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the structure is:</td>
</tr>
<tr>
<td>Identifiable to species</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Identifiable only to genus or family</td>
</tr>
</tbody>
</table>
### TABLE J-1-5: Discriminate Reportable from Nonreportable Plants and Disseminules from Plants Identifiable Only to Genus or Family

<table>
<thead>
<tr>
<th>If:</th>
<th>And the interception is from a country that is:</th>
<th>Then it is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noxious weeds exist within that taxon</td>
<td><strong>Within</strong> the range of noxious weed species within that taxon</td>
<td>REPORTABLE</td>
</tr>
<tr>
<td></td>
<td><strong>Outside</strong> the range of noxious weed species within that taxon</td>
<td>NONREPORTABLE</td>
</tr>
<tr>
<td>Noxious weeds are absent from that taxon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix J: List of Reportable and Nonreportable Interceptions
Botany List B1, Nonreportable Interceptions
Appendix K

Investigative and Enforcement Services

Introduction

The Investigative and Enforcement Services appendix lists Headquarters and Regional Office contacts. APHIS has subpoena authority and experience, through Investigative and Enforcement Services (IES), in the correct procedures to request subpoenas, serve them, and enforce them.

IES Offices

IES Headquarters Office (includes all baggage inquiries)
USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737-1234
Phone: 301-851-2948
Fax: 301-734-4328

IES Eastern Regional Director’s Office
USDA, APHIS, IES
920 Main Campus Drive, Suite 200
Raleigh, NC 27606
Phone: 919-855-7080
Fax: 919-855-7090

IES Western Regional Director’s Office
USDA, APHIS, IES
2150 Centre Ave. Bldg. B 3W10
Ft. Collins, CO 80526-8117
Phone: 970-494-7485
Fax: 970-494-7487
Appendix L

Reasons for Sealing or Not Sealing Fruit Fly Host Material in Vessels’ Stores

Contents

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

Reasons for Not Sealing in Hawaii, Puerto Rico, and the U.S. Virgin Islands

Hawaii

In Hawaii, you do not need to seal any fruit fly host material from Mediterranean (West) countries because Ceratitis capitata (Mediterranean fruit fly) and Rhagoletis cerasi (European cherry fruit fly) are the only major pest fruit flies from Mediterranean (West) countries. Since Ceratitis capitata occurs in Hawaii and there are few host materials for Rhagoletis cerasi in Hawaii, there is no need to seal host material from Mediterranean (West) countries.

Puerto Rico and the U.S. Virgin Islands

In Puerto Rico and the U.S. Virgin Islands, you do not need to seal any fruit fly host material from the West Indies because the only fruit flies of economic importance, Anastrepha obliqua and A. suspensa, both occur in Puerto Rico. If Anastrepha suspensa could potentially become established in the U.S. Virgin Islands, it would have occurred through natural movement or through the movement of people from Puerto Rico to the U.S. Virgin Islands.
Reasons for Sealing and Not Sealing Fruits from Other Areas

Central America
*Ceratitis capitata* (Mediterranean fruit fly) and various species of *Anastrepha* such as *A. ludens* occur in Central America. These fruit flies **do not** use cucurbits, eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts. Cucurbits **do not** need to be sealed because *Anastrepha grandis* does **not** occur in Central America and is the only New World species that is a pest of cucurbits. Bananas, for example, **do not** have to be sealed because the Medfly uses only ripe bananas as a host.

Mediterranean (West)
*Ceratitis capitata* (Mediterranean fruit fly) and *Rhagoletis cerasi* (European cherry fruit fly) are the only fruit flies that occur in Mediterranean (West) countries. These fruit flies **do not** use cucurbits, eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts.

Chile
*Rhagoletis tomatis* is a fruit fly which occurs in Chile and attacks tomatoes.

Hawaii
*Ceratitis capitata*, *Dacus cucurbitae*, *D. dorsalis*, and *D. latifrons* occur in Hawaii. The varieties of pineapples grown in Hawaii are **not** attacked by these four species of fruit flies. Papayas that are treated and are certified **do not** present a pest risk.

Japan and Korea
The only fruit fly likely to be found in commercial shipments of fruit is *Bactrocera depressa*.

Mexico or Belize
The only fruit flies of economic importance found in Mexico or Belize are various *Anastrepha* spp. such as *A. ludens* (but **not** *A. grandis*). These fruit flies **do not** use banana (*Musa* spp.), breadfruit, cactus fruit, cucurbits, dates, grapes, legumes, lemons, limes (sour), litchi, mangosteens, okra, papaya, pineapples, strawberries, or Solanaceous fruits as hosts.
South America (except Chile)

*Ceratitis capitata* (Mediterranean fruit fly), *Anastrepha grandis*, other *Anastrepha* species, *Rhagoletis* spp. that are of economic importance, and *Dacus* spp. (from Suriname) occur in South America. These fruit flies are **not** known to use eggplant, legumes, lemons, limes (sour), okra, pineapples, or strawberries as hosts. Bananas, for example, **do not** have to be sealed because the Medfly uses only ripe bananas as a host.

**West Indies**

*Anastrepha obliqua* and *A. suspensa* are the only fruit flies of economic importance that occur in the West Indies. These fruit flies **do not** use avocado, banana, breadfruit, cactus fruit, citrus, cucurbits, dates, genip, grapes, legumes, litchi, mangosteens, okra, papaya, pineapples, Solanaceae, or strawberries as hosts.
Appendix L: Reasons for Sealing or Not Sealing Fruit Fly Host Material in Vessels' Stores
Reasons for Sealing and Not Sealing Fruits from Other Areas
Appendix M

Subpoenas Under the Plant Protection Act

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What a Subpoena Is Not page M-1-2
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Procedures          page M-1-3
Field Operations     page M-1-3
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Introduction

The Plant Protection Act (Title IV., Pub. L. 106-224, 114 Stat. 438.7 U.S.C. 7701-7772), gives PPQ, for the first time, statutory authority to request issuance of a subpoena for documents and other records that can be used in PPQ investigative cases. PPQ can subpoena witnesses to appear at hearings to support our cases.

APHIS has had subpoena authority under other statutes, and therefore, has experience, through Investigative and Enforcement Services (IES) in the correct procedures to request subpoenas, serve subpoenas, and enforce subpoenas.

What a Subpoena Is

A subpoena is a written document requested from and signed by the APHIS Administrator that commands a person, company, etc., to produce documents described in the subpoena. The documents must be described specifically (as exactly as possible), and must be in the control or possession of the person who receives the subpoena. The subpoena includes a date and time when the documents must be produced.
What a Subpoena Is Not

A subpoena is not the same as a court order from a judge. If a subpoena is ignored, then APHIS can request an order from the appropriate court of competent jurisdiction to require the person to comply. It is mandatory to follow the court order, which is enforced by the Department of Justice (usually U.S. Marshals).

Definitions

**Document**—Includes writings, drawings, charts, graphs, tables, correspondence, records, notes, film, photographs, audio or videotapes, and any representation of documents stored on a computer, disk, diskette, CD-ROM, magnetic or electronic tape or any other means of electronic storage.

**IES Investigator**—APHIS investigators investigate violations of all APHIS regulations (PPQ, VS, and AC), prepare cases for prosecution and enforce compliance with the regulations. IES Staff investigate violations and coordinate with Headquarters Program staffs and with the Office of the General Counsel.

**OGC**—Office of the General Counsel. OGC attorneys prosecute violation cases for APHIS and give legal advice to the programs (PPQ, VS, and AC).

**Service**—When a legal document is delivered by an authorized person to a person or party who is then officially notified of an action or step that they are commanded to take (in this case, to produce documents).

**SITC**—Safeguarding, Intervention and Trade Compliance Officers are PPQ Officers who concentrate on smuggling and related issues. They work closely with IES Investigators.

**Subpoena duces tecum**—A command to a witness to produce documents.
**Appendix M: Subpoenas Under the Plant Protection Act**

**Subpoena Application or Request**

Applications or requests for a subpoena require the following information before a subpoena can be issued:

- Written application or request
- Name, address, and telephone number of the person (or persons) who has the documents in his possession or control
- Statutory authority for the subpoena must be cited (Plant Protection Act of 2000)
- Description of documents to be produced (as specific and exact as possible); you must state the following information:
  - Location of the documents
  - Beginning and end dates of the documents
  - Documents are relative to the investigation
  - Legitimate purpose (legitimate investigation)
  - Grounds for a subpoena
  - Reasons why a subpoena is necessary (e.g., previous attempts to obtain documents have been refused, the custodian (of the documents) is reluctant, etc.)
  - Scope of the request for documents is not overly large or unreasonable for the custodian to meet
  - Documents are material to the investigation (the content of the documents is the subject of the investigation and the documents have a bearing in the alleged violation)
  - Date, time, and method for the exchange of the documents

**Procedures**

**Field Operations**

A PPQ Officer or a Safeguarding, Intervention and Trade Compliance Officer (SITC) inspects a facility (market, warehouse, business location, distribution center, nursery carrier office, etc.), and finds possibly prohibited material or evidence. The Officer may need business documents to show the distribution of items that need to be recalled because of prohibited contents (fruits, vegetables, meat).

**Step 1**

The Officer should call an IES Investigator to initiate the investigation.
Step 2
The IES Investigator will collect evidence and affidavits to obtain the documents related to the case. The IES Investigators consult their Regional Directors to be sure that a subpoena is warranted and that there is valid basis for a subpoena to be issued.

Step 3
If the IES Investigator has reason to believe that records or other document information exists and is being withheld, then the investigator writes a justification to request that a subpoena be issued. The justification contains the information listed in Subpoena Application or Request on page M-1-3. The Investigator includes evidence which shows the documents have reasonable relevance to a violation of the statute. A good justification must accompany the application or request for a subpoena.

Step 4
The IES Investigator faxes the application/request for subpoena to either IES Staff in Riverdale or the IES Regional Office, who refers it to Riverdale.

Step 5
IES Staff review the application/request, and then writes the subpoena, using a template. The subpoena contains the following information:

- General description of the scope of the investigation
- Reasonably specific description of the material to be produced
- Reasonable manner in which the documents can be produced (includes mailing the documents to an IES Office)

The subpoena indicates a date and time (usually 10 days), for the person subpoenaed to produce the documents.

IES Staff faxes the subpoena and supporting document to the Office of the General Counsel (OGC) for legal review.

Step 6
OGC reviews the subpoena, recommends changes if necessary, and approves it. The subpoena is faxed back and forth between the IES Staff and OGC offices until the subpoena is approved.

Step 7
Once the subpoena original is approved, IES Staff hand carries or sends the subpoena to the Administrator for signature. The subpoena is returned by courier (Special Attention envelope) back to IES Staff in Riverdale.
Appendix M: Subpoenas Under the Plant Protection Act

Serving of the Subpoena

Service, or delivery of the subpoena, will be by hand from an IES Investigator. Some subpoenas are served by Certified Mail.

Proof of Service

The investigator signs an affidavit certifying that the document was served, to whom, when, and where. Subpoenas sent by Certified Mail have the green card as proof of service. Proof of service and a copy of the subpoena are returned to the IES Staff.

Noncompliance by Recipient of Subpoena

APHIS has not yet had an instance where a subpoena was ignored or not followed by the recipient served. If this were to happen, APHIS would request an order from the appropriate court to enforce the subpoena.

Quashing a Subpoena

Subpoenas can be modified or canceled if the person who received the subpoena believes it to be unreasonable, overly burdensome, or otherwise objects to it.

To quash a subpoena, the person served needs to write justification. The justification is written to the Administrator within a specified amount of time (usually 7 days), and includes the reason for the person’s objection. The recipient may include whatever reason they believe is the basis for an objection.

**EXAMPLE**

Some examples of possible reasons recipients may believe is the basis for an objection to a subpoena include the following:

- Believe it is unduly burdensome to produce these records
- Need more time than is stated on the subpoena
- Believe the scope of the request is too broad (outside the scope of the Plant Protection Act)
- Think too many documents he been requested
- Think the investigation is not legitimate
- Believe the documents are not relevant to a violation
- Believe it will disrupt their business

If the person who was subpoenaed proves that the subpoena is oppressive, unreasonable, unduly burdensome, or has too great a scope, the subpoena may be quashed or modified.
Subpoenas for Witnesses at Administrative Hearings

The Plant Protection Act also gives PPQ the authority to subpoena witnesses to provide testimony at the hearing to prosecute a violator. The Plant Protection Act allows witnesses to be paid fees and reimbursed for their appearance at Administrative Hearings. These subpoenas are usually issued by the attorney handling a particular case in OGC.

Subpoenas are issued to non-government witnesses, either to allow experts to testify in support of a case, or to compel testimony of people who have information about the violation.
Appendix N

Plant Inspection Stations and CITES Ports

Background

Federal regulations require that most imported plants and seeds enter the United States through certain ports of entry where the U.S. Department of Agriculture (USDA) has special facilities for the inspection and clearance of those items. These are known as Plant Inspection Stations and are operated by the USDA, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (PPQ) program. Currently, PPQ has 14 such Plant Inspection Stations located at or near many major ports of entry.

At the Plant Inspection Stations, PPQ officers inspect imported plants and seeds to insure that they are free from plants pests and diseases that are not known to occur in the United States and that they otherwise comply with Federal regulations. When such pests or diseases are detected, PPQ may require that the planting material be treated, exported or destroyed.

At the Plant Inspection Stations, PPQ also enforces the rules and regulations that apply to the import, export and re-export of live plant species protected by the Endangered Species Act and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Many of the Plant Inspection Stations also issue phytosanitary certificates for the export of plants, seeds, and other propagative materials.

PPQ also has a specialized Plant Germplasm Inspection Station located in Beltsville, Maryland, as part of the National Plant Germplasm Quarantine Center. This facility is uniquely designed for handling germplasm and other propagative materials that are very valuable for plant breeding and research programs but which are normally prohibited entry into the United States. These items must enter the United States under what is known as a “Departmental Permit” and are sent to the inspection station in Beltsville where they are inspected, and if necessary, treated before allowing them to move forward to a an approved facility identified on the Departmental Permit.
List of Plant Inspection Stations and CITES Ports

Arizona
USDA, APHIS, PPQ
Plant Inspection Station
9 North Grand Avenue, Room 120
Nogales, AZ 85621
Phone (520) 287-6463 - Fax (520) 397-0138

California
USDA, APHIS, PPQ
Los Angeles Inspection Station
11840 S. La Cienega Blvd.
Hawthorne, CA 90250
Phone (310) 725-1910 - Fax (310) 725-1947

USDA, APHIS, PPQ
Plant Inspection Station
9777 Via de la Amistad, Room 140
San Diego, CA 92154
Phone (619) 661-3316 - Fax (619) 661-3047

USDA, APHIS, PPQ
Plant Inspection Station
389 Oyster Point Blvd., Suite 2
South San Francisco, CA 94080
Phone (650) 876-9093 - Fax (650) 876-9008

Florida
USDA, APHIS, PPQ
Plant Inspection Station
6302 NW 36 Street
Miami, FL 33122
Phone (305) 492-1800 - Fax (305) 492-1740/1741

USDA, APHIS, PPQ
Plant Inspection Station
3951 Centerport Street
Orlando, FL 32827
Phone (407) 825-4237 - Fax (407) 825-4235

Georgia
USDA, APHIS, PPQ
Plant Inspection Station
Hartsfield Perishable Complex
1270 Woolman Pl.
Atlanta, GA 30354
Phone (404) 765-3821 - Fax (404) 763-7644

Guam
USDA, APHIS, PPQ
P. O. Box 8769
Tamuning, GU 96931-6030
Phone (671) 647-6030 - Fax (671) 647 6029

Hawaii
USDA, APHIS, PPQ
Honolulu Inspection Station
Honolulu International Airport
300 Rodgers Blvd., #58
Honolulu, HI 96819
Phone (808) 861-8494 - Fax (808) 861-8500

Louisiana
USDA, APHIS, PPQ
Plant Inspection Station
Mail: - P.O. Box 20114
New Orleans, LA 70141-0114
Deliveries: 900 East Airline Hwy.
Service Rd. A
Kenner, LA 70063
Phone (504) 464-0430 - Fax (504) 465-0968

New Jersey
USDA, APHIS, PPQ
Frances Krim Memorial Inspection Station
2500 Brunswick Avenue, Building G
Linden, NJ 07036
Phone (908) 862-2012 - Fax (908) 862-2095
(covers the Port of New York; Elizabeth and Newark, NJ)

New York
USDA, APHIS, PPQ
Plant Inspection Station
230-59 International Airport Centers Boulevard
Building C-Suite 100-Room 109
Jamaica, NY 11413
Phone (718) 553-3502 - Fax (718) 553-3510
Appendix N: Plant Inspection Stations and CITES Ports

Specialized Plant Germplasm Inspection Station

Puerto Rico
USDA, APHIS, PPQ
Plant Inspection Station
150 Central Sector
Bldg. C2, Warehouse #3
Carolina, PR 00979
Phone (787) 253-7850 - Fax (787) 253-4514

Texas
USDA, APHIS, PPQ
Plant Inspection Station
P. O. Drawer Box 399
100 Los Indios Boulevard
Los Indios, TX 78567
Phone (956) 399-2085 - Fax (956) 399-4001

USDA, APHIS, PPQ
Plant Inspection Station
19581 Lee Road
Humble, TX 77338
Phone (281) 443-2063 - Fax (281) 443-7643

Washington
USDA, APHIS, PPQ
Plant Inspection Station
835 South 192nd St., Suite 1600
SeaTac, WA 98148
Phone (206) 878-6600 - Fax (206) 870-8043

Specialized Plant Germplasm Inspection Station

Maryland
USDA, APHIS, PPQ
National Plant Germplasm Inspection Station
Building 580, BARC-East
Beltsville, MD 20705
Phone (301) 504-8141 Ext. 1 - Fax (301) 504-8539
Appendix O

APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty

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Prepared English/Creole Letter of Instruction page O-1-8
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Prepared English/Vietnamese Letter of Instruction page O-1-29
**Purpose**

APHIS prepared letters of instruction for mail-in payment of civil penalty are issued to violators who do not have the currency on hand to pay the spot settlement, but elect to pay the settlement by money order or check drawn on a U.S. bank within 3 days. See *Collecting the Spot Settlement on page 8-1-21* for more information.

**Instructions**

If the violator elects this method of payment, then follow port policy and give the letter of instruction to the violator. Select the appropriate letter of instruction from those on the following pages.

Before giving the letter to the violator, be sure to enter on the letter the amount of the assessed civil penalty, the PPQ violation number, and the date the violation occurred.

---

**Usage Note**

Notice that in this appendix only the first two pages are numbered and have headers and footers. The following pages containing the prepared letters of instruction are not numbered and have no headers or footers, so you can print/photocopy and distribute as needed. To quickly locate the letter in the language you are looking for, simply click on the appropriate title in the *Contents*.
Guidelines for Payment of Civil Penalties

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

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

Mail the check or money order to the following address:

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

The cashier’s check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier's check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #
Date of Violation:

Travelers Aid

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

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

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

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

The cashier's check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #
Date of Violation:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.  

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

Please return this notice with your payment. Thank you.  

PPQ Violation #  
Date of Violation:  

FIGURE 0-1-4  Prepared English/Standard Chinese Letter of Instruction
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

FIGURE 0-1-5 Prepared English/Traditional Chinese Letter of Instruction
You have been assessed a civil penalty in the following amount: $

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Travelers Aid

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Direktiv pou Pèman Amann

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

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

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

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

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

Ou dwe poste pèman an nan adrès ki anwo a oswa pote li pésenèlman nan yon delè 3 jou apati dat yo te etabli vyolasyon an.

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

# Vyolasyon PPQ

Dat vyolasyon an:

FIGURE 0-1-6  Prepared English/Creole Letter of Instruction
Guidelines for Payment of Civil Penalties

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

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

Mail the check or money order to the following address:

Due

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

The cashier’s check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

FIGURE 0-1-7 Prepared English/Farsi Letter of Instruction
You have been assessed a civil penalty in the following amount: $
Make out a cashier's check or a money order payable to: **Treasury of the United States**
Mail the cashier's check or money order to the following address:

The cashier's check or money order must be drawn on a U.S. bank.
Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.

Please return this notice with your payment. Thank you.

**PPQ Violation #**

**Date of Violation:**

---

Siviilisakkojen maksamista koskevat ohjeet

Teidät on määrätty maksamaan seuraava siviilisakko: $
Kirjoittakaa pankkishekki tai maksumääräys nimelle **Treasury of the United States**
Lähettäkää shekki tai maksumääräys seuraavaan osoitteeseen:

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

Shekin tai maksumääräyksen maksajan täytyy olla yhdysvaltalainen pankki.
Maksu on lähettettävä yllä olevaan osoitteeseen tai tuotava henkilökohtaisesti kolmen päivän sisällä sakon määräämisestä.
Palauttakaa tämä ilmoitus maksun mukana. Kiitos.

Kasviensuojelu- ja karanteenirikkomuksen numero (PPQ Violation #)

Rikkomuspäivä:
Guidelines for Payment of Civil Penalties

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

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

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

The cashier’s check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

---

Directives pour le paiement des amendes civiles

Vous avez été condamné à payer une amende civile d’un montant de :

Vous devez payer soit par chèque, soit par mandat établi à l’ordre de : Treasury of the United States

Adressez le chèque ou le mandat par courrier à l’adresse suivante :

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

Le chèque ou le mandat doit être émis par une banque américaine (États-Unis).

Vous pouvez effectuer le paiement par courrier à l’adresse indiquée ci-dessus ou vous présenter en personne dans un délai de 3 (trois) jours à compter de la date de l’infraction.

Veuillez accompagner votre règlement du présent avis.
Nous vous remercions.

N° d’infraction PPQ

Date d’infraction :

---

FIGURE 0-1-9  Prepared English/French Letter of Instruction
## Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier's check, or money order must be drawn on a U.S. bank.  

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

Please return this notice with your payment. Thank you.  

PPQ Violation #  
Date of Violation:

---

**Richtlinien zur Zahlung von Zivilstrafen**

Ihnen wurde eine Strafe in der folgenden Höhe auferlegt: $  

Stellen Sie bitte einen Bankscheck oder eine Zahlungsanweisung aus, zahlbar an: **Treasury of the United States**  

Senden Sie den Bankscheck oder die Zahlungsanweisung an die folgende Adresse:  

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

Der Bankscheck oder die Zahlungsanweisung muss über eine amerikanische Bank ausgestellt sein.  

Ihre Zahlung muss an die obige Adresse gesandt oder innerhalb von 3 Tagen ab Datum der Ausstellung der Strafanzeige persönlich bezahlt werden.  

Bitte reichen Sie diesen Hinweis zusammen mit Ihrer Zahlung ein. Herzlichen Dank.  

PPQ Strafanzeigennr.:  
Datum der Strafanzeige:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Thank you.

Parmakaloûme epistrépsi tēn eidothen, aytēn tēn paraphēsh tis PPQ: Ap. paraphēsh PPQ:

Hēmeronía paraphēsh:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

FIGURE 0-1-12 Prepared English/Hebrew Letter of Instruction
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment.

Thank you.

PPQ Violation #

Date of Violation:

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment.

Thank you.

PPQ Violation #

Date of Violation:
### Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

### Direttive Generali per il Pagamento di Sanzioni Civili

Avete ricevuto una sanzione civile per l’ammontare di: USD$

Il pagamento dovrà essere effettuato tramite assegno circolare o vaglia postale rilasciabile al: **Ministero del Tesoro degli Stati Uniti d’America**

Inviate l’assegno circolare o il vaglia postale al seguente indirizzo:

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

L’assegno circolare o il vaglia postale devono essere emessi da una banca statunitense.

Il pagamento deve essere effettuato per posta al suddetto indirizzo, o di persona, entro 3 giorni dalla data di emissione della contravvenzione stessa.

Inviate questo avviso insieme al vostro pagamento. Grazie.

Contravvenzione PPQ Nº

Data della Contravvenzione:
### Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

---

**FIGURE 0-1.15** Prepared English/Japanese Letter of Instruction
### Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment.

Thank you.

PPQ Violation #

Date of Violation:

---

FIGURE 0-1-16  Prepared English/Korean Letter of Instruction
### Guidelines for Payment of Civil Penalties

<table>
<thead>
<tr>
<th>English</th>
<th>Khmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have been assessed a civil penalty in the following amount: $</td>
<td>តុំបានការបងារព័ត៌នារឹងជម្រើសបំពាក់ជូនបំរង: $</td>
</tr>
<tr>
<td>Make out a cashier’s check or a money order payable to: Treasury of the United States</td>
<td>ធ្វើឈ្មោះព័ត៌នារឹងជម្រើសបំពាក់ជូនបំរងឈ្មោះ: Treasury of the United States</td>
</tr>
<tr>
<td>Mail the cashier’s check or money order to the following address:</td>
<td>ដាក់ព័ត៌មានព័ត៌នារឹងជម្រើសបំពាក់ជូនបំរង់្ត់លាក់ខាងលិច:</td>
</tr>
<tr>
<td>USDA, APHIS, IES</td>
<td>USDA, APHIS, IES</td>
</tr>
<tr>
<td>4700 River Road, Unit 85</td>
<td>4700 River Road, Unit 85</td>
</tr>
<tr>
<td>Riverdale, MD 20737-1234</td>
<td>Riverdale, MD 20737-1234</td>
</tr>
</tbody>
</table>

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
Guidelines for Payment of Civil Penalties

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

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

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

The cashier's check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
You have been assessed a civil penalty in the following amount: $

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

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

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

The cashier's check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Diretrizes para o Pagamento de Multas

Você foi multado em: $

Preencha um cheque em seu nome ou envie uma ordem de pagamento para: Treasury of the United States

Envie o cheque ou a ordem de pagamento por correio para o seguinte endereço:

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

A ordem de pagamento ou o cheque deve ser sacado em um banco norte-americano.

O pagamento deve ser enviado por correio para o endereço acima ou pago pessoalmente dentro de 3 dias a partir da data da infração.

Envie este aviso junto com o pagamento. Obrigado.

Infração de Quarentena e Proteção para Produtos de Origem Vegetal nº:

Data da Infração:
Guidelines for Payment of Civil Penalties

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment.

Thank you.

PPQ Violation #

Date of Violation:

FIGURE 0-1-20 Prepared English/Romanian Letter of Instruction
**Guidelines for Payment of Civil Penalties**

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #  
Date of Violation:  

---

**Travelers Aid**

**United States Department of Agriculture**  
Marketing and Regulatory Programs  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine

**Ministère de l'agriculture et de l'alimentation**  
Programmes de marché et de régulation  
Inspection et protocole des animaux et des plantes  
Protection et quarantaine

**Guidelines for Payment of Civil Penalties**

Vous avez été assujetti à une amende civile dans la somme suivante: ______$

Faites un chèque de caisse ou un chèque postal payable à: **Trésor des États-Unis**

Envoyez le chèque de caisse ou le chèque postal à l’adresse suivante:

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

Le chèque de caisse ou le chèque postal doit être fait sur un établissement bancaire des États-Unis.

Le paiement doit être envoyé à l’adresse ci-dessus ou être rendu en personne dans les 3 jours suivant la date de l’infraction.

Veuillez remettre ce courrier avec votre paiement. Merci.

N° de violation PPQ  
Date de violation:  

---

**United States Department of Agriculture**  
Marketing and Regulatory Programs  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine

**Ministère de l'agriculture et de l'alimentation**  
Programmes de marché et de régulation  
Inspection et protocole des animaux et des plantes  
Protection et quarantaine

**Guidelines for Payment of Civil Penalties**

Vous avez été assujetti à une amende civile dans la somme suivante: ______$

Faites un chèque de caisse ou un chèque postal payable à: **Trésor des États-Unis**

Envoyez le chèque de caisse ou le chèque postal à l’adresse suivante:

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

Le chèque de caisse ou le chèque postal doit être fait sur un établissement bancaire des États-Unis.

Le paiement doit être envoyé à l’adresse ci-dessus ou être rendu en personne dans les 3 jours suivant la date de l’infraction.

Veuillez remettre ce courrier avec votre paiement. Merci.

N° de violation PPQ  
Date de violation:  

---

**FIGURE 0-1-21 Prepared English/Russian Letter of Instruction**
Guidelines for Payment of Civil Penalties

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

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

Mail the check or money order to the following address:

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

The cashier’s check, or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

USDA is an equal opportunity provider and employer.

Lineamientos generales para el pago de sanciones civiles

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

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

Envíe el cheque o giro postal a la siguiente dirección:

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

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

El pago debe ser enviado a la dirección precedente o entregado en persona dentro de los 3 días a partir de la fecha en que se determinó la infracción.

Envíe esta notificación junto con el pago. Gracias.

Infracción PPQ N.°:

Fecha de la infracción:
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier's check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
**Travelers Aid**

United States Department of Agriculture  
Marketing and Regulatory Programs  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine

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<td>ส่งจ่ายเช็คทริังค์หรือเงินฝากไปยัง:</td>
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</table>
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4700 River Road, Unit 85  
Riverdale, MD 20737-1234 | USDA, APHIS, IES  
4700 River Road, Unit 85  
Riverdale, MD 20737-1234 |
| The cashier’s check or money order must be drawn on a U.S. bank. | ชนการในสหรัฐอเมริกา |
| Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed. | ต้องส่งจ่ายเงินสดหรือเงินฝากไปยังที่อยู่ข้างต้น หรือนำเงินมาชำระด้วยตนเองภายใน 3 วัน นับแต่วันที่ประเมินการละเมิด |
| Please return this notice with your payment. Thank you. |  กรุณาส่งหนังสือฉบับนี้ด้วยเมื่อทำการชำระเงินของคุณ |
| PPQ Violation # | การละเมิดเลขที่ |
| Date of Violation: | วันที่ละเมิด: |

United States Department of Agriculture  •  Animal and Plant Health Inspection Service  •  Safeguarding American Agriculture

**FIGURE 0-1-24** Prepared English/Thai Letter of Instruction
You have been assessed a civil penalty in the following amount: $

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

Amerika Birleşik Devletleri Tarım Bakanlığı
Pazarlama ve Mevzuat Programları
Hayvan ve Bitki Sağlığı Muayene Servisi
Bitki Koruma ve Karantina

Cezaları Ödenmesiyle İlgili İlkeler

Aşağıdaki miktarda bir ceza aldıınız: $

Treasury of the United States’ne bir kasa çeki veya havale yapın

Çek veya havaleyi aşağıdaki adrese gönderin:

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

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

Kasa çeki veya havale bir ABD bankasından yapılmalıdır.

Ödemenin, ihlalin değerlendirilmesinden sonra 3 gün içinde yukarıdaki adrese postayla gönderilmesi veya elden ulaştırılması gerekir.

Lütfen bu bildirimi de ödenemizle birlikte iade edin. Teşekkür ederiz.

BKK İhlal No.

İhlal Tarihi:

FIGURE 0-1-25 Prepared English/Turkish Letter of Instruction
Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:

FIGURE 0-1-26  Prepared English/Urdu Letter of Instruction
Appendix O: APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty

Usage Note

FIGURE O-1-27 Prepared English/Vietnamese Letter of Instruction

Guidelines for Payment of Civil Penalties

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

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

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

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

The cashier’s check or money order must be drawn on a U.S. bank.

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

Please return this notice with your payment. Thank you.

PPQ Violation #

Date of Violation:
Introduction

Use this glossary to find the meaning of specialized words, abbreviations, acronyms, and terms used in regulating plants, plant products, animal products, and animal by-products. When applicable, the meaning includes the plant or animal product or section with which the word is associated. To locate where in the manual a given plant product, plant by-product, animal product, or animal by-product is mentioned, use the index.

Definitions—Terms and Abbreviations

**Actual time of arrival (ATA)**—For aircraft, the time wheel blocks are placed in front of and behind the front wheels. The time noted on the Customs General Declaration. Also known as block time.

**Affiliated island**—Island associated with the United States but not fully integrated as a State; includes Freely Associated States (like the Federated States of Micronesia), Territories (like Guam), Commonwealths (like Puerto Rico), Trust Territories (like Palau), and uninhabited islands.

**Air taxi**—Small aircraft that makes short, local flights to areas not serviced by regular airlines.

**Anchorage**—Location generally within a protected area such as a bay, harbor, mole, or river where vessels are secured from movement by means of an anchor.

**Animal contamination**—Something that comes in contact or association with animal secretion.

**Block time**—For aircraft, the time wheel blocks are placed in front of and behind the front wheels. The time noted on Customs General Declaration. Also known as the actual time of arrival.

**Carrier**—Airplane, barge, boat, bus, railroad car, ship, sea-land trailer, truck, or device that transports or conveys products, goods, or passengers. A carrier may also be a business, organization, or person that deals in the transport of passengers or goods.
Caution: Shipment Authorized—CBP safeguard applied to cargo shipments which enter at one port and are allowed to proceed to another port for CBP clearance.

CBP-APTL—Customs and Border Protection, Agriculture Programs and Trade Liaison.

CBP-AS—Customs and Border Protection, Agriculture Specialist.


Civil penalty—A monetary penalty assessed in all types of actions other than criminal proceedings.

Coastwise arrival—Any vessel arriving from a foreign port via a U.S. port, including Hawaii, Puerto Rico, U.S. Virgin Islands, and Alaska. (Vessels in the St. Lawrence Seaway will be considered coastwise if they are arriving from another U.S. port direct or via a Canadian port. Vessels arriving from U.S. mainland ports via Canadian ports are considered coastwise.)

Commercial carrier—Vessel or aircraft which carries cargo or passengers for a fee. For aircraft, the term “commercial” covers both scheduled and unscheduled (charter) aircraft.

Compliance agreement—Written understanding in which a party agrees to follow PPQ procedures.

Consumption Entry (CE)—Customs entry classification which allows immediate movement of the merchandise into the commerce of the United States, and is documented either on a Customs Form 3461 or a Customs Form 7501.

Contraband—Goods prohibited by law from being imported.

Customs transit air cargo manifest (TACM)—Customs special procedure which allows air cargo to move in-transit through or from the United States to another port without delay or special documentation.

Decatering—Process of removing all garbage from an aircraft including all meats, meal scraps, galley refuse, and quarters refuse.

Deferred ship—Category of vessel that does not require boarding on arrival.
**Diplomatic immunity**—Freedom from arrest, taxation, payment of Customs charges, and submission to police regulations, usually accorded by international law to diplomatic agents, their families, and servants.

**Direct Exportation (DE)**—Customs entry classification for prompt export at the port of arrival. Also referred to as Immediate Exportation (IE).

**Document**—Includes writings, drawings, charts, graphs, tables, correspondence, records, notes, film, photographs, audio or videotapes, and any representation of documents stored on a computer, disk, diskette, CD-ROM, magnetic or electronic tape or any other means of electronic storage.

**Domestic arrival**—Aircraft and ships traveling from U.S. possessions and Hawaii, Puerto Rico, St. Croix, and St. Thomas destined to the U.S. mainland and vice versa.

**Dunnage**—Loose packing material, generally wood, protecting a ship’s cargo from damage during transport.

**Emergency/One–Time Action**—Regulatory action taken to eliminate or safeguard an infestation of agricultural pests.

**Entry**—Presenting the information to Customs on imported goods as required by law.

**Estimated time of arrival (ETA)**—Anticipated arrival time for a carrier which is provided by the owner, operator, representative, agent, or airline.

**Exhibit**—Document, signed statement, photograph, or physical object (like a broken seal or napkin printed with an airline’s name) submitted with the Report of Violation for use as evidence.

**Exhibition entry**—Plant material entered for exhibition only (such as a trade fair or horticultural gatherings).

**Far East Russian port**—Range of maritime ports on the far east coast of the Commonwealth of Independent States (formerly U.S.S.R.) from Posyet to Nikolayevsk. Three ports from this area have been on itineraries of ships which were found infested with Asian gypsy moth in Canada. Canada has established that ships arriving from Vladivostok, Nakhodka, and Vostochnyy are high risk. The following is a listing compiled from the *National Geographic’s Atlas of the World* and *Lloyd’s Maritime Guide*: Amgu, Artem, Datta, De Kasti, Dunay, Grossevichi, Innokent’evskiy, Kamenka, Kasti, Koppi, Kuznetsovo, Lazarev, Maksimovka, Nakhodka, Nel’ma, Nikolayevsk, Ol’ga, Plastun,

**Federal Inspection Service (FIS)**—Term which refers collectively to the inspections provided by PPQ, Customs, Immigration, and Public Health at U.S. ports of entry.

**Fish and Wildlife Service (FWS)**—Agency within the Department of the Interior which is responsible for promulgating endangered species regulations and has an interest in all imported flora and fauna and their products.

**Fleshy botanical fruit**—fruit with a succulent pericarp that would support fruit flies (such as berries, cactus fruits, citrus, cucurbits, durian, mangoes, papayas, pineapple, pomes, stone fruit, etc.)

**Food and Drug Administration (FDA)**—Agency within the Department of Health and Human Services responsible for maintaining purity in both foods and drugs.

**Food Safety and Inspection Service (FSIS)**—Agency within the Department of Agriculture which has the responsibility to provide safe, wholesome, unadulterated meat, meat products, and egg products for human consumption.

**Foreign arrival**—Any carrier arriving direct from a foreign port. Vessels arriving from foreign ports via Canadian ports are considered foreign arrivals. Consider vessels passing through the Panama Canal as a foreign arrival.

**Foreign Trade Zone (FTZ)**—Customs duty-free zone where cargo may be stored, manipulated, manufactured, or altered without being entered into the commerce of the United States.

**Foreign Trade Zone Entry**—Type of Customs entry which allows merchandise to move to a foreign trade zone. (Remains under Customs custody until all requirements of Federal agencies have been met.)

**Garbage**—All waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material aboard any means of conveyance and includes food scraps, table refuse, galley refuse, food wrappers or packaging materials, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on vessels, aircraft, or other means of conveyances.
Glossary
Definitions—Terms and Abbreviations

Garbage safeguarding violation—Any infraction of the regulations restricting the handling, storage, and disposal of foreign garbage.

IES Investigator—APHIS Investigative and Enforcement Services investigators investigate violations of all APHIS regulations (PPQ, VS, and AC), prepare cases for prosecution and enforce compliance with the regulations.

IES Staff Headquarters—The headquarters for investigators, which coordinates with Headquarters program staffs and with the Office of the General Counsel.

Immediate Exportation (IE)—Customs entry classification for cargo that is intended for prompt export at the port of arrival. Also referred to as Direct Exportation, D.E.

Immediate Transport Entry (IT)—Customs entry category which allows authorized movement of cargo under bond from the port where such entry is made to another port where final entry is made (usually consumption entry).

Imminent risk—As regards garbage, the violation of garbage regulations which pose a risk to the public health, interest, safety, or agriculture requiring immediate action.

In-bond—Transit of cargo under Customs bond and generally referred to as in-transit (IT) entry.

Inspected and released—Term used within PPQ to confirm that the cargo was inspected, met all entry requirements, and was released.

Instream boarding—Boarding of vessels at anchorage.

Jacob's ladder—Rope or chain ladder with rigid rungs.

Landfill—An area approved for garbage disposal by deep burial, six feet or more.

Lay-up—Vessels removed from active service until business conditions improve, usually for an unknown duration and retaining a skeleton crew.

MARPOL—An acronym for the International Convention for the Prevention of Pollution from Ships. The MARPOL agreement has been ratified by some 90 nations, including the U.S. and most other maritime nations of the world. MARPOL governs almost all aspects of potential marine pollution including oil, chemicals, garbage, and
sewage, and mandates proper disposal and/or discharge. The conventions includes regulations aimed at preventing and minimizing pollution (both accidental and from routine operations) from ships.

**Mole**—Massive stone wall used as a breakwater or to enclose an anchorage or harbor.

**Monitoring**—Observation (aboard or from ashore) sufficient to assess a ship’s compliance with garbage regulations, an establishment’s compliance with regulations, or a compliance agreement.

**Naked cane**—Slender, jointed stem having buds but free from leaves, shoots, and roots. Examples include dracaena, yucca, aralia, dieffenbachia, and schefflera.

**Nonimminent risk**—Violation of garbage regulations which pose a risk to public health, interest, or safety, but do not require immediate action, e.g., holding garbage too long at a catering facility before disposal.

**OGC**—Office of the General Counsel attorneys prosecute violation cases for APHIS and give legal advice to the programs (PPQ, VS, and AC).

**Partial clearance**—Status designating that all the clearance requirements have not been met at the first airport of arrival, allowing an aircraft to proceed to another airport for completion of clearance procedures.

**Permit**—Oral or written permission to import regulated agricultural material.

**Pet bird**—Any bird (except poultry) intended for the pleasure of its owner and not for resale. Poultry, even if kept as pets, are brought into the United States and quarantined under different rules. USDA defines poultry as including chickens, turkeys, pheasants, partridges, ducks, geese, swans, quail, peafowl, and similar avian species.

**Preclearance**—Clearance by PPQ or CBP personnel or cooperators of cargo prior to departure.

**Predeparture**—Clearance by PPQ or CBP personnel or cooperators of passengers prior to departure.

**Private aircraft**—Any civilian aircraft not being used to transport persons or property for compensation or hire. (Travel club aircraft are not considered private aircraft.)
**Progressive clearance**—Type of partial clearance where passengers are proceeding to another airport for clearance.

**Purge**—To rid of garbage or stores that might introduce foreign animal diseases or plant pests.

**Refuse entry**—Term used for all prohibited products and products rejected because of infection or infestation which cannot be treated. Importers will be given the option to abandon or reexport.

**Residue cargo**—Cargo to be left aboard the carrier to be unladen at another U.S. port or **not** unladen.

**Safeguard**—Procedure for handling, maintaining, or disposing of prohibited or restricted products or articles subject to safeguard regulation, to eliminate the risk of agricultural pest dissemination or animal disease which the prohibited or restricted products and articles may present.

**Safeguarding**—Preventative action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest disease dissemination.

**Sanitizer**—Agent that frees from infection by destroying harmful microorganisms; especially for use in connection with food.


**Sealing**—Applying various closures or fastenings (as on a door, container, or railway car) that cannot be opened without rupture, and that serve as a check against tampering or unauthorized opening.

**Service**—When a legal document is delivered by an authorized person to a person or party, who is then officially notified of an action or step that they are commanded to take (in this case, to produce documents).

**SITC**—Safeguarding, Intervention and Trade Compliance Officers are PPQ Officers who concentrate on smuggling and related issues. They work closely with IES Investigators.

**Special manifest**—Allows shipment to move to a CBP designated destination under a carrier’s bond until received by the person or agency at destination. No diversion or change of entry can be made without PPQ concurrence.

**Subpoena duces tecum**—A command to a witness to produce documents.
Transit permit—Written authorization to allow material that is either prohibited or requires treatment to transit the United States for export. The conditions and restrictions for movement in the United States are contained in the permit.

Transportation and Exportation (T&E)—Category of Customs entry that authorizes the in–bond transport of material from the port of arrival to another port for export from the United States.

Treated and released—Material that was treated (either as a condition of entry or as the result of pest findings), met all other import requirements, and was released.

USDA approved airport—Airport which has facilities and procedures approved by the U.S. Department of Agriculture, Plant Protection and Quarantine to handle and dispose of garbage and galley refuse from international flights.

USDA approved military bases—U.S. military base that has facilities and procedures approved by the U.S. Department of Agriculture, Plant Protection and Quarantine to handle and dispose of regulated garbage.

U.S. Public Health Service (Public Health)—Agency within the Department of Health and Human Services which is responsible for preventing the entry of diseases which pose a threat to humans.

Vessel Supplies Immediate Export (VSIE)—Supplies imported as cargo for transfer to another vessel for use as stores.

Veterinary Services (VS)—Part of the U.S. Department of Agriculture, Animal Plant Health Inspection Service, which regulates the commerce of animals, poultry, and their by–products, both within the United States and for import/export.
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