

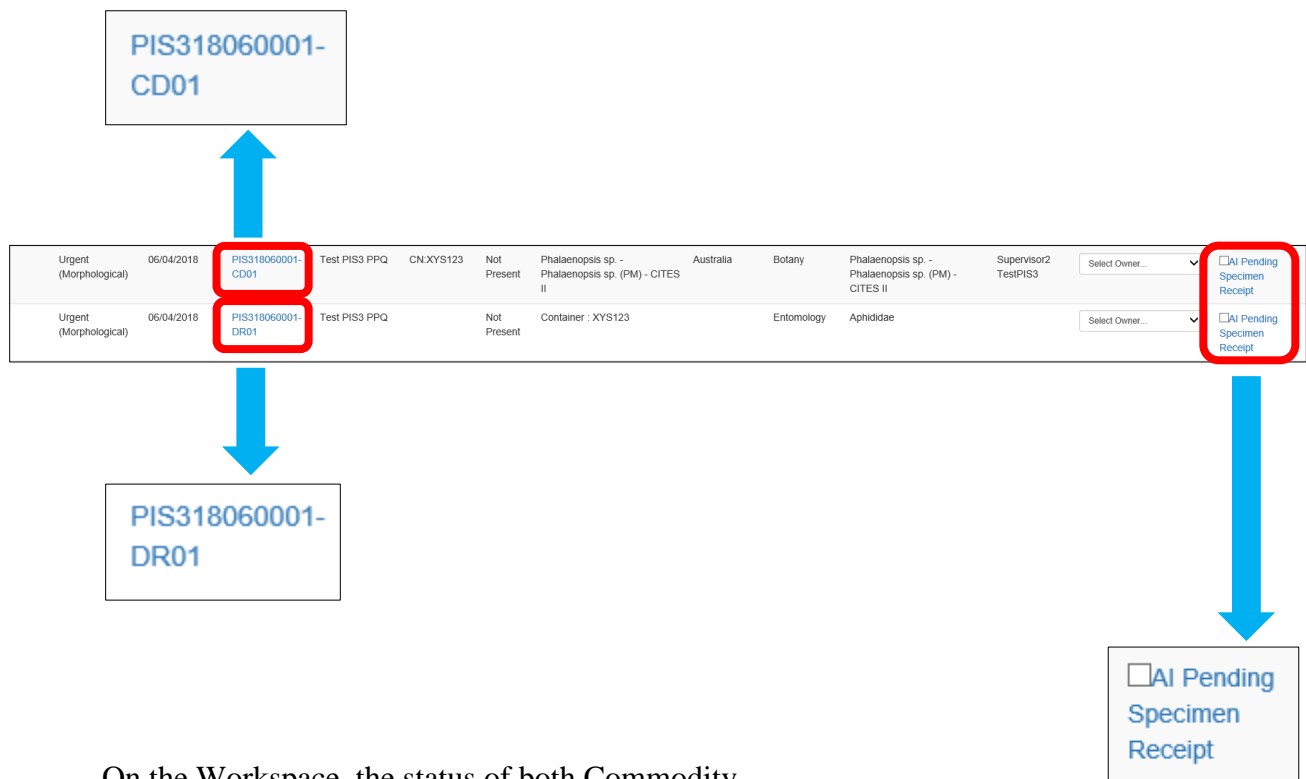
Area Identifier: Commodity Determination

In ARM, Commodity Determinations are used to request identification of commodities. ARM always routes Commodity Determinations to botanists.

As an Area Identifier, when you log into your Workspace, you will see the Commodity Determinations that have been submitted to your PIS in the “Diagnostic” section at the top of your screen.

How to Recognize a Commodity Determination

Commodity Determinations can be recognized by the suffix number “CD.” Diagnostic Requests, on the other hand, are appended with suffixes that start with “DR.”



On the Workspace, the status of both Commodity Determinations and Diagnostic Requests is listed using the same terminology, as the example to the right shows.

How to Acknowledge a Commodity Determination

In ARM, letting the person who submitted a Commodity Determination know that it has been received is called “Acknowledging Receipt.” When you are prepared to complete the determination, you will “Accept for ID” the Commodity Determination.

The far right “Status” column shows where the Commodity Determination lies in the identification/recommendation process. When a Commodity Determination first arrives for the Area Identifier, its status will read, “AI Pending Specimen Receipt.”



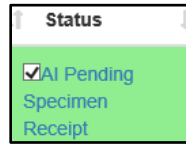
Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Inspector	Assigned To	Status
	Urgent (Morphological)	06/13/2018	PIS318040009-DR02	Test PIS3 PPQ	CN 2452345	Not Present	Agave arizonica - Agave arizonica (PM)	United States of America	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/13/2018	PIS318040010-DR01	Test PIS3 PPQ	Multiple	Not Present	Alocasia sp. - Alocasia sp. (PM)	Belize	Entomology	Lepidoptera	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/13/2018	PIS318050004-DR02	Test PIS3 PPQ	IN 051018	Present	Cuphea sp. - Cuphea sp. (PM)	Aruba	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/12/2018	PIS318060009-DR02	Test PIS3 PPQ	IN 061218	Present	Achillea sp. - Achillea sp. (PM)	Barbados	Entomology	Thripinae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/04/2018	PIS318060001-CD01	Test PIS3 PPQ	CN XYS123	Not Present	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Australia	Botany	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Supervisor2 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/04/2018	PIS318060001-DR01	Test PIS3 PPQ		Not Present	Container : XYS123		Entomology	Aphididae		Select Owner...	AI Pending Specimen Receipt

ARM allows you to acknowledge receipt and assign the Commodity Determination to the appropriate staff member without ever leaving the Workspace. Choose this path if you are not intending to accept the Commodity Determination for ID at the same time.

If you want to Accept the Commodity Determination for ID immediately, please go to the next section, [Accept for ID and Enter a Commodity Determination](#).

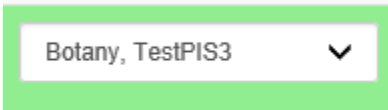
Click on the check box next to the Commodity Determination for which you would like to acknowledge receipt.

The row for this record will become highlighted green, as shown below:



Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Inspector	Assigned To	Status
Urgent (Morphological)		06/13/2018	PI3318040009-DR02	Test PIS3 PPQ	CN2452345	Not Present	Agave arizonica - Agave arizonica (PM)	United States of America	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/13/2018	PI3318040010-DR01	Test PIS3 PPQ	Multiple	Not Present	Albizia sp. - Albizia sp. (PM)	Belize	Entomology	Lepidoptera	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/13/2018	PI3318050004-DR02	Test PIS3 PPQ	IN 051018	Present	Cuphea sp. - Cuphea sp. (PM)	Aruba	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/12/2018	PI3318060009-DR02	Test PIS3 PPQ	IN 061218	Present	Achillea sp. - Achillea sp. (PM)	Barbados	Entomology	Thripinae	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/04/2018	PI3318060001-DR01	Test PIS3 PPQ	CNXXYS123	Not Present	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Australia	Botany	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Supervisor2 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> Pending Specimen Receipt

If desired, you can assign the Commodity Determination to a botanist by clicking on in the “Assign to” field to display drop-down menu of personnel and roles.

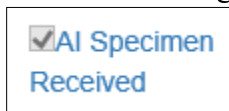


Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Inspector	Assigned To	Status
Urgent (Morphological)		06/13/2018	PI3318040009-DR02	Test PIS3 PPQ	CN2452345	Not Present	Agave arizonica - Agave arizonica (PM)	United States of America	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/13/2018	PI3318040010-DR01	Test PIS3 PPQ	Multiple	Not Present	Albizia sp. - Albizia sp. (PM)	Belize	Entomology	Lepidoptera	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/13/2018	PI3318050004-DR02	Test PIS3 PPQ	IN 051018	Present	Cuphea sp. - Cuphea sp. (PM)	Aruba	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/12/2018	PI3318060009-DR02	Test PIS3 PPQ	IN 061218	Present	Achillea sp. - Achillea sp. (PM)	Barbados	Entomology	Thripinae	Inspector1 TestPIS3	Select Owner...	<input type="checkbox"/> Pending Specimen Receipt
Urgent (Morphological)		06/04/2018	PI3318060001-DR01	Test PIS3 PPQ	CNXXYS123	Not Present	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Australia	Botany	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Supervisor2 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> Pending Specimen Receipt

Acknowledge Receipt

Click the “Acknowledge Receipt” button in the upper right corner to acknowledge receipt of this Commodity Determination without needing to go to the Determination Information page.

Once acknowledged, the Commodity Determination’s status will now read:



Accept for ID and Enter a Commodity Determination

To accept a Commodity Determination for ID, click on the link in the DR ID column or on either of the following links in the Status column:

AI Pending Specimen Receipt

AI Specimen Received

Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Inspector	Assigned To	Status
	Urgent (Morphological)	06/13/2018	PIS318040009-DR02	Test PIS3 PPQ	CN 2452345	Not Present	Agave arizonica - Agave arizonica (PM)	United States of America	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/13/2018	PIS318040010-DR01	Test PIS3 PPQ	Multiple	Not Present	Alocasia sp. - Alocasia sp. (PM)	Belize	Entomology	Lepidoptera	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/13/2018	PIS318050004-DR02	Test PIS3 PPQ	IN 051018	Present	Cuphea sp. - Cuphea sp. (PM)	Aruba	Entomology	Aphididae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/12/2018	PIS318060009-DR02	Test PIS3 PPQ	IN 061218	Present	Achillea sp. - Achillea sp. (PM)	Barbados	Entomology	Thripinae	Inspector1 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/04/2018	PIS318060001-CD01	Test PIS3 PPQ	CN XY5123	Not Present	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Australia	Botany	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Supervisor2 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	06/04/2018	PIS318060001-DR01	Test PIS3 PPQ		Not Present	Container : XY5123		Entomology	Aphididae		Select Owner...	AI Pending Specimen Receipt

You will be sent to the Determination Information page.

Click on “Accept for ID,” which will automatically click the “Acknowledge Receipt” box as well.

Acknowledge Receipt * **Accept for ID ***

Determination Information

DR ID: PIS318060001-DR01

Inspection Location: Test PIS3 PPQ
 Current Location: Test PIS3 PPQ
 Assigned to: [Select...]

Inspection Date: 06/04/2018
 DR Status: AI Pending Specimen Receipt
 Multi Tests Present: [Select...]

Determination

Identification *
 Aphididae

ID Type *
 [Select...]

Method *
 Morphological

Diagnostic Routing Type *
 Morphological

Host Information

WPM Present No
 DR Remarks:
 1 Commodity: Container : XY5123
 Origin:
 Destination:
 Host Prevalence: Outside - Unassociated
 Host Part:

When you have accepted the Commodity Determination, the fields will turn white, enabling you to review and make changes:

After acceptance and at any time during your examination, you can save this page and return to it later by clicking the **Save** button in the lower right corner of the screen:

New “In Progress” Workspace Status

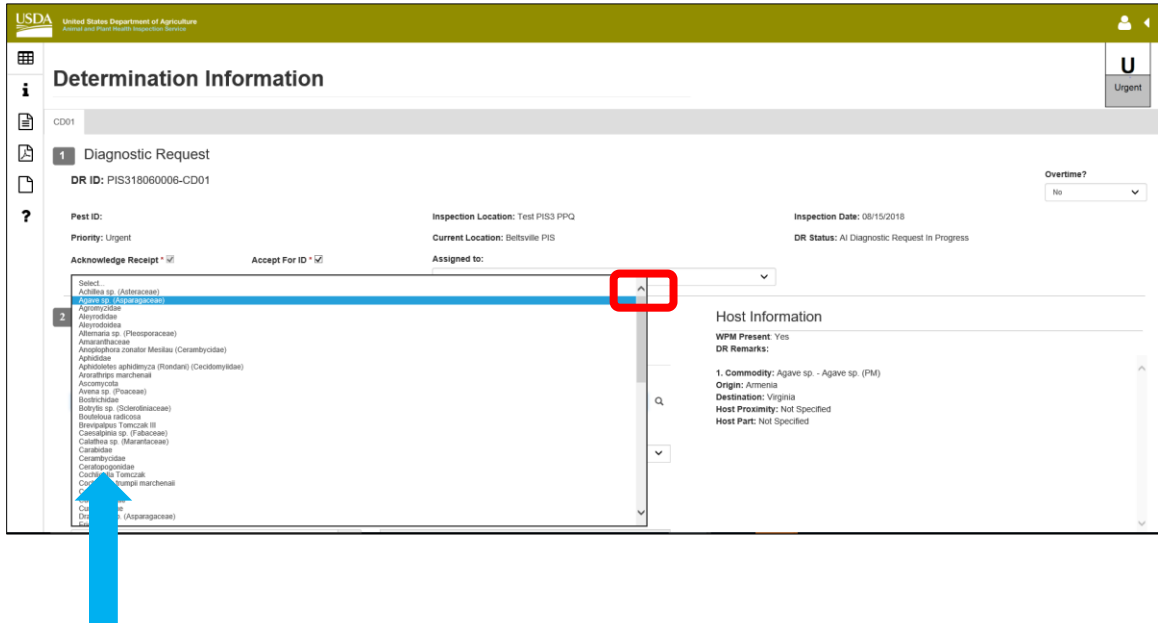
On the Workspace, Commodity Determination status will change. The status will read, “AI Diagnostic Request in Progress:

AI Diagnostic Request In Progress

Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Inspector	Assigned To	Status
	Urgent (Morphological)	02/28/2018	PIS318040046-DR05	Test PIS3 PPQ		Not Present	Multiple	Bangladesh	Botany	Achillea sp. - Achillea sp. (PM)	Inspector1 TestPIS3	Entomology, TestPIS3	AI Diagnostic Request In Progress
	Urgent (Morphological)	03/21/2018	PIS318030010-DR06	Test PIS3 PPQ	SB 123-1234	Not Present	Agave sp. - Agave sp. (PM)	Australia	Plant Pathology	Phytophthora amica Ellis & Everh. (Botryosphaeraceae)	Supervisor2 TestPIS3	Select Owner...	AI Diagnostic Request In Progress
	Urgent (Morphological)	03/22/2018	PIS318030011-DR04	Test PIS3 PPQ	CN.XY2123	Not Present	Multiple	Argentina	Botany	Spathodea sp. (Bignoniaceae)	Supervisor2 TestPIS3	Select Owner...	AI Pending Specimen Receipt
	Urgent (Morphological)	03/22/2018	PIS318030011-DR01	Test PIS3 PPQ	CN.XY2123	Not Present	Gaura lindheimeri - Gaura lindheimeri (PM) [Gaura sp. - Gaura sp. (PM)]	Argentina	Entomology	Aphididae	Supervisor2 TestPIS3	Select Owner...	AI Diagnostic Request In Progress

When you have completed your examination, you will enter your identification/determination on this screen.


Click on  to display drop-down menu of the plants and pests in your personal database and select the commodity.



Commodity not on your list? Learn to add commodities to your ID list in the [Adding to your Determination list](#) section.

Recording ID Type and Method

When you are recording an identification, ARM will ask you to specify authority. The authority types in ARM relate to who handles the Quarantine Recommendation and how the Diagnostic Request will be routed – whether it needs to be escalated beyond the local Plant Inspection Station. For guidance ID Types, see the ARM [ID Types](#) user guide.

NOTE: The  button will appear in the lower right corner when the ID Type field has been filled in – but you still must make sure you have completed all the required fields to actually be able to submit the Commodity Determination.

The screenshot shows a web form for AI Commodity Determination. At the top right, there are 'Save' and 'Submit' buttons. A blue arrow points from the 'Submit' button down to the 'Method' field. The 'Method' field is a dropdown menu currently showing 'Morphological'. Other fields include 'ID Type' (Tentative - Route to AI), 'Route To AI' (Test PIS3 PPQ), 'Date Determined' (07/10/2018), 'Determined By' (Supervisor2, TestPIS3), and 'Specimen Image' section with a 'Browse' button. On the right side, there is 'Identification Information' and 'Pest Information' sections.

Method

The “Method” field is where you indicate method of identification.

A close-up of the 'Method' field. The label 'Method *' is in bold. The dropdown menu is open, showing 'Morphological' as the selected option. A small downward arrow is visible on the right side of the dropdown box.

Method field default view

Click on ▼ to display drop-down menu. Make the appropriate selection.

This screenshot shows the 'Method' dropdown menu open. The menu items are 'Select...', 'Digital Imagery', 'Molecular', and 'Morphological'. A blue arrow points from the 'Morphological' option in the dropdown menu up to the 'Method' field in the main form. The main form shows the 'Determination' field set to 'Agave sp. (Asparagaceae)' and the 'Method' field set to 'Morphological'.

Diagnostic Routing Type

Diagnostic Routing Type is a required field. Diagnostic Routing Type has two values: “Digital Imagery” and “Morphological.”

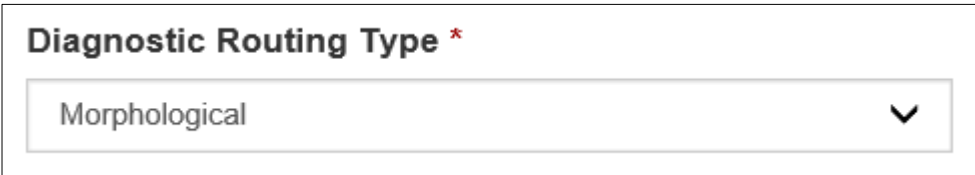
For some pest groups, the Tentative Digital Urgent Commodity Determinations/Diagnostic Requests in which Digital Imagery Routing has been indicated will route to a different National Specialist location than if the physical specimen is being sent for morphological identification.

Diagnostic Routing Type has two values: "Digital Imagery" and "Morphological." When the Area Identifier uploads images and uses Digital Imagery for the routing, an email is automatically sent to the appropriate National Specialist; the Area Identifier submitting the Commodity Determination will be copied on the email. If the National Specialist cannot make a determination using the images, they can request the physical specimen in ARM, which reroutes the Commodity Determination back to the Area Identifier workspace.

When the Area Identifier uploads images and uses Digital Imagery for the routing, the commodity determination is considered closed by ARM and an email is automatically sent to the appropriate National Specialist; the Area Identifier submitting the request will be copied on the email.

NOTE: During the digital routing process, the Commodity Determination leaves the Area Identifier’s active view when it is sent to the National Specialist. Because the Commodity Determination has been completed by the Area Identifier, it is moved to the Area Identifier’s completed view.

But if the National Specialist requests a physical specimen, the Commodity Determination reappears as “active” in the Area Identifier’s workspace with a status of “AI Diagnostic Request in Progress.”



Diagnostic Routing Type *

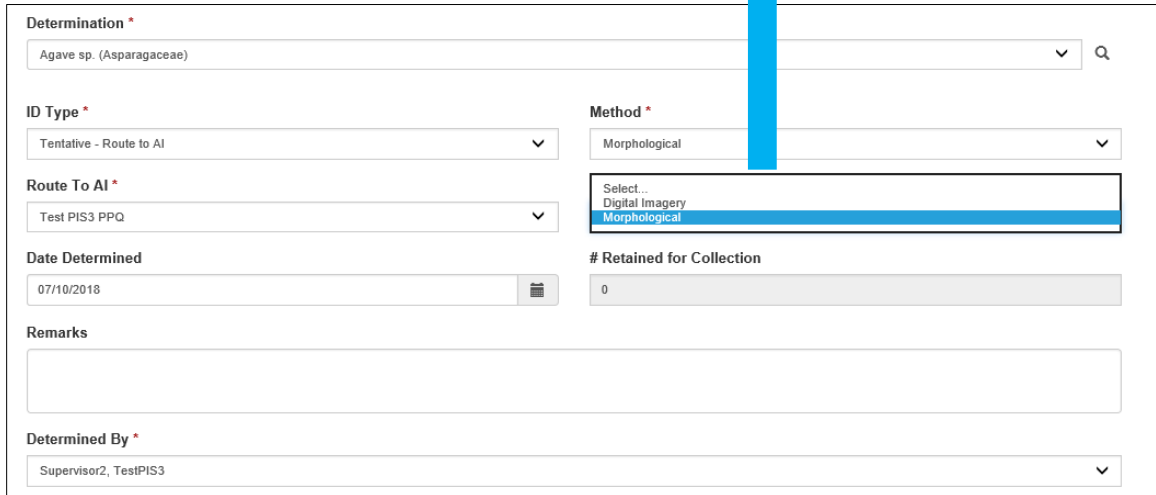
Morphological

Diagnostic Routing Type Field Default View

Click on  to display drop-down menu. Make the appropriate selection.



Diagnostic Routing Type Field Expanded Drop-down Menu

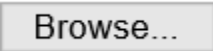


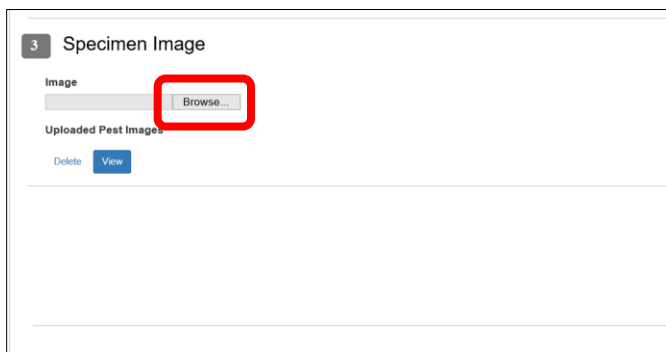
When you have completed filling in the fields, click on



Upload an image

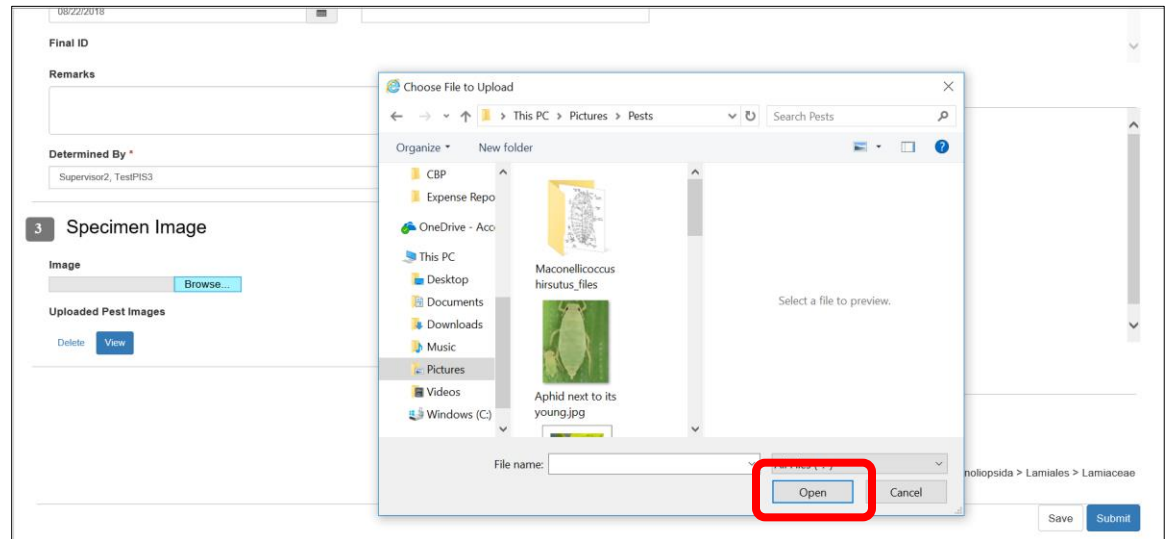
ARM allows you to upload one or more specimen images.


Go to the “Specimen Image” section at the bottom of the screen and click on the  button.



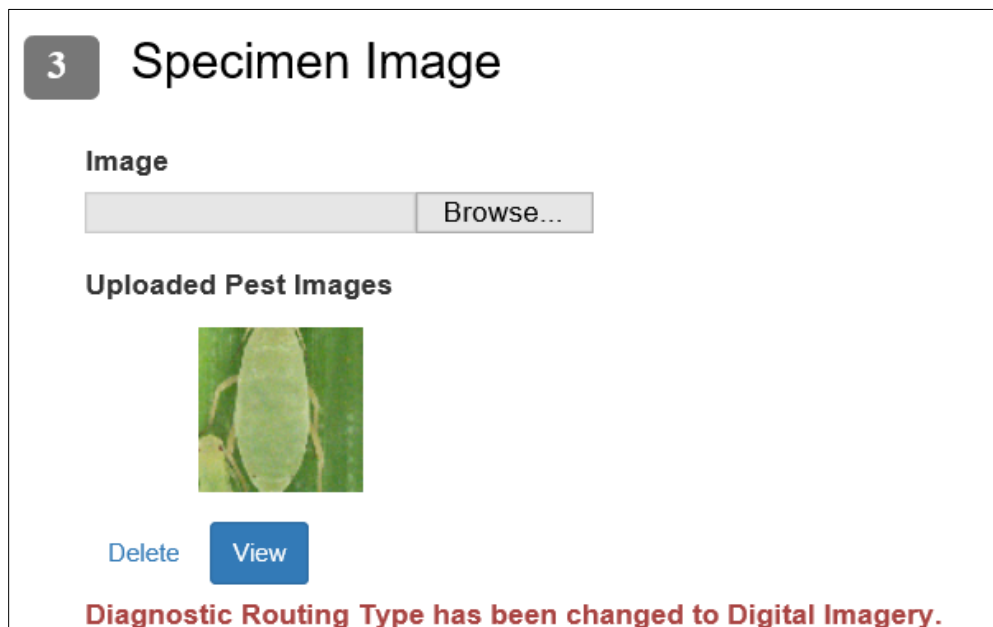
You can now generate a display of your stored images.

Select the image you would like to upload. You will be able to select only one image at a time so if you have multiple images you will need to repeat this process.

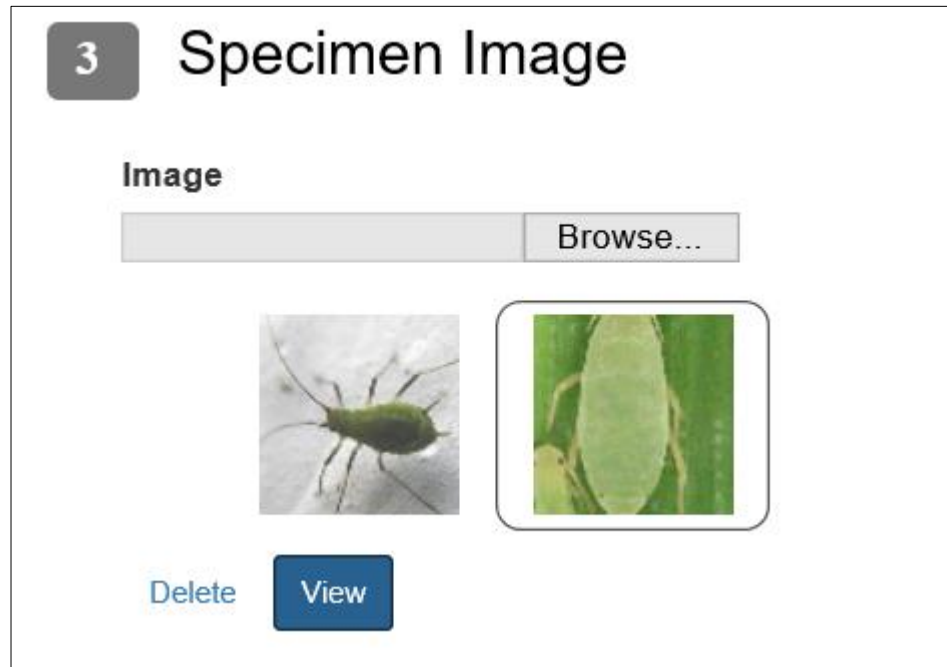


Click on the  **button.**

Your file will be uploaded and a thumbnail image appear on the screen. ARM will automatically change the routing type to digital to align with the inclusion of digital images in the shipment.



To view the image, select the image, then click the  button.



The full, enlarged image will appear in a separate window:



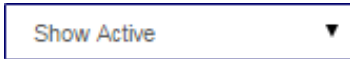
On the Workspace


When a diagnostic request or commodity determination is accompanied by a digital image, a digital image icon will appear at the far left of the record, as shown below:

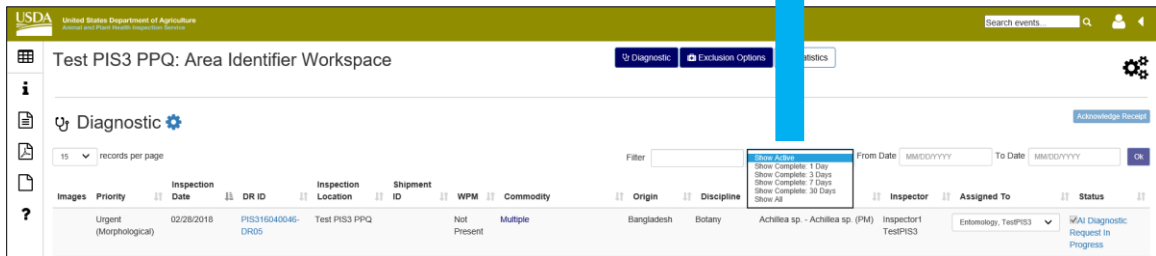
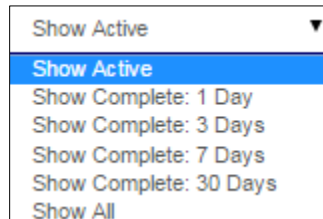


Viewing Commodity Determination Status on the Workspace

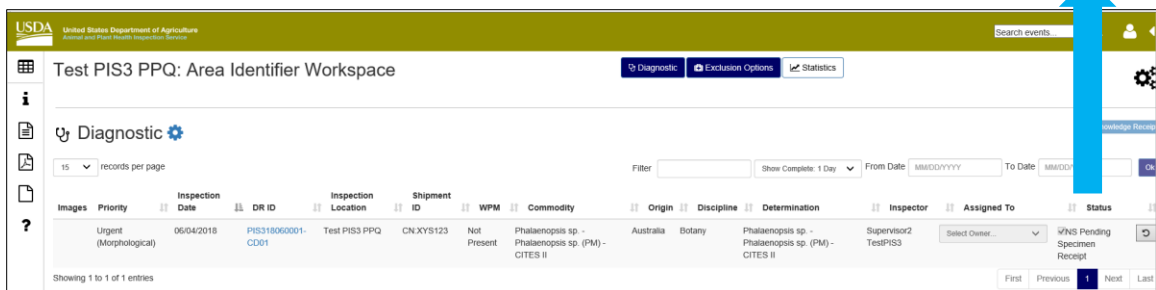
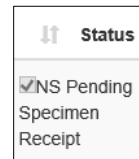
When the Commodity Determination has been completed, the status will be recorded on the workspace – but ARM defaults to display only active Commodity Determinations and Diagnostic Requests so you will not immediately see it.



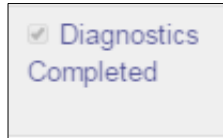
Click on  to display drop-down menu. Make the appropriate selection to display to the completed Commodity Determination(s) you are seeking. You can narrow your choices by timeframe in which completion took place.



In this case, the Commodity Determination was submitted to the National Specialist, as the status below shows:



Diagnostics Completed



When a Commodity Determination has been submitted with these Final ID types, the Workspace status will display as “Diagnostics Completed.”

- Earned –Final
- Conferred – Final
- Provisional – Final

NS Pending Specimen Receipt



When a Commodity Determination has been submitted with these ID types, the Workspace status will display as “NS Pending Specimen Receipt.”

- Tentative – Route to NS
- Conferred – Regulatory ID
- Conferred – Continuity of Operations

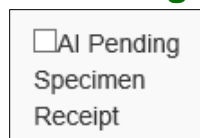
AI Diagnostic Request in Progress



When a Commodity Determination has been submitted with these ID types, the Workspace status will display as “AI Diagnostic Request in Progress.”

- Tentative – Route to AI
- Pursuing Provisional

AI Pending Specimen Receipt

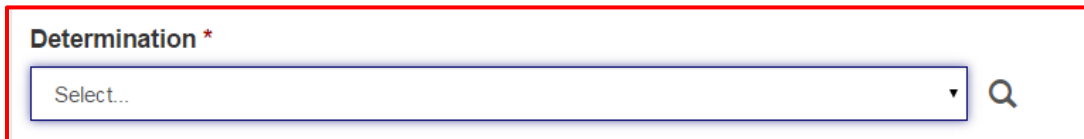


When a Commodity Determination has been submitted with the “Tentative – Route to AI” ID types, the Workspace status will display as “AI Pending Specimen Receipt.”

Adding to your Determination list

If the commodity you are looking for does not appear in the drop-down menu, you can add it to the list. *Each time you add a commodity or pest, you will be building your permanent personal list, which will always be available to you.*

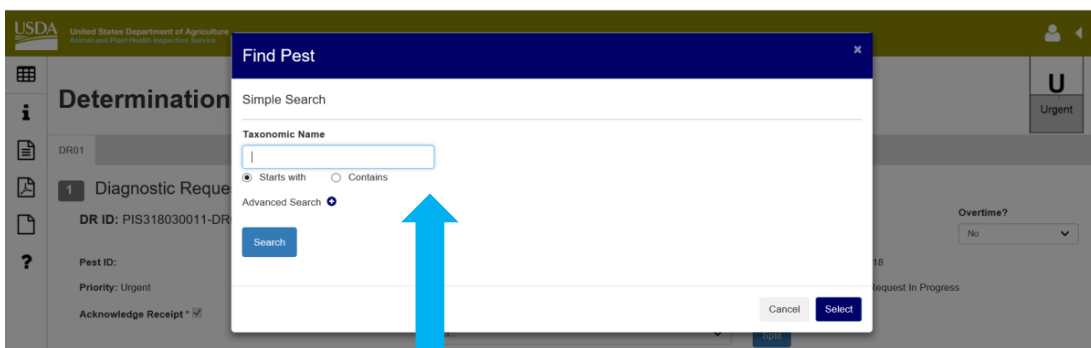
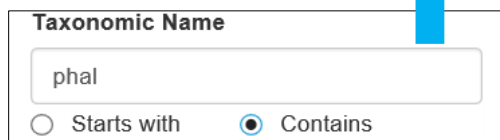
Click on the magnifying glass at right  , which generates the pop-up window shown below.



The image shows a red-bordered box containing a dropdown menu labeled "Determination *". The dropdown menu has a "Select..." placeholder and a small downward arrow on the right. To the right of the dropdown menu is a magnifying glass icon.

By Taxonomic Name

To find the commodity, type several letters into the Taxonomic Name field. ARM defaults to select names that start with those letters.

The image shows a close-up of the "Taxonomic Name" input field. The text "phal" is entered into the field. Below the field are two radio buttons: "Starts with" and "Contains". The "Contains" radio button is selected.

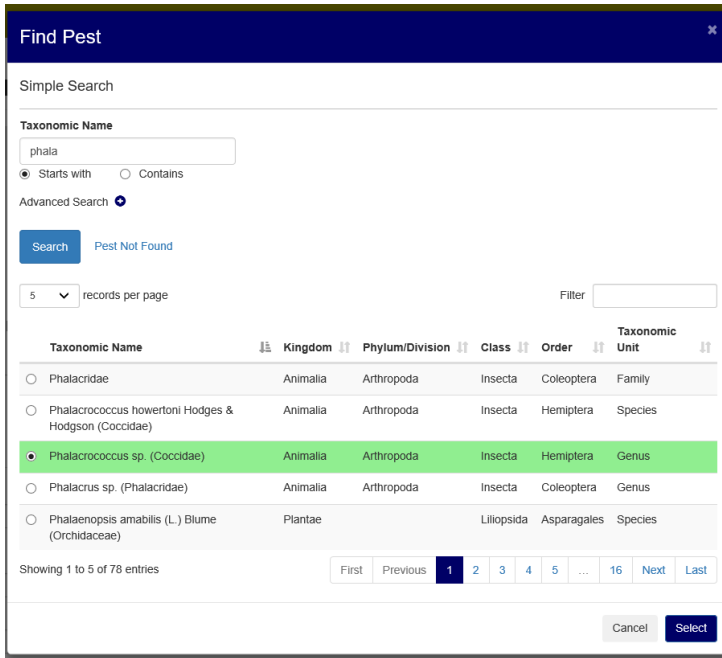
If you prefer, click on the “Contains” button to include names that contain those letters rather than start with them.

Then click the  button below.

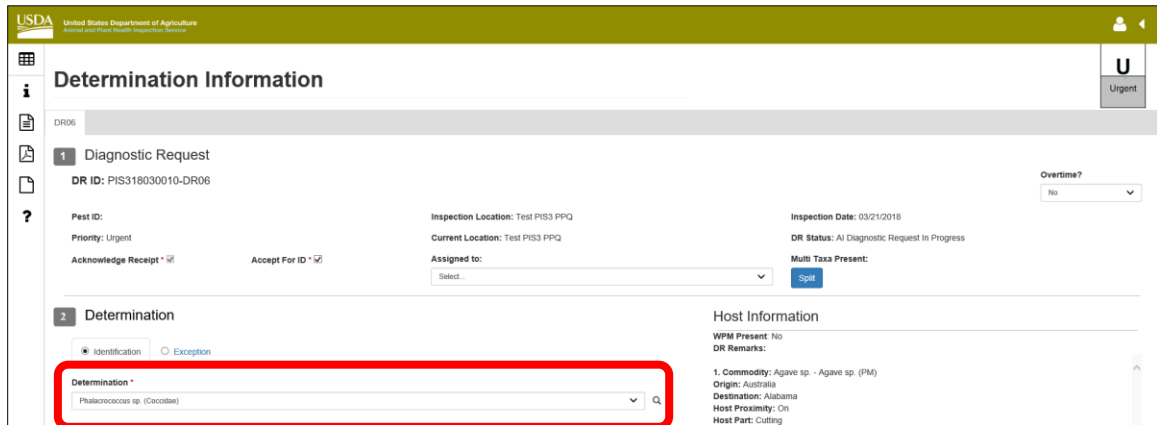
A list of taxonomic names will appear.

If you find the one you’re looking for, click on the row, which will turn green.

Click  .



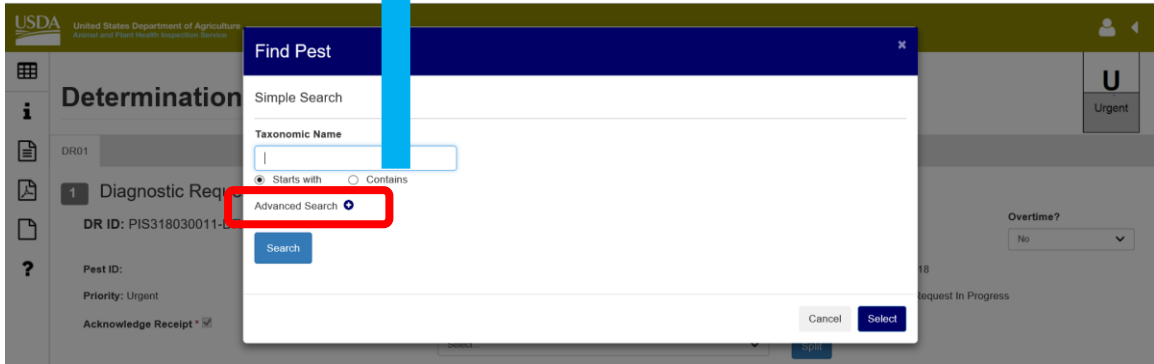
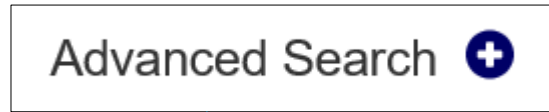
You will be sent back to the Determination Information screen, where you can now use the drop-down menu and the commodity you just added will display in the Determination field:




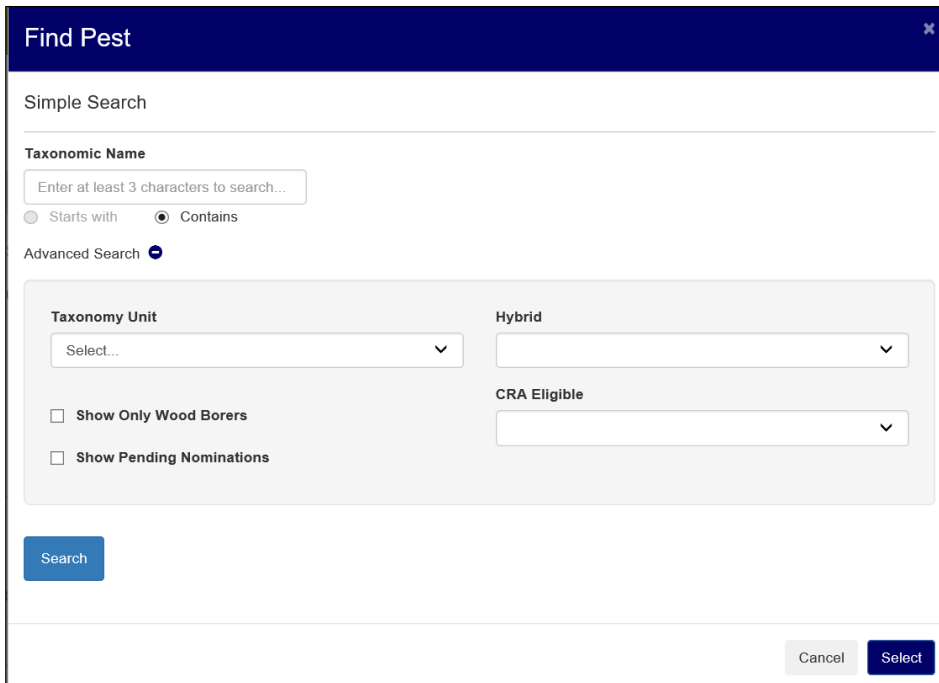
By Common Name – Advanced Search

You can also search by common name and other attributes through the Advanced Search function.

Click on  to display the Advanced Search fields.



Enter information in as many fields as known and click the  button. Follow the procedure described above for taxonomic name to find a common name.



When you have completed this procedure, you will be sent back to the Determination Information screen, where you the commodity you just added will display in the Determination field.