



Animal and
Plant Health
Inspection
Service

Plant
Protection and
Quarantine

Quarantine
Policy,
Analysis &
Support

September 2024

Agricultural Risk Management

Job Aid: Agriculture Quarantine Inspection Monitoring U.S. Customs and Border Protection Agriculture Specialists

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Under no circumstances should the contents be used or cited as authority for setting or sustaining a technical position.

Table of Contents

This document contains several job aids with detailed steps for U.S. Customs and Border Protection Agriculture Specialists (CBPAS) to use the Agricultural Risk Management (ARM) system to document Agriculture Quarantine Inspection Monitoring (AQIM) data for the following entry pathways:

- AQIM Air Passenger Baggage
- Air Preclearance Pathway
- AQIM Air Cargo
- AQIM Maritime Cargo
- AQIM Southern Border Cargo
- AQIM Northern Border Cargo
- AQIM Southern Border Vehicle
- AQIM Northern Border Vehicle
- AQIM Mail Facility

Also included are these helpful job aids for using ARM:

- Enter Data for an AQIM Diagnostic Request
- Navigating Common Fields in ARM CBPAS Workspace
- Search, Add, and Edit a Trade Party in ARM

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Additional help is available by:

- Calling the ARM Help Desk at 1-301-851-2252 (Monday-Friday, 8am-10pm EST)
- Emailing the ARM Help Desk at ARM-Helpdesk@USDA.gov, typing "ARM CBP AQIM" in the subject line.

AQIM Air Passenger Baggage Pathway

This job aid describes how to enter AQIM information into ARM for the Air Passenger Baggage Pathway. The following topics are included in the AQIM Air Passenger Baggage Pathway Job Aid:

1. Create a New Air Passenger Baggage AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Air Passenger Baggage AQIM Inspection


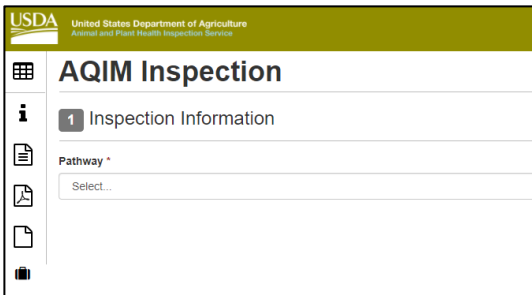
The AQIM Inspections Page is on the ARM CBP Main Workspace.

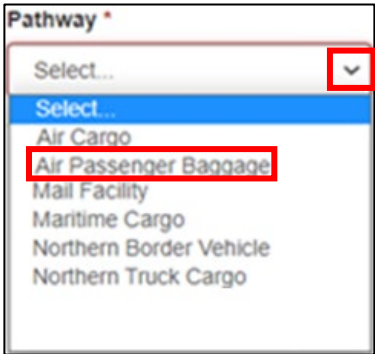
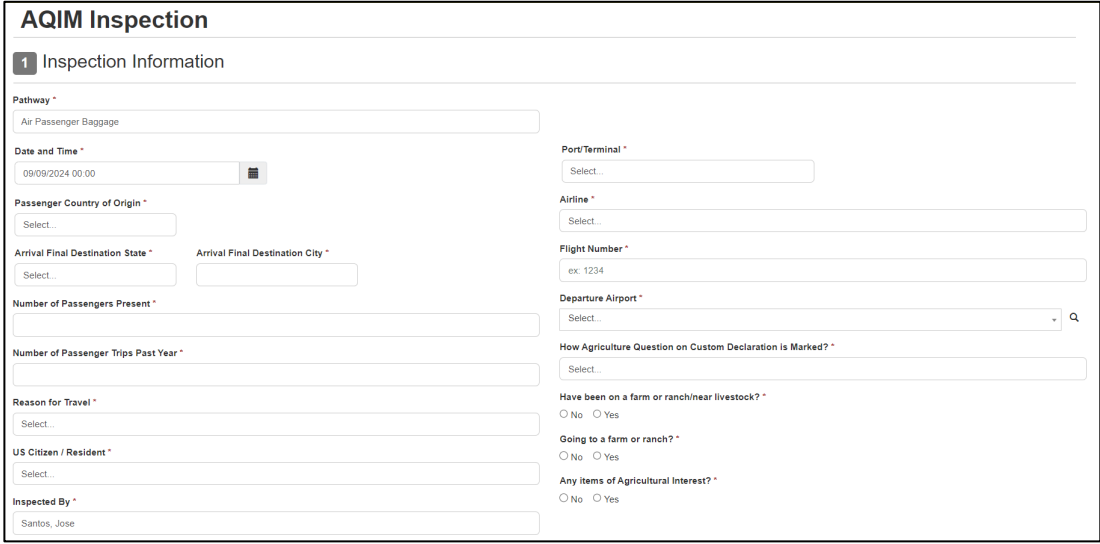
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |






ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.




Steps to create a new Air Passenger Baggage AQIM Inspection

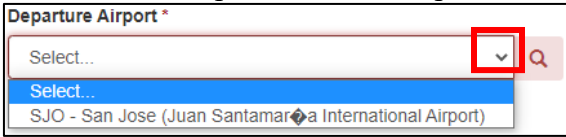
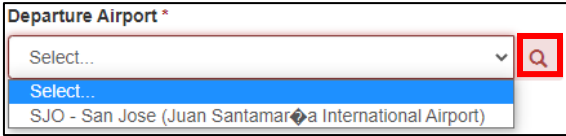
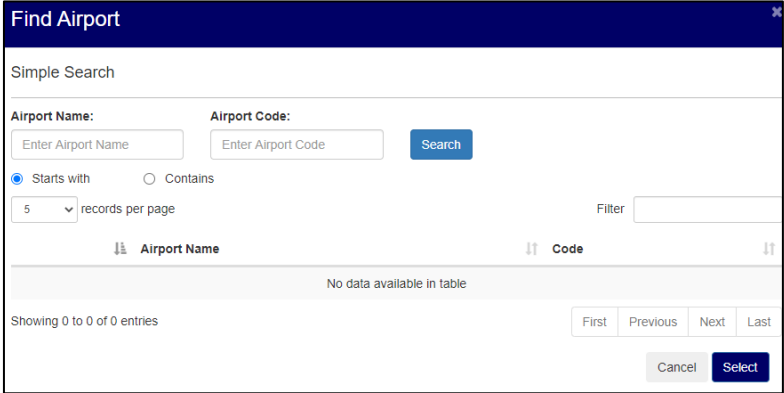


| STEP | ACTION |
|----------|--|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane.</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

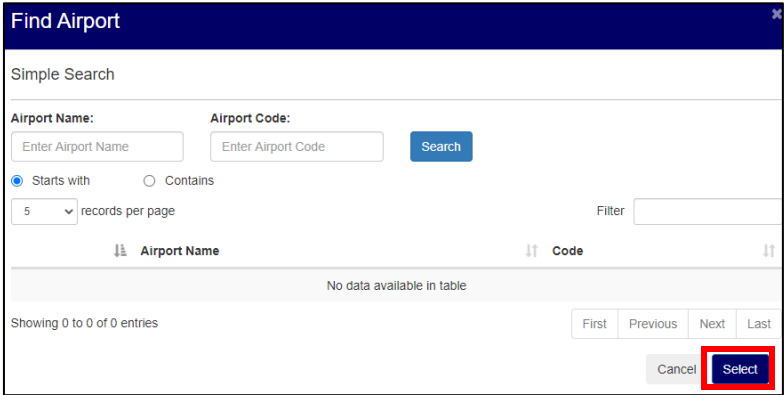

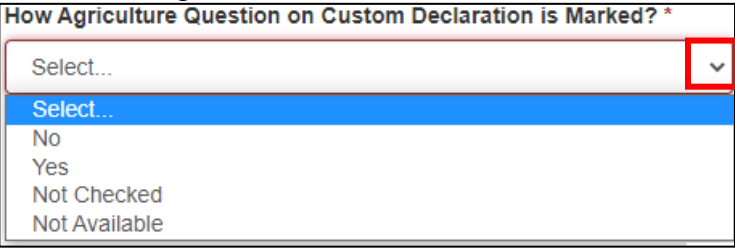
| STEP | ACTION | | | | | | |
|--|--|------------|--------------|---------------------------------------|---|--|---------------------|
| <p>2</p> | <p>Select the Air Passenger Baggage Pathway from the dropdown.</p>  <p>Note: ARM will redirect you to the Air Passenger Baggage page.</p>  | | | | | | |
| <p>3</p> | <table border="1"> <thead> <tr> <th data-bbox="240 1396 695 1438">IF:</th> <th data-bbox="695 1396 1507 1438">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1438 695 1669">Submitting a Diagnostic Request first</td> <td data-bbox="695 1438 1507 1669"> <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. </td> </tr> <tr> <td data-bbox="240 1669 695 1753"><u>Not</u> submitting a Diagnostic Request first</td> <td data-bbox="695 1669 1507 1753">Go to Step 4</td> </tr> </tbody> </table> | IF: | THEN: | Submitting a Diagnostic Request first | <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. | <u>Not</u> submitting a Diagnostic Request first | Go to Step 4 |
| IF: | THEN: | | | | | | |
| Submitting a Diagnostic Request first | <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. | | | | | | |
| <u>Not</u> submitting a Diagnostic Request first | Go to Step 4 | | | | | | |

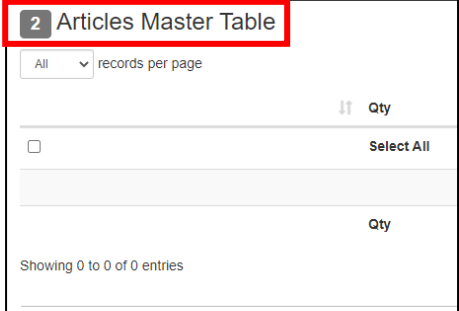
| <p>4</p> | <p>Type the date and time of the inspection.</p> <div data-bbox="240 233 748 346"> <p>Date and Time *</p> <input type="text" value="12/10/2020 00:00"/> </div> <p>OR</p> <p>Click on the Calendar icon and select the date and time.</p> <div data-bbox="240 485 651 972"> <p>Date and Time *</p> <input type="text" value="12/10/2020 00:00"/>  <div data-bbox="256 562 521 867"> <p>< Dec 2020 ></p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <div data-bbox="305 877 467 930"> <p>0 : 00</p> </div> <p>Clear Apply</p> </div> </div> | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------|---|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Click on Apply tab.</p> <div data-bbox="240 1062 362 1125"> <p>Apply</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select Passenger Country of Origin from the dropdown list.</p> <div data-bbox="240 1213 686 1339"> <p>Passenger Country of Origin *</p> <input type="text" value="Select..."/>  </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select Arrival Final Destination State from the dropdown list.</p> <div data-bbox="240 1423 651 1549"> <p>Arrival Final Destination State *</p> <input type="text" value="Select..."/>  </div> <p>Note: Select passenger's primary state of destination in the USA. If the passenger is in transit to a foreign country, select "In Transit" from the dropdown list.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8</p> | <p>Enter the full name of the Final Destination City.</p> <div data-bbox="240 1759 643 1875"> <p>Arrival Final Destination City *</p> <input type="text" value="David"/> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|------------------|--|
| <p>9</p> | <p>Enter the number of Passengers Present.</p> <div data-bbox="245 228 722 342"> <p>Number of Passengers Present *</p> <input type="text" value="2"/> </div> |
| <p>10</p> | <p>Enter the number of Passenger Trips Past Year.</p> <div data-bbox="245 443 737 552"> <p>Number of Passenger Trips Past Year *</p> <input type="text" value="2"/> </div> <p>Note: Enter the number of foreign trips (to or from the U.S.) passenger(s) took in the past year from the AQIM Inspection. If this is the first trip, enter "0."</p> |
| <p>11</p> | <p>Select the main reason for travel from the dropdown list.</p> <div data-bbox="250 764 612 1150"> <p>Reason for Travel *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> <p style="background-color: #e0e0e0;">Select...</p> <p>Business/Work</p> <p>Family Visit</p> <p>Gambling/Entertainment</p> <p>Military</p> <p>School</p> <p>Tourist</p> <p>Uniformed Crew</p> <p>Visit Friends</p> </div> </div> |
| <p>12</p> | <p>Select U.S. Citizen/Resident status from dropdown list.</p> <div data-bbox="245 1253 656 1499"> <p>US Citizen / Resident *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> <p style="background-color: #e0e0e0;">Select...</p> <p>Non Citizen (Resident)</p> <p>Non-Citizen (Non-Resident)</p> <p>US Citizen</p> </div> </div> |

| | |
|------------------|--|
| <p>13</p> | <p>Select an Inspector if needed.</p> <div data-bbox="248 363 581 489"> <p>Inspected By *</p> <p>Velazquez, Antonio </p> </div> <div data-bbox="638 233 935 489"> <p>Select...</p> <p>Bays, Darrell</p> <p>Bradshaw, William</p> <p>Bradshaw, William</p> <p>Cruz Martinez, Karelyn</p> <p>Deugwillo, Joe</p> <p>Ide, Eric</p> </div> <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>14</p> | <p>Select the Port/Terminal from the dropdown list.</p> <div data-bbox="256 699 803 804"> <p>Port/Terminal *</p> <p>Select...</p> </div> |
| <p>15</p> | <p>Select an Airline.</p> <div data-bbox="256 888 540 1251"> <p>Airline *</p> <p>Select... </p> <p>Select...</p> <p>1Time Airline</p> <p>40-Mile Air</p> <p>ABSA Cargo</p> <p>ABX Air</p> <p>ACES Colombia</p> <p>ADC Airlines</p> <p>AIRDO</p> </div> <p>Note: If the airline is not in the list, contact the ARM Help Desk.</p> |
| <p>16</p> | <p>Enter Flight Number.</p> <div data-bbox="240 1413 527 1524"> <p>Flight Number *</p> <p>123 </p> </div> <p>Note: You will be able to enter up to 4 characters/numbers in this field.</p> |

| | | |
|---|--|---------------------|
| 17 | Select or add a Departure Airport. | |
| | <p>IF THE DEPARTURE AIRPORT IS:</p> | <p>THEN:</p> |
| <p>Listed on the dropdown list</p> | <p>1. Select the airport from the dropdown list.</p>  <p>2. Go to Step 18.</p> | |
| <p>Not listed on the dropdown list</p> | <p>1. Click on the search Icon at the end of the field.</p>  <p>Note: A new window will appear to search for an airport as shown here:</p>  <p>2. Enter the Airport Name or the Airport Code.</p>  <p>3. Click Search.</p> <p>4. Select the radio button for the correct airport from the option(s) that appear.</p>  | |

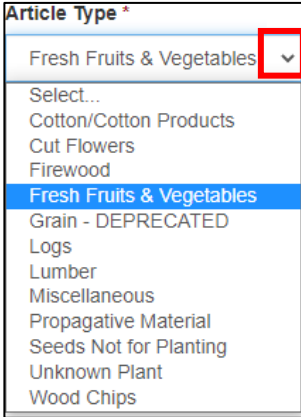
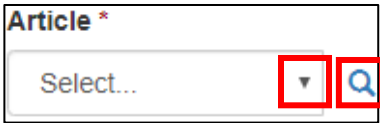
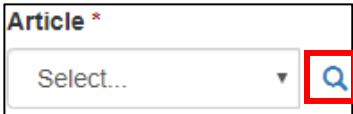
| | |
|-----------|---|
| | <p>5. Click on Select.</p>  <p>Note: The selected airport will now show on the dropdown list. Once the record is saved, the airport will be on the dropdown list for all users at your location.</p>  <p>6. Go to Step 18.</p> |
| <p>18</p> | <p>Select How Agriculture Question on Custom Declaration is Marked from the dropdown list.</p>  |
| <p>19</p> | <p>Select Yes or No for the "Has been on a farm or ranch/near livestock" question.</p> |
| <p>20</p> | <p>Select Yes or No for the "Going to a farm or ranch" question.</p> |

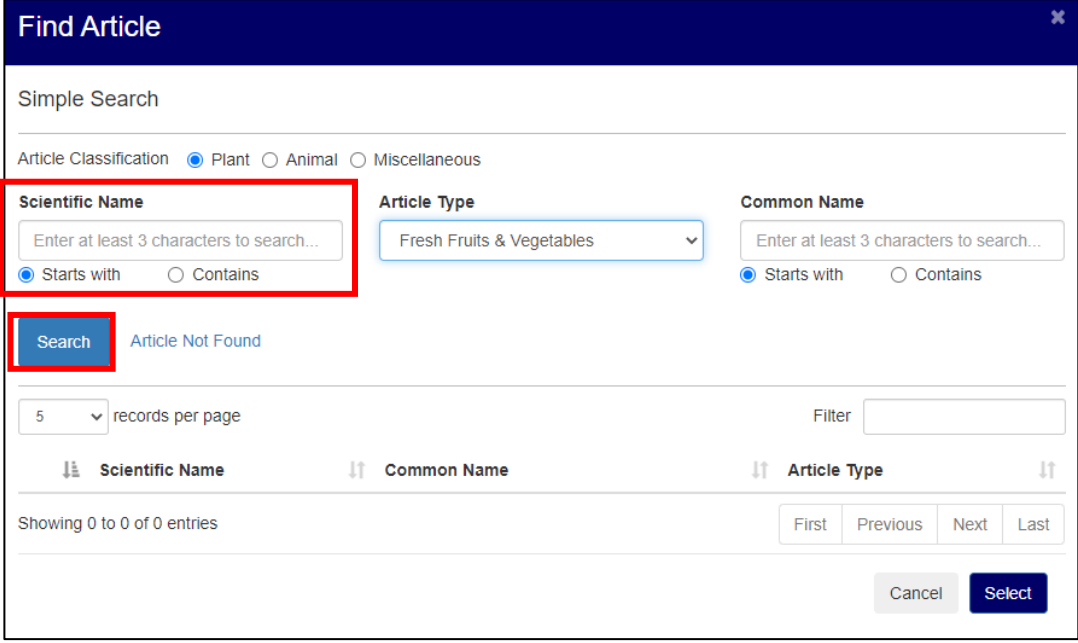
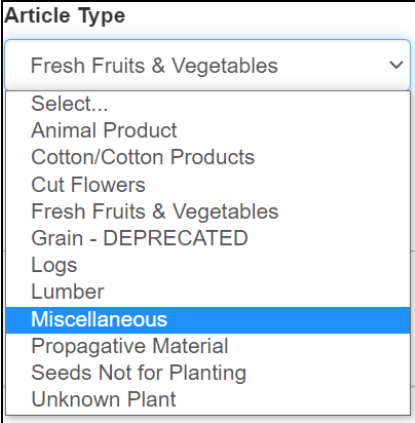
| | | |
|-----------|--|--|
| 21 | Select Yes or No for the "Any items of Agriculture interest" question. | |
| | IF: | THEN: |
| | Yes | <p>1. Select Yes or No when the "Civil Penalty Issued" question appears.</p> <p>2. Go to Topic 2: Add AQIM Inspection Articles and Results when Headings 2 and 3 appear, as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="border: 2px solid red; display: inline-block; padding: 2px;">2 Articles Master Table</p></div>  <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="border: 2px solid red; display: inline-block; padding: 2px;">3 Add Articles</p></div> |

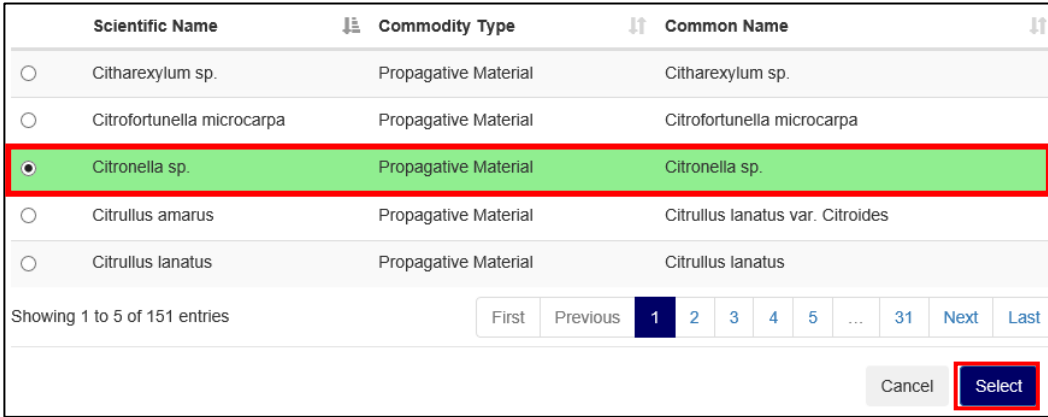
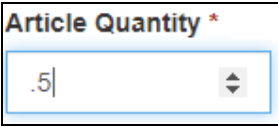
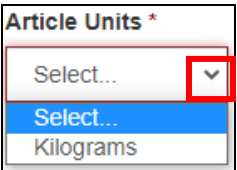
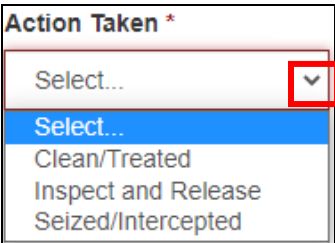
2. Add AQIM Inspection Articles and Results

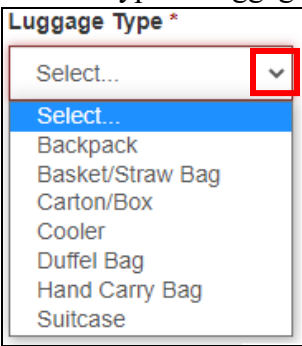
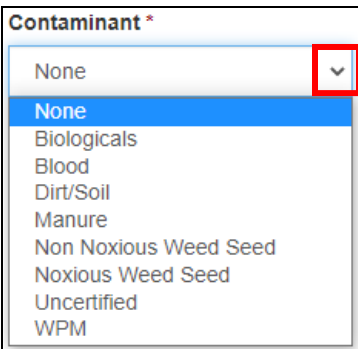


Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to add an article to the page



| STEP | ACTION | | | | | | |
|--------------------|---|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>1</p> | <p>Select an Article Type on Heading 3 if needed.</p>  <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
| <p>2</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p>  <table border="1" data-bbox="240 1297 1503 1568"> <thead> <tr> <th data-bbox="240 1297 745 1371">IF THE ARTICLE IS:</th> <th data-bbox="745 1297 1503 1371">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1371 745 1478">Listed</td> <td data-bbox="745 1371 1503 1478"> 1. Select an article 2. Go to Step 4 </td> </tr> <tr> <td data-bbox="240 1478 745 1568">Not listed</td> <td data-bbox="745 1478 1503 1568">Go to Step 3A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | 1. Select an article 2. Go to Step 4 | Not listed | Go to Step 3A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | 1. Select an article 2. Go to Step 4 | | | | | | |
| Not listed | Go to Step 3A. | | | | | | |
| <p>3A</p> | <p>Click on the search icon.</p>  | | | | | | |

| STEP | ACTION |
|------------------|--|
| <p>3B</p> | <p>Enter at least 3 characters of an article and click Search.</p>  <p>Note: If the article is not found, contact the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do not search using both. ARM will not provide search results. Use only one option.</p> |
| <p>3C</p> | <p>Select an Article Type if needed.</p>  <p>Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.</p> |

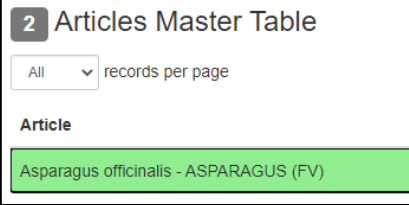

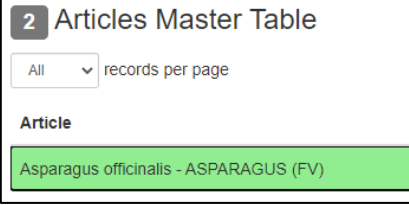


| STEP | ACTION | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| <p>3D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Enter the Article Quantity.</p>  | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Select the Article Units.</p>  <p>Note: Units will default according to the Article Type.</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select Yes or No for the "Article was declared" question.</p> | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select an Action Taken from the dropdown list.</p>  | | | | | | | | | | | | | | | | | | |


| | |
|------------------|--|
| <p>8</p> | <p>Select a type of luggage.</p>  |
| <p>9</p> | <p>Select Checked or Hand Carried for the "Hand Carried or Checked" question.</p> |
| <p>10</p> | <p>Select a contaminant from the dropdown list if needed.</p>  <p>Note: This field defaults to None.</p> |
| <p>11</p> | <p>Click on Add Article Tab.</p>  <p>Note: All data entered will populate on Heading 2 Articles Master Table.</p>  |

12

| IF THE ARTICLE: | THEN: |
|---|--|
| Needs an Article Determination | <p>1. Click on the Article Determination check box on Article Master Table on Heading 2.</p>  <p>Note: A new window will appear asking for confirmation on your request.</p>  <p>2. Enter remarks if needed. 3. Click on Yes. 4. Go to Step 13.</p> |
| Does not need an Article Determination | Go to Step 13. |

13


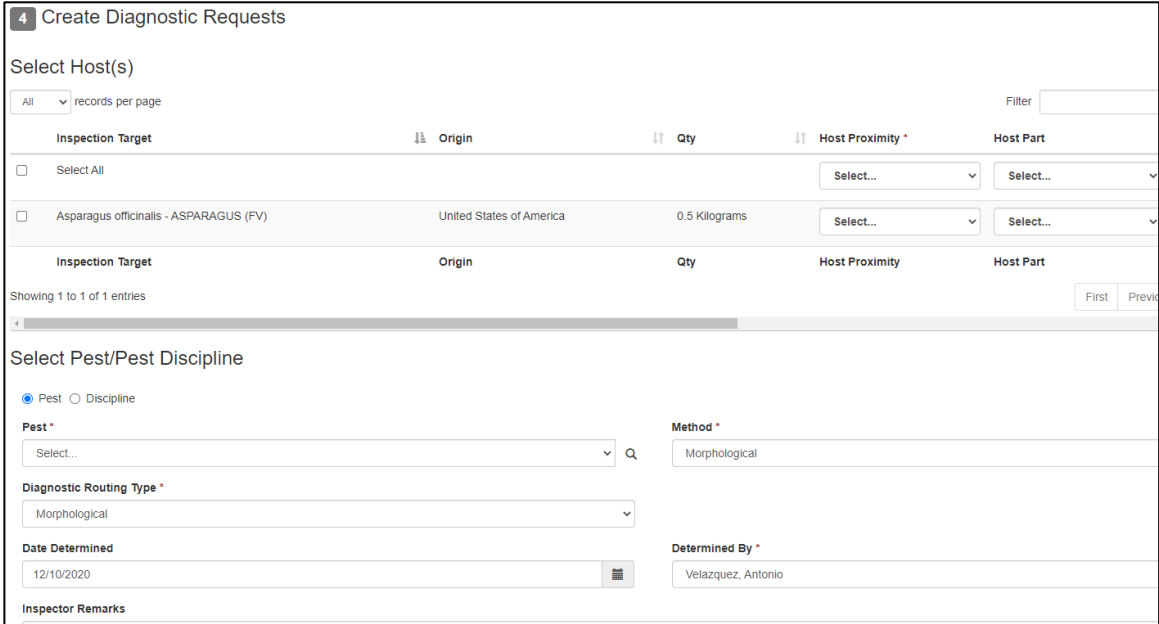
| IF THE ARTICLE: | THEN: |
|--|---|
| Needs to be updated | <p>1. Click on the article to be updated under Heading 2.</p>  <p>2. Update the article as needed. Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p>  <p>4. Go to Step 14.</p> |
| Needs to be deleted | <p>1. Click on the article to be deleted.</p>  <p>2. Click on Delete Tab.</p>  <p>3. Enter new information if needed.</p> <p>4. Go to Step 14.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p>  <p>2. Go to Step 14.</p> |


| | | |
|-----------|--|--|
| 14 | IF: | THEN: |
| | Submitting a Diagnostic Request (DR) | Go to Topic 3 Submit a Diagnostic request |
| | <u>Not</u> submitting a Diagnostic Request (DR) | Go to Step 15. |
| 15 | Click on Close Tab.  | |

3. Submit a Diagnostic Request

If a pest is found on an article during the inspection, users can create and submit a Diagnostic Request for the identification of the pest.

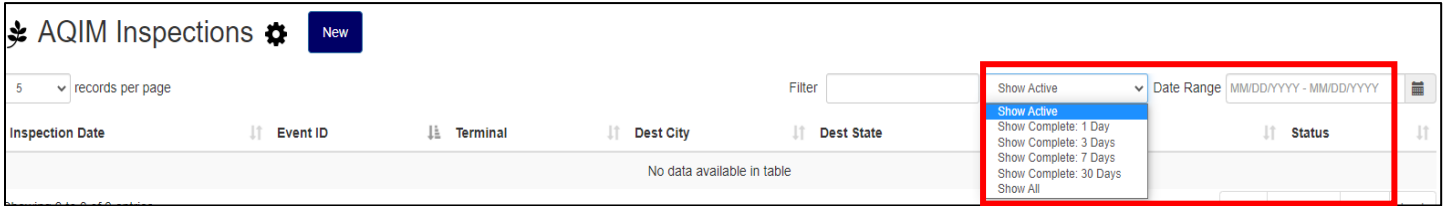
Steps to submit a Diagnostic Request

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click the Pest Found checkbox.</p> <div data-bbox="240 548 529 688">  </div> <p>Note: Heading 4 will appear to Create Diagnostic Requests as seen here:</p> <div data-bbox="240 772 1393 1392">  </div> |
| <p>2</p> | <p>Enter Diagnostic Request data by following the steps in the Enter Data for an AQIM Diagnostic Request Job Aid.</p> |

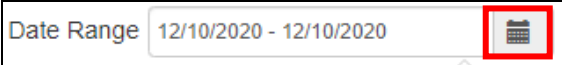
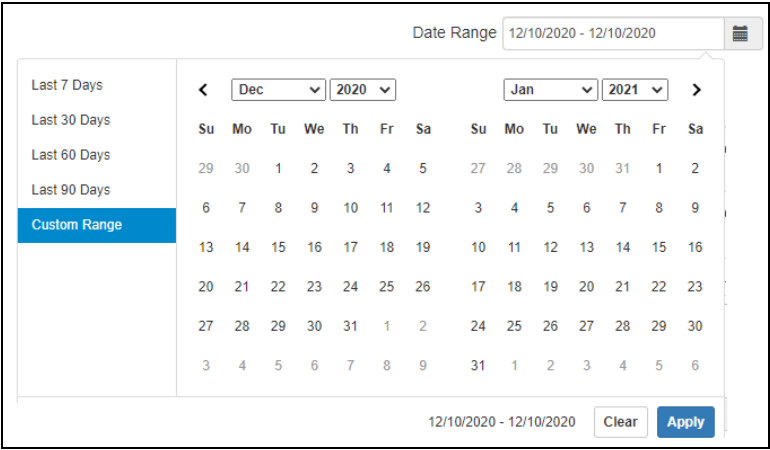

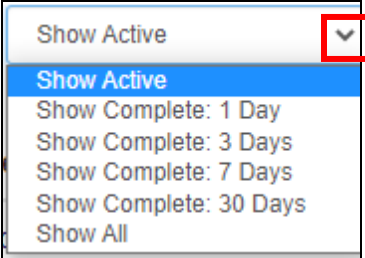
| <p>3</p> | <table border="1"> <tr> <th data-bbox="227 189 665 315"> IF SUBMITTING A DR BUT: </th> <th data-bbox="665 189 1534 315"> THEN: </th> </tr> <tr> <td data-bbox="227 315 665 510"> Still need to complete the Inspection Information </td> <td data-bbox="665 315 1534 510"> <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number </td> </tr> </table> | IF SUBMITTING A DR BUT: | THEN: | Still need to complete the Inspection Information | <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number |
|---|--|--------------------------------|--------------|---|--|
| IF SUBMITTING A DR BUT: | THEN: | | | | |
| Still need to complete the Inspection Information | <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number | | | | |
| <p>4</p> | <p>Click on Close Tab after submitting the Diagnostic Request.</p>  | | | | |

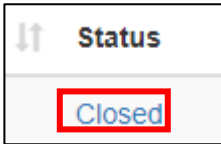
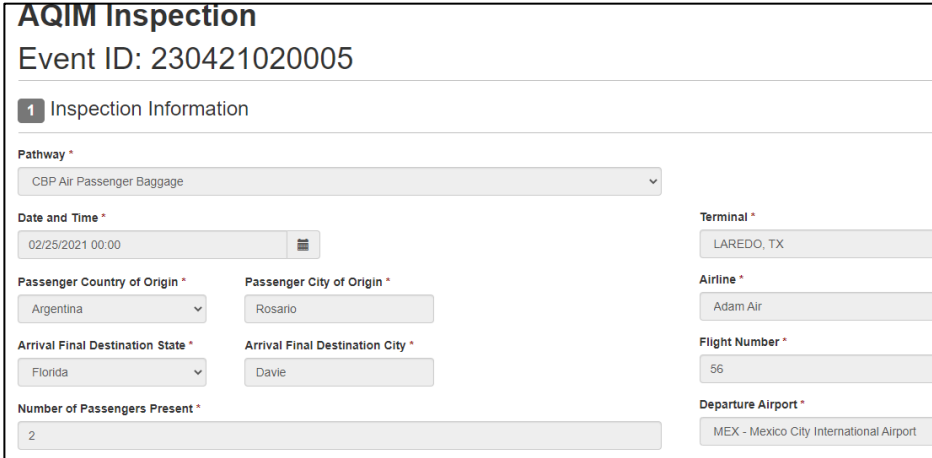

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|------------------------------|---|--|
| <p>1</p> | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> |
| | <p>Over 30 days ago</p> | <p>1. Click the calendar icon on the Date Range field.</p>  <p>2. Select a date range.</p>  <p>3. Click Apply.</p>  <p>4. Locate the record and Go to Step 2.</p> <p>Note: You can also type the date range in the field.</p> |
| <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> | |

| STEP | ACTION |
|----------|--|
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> |
| <p>4</p> | <p>Update any information on the fields as needed.</p> |

| STEP | ACTION | |
|------|--|---|
| 5 | IF: | THEN: |
| | Associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Refer to the Enter Data for an AQIM Diagnostic Request Job Aid for steps to associate the Diagnostic Request to the record. 2. Update data as needed. 3. Go to Step 6. |
| | Not associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Update data as needed. 2. Go to Step 6. |
| 6 | Click on Close Tab.  | |

AQIM Pre-Clearance Air Passenger Pathway

This job aid describes how to enter AQIM information into ARM for the Pre-Clearance Air Passenger Pathway. The following topics are included in the AQIM Pre-Clearance Air Passenger Pathway Job Aid:

1. Create a New Pre-Clearance Air Passenger AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Pre-Clearance Air Passenger AQIM Inspection


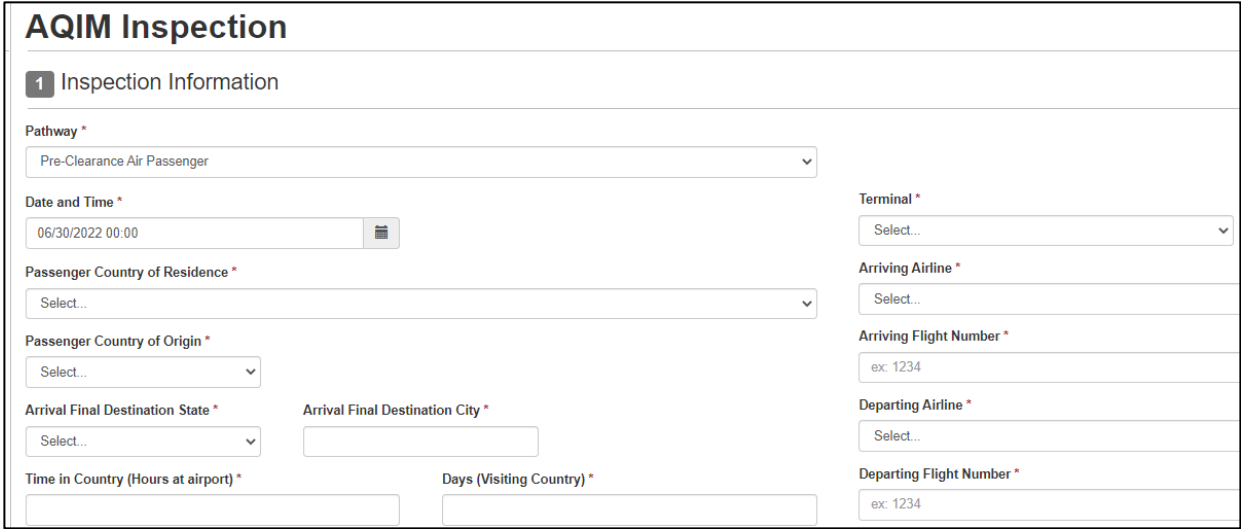
The AQIM Inspections Page is on the ARM CBP Main Workspace.

| AQIM Inspections | | New | | | | | |
|---------------------|------------------|---------------------------|-------------|------------|-------------------------|-------------------------|------------------|
| 5 | records per page | Filter | Show Active | Date Range | MM/DD/YYYY - MM/DD/YYYY | | |
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |



ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

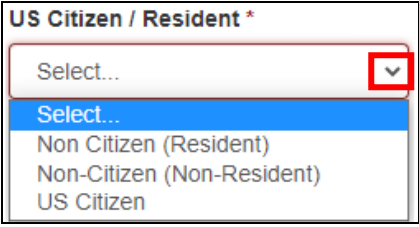
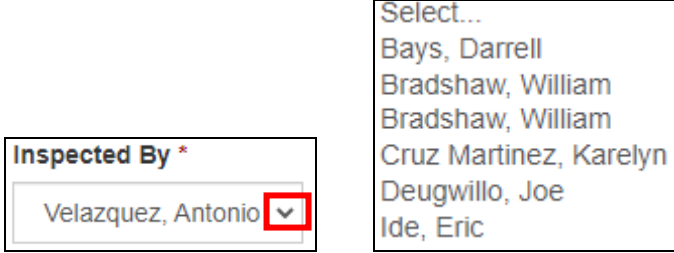
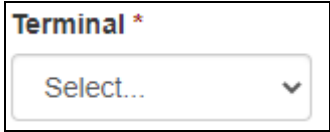
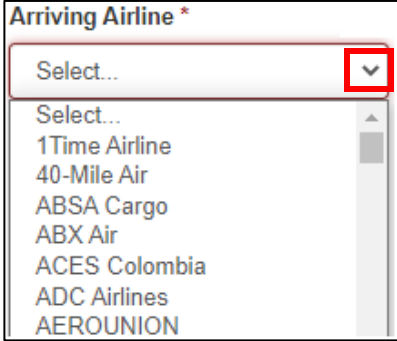
Steps to create a new Pre-Clearance Air Passenger AQIM Inspection

| STEP | ACTION | | | | | | |
|---|--|-----|-------|---------------------------------------|--|---|---------------------|
| <p>1</p> | <p>Click on the New tab next to the AQIM Inspections Pane.</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  <p>Note: ARM will automatically default your pathway to Pre-Clearance Air Baggage.</p> | | | | | | |
| <p>2</p> | <table border="1"> <thead> <tr> <th data-bbox="240 1260 695 1312">IF:</th> <th data-bbox="695 1260 1507 1312">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1312 695 1537">Submitting a Diagnostic Request first</td> <td data-bbox="695 1312 1507 1537"> <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. </td> </tr> <tr> <td data-bbox="240 1537 695 1621">Not submitting a Diagnostic Request first</td> <td data-bbox="695 1537 1507 1621">Go to Step 3</td> </tr> </tbody> </table> | IF: | THEN: | Submitting a Diagnostic Request first | <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. | Not submitting a Diagnostic Request first | Go to Step 3 |
| IF: | THEN: | | | | | | |
| Submitting a Diagnostic Request first | <ol style="list-style-type: none"> Go to Step 21 and SELECT Yes. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. Go to Topic 3 to submit a Diagnostic Request (DR) Go to Step 4 after you submitted the DR to continue and close the record. | | | | | | |
| Not submitting a Diagnostic Request first | Go to Step 3 | | | | | | |

| <p>3</p> | <p>Type the date and time of the inspection.</p> <div data-bbox="240 233 748 346"> <p>Date and Time *</p> <p>12/10/2020 00:00</p> </div> <p>OR</p> <p>Click on the Calendar icon and select the date and time.</p> <div data-bbox="240 485 651 972"> <p>Date and Time *</p> <p>12/10/2020 00:00</p> <p>Dec 2020</p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <p>0 : 00</p> <p>Clear Apply</p> </div> | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------|---|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Click on Apply tab.</p> <div data-bbox="240 1062 363 1125"> <p>Apply</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Select Passenger Country of Residence.</p> <div data-bbox="240 1213 776 1335"> <p>Passenger Country of Residence *</p> <p>Select...</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select Passenger Country of Origin from the dropdown list</p> <div data-bbox="240 1423 686 1549"> <p>Passenger Country of Origin *</p> <p>Select...</p> </div> <p>Note: Select the country where the passenger began the trip to the U.S. port of entry</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>7</p> | <p>Select Arrival Final Destination State from the dropdown list.</p> <div data-bbox="240 233 651 352" style="border: 1px solid black; padding: 5px;"> <p>Arrival Final Destination State *</p> <p>Select... ▼</p> </div> <p>Note: Select passenger's primary state of destination in the USA. If the passenger is in transit to a foreign country, select "In Transit" from the dropdown list.</p> | | | | | | |
|---|---|-------------------------|--------------|--|---|---|--|
| <p>8</p> | <p>Enter the full name of the Final Destination City.</p> <div data-bbox="240 562 641 682" style="border: 1px solid black; padding: 5px;"> <p>Arrival Final Destination City *</p> <p>David</p> </div> | | | | | | |
| <p>9</p> | <p>Enter the number of Passengers Present.</p> <div data-bbox="240 762 680 871" style="border: 1px solid black; padding: 5px;"> <p>Number of Passengers Present *</p> <p>2</p> </div> | | | | | | |
| <p>10</p> | <p>Enter time spent at the airport</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF PASSENGER IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Connecting from another Arriving flight to a U.S. bound flight</td> <td style="padding: 5px;"> <p>1. Enter the number or a best estimate of hours passenger(s) waited at the airport.</p> <div data-bbox="760 1102 1265 1222" style="border: 1px solid black; padding: 5px;"> <p>Time in Country (Hours at airport) *</p> <p style="height: 20px; width: 100%;"></p> </div> <p>2. Go to Step 11.</p> </td> </tr> <tr> <td style="padding: 5px;">Not connecting from another Arriving flight to a U.S. bound flight</td> <td style="padding: 5px;"> <p>1. Enter 0 hours</p> <p>2. Go to Step 11</p> </td> </tr> </tbody> </table> | IF PASSENGER IS: | THEN: | Connecting from another Arriving flight to a U.S. bound flight | <p>1. Enter the number or a best estimate of hours passenger(s) waited at the airport.</p> <div data-bbox="760 1102 1265 1222" style="border: 1px solid black; padding: 5px;"> <p>Time in Country (Hours at airport) *</p> <p style="height: 20px; width: 100%;"></p> </div> <p>2. Go to Step 11.</p> | Not connecting from another Arriving flight to a U.S. bound flight | <p>1. Enter 0 hours</p> <p>2. Go to Step 11</p> |
| IF PASSENGER IS: | THEN: | | | | | | |
| Connecting from another Arriving flight to a U.S. bound flight | <p>1. Enter the number or a best estimate of hours passenger(s) waited at the airport.</p> <div data-bbox="760 1102 1265 1222" style="border: 1px solid black; padding: 5px;"> <p>Time in Country (Hours at airport) *</p> <p style="height: 20px; width: 100%;"></p> </div> <p>2. Go to Step 11.</p> | | | | | | |
| Not connecting from another Arriving flight to a U.S. bound flight | <p>1. Enter 0 hours</p> <p>2. Go to Step 11</p> | | | | | | |

| <p>11</p> | <p>Enter number of days visiting the country</p> <table border="1" data-bbox="240 247 1490 751"> <thead> <tr> <th data-bbox="240 247 690 296">IF PASSENGER IS:</th> <th data-bbox="690 247 1490 296">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 296 690 611"> <p>Not a permanent resident of the Pre-Clearance country</p> </td> <td data-bbox="690 296 1490 611"> <p>1. Enter the number or a best estimate of days spent in the country</p> <div data-bbox="755 373 1169 493" style="border: 1px solid black; padding: 5px;"> <p>Days (Visiting Country) *</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>2. Go to Step 12</p> </td> </tr> <tr> <td data-bbox="240 611 690 751"> <p>A permanent resident of the Pre-Clearance country</p> </td> <td data-bbox="690 611 1490 751"> <p>1. Enter 0 days. 2. Go to Step 12.</p> </td> </tr> </tbody> </table> | IF PASSENGER IS: | THEN: | <p>Not a permanent resident of the Pre-Clearance country</p> | <p>1. Enter the number or a best estimate of days spent in the country</p> <div data-bbox="755 373 1169 493" style="border: 1px solid black; padding: 5px;"> <p>Days (Visiting Country) *</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>2. Go to Step 12</p> | <p>A permanent resident of the Pre-Clearance country</p> | <p>1. Enter 0 days. 2. Go to Step 12.</p> |
|---|--|------------------|-------|---|---|--|--|
| IF PASSENGER IS: | THEN: | | | | | | |
| <p>Not a permanent resident of the Pre-Clearance country</p> | <p>1. Enter the number or a best estimate of days spent in the country</p> <div data-bbox="755 373 1169 493" style="border: 1px solid black; padding: 5px;"> <p>Days (Visiting Country) *</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>2. Go to Step 12</p> | | | | | | |
| <p>A permanent resident of the Pre-Clearance country</p> | <p>1. Enter 0 days. 2. Go to Step 12.</p> | | | | | | |
| <p>12</p> | <p>Enter a number of passengers.</p> <div data-bbox="243 850 641 970" style="border: 1px solid black; padding: 5px;"> <p>Number of Passengers *</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>Note: Enter the number of passengers reported on the Customs Declaration (CBP Form 6059B) or passenger kiosk receipt(s)</p> | | | | | | |
| <p>13</p> | <p>Enter the number of Passenger Trips Past Year.</p> <div data-bbox="243 1171 750 1281" style="border: 1px solid black; padding: 5px;"> <p>Number of Passenger Trips Past Year *</p> <input style="width: 100%; height: 30px;" type="text" value="2"/> </div> <p>Note: Enter the number of foreign trips (to or from the U.S.) passenger(s) took in the past year from the AQIM Inspection. If this is the first trip, enter "0."</p> | | | | | | |
| <p>14</p> | <p>Select the main reason for travel from the dropdown list.</p> <div data-bbox="243 1491 597 1837" style="border: 1px solid black; padding: 5px;"> <p>Reason for Travel *</p> <div style="border: 1px solid black; padding: 2px;"> <p>Select... ▼</p> <p style="background-color: #e0e0e0;">Select...</p> <p>Business/Work</p> <p>Family Visit</p> <p>Gambling/Entertainment</p> <p>Military</p> <p>School</p> <p>Tourist</p> <p>Uniformed Crew</p> <p>Visit Friends</p> </div> </div> | | | | | | |

| | |
|------------------|---|
| <p>12</p> | <p>Select U.S. Citizen/Resident status from dropdown list.</p>  |
| <p>13</p> | <p>Select an Inspector if needed.</p>  <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>14</p> | <p>Select the Terminal from the dropdown list.</p>  |
| <p>15</p> | <p>Select Arriving Airline.</p>  <p>Note: If the airline is not in the list, contact the ARM Help Desk.</p> |

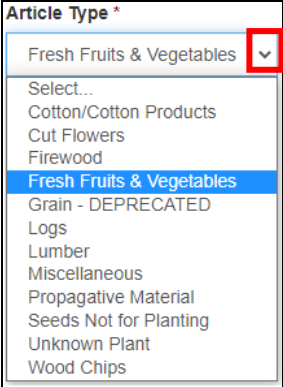


| | |
|------------------|---|
| <p>16</p> | <p>Enter Arriving Flight Number.</p> <div data-bbox="241 233 646 352"> <p>Arriving Flight Number *</p> <p>123</p> </div> <p>Note: You will enter up to 4 characters/numbers in this field.</p> |
| <p>17</p> | <p>Select Departing Airline.</p> <div data-bbox="241 525 651 903"> <p>Departing Airline *</p> <p>Select...</p> <ul style="list-style-type: none"> Select... 1Time Airline 40-Mile Air ABSA Cargo ABX Air ACES Colombia ADC Airlines AEROUNION </div> <p>Note: Select the airline name that passenger(s) are leaving on to the U.S.. If the airline is not in the list, contact the ARM Help Desk.</p> |
| <p>18</p> | <p>Enter Departing Flight Number.</p> <div data-bbox="241 1117 669 1236"> <p>Departing Flight Number *</p> <p>ex: 1234</p> </div> <p>Note: You will enter up to 4 characters/numbers in this field.</p> |
| <p>19</p> | <p>Select Yes or No for the "Has been on a farm or ranch/near livestock" question.</p> |
| <p>20</p> | <p>Select Yes or No for the "Going to a farm or ranch" question.</p> |

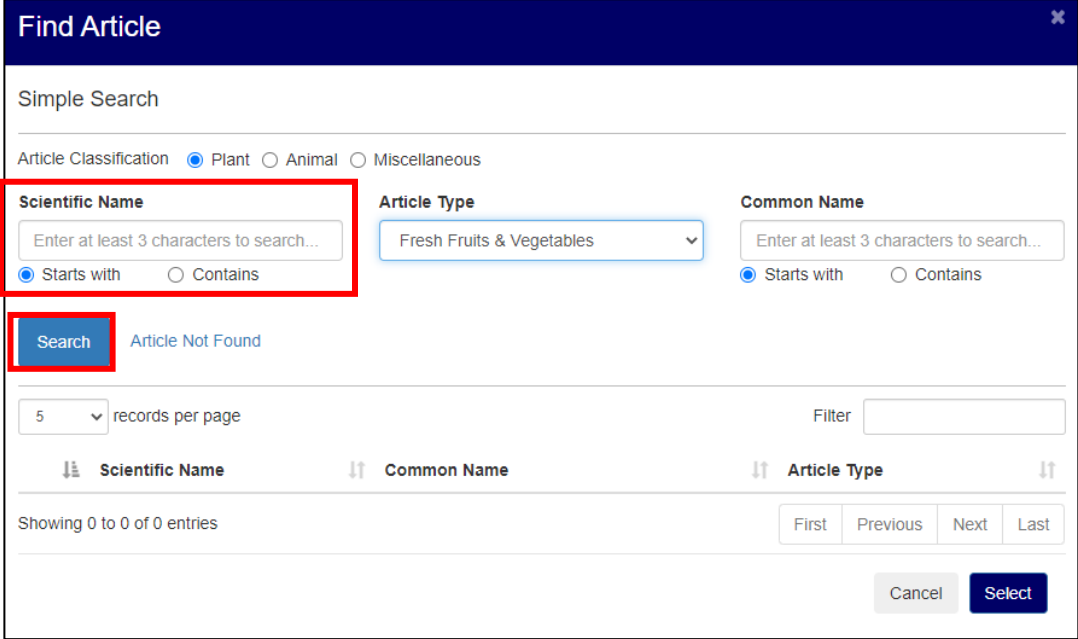
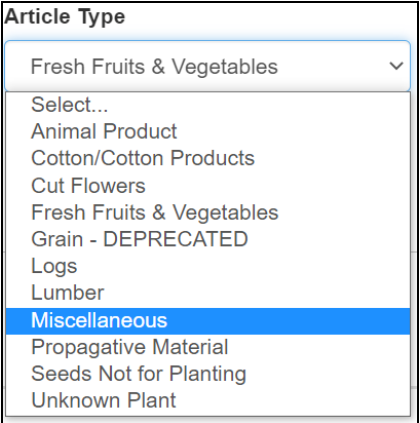
| | | |
|-----------|--|---|
| 21 | Select Yes or No for the "Any items of Agriculture interest" question. | |
| | IF: | THEN: |
| | Yes | <p>1. Go to Topic 2: Add AQIM Inspection Articles and Results when Headings 2 and 3 appear, as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p style="text-align: right;">Qty</p> <hr/> <p><input type="checkbox"/> Select All</p> <hr/> <p style="text-align: right;">Qty</p> <p>Showing 0 to 0 of 0 entries</p> </div> <p>3 Add Articles</p> |
| No | Click on Close. | |

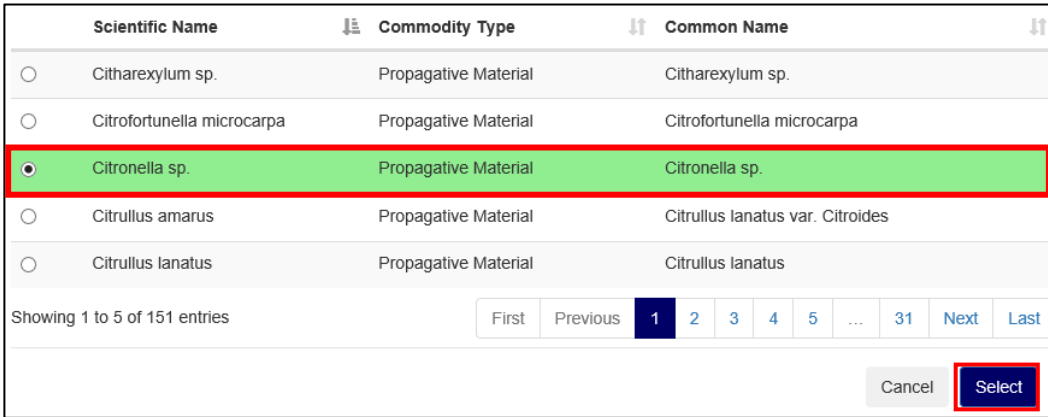
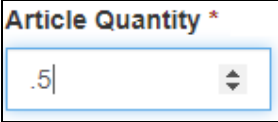
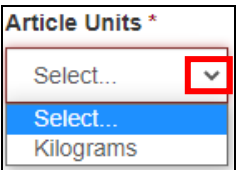
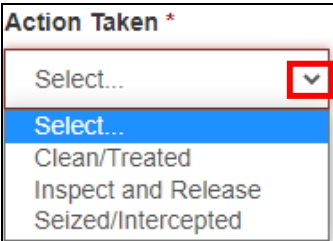
2. Add AQIM Inspection Articles and Results

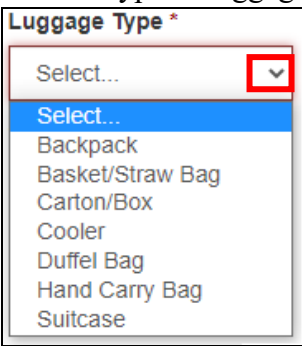
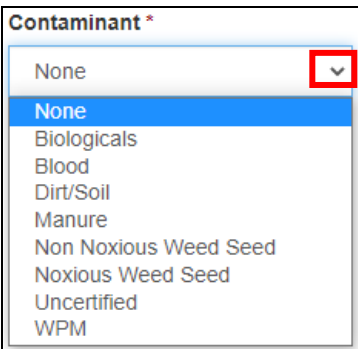


Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to add an article to the page

| STEP | ACTION | | | | | | |
|--------------------|---|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>1</p> | <p>Select an Article Type on Heading 3 if needed.</p>  <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
| <p>2</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p>  <table border="1" data-bbox="240 1276 1507 1545"> <thead> <tr> <th data-bbox="240 1276 743 1346">IF THE ARTICLE IS:</th> <th data-bbox="743 1276 1507 1346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1346 743 1455">Listed</td> <td data-bbox="743 1346 1507 1455"> 1. Select an article 2. Go to Step 4 </td> </tr> <tr> <td data-bbox="240 1455 743 1545">Not listed</td> <td data-bbox="743 1455 1507 1545">Go to Step 3A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | 1. Select an article 2. Go to Step 4 | Not listed | Go to Step 3A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | 1. Select an article 2. Go to Step 4 | | | | | | |
| Not listed | Go to Step 3A. | | | | | | |
| <p>3A</p> | <p>Click on the search icon.</p>  | | | | | | |

| STEP | ACTION |
|------------------|--|
| <p>3B</p> | <p>Enter at least 3 characters of an article and click Search.</p>  <p>Note: If the article is not found, contact the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do not search using both. ARM will not provide search results. Use only one option.</p> |
| <p>3C</p> | <p>Select an Article Type if needed.</p>  <p>Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.</p> |

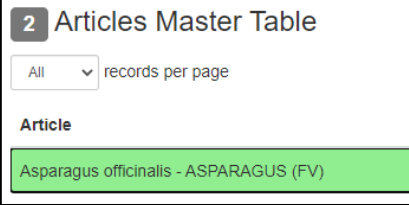

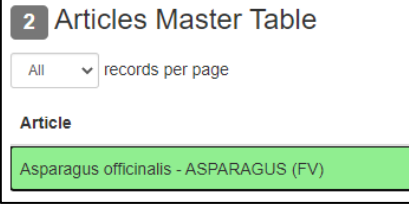


| STEP | ACTION | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| <p>3D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Enter the Article Quantity.</p>  | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Select the Article Units.</p>  <p>Note: Units will default according to the Article Type.</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select Yes or No for the "Article was declared" question.</p> | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select an Action Taken from the dropdown list.</p>  | | | | | | | | | | | | | | | | | | |


| | |
|------------------|--|
| <p>8</p> | <p>Select a type of luggage.</p>  |
| <p>9</p> | <p>Select Checked or Hand Carried for the "Hand Carried or Checked" question.</p> |
| <p>10</p> | <p>Select a contaminant from the dropdown list if needed.</p>  <p>Note: This field defaults to None.</p> |
| <p>11</p> | <p>Click on Add Article Tab.</p>  <p>Note: All data entered will populate on Heading 2 Articles Master Table.</p>  |

12

| IF THE ARTICLE: | THEN: | | | | | | |
|---|---|-----------------------|-----|--------------------------|-----|-----------------------|-----|
| Needs an Article Determination | <p>1. Click on the Article Determination check box on Article Master Table on Heading 2.</p> <div data-bbox="659 411 906 632" data-label="Table"> <table border="1"> <thead> <tr> <th>Article Determination</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0.5</td> </tr> <tr> <th>Article Determination</th> <th>Qty</th> </tr> </tbody> </table> </div> <p>Note: A new window will appear asking for confirmation on your request.</p> <div data-bbox="675 743 1125 989" data-label="Form"> </div> <p>2. Enter remarks if needed. 3. Click on Yes. 4. Go to Step 13.</p> | Article Determination | Qty | <input type="checkbox"/> | 0.5 | Article Determination | Qty |
| Article Determination | Qty | | | | | | |
| <input type="checkbox"/> | 0.5 | | | | | | |
| Article Determination | Qty | | | | | | |
| Does not need an Article Determination | Go to Step 13. | | | | | | |

13


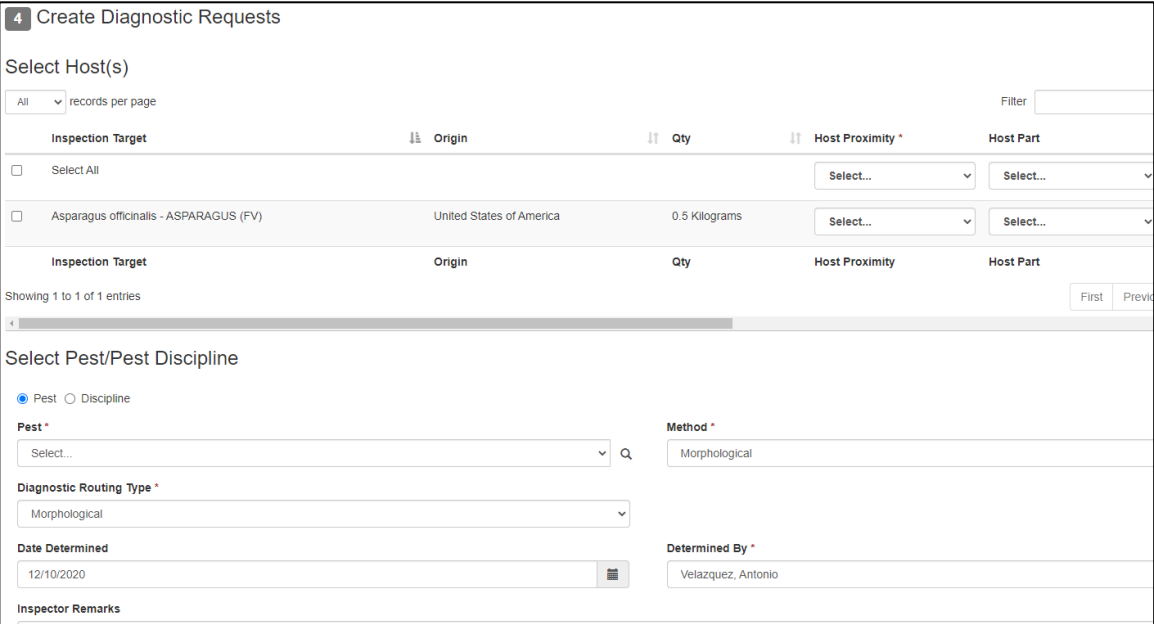
| IF THE ARTICLE: | THEN: |
|--|--|
| Needs to be updated | <p>1. Click on the article to be updated under Heading 2.</p>  <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p>  <p>4. Go to Step 14.</p> |
| Needs to be deleted | <p>1. Click on the article to be deleted.</p>  <p>2. Click on Delete Tab.</p>  <p>3. Enter new information if needed.</p> <p>4. Go to Step 14.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p>  <p>2. Go to Step 14.</p> |


| | | |
|-----------|--|--|
| 14 | IF: | THEN: |
| | Submitting a Diagnostic Request (DR) | Go to Topic 3 Submit a Diagnostic request |
| | <u>Not</u> submitting a Diagnostic Request (DR) | Go to Step 15. |
| 15 | Click on Close Tab.  | |

3. Submit a Diagnostic Request

If a pest is found on an article during the inspection, users can create and submit a Diagnostic Request for the identification of the pest.

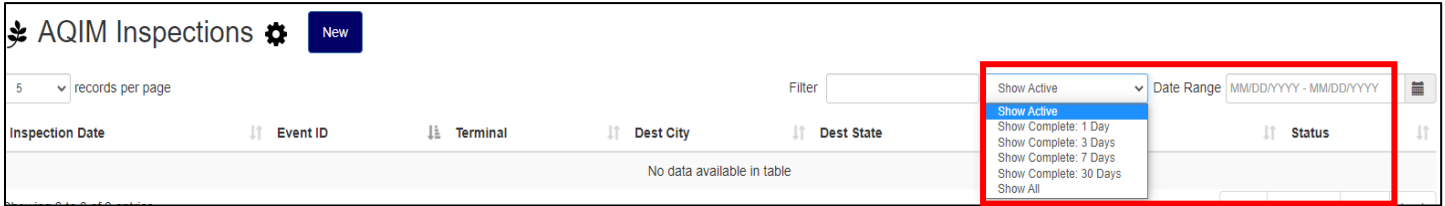
Steps to submit a Diagnostic Request

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click the Pest Found checkbox.</p>  <p>Note: Heading 4 will appear to Create Diagnostic Requests as seen here:</p>  |
| <p>2</p> | <p>Enter Diagnostic Request data by following the steps in the Enter Data for an AQIM Diagnostic Request Job Aid.</p> |

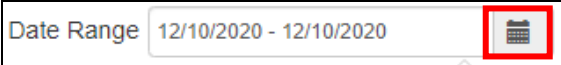
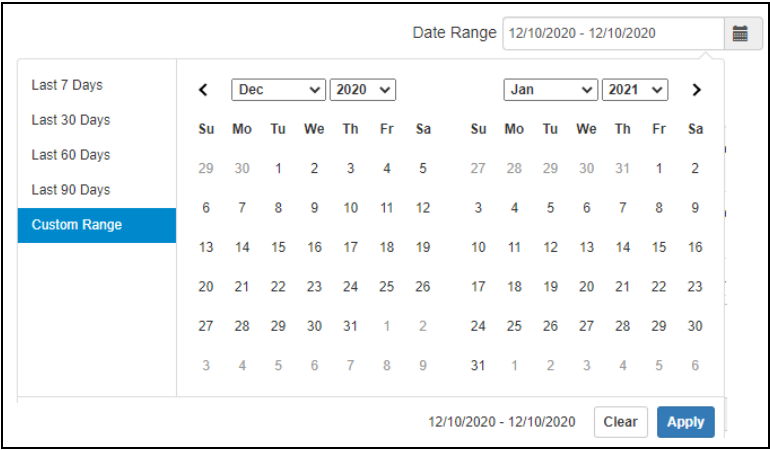

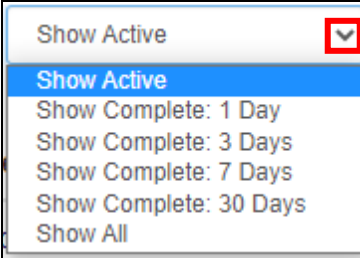
| 3 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%; padding: 5px;">IF SUBMITTING A DR BUT:</th> <th style="padding: 5px;">THEN:</th> </tr> <tr> <td style="padding: 5px;">Still need to complete the Inspection Information</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number </td> </tr> </table> | IF SUBMITTING A DR BUT: | THEN: | Still need to complete the Inspection Information | <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number |
|---|--|--------------------------------|--------------|---|--|
| IF SUBMITTING A DR BUT: | THEN: | | | | |
| Still need to complete the Inspection Information | <ol style="list-style-type: none"> 1. CLICK on Save. 2. Write the Event ID number | | | | |
| 4 | <p>Click on Close Tab after submitting the Diagnostic Request.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div> | | | | |


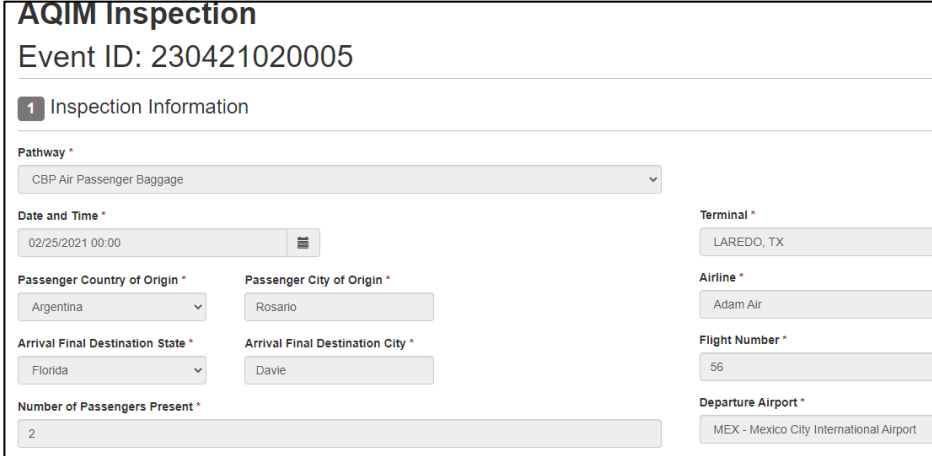

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|------------------------------|---|--|
| 1 | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> |
| | <p>Over 30 days ago</p> | <p>1. Click the calendar icon on the Date Range field.</p>  <p>2. Select a date range.</p>  <p>3. Click Apply.</p>  <p>4. Locate the record and Go to Step 2.</p> <p>Note: You can also type the date range in the field.</p> |
| <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> | |

| STEP | ACTION |
|----------|--|
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> |
| <p>4</p> | <p>Update any information on the fields as needed.</p> |

| STEP | ACTION | |
|------|--|---|
| 5 | IF: | THEN: |
| | Associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Refer to the Enter Data for an AQIM Diagnostic Request Job Aid for steps to associate the Diagnostic Request to the record. 2. Update data as needed. 3. Go to Step 6. |
| | Not associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Update data as needed. 2. Go to Step 6. |
| 6 | Click on Close Tab.  | |

AQIM Air Cargo Pathway

This job aid describes how to enter AQIM information into ARM for the Air Cargo Pathway. The following topics are included in the AQIM Air Cargo Pathway Job Aid:

1. Create a New Air Cargo AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Air Cargo AQIM Inspection


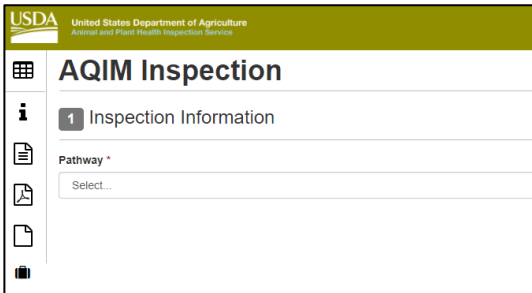
The AQIM Inspections Page is on the ARM CBP Main Workspace.

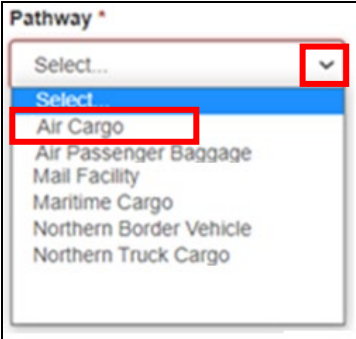
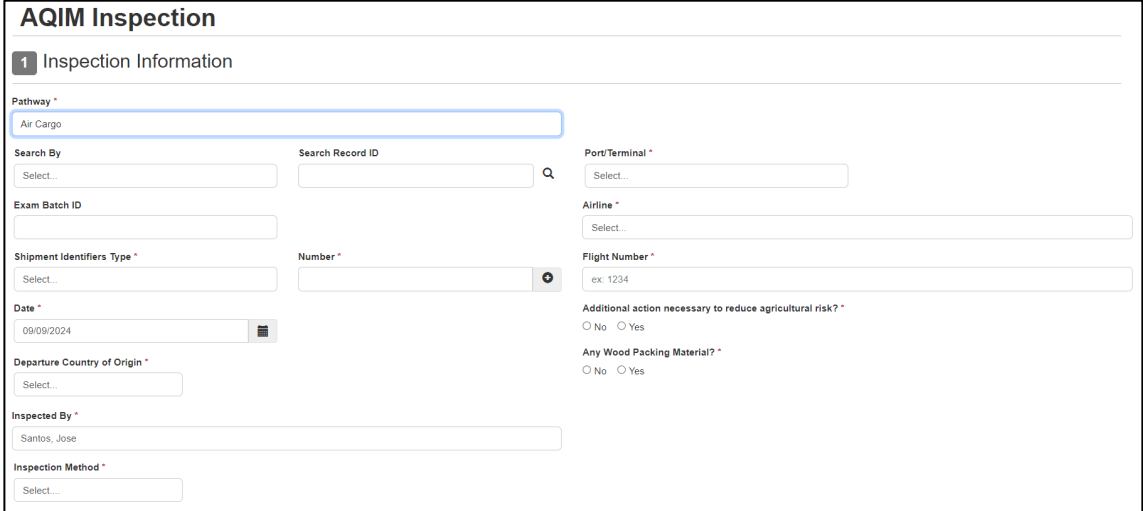
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |

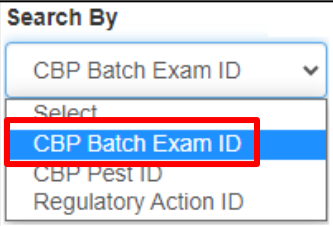
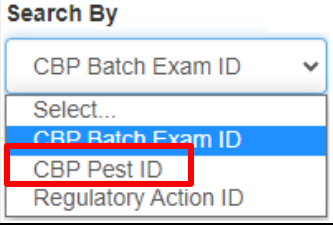
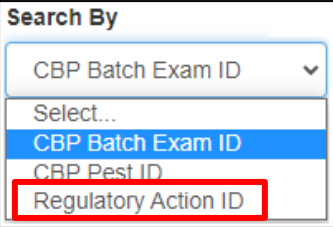


ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

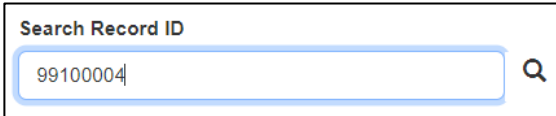
Steps to create a new Air Cargo AQIM Inspection

| STEP | ACTION |
|------|--|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane.</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

| STEP | ACTION |
|------|---|
| 2 | <p>Select the Air Cargo Pathway from the dropdown.</p>  <p>Note: ARM will redirect you to the Air Cargo page.</p>  |

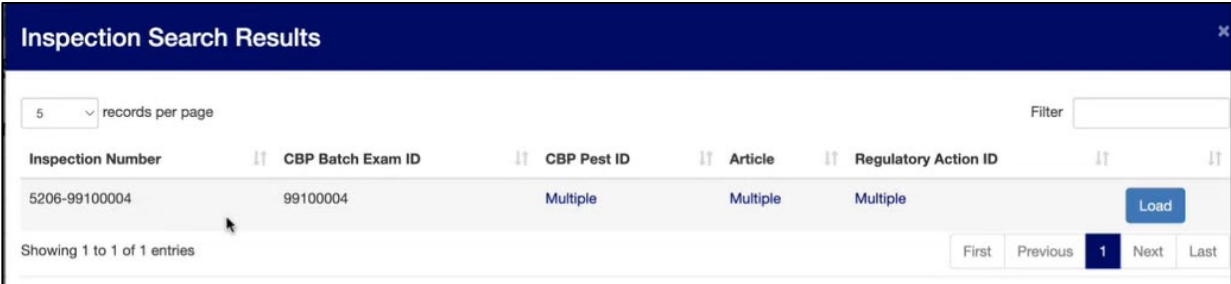
| 3A | On Search by Dropdown: | |
|--|--|---|
| | IF AQIM INSPECTION IS: | THEN: |
| | Associated with a CBP Batch Exam | <ol style="list-style-type: none"> 1. Select CBP Exam Batch ID.  2. Go to Step 3B. |
| | Associated with a CBP Pest ID | <ol style="list-style-type: none"> 1. Select CBP Pest ID  2. Go to Step 3B |
| | Associated with a Regulatory Action ID | <ol style="list-style-type: none"> 1. Select Regulatory Action ID  2. Go to Step 3B |
| Not associated with any of the options above | Go to Step 4. | |

3B Enter the number of your selection on Step 3A on the Search Record ID text field.



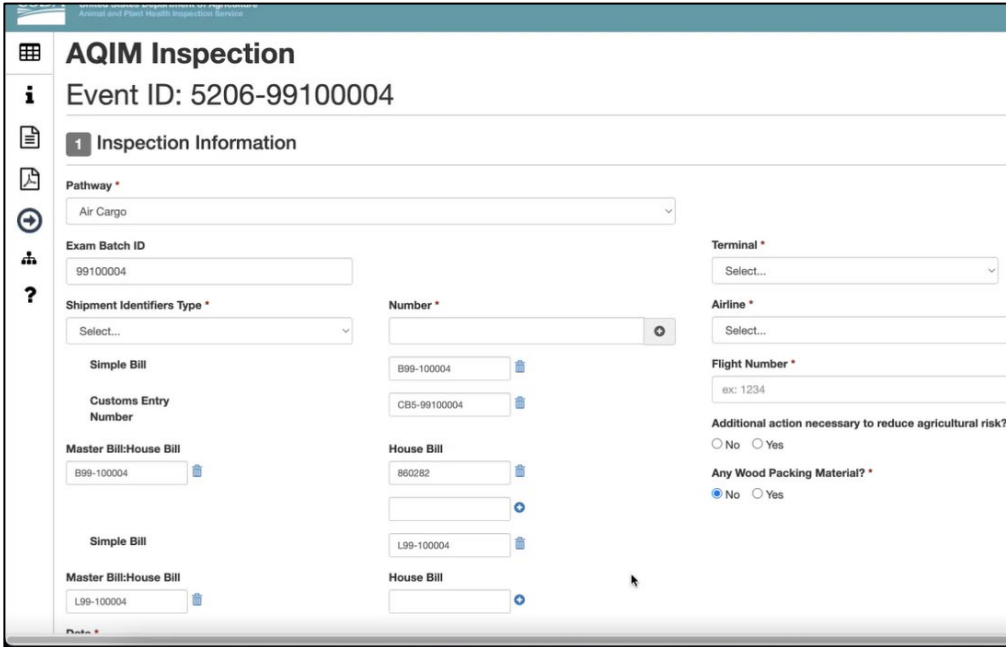
3C Click on search.


Note: A new window will appear with the data of the event that will be associated with your AQIM event.









3D Click Load.

Note: All data related to the inspection event associated with your AQIM will populate most of the AQIM fields.



| <p>3E</p> | <p>Review all populated fields and complete any missing AQIM data.</p> <p>Note: A big red asterisk will appear in front of article(s) where there is missing data.</p>  <p>You will find more information about this in Section 2.</p> | | | | | | |
|-------------------------|--|------------|--------------|-------------------------|-----------------------|-------------|----------------------|
| <p>3F</p> | <p>Go To Section 2 Add AQIM Inspection Articles and Results.</p> | | | | | | |
| <p>4</p> | <p>Enter the Exam Batch ID.</p> <div data-bbox="240 873 807 978" style="border: 1px solid black; padding: 5px;"> <p>Exam Batch ID</p> <input type="text"/> </div> <p>Note: This is a non-required field. SKIP this step if needed.</p> | | | | | | |
| <p>5</p> | <p>Select Shipment Identifiers Type from the dropdown list.</p> <div data-bbox="240 1066 672 1283" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers Type *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▾</p> <p>Select...</p> <p>Master Bill:House Bill</p> <p>Simple Bill</p> </div> </div> <table border="1" data-bbox="240 1327 1510 1566" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Master Bill: House Bill</td> <td>Go to Step 6A.</td> </tr> <tr> <td>Simple Bill</td> <td>Go to Step 7.</td> </tr> </tbody> </table> | IF: | THEN: | Master Bill: House Bill | Go to Step 6A. | Simple Bill | Go to Step 7. |
| IF: | THEN: | | | | | | |
| Master Bill: House Bill | Go to Step 6A. | | | | | | |
| Simple Bill | Go to Step 7. | | | | | | |

| | |
|------------------|--|
| <p>6A</p> | <p>Enter the Master Bill: House Bill Shipment Identifier Number and click on the plus sign. Repeat the step to add a new number.</p> <div data-bbox="240 275 630 415"> <p>Number *</p> <input type="text" value="123-989666"/> </div> <div data-bbox="240 464 1507 926">  <p>ARM has a unique format for Master Bill: House Bill Shipment Identifiers. The format for Master Bill: House Bill xxx-nnnn is 3 alphanumeric digits followed by a dash (-) and 4 alphanumeric digits.</p> <p>To delete the Master Bill: House Bill Number, click on the trash icon next to the number.</p> <div data-bbox="521 751 906 877"> <p>Master Bill:House Bill</p> <input type="text" value="123-989666"/> </div> </div> |
| <p>6B</p> | <p>Enter the House Bill Number and click on the plus sign. Repeat this step to add a new number.</p> <div data-bbox="240 982 521 1108"> <p>House Bill</p> <input type="text" value="1223333"/> </div> <div data-bbox="240 1171 1507 1556">  <p>House Bill Numbers do not have a specific format in ARM. Repeat this step as needed.</p> <p>To delete a House Bill Number, click on the trash icon next to the number.</p> <div data-bbox="521 1381 792 1507"> <p>House Bill</p> <input type="text" value="123333"/> </div> </div> |

7

1. Enter a Simple Bill Number and click on the plus sign.



ARM has a unique format for Simple Bill Shipment Identifiers. The format for **Simple Bill (Airway Bill) xxx-nnnn** is 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits.

To delete a Simple Bill Number, click on the trash icon next to the number.


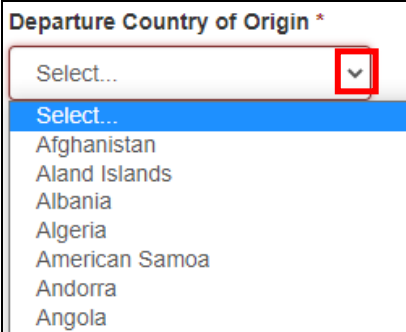
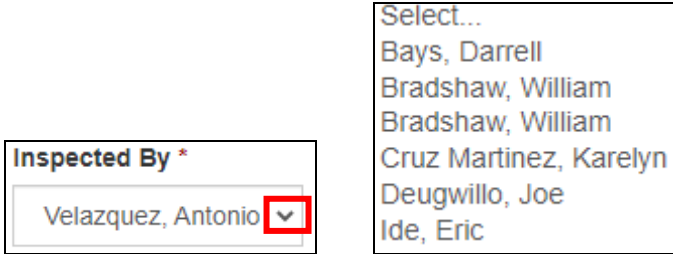
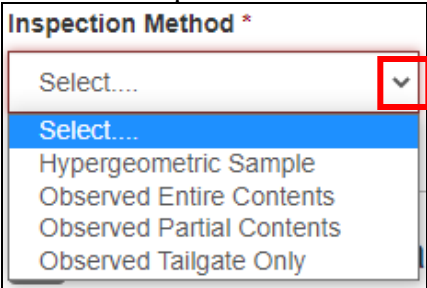
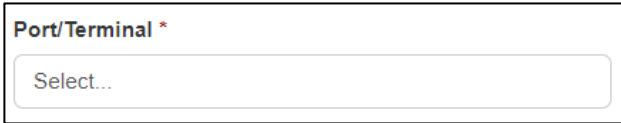
2. Repeat Steps 6A–7 as needed. ARM allows users to enter multiple Shipment Identifiers.

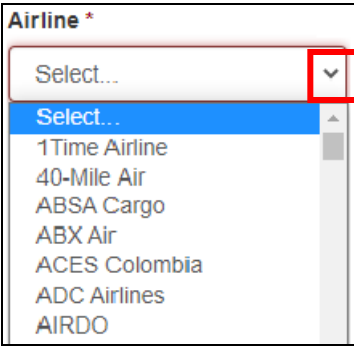
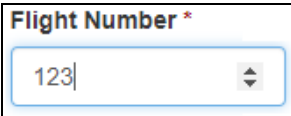
8

Type the date of the inspection.

OR

Click on the Calendar icon and select the date.

| | |
|------------------|--|
| <p>9</p> | <p>Click on Apply tab.</p>  |
| <p>10</p> | <p>Select a Departure Country of Origin from the dropdown list.</p>  |
| <p>11</p> | <p>Select an Inspector if needed.</p>  <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>12</p> | <p>Select the Inspection Method from the dropdown list.</p>  |
| <p>13</p> | <p>Select the Port/Terminal from the dropdown list.</p>  |

| | |
|------------------|---|
| <p>14</p> | <p>Select an airline from the dropdown list.</p>  <p>Note: If the airline is not on the list, contact the ARM Help Desk.</p> |
| <p>15</p> | <p>Enter the Flight Number.</p>  <p>Note: You will enter numbers in this field. Up to 4 characters.</p> |
| <p>16</p> | <p>Select Yes or No on the Additional actions necessary to reduce agricultural risk question.</p> <p>Note: When you select Yes, five additional fields will appear on the Article section. These are:</p> <ul style="list-style-type: none"> a) Intended Use of Cargo. b) Actionable Pest Found: Yes or No. c) Article or cargo requires mandatory treatment? Yes or No. d) Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? Yes or No. e) Contaminant Found? Yes or No. <p>You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.</p> |

| | | |
|-----------|--|--------------|
| 17 | Select Yes or No for any Wood Packing Material (WPM) | |
| | IF: | THEN: |
| Yes | <p>1. Select the type of WPM from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">Select... <li style="padding: 2px;">Crating <li style="padding: 2px;">Dunnage <li style="padding: 2px;">Other <li style="padding: 2px;">Pallet </div> | |

Indicate % of WPM Inspected *


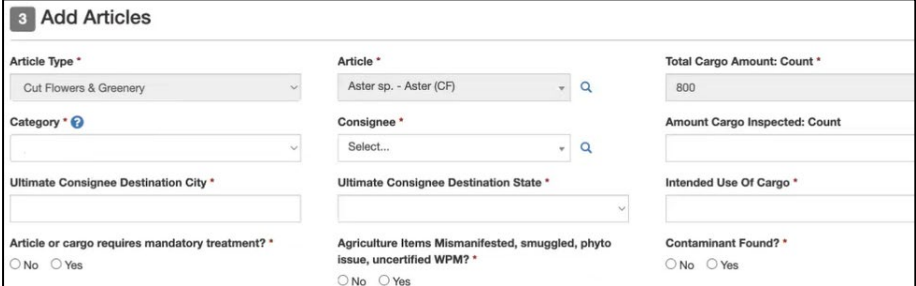
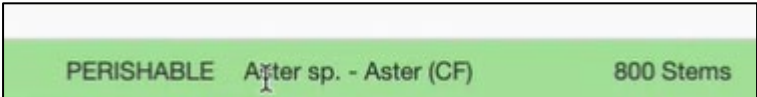
2. Add AQIM Inspection Articles and Results

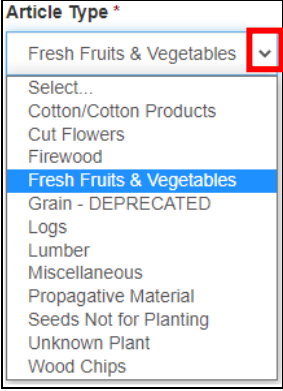


Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to add an article to the page

| STEP | ACTION | | | | | | |
|---|---|-----|-------|---|-----------------------|---|----------------------|
| 1 | <p>If AQIM was associated with a</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="240 596 586 663" style="width: 35%;">IF:</th> <th data-bbox="586 596 1515 663">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 663 586 898"> Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="586 663 1515 898" style="vertical-align: top;">Go to Step 2A.</td> </tr> <tr> <td data-bbox="240 898 586 1129"> <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="586 898 1515 1129" style="vertical-align: top;">Go to Step 3.</td> </tr> </tbody> </table> | IF: | THEN: | Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. |
| IF: | THEN: | | | | | | |
| Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | | | | | | |
| <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. | | | | | | |

2A

| IF POPULATED ARTICLES: | THEN: |
|--|--|
| <p>Has a red asterisk</p> | <p>1. Click over the article line.</p>  <p>Note: The line will turn green, and the article's available data will populate back on Heading number 3 Add Articles.</p>  <p>2. Identify and complete any required missing data. 3. Click on Update Article.</p> <p>Note: The article data will update, and the asterisk will no longer appear near it.</p>  <p>4. Go to Step 21</p> |
| <p>Does not have a red asterisk</p> | <p>Go to Step 21</p> |

| <p>3</p> | <p>Select an Article Type on Heading 3 if needed.</p>  <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
|--------------------|---|--------------------|-------|--------|--|------------|-----------------------|
| <p>4</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p>  <table border="1" data-bbox="240 951 1503 1220"> <thead> <tr> <th data-bbox="240 951 745 1024">IF THE ARTICLE IS:</th> <th data-bbox="745 951 1503 1024">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1024 745 1129">Listed</td> <td data-bbox="745 1024 1503 1129"> <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 </td> </tr> <tr> <td data-bbox="240 1129 745 1220">Not listed</td> <td data-bbox="745 1129 1503 1220">Go to Step 4A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 | Not listed | Go to Step 4A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 | | | | | | |
| Not listed | Go to Step 4A. | | | | | | |
| <p>4A</p> | <p>Click on the search icon.</p>  | | | | | | |

4B

Enter at least 3 characters of an article and click Search

The screenshot shows a 'Find Article' window with a dark blue header. Below the header, there is a 'Simple Search' section. Underneath, there are radio buttons for 'Article Classification' with 'Plant' selected. There are three search input fields: 'Scientific Name', 'Article Type' (a dropdown menu currently showing 'Fresh Fruits & Vegetables'), and 'Common Name'. Each search field has a placeholder text 'Enter at least 3 characters to search...' and radio buttons for 'Starts with' (selected) and 'Contains'. A 'Search' button is highlighted with a red box, and next to it is the text 'Article Not Found'. Below the search fields, there is a '5 records per page' dropdown, a 'Filter' input field, and a table header with columns for 'Scientific Name', 'Common Name', and 'Article Type'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and includes navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Cancel', and 'Select'.

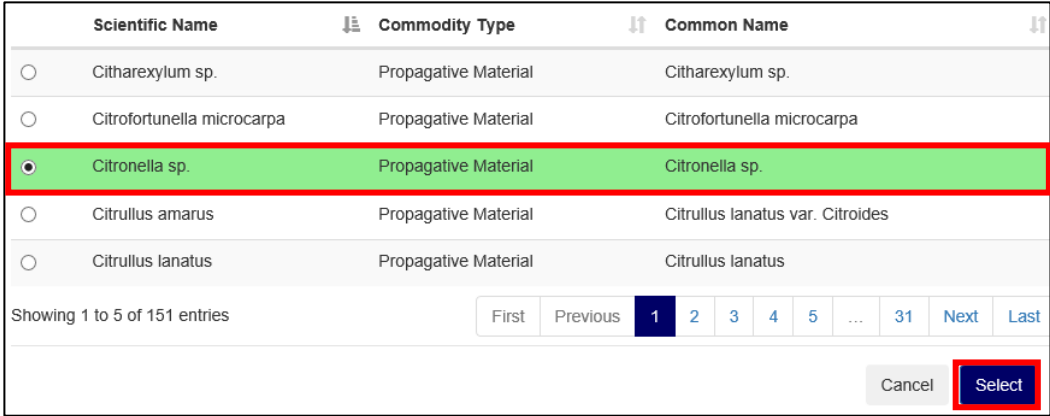
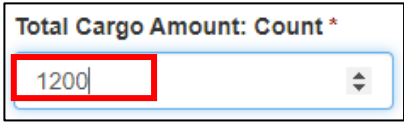
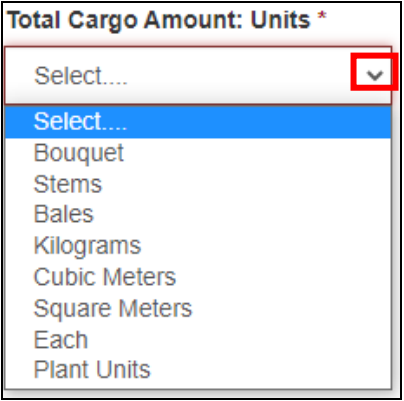
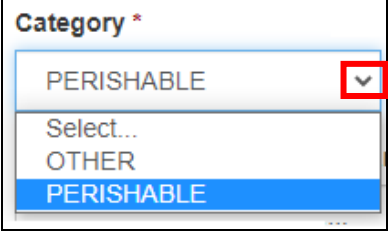
Note: If the article is not found, **contact** the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do **not** search using both. ARM will not provide search results. Use only one option.

4C



Select an Article Type **if** needed.

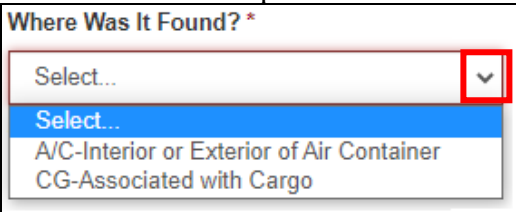
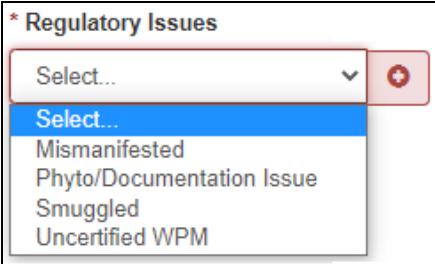
The screenshot shows a dropdown menu titled 'Article Type'. The current selection is 'Fresh Fruits & Vegetables'. The dropdown is open, showing a list of options: 'Select...', 'Animal Product', 'Cotton/Cotton Products', 'Cut Flowers', 'Fresh Fruits & Vegetables', 'Grain - DEPRECATED', 'Logs', 'Lumber', 'Miscellaneous' (highlighted in blue), 'Propagative Material', 'Seeds Not for Planting', and 'Unknown Plant'.

Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.

| <p>4D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="background-color: #90EE90; border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
|--|---|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Enter the count of total cargo amount.</p>  <p>Total Cargo Amount: Count *</p> <p>1200</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select the total cargo amount units from the dropdown list.</p>  <p>Total Cargo Amount: Units *</p> <ul style="list-style-type: none"> Select... Bouquet Stems Bales Kilograms Cubic Meters Square Meters Each Plant Units | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select the cargo category from the dropdown list.</p>  <p>Category *</p> <ul style="list-style-type: none"> PERISHABLE Select... OTHER PERISHABLE | | | | | | | | | | | | | | | | | | |

| | |
|------------------|---|
| <p>8</p> | <p>Select or add a consignee.</p> <div data-bbox="240 233 675 359"> <p>Consignee *</p> <p>Select... ▼ 🔍</p> </div> <p>Note: If the Consignee is not found in the dropdown list, users can search or add them. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> |
| <p>9</p> | <p>Enter the counted amount of cargo inspected.</p> <div data-bbox="240 558 626 705"> <p>Amount of Cargo Inspected:</p> <p>Count *</p> <p>54 ▾</p> </div> |
| <p>10</p> | <p>Select the units of counted amount of cargo inspected from the dropdown list.</p> <div data-bbox="240 789 626 1192"> <p>Amount of Cargo Inspected:</p> <p>Units *</p> <p>Select... ▼</p> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px;">Select... <li style="padding: 2px;">Bouquet <li style="padding: 2px;">Stems <li style="padding: 2px;">Bales <li style="padding: 2px;">Kilograms <li style="padding: 2px;">Cubic Meters <li style="padding: 2px;">Square Meters <li style="padding: 2px;">Each <li style="padding: 2px;">Plant Units </div> |
| <p>11</p> | <p>Enter the full name of the Consignee's Ultimate Destination City.</p> <div data-bbox="240 1276 643 1432"> <p>Ultimate Consignee Destination City *</p> <p>Savannah</p> </div> |

| <p>12</p> | <p>Select the Consignee's Ultimate Destination State from the dropdown list.</p> <div data-bbox="240 233 641 575"> <p>Ultimate Consignee Destination State *</p> <p>Select... </p> <p>Select...</p> <p>Alabama</p> <p>Alaska</p> <p>American Samoa</p> <p>Arizona</p> <p>Arkansas</p> <p>California</p> </div> | | | | | | |
|------------------|---|------------------|-------|-----|-----------------------|----|-----------------------|
| <p>13</p> | <p>Was there additional action necessary to reduce agricultural risk, as answered in Step 15 when you created the Inspection Record (Topic 1 of this Job Aid)?</p> <table border="1" data-bbox="240 699 1507 951"> <thead> <tr> <th data-bbox="240 699 594 768">IF YOU SELECTED:</th> <th data-bbox="599 699 1507 768">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 774 594 858">Yes</td> <td data-bbox="599 774 1507 858">Go to Step 14.</td> </tr> <tr> <td data-bbox="240 865 594 951">No</td> <td data-bbox="599 865 1507 951">Go to Step 19.</td> </tr> </tbody> </table> | IF YOU SELECTED: | THEN: | Yes | Go to Step 14. | No | Go to Step 19. |
| IF YOU SELECTED: | THEN: | | | | | | |
| Yes | Go to Step 14. | | | | | | |
| No | Go to Step 19. | | | | | | |
| <p>14</p> | <p>Select the intended use of cargo from the dropdown list.</p> <div data-bbox="240 1068 727 1417"> <p>Intended Use of Cargo *</p> <p>Select... </p> <p>Select...</p> <p>Could Not Determine</p> <p>Mfgr/Processing</p> <p>Non-entry</p> <p>Personal Consumption</p> <p>Propagative</p> <p>Wholesale/Retail</p> </div> | | | | | | |

| | | |
|-----------|--|---|
| 15 | Select Yes or No if an Actionable Pest was found. | |
| | IF: | THEN: |
| | Yes | <p>1. Select where the pest was found from the dropdown list.</p>  <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> |
| | No | Go to Step 16. |
| 16 | Select Yes or No if the commodity or cargo requires mandatory treatment. | |
| 17 | Select Yes or No if the items were mismanifested, smuggled, had a phytosanitary issue, or uncertified WPM. | |
| | IF: | THEN: |
| | Yes | <p>1. Select a Regulatory issue(s) from the dropdown list.</p>  <p>2. Click on the plus sign to add the Regulatory issue(s)</p> <p>Note: Repeat steps 1 and 2 as needed.</p> <p>3. Go to Step 18.</p> <p>Note: This field will appear when you select Yes.</p> |
| | No | Go to Step 18. |

| 18 | Select Yes or No if a contaminant is found. | |
|-----------|--|-------|
| | IF: | THEN: |
| Yes | <ol style="list-style-type: none"> 1. Select Yes or No if the article or cargo is prohibited. 2. Select where the article was found from the dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Where Was It Found? *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> Select... </div> <div style="border: 1px solid gray; padding: 2px;"> A/C-Interior or Exterior of Air Container </div> <div style="border: 1px solid gray; padding: 2px;"> CG-Associated with Cargo </div> </div> <ol style="list-style-type: none"> 3. Select a contaminant from the dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Contaminant *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> Select... </div> <div style="border: 1px solid gray; padding: 2px;"> Biologicals </div> <div style="border: 1px solid gray; padding: 2px;"> Blood </div> <div style="border: 1px solid gray; padding: 2px;"> Dirt/Soil </div> <div style="border: 1px solid gray; padding: 2px;"> Manure </div> <div style="border: 1px solid gray; padding: 2px;"> Non Noxious Weed Seed </div> <div style="border: 1px solid gray; padding: 2px;"> Noxious Weed Seed </div> </div> <ol style="list-style-type: none"> 4. Click on the plus sign to add the Contaminant(s) <p>Note: Repeat steps 1 and 2 as needed.</p> <ol style="list-style-type: none"> 5. Go to Step 19. | |
| No | Go to Step 19. | |

19

Click on Add Article Tab.



Note: All data entered will populate on Heading 2 Articles Master Table.

2 Articles Master Table

All records per page Filter

| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |
|------------|--|-----------------|------------------|--------------------------|--------------------------------|------------------------|-----------------|---|
| PERISHABLE | Asparagus officinalis - ASPARAGUS (FV) | 500 Box/Cartons | 29 Box/Cartons | A Bryant, Laurinburg, NC | North Carolina, NC | Y | Yes (Dirt/Soil) | <input type="button" value="Pending Inspection"/> |

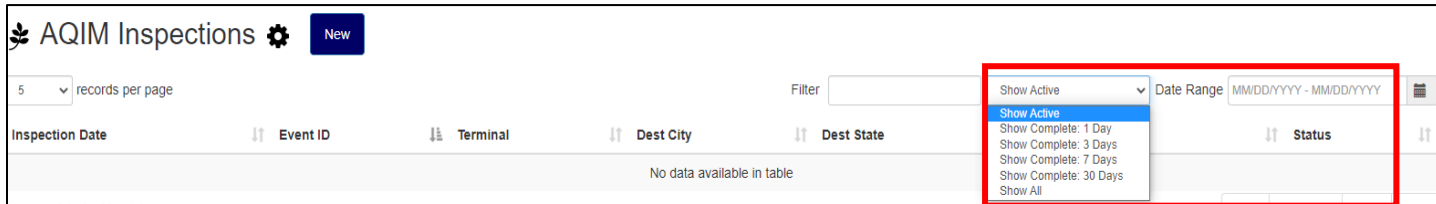
| 20 | IF THE ARTICLE: | THEN: |
|--|--|--|
| | Needs to be updated | <p>1. Click on the article to be updated under Heading 2.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 10px;">Add Article</p> <p style="background-color: #0056b3; color: white; padding: 5px 10px; border: 2px solid red;">Update Article</p> <p style="background-color: #0056b3; color: white; padding: 5px 10px;">Delete Article</p> </div> <p>4. Go to Step 21.</p> |
| | Needs to be deleted | <p>1. Click on the article to be deleted.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Click on Delete Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 10px;">Add Article</p> <p style="background-color: #0056b3; color: white; padding: 5px 10px;">Update Article</p> <p style="background-color: #0056b3; color: white; padding: 5px 10px; border: 2px solid red;">Delete Article</p> </div> <p>3. Enter new information if needed.</p> <p>4. Go to Step 21.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 10px; border: 2px solid red;">Save</p> </div> <p>2. Go to Step 21.</p> | |
| 21 | <p>Click on Close Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 10px; border: 2px solid red;">Close</p> </div> | |

3. Submit a Diagnostic Request

If a pest is found in an article during an Air Cargo Pathway AQIM Inspection, users will need to create and submit the Diagnostic Request (PPQ Form 309) from the APTL Pest ID module. Pest intercepted on cargo cannot be recorded in the ARM CBP AQIM module.

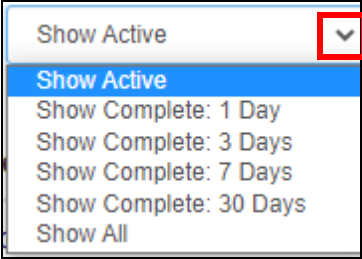
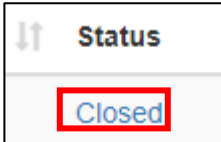
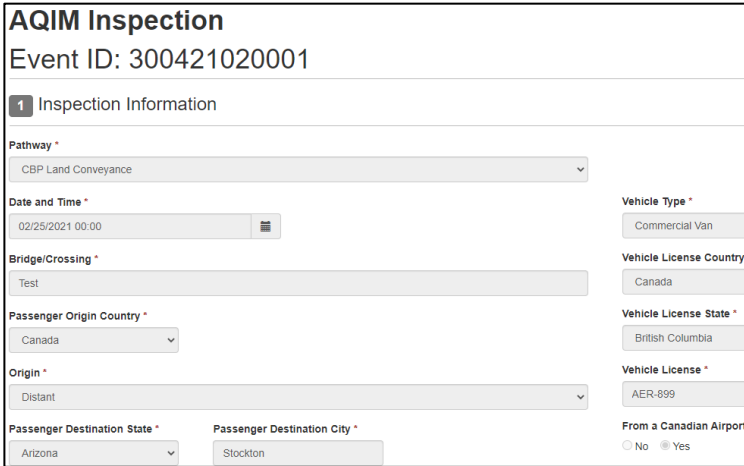

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|----|----|----|----|----|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|----|----|----|----|----|----|----|---|---|---|---|---|---|---|----|---|---|---|---|---|---|
| <p>1</p> | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> Click the calendar icon on the Date Range field. <div data-bbox="703 968 1260 1035" style="border: 1px solid black; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> </div> <ol style="list-style-type: none"> Select a date range. <div data-bbox="703 1104 1466 1545" style="border: 1px solid black; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Last 7 Days</p> <p>Last 30 Days</p> <p>Last 60 Days</p> <p>Last 90 Days</p> <p style="background-color: #007bff; color: white; padding: 2px;">Custom Range</p> </div> <div style="width: 80%;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Dec 2020 Jan 2021 > </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </tbody> </table> <div style="display: flex; justify-content: flex-end; align-items: center; padding-top: 5px;"> 12/10/2020 - 12/10/2020 Clear Apply </div> </div> </div> </div> <ol style="list-style-type: none"> Click Apply. <div data-bbox="703 1619 1239 1686" style="border: 1px solid black; padding: 5px;"> <p>12/10/2020 - 12/10/2020 Clear Apply</p> </div> <ol style="list-style-type: none"> Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| STEP | ACTION | |
|----------|--|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |
| <p>4</p> | <p>Update any information on the fields as needed.</p> | |

| STEP | ACTION |
|------|--|
| 5 | Click on Close Tab.  |

AQIM Maritime Cargo Pathway

This job aid describes how to enter AQIM information into ARM for the Maritime Cargo Pathway. The following topics are included in the AQIM Maritime Cargo Pathway Job Aid:

1. Create a New Maritime Cargo AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Maritime Cargo AQIM Inspection

The AQIM Inspections Page is on the ARM CBP Main Workspace.

| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |



ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

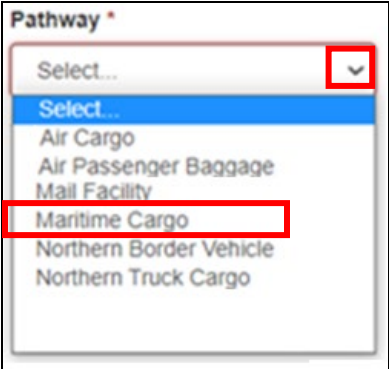
Steps to create a new Maritime Cargo AQIM Inspection

| STEP | ACTION |
|------|--|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane.</p> <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p> |

| STEP | ACTION |
|------|--------|
|------|--------|

2

Select the CBP Maritime Cargo Pathway from the dropdown.



Note: ARM will redirect you to the Maritime Cargo page as shown here.

AQIM Inspection

1 Inspection Information

Pathway *

Maritime Cargo

Shipment Identifiers Type *

Simple Bill

Number *

Port/Terminal *

Select...

Date *

02/26/2021

Carrier Name *

Country of Origin *

Select...

Additional action necessary to reduce agricultural risk? *

No Yes

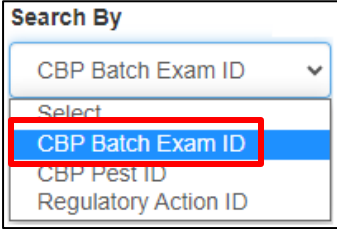
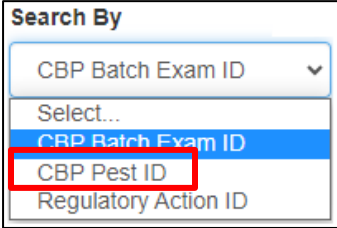
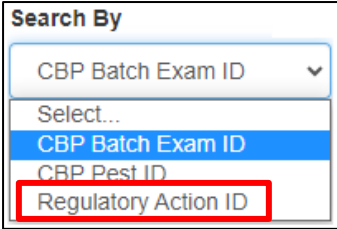
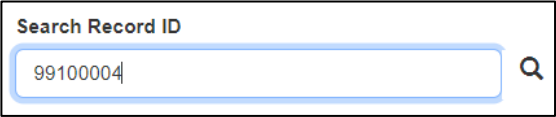
Ultimate Consignee Destination State *

Select...

Ultimate Consignee Destination City *

Any Wood Packing Material? *

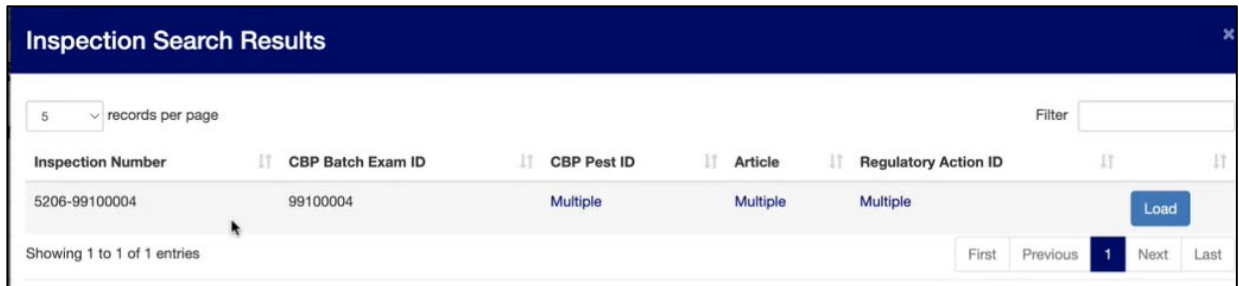
No Yes

| | | |
|--|---|---|
| 3A | IF AQIM INSPECTION IS: | THEN: |
| | Associated with a CBP Batch Exam | <ol style="list-style-type: none"> Select CBP Exam Batch ID.  Go to Step 3B. |
| | Associated with a CBP Pest ID | <ol style="list-style-type: none"> Select CBP Pest ID  Go to Step 3B |
| | Associated with a Regulatory Action ID | <ol style="list-style-type: none"> Select Regulatory Action ID  Go to Step 3B |
| Not associated with any of the options above | Go to Step 4. | |
| 3B | <p>Enter the number of your selection on Step 3A on the Search Text field.</p>  <p>Note: All fields related to the Batch ID will populate on the AQIM fields.</p> | |

3C

Click on search.

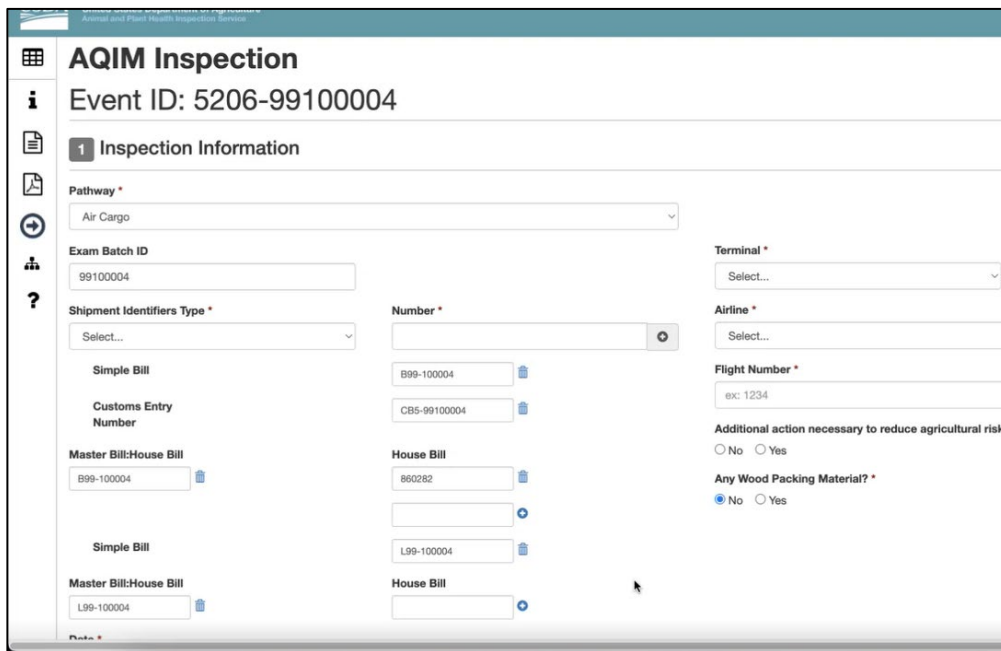
Note: A new window will appear with the data of the event that will be associated with your AQIM event.










3D

Click Load.

Note: All data related to the inspection event associated with your AQIM will populate most of the AQIM fields.



| <p>3E</p> | <p>Review all populated fields and complete any missing AQIM data.</p> <p>Note: A big red asterisk will appear in front of article(s) where there is missing data.</p>  <p>You will find more information about this in Section 2.</p> | | | | | | | | |
|-------------------------|--|------------|--------------|------------------|---------------------|-------------------------|----------------------|-------------|---------------------|
| <p>3F</p> | <p>Go To Section 2 Add AQIM Inspection Articles and Results.</p> | | | | | | | | |
| <p>4</p> | <p>Enter the Exam Batch ID.</p> <div data-bbox="240 873 807 978" style="border: 1px solid black; padding: 5px;"> <p>Exam Batch ID</p> <input type="text"/> </div> <p>Note: This is a non-required field. SKIP this step if needed.</p> | | | | | | | | |
| <p>5</p> | <p>Select Shipment Identifiers Type from the dropdown list.</p> <div data-bbox="240 1066 708 1331" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers Type *</p> <div style="border: 1px solid gray; padding: 2px;"> Simple Bill ▾ </div> <div style="border: 1px solid gray; padding: 2px;"> Select... Container Number Master Bill: House Bill Simple Bill </div> </div> <table border="1" data-bbox="240 1377 1511 1698" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D3D3D3;"> <th style="text-align: left; padding: 5px;">IF:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Container Number</td> <td style="padding: 5px;">Go to Step 6</td> </tr> <tr> <td style="padding: 5px;">Master Bill: House Bill</td> <td style="padding: 5px;">Go to Step 7A</td> </tr> <tr> <td style="padding: 5px;">Simple Bill</td> <td style="padding: 5px;">Go to Step 8</td> </tr> </tbody> </table> | IF: | THEN: | Container Number | Go to Step 6 | Master Bill: House Bill | Go to Step 7A | Simple Bill | Go to Step 8 |
| IF: | THEN: | | | | | | | | |
| Container Number | Go to Step 6 | | | | | | | | |
| Master Bill: House Bill | Go to Step 7A | | | | | | | | |
| Simple Bill | Go to Step 8 | | | | | | | | |

| | |
|------------------|---|
| <p>6</p> | <p>Enter the Container Number and click on the plus sign. Repeat the step to add a new number.</p> <div data-bbox="240 233 591 359"> <p>Number *</p> <input type="text" value="CNUU9865658"/> </div> <div data-bbox="240 405 1511 816">  <p>ARM has a unique format for Container Numbers. The format for Container Numbers XXXXnnnnnnnn is 4 upper case alpha characters and exactly 7 numeric digits (no spaces or dashes).</p> <p>To delete the Container Number, click on the trash icon next to the number.</p> <div data-bbox="521 611 850 695"> <input type="text" value="CNUU9865658"/> </div> </div> |
| <p>7A</p> | <p>Enter the Master House Bill Number and click on the plus sign. Repeat the step to add a new number.</p> <div data-bbox="240 915 612 1052"> <p>Number *</p> <input type="text" value="DOLQ-9845326"/> </div> <div data-bbox="240 1056 1511 1470">  <p>ARM has a unique format for Master House Bills. The format for Master House Bill xxxx-nnnn is 4 alphanumeric digits followed by a dash (-) and 4 alphanumeric digits.</p> <p>To delete the Master House Bill Number, click on the trash icon next to the number.</p> <div data-bbox="521 1304 888 1419"> <p>Master Bill:House Bill</p> <input type="text" value="DOLQ-9845326"/> </div> </div> |

| | |
|------------------|---|
| <p>7B</p> | <p>Enter the House Bill Number and click on the plus sign. Repeat this step to add a new number.</p> <div data-bbox="240 233 527 359"> </div> <div data-bbox="293 411 440 575"> </div> <p>House Bill Numbers do not have a specific format in ARM. Repeat this step as needed.</p> <p>To delete a House Bill Number, click on the trash icon next to the number.</p> <div data-bbox="521 548 792 669"> </div> |
| <p>8</p> | <p>Enter a Simple Bill Number and click on the plus sign.</p> <div data-bbox="240 758 581 884"> </div> <div data-bbox="293 963 440 1127"> </div> <p>ARM has a unique format for Simple Bills. The format for Simple Bill (Airway Bill) xxxx-nnnn is 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits.</p> <p>To delete a Simple Bill Number, click on the trash icon next to the number.</p> <div data-bbox="521 1142 878 1230"> </div> <p>Repeat Steps 4-6 as needed. ARM allows users to enter multiple Shipment Identifiers.</p> |

| <p>9</p> | <p>Type the date of the inspection.</p> <div data-bbox="243 231 548 352"><p>Date *</p><p>03/02/2021</p></div> <p>OR</p> <p>Click on the Calendar icon and select the date.</p> <div data-bbox="243 493 652 1035"><p>Date *</p><p>03/02/2021</p><p>< Mar 2021</p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></tbody></table><p>Clear Apply</p></div> | Su | Mo | Tu | We | Th | Fr | Sa | 28 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------------------|--|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10</p> | <p>Click on Apply tab.</p> <div data-bbox="243 1081 354 1144"><p>Apply</p></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11</p> | <p>Select the County of Origin from the dropdown list.</p> <div data-bbox="243 1201 662 1528"><p>Country of Origin *</p><p>Select...</p><ul style="list-style-type: none">Select...AfghanistanAland IslandsAlbaniaAlgeriaAmerican SamoaAndorra</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|------------------|---|
| <p>12</p> | <p>Select an Inspector if needed.</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="border: 1px solid gray; padding: 5px; margin-right: 20px;"> <p>Inspected By *</p> <p>Velazquez, Antonio ▼</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Select...</p> <p>Bays, Darrell</p> <p>Bradshaw, William</p> <p>Bradshaw, William</p> <p>Cruz Martinez, Karelyn</p> <p>Deugwillo, Joe</p> <p>Ide, Eric</p> </div> </div> <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>13</p> | <p>Select the Inspection Method from the dropdown list.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Inspection Method *</p> <p>Select... ▼</p> <p>Select...</p> <p>Hypergeometric Sample</p> <p>Observed Entire Contents</p> <p>Observed Partial Contents</p> <p>Observed Tailgate Only</p> </div> |
| <p>14</p> | <p>Select a Port/Terminal from the dropdown list.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Port/Terminal *</p> <p>Select... ▼</p> <p>Select...</p> <p>LONG BEACH, CA</p> </div> |
| <p>15</p> | <p>Enter the Carrier's Name.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Carrier Name *</p> <p>Tote </p> </div> |
| <p>16</p> | <p>Select Yes or No on the Additional actions necessary to reduce agricultural risk question.</p> <p>Note: When you select Yes, five additional fields will appear on the Article section. These are:</p> <ul style="list-style-type: none"> f) Intended Use of Cargo. g) Actionable Pest Found: Yes or No. h) Commodity or cargo requires mandatory treatment? Yes or No. i) Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? Yes or No. j) Contaminant Found? Yes or No. <p>You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.</p> |

| 17 | Select Yes or No for any Wood Packing Material (WPM) | |
|-----------|--|--------------|
| | IF: | THEN: |
| Yes | <p>1. Select the type of WPM from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> <p>Select...</p> <p>Crating</p> <p>Dunnage</p> <p>Other</p> <p>Pallet</p> </div> </div> <p>2. Select Yes or No for if the WPM has the official ISPM marking.</p> <p>3. Select Yes or No if bark was found on WPM.</p> <p>4. Enter the percent of WPM inspected.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Indicate % of WPM Inspected *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>5. Select Yes or No if treatment documents are present.</p> <p>6. Select Yes or No if there is evidence of other treatment.</p> <p>7. Go to Topic 2 Add AQIM Inspection Articles and Results</p> | |
| No | <p>Go to Topic 2 Add AQIM Inspection Articles and Results</p> | |

2. Add AQIM Inspection Articles and Results






Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to enter add a new Article to the page

| STEP | ACTION | | | | | | |
|---|--|-----|-------|---|-----------------------|---|----------------------|
| 1 | <p>If AQIM was associated with.</p> <table border="1" data-bbox="240 596 1479 1129"> <thead> <tr> <th data-bbox="240 596 578 663">IF:</th> <th data-bbox="578 596 1479 663">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 663 578 898"> Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 663 1479 898"> Go to Step 2A. </td> </tr> <tr> <td data-bbox="240 898 578 1129"> <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 898 1479 1129"> Go to Step 3. </td> </tr> </tbody> </table> | IF: | THEN: | Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. |
| IF: | THEN: | | | | | | |
| Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | | | | | | |
| <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. | | | | | | |

2A

| IF POPULATED ARTICLES: | THEN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---------|--|-------------------------|----------------|-----------|-----------------------------|------------------------|------------------------|-----|------------|-------------|-------------------------------|--|-----------|--|---------------------------------------|--|-------------------------|--|--|--|--|--|----------------------|--|--|--|------------|------------------------|-----------|
| <p>Has a red asterisk</p> | <p>1. Click over the article line.</p> <div data-bbox="602 422 998 661" style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Article</th> </tr> </thead> <tbody> <tr style="background-color: #d9ead3;"> <td></td> <td>*Aster sp. - Aster (CF)</td> </tr> </tbody> </table> </div> <p>Note: The line will turn green, and the article's available data will populate back on Heading number 3 Add Articles.</p> <div data-bbox="586 789 1464 1073" style="border: 1px solid black; padding: 5px;"> <p>3 Add Articles</p> <table border="1"> <tr> <td>Article Type *</td> <td>Article *</td> <td>Total Cargo Amount: Count *</td> </tr> <tr> <td>Cut Flowers & Greenery</td> <td>Aster sp. - Aster (CF)</td> <td>800</td> </tr> <tr> <td>Category *</td> <td>Consignee *</td> <td>Amount Cargo Inspected: Count</td> </tr> <tr> <td></td> <td>Select...</td> <td></td> </tr> <tr> <td>Ultimate Consignee Destination City *</td> <td>Ultimate Consignee Destination State *</td> <td>Intended Use Of Cargo *</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Article or cargo requires mandatory treatment? *</td> <td>Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? *</td> <td>Contaminant Found? *</td> </tr> <tr> <td><input type="radio"/> No <input type="radio"/> Yes</td> <td><input type="radio"/> No <input type="radio"/> Yes</td> <td><input type="radio"/> No <input type="radio"/> Yes</td> </tr> </table> </div> <p>2. Identify and complete any required missing data.</p> <p>3. Click on Update Article.</p> <p>Note: The article data will update, and the asterisk will no longer appear near it.</p> <div data-bbox="602 1293 1354 1390" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr> <td style="background-color: #d9ead3;">PERISHABLE</td> <td style="background-color: #d9ead3;">Aster sp. - Aster (CF)</td> <td style="background-color: #d9ead3;">800 Stems</td> </tr> </table> </div> <p>4. Go to Step 21</p> | Category | Article | | *Aster sp. - Aster (CF) | Article Type * | Article * | Total Cargo Amount: Count * | Cut Flowers & Greenery | Aster sp. - Aster (CF) | 800 | Category * | Consignee * | Amount Cargo Inspected: Count | | Select... | | Ultimate Consignee Destination City * | Ultimate Consignee Destination State * | Intended Use Of Cargo * | | | | Article or cargo requires mandatory treatment? * | Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? * | Contaminant Found? * | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | PERISHABLE | Aster sp. - Aster (CF) | 800 Stems |
| Category | Article | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Aster sp. - Aster (CF) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Article Type * | Article * | Total Cargo Amount: Count * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut Flowers & Greenery | Aster sp. - Aster (CF) | 800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category * | Consignee * | Amount Cargo Inspected: Count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Select... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ultimate Consignee Destination City * | Ultimate Consignee Destination State * | Intended Use Of Cargo * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Article or cargo requires mandatory treatment? * | Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? * | Contaminant Found? * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERISHABLE | Aster sp. - Aster (CF) | 800 Stems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Does not have a red asterisk</p> | <p>Go to Step 21</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>3</p> | <p>Select an Article Type on Heading 3 if needed.</p> <div data-bbox="240 233 521 621" style="border: 1px solid black; padding: 5px;"> <p>Article Type *</p> <p>Fresh Fruits & Vegetables </p> <p>Select...</p> <p>Cotton/Cotton Products</p> <p>Cut Flowers</p> <p>Firewood</p> <p>Fresh Fruits & Vegetables</p> <p>Grain - DEPRECATED</p> <p>Logs</p> <p>Lumber</p> <p>Miscellaneous</p> <p>Propagative Material</p> <p>Seeds Not for Planting</p> <p>Unknown Plant</p> <p>Wood Chips</p> </div> <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
|--------------------|--|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>4</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p> <div data-bbox="240 762 626 894" style="border: 1px solid black; padding: 5px;"> <p>Article *</p> <p>Select...  </p> </div> <table border="1" data-bbox="240 930 1503 1199" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">IF THE ARTICLE IS:</th> <th style="background-color: #cccccc;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Listed</td> <td> <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 </td> </tr> <tr> <td>Not listed</td> <td>Go to Step 4A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 | Not listed | Go to Step 4A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 5 | | | | | | |
| Not listed | Go to Step 4A. | | | | | | |
| <p>4A</p> | <p>Click on the search icon.</p> <div data-bbox="240 1262 626 1394" style="border: 1px solid black; padding: 5px;"> <p>Article *</p> <p>Select...  </p> </div> | | | | | | |

4B

Enter at least 3 characters of an article and click Search

The screenshot shows the 'Find Article' window. At the top, there's a 'Simple Search' section. Below it, 'Article Classification' has radio buttons for 'Plant' (selected), 'Animal', and 'Miscellaneous'. There are two search input fields: 'Scientific Name' and 'Common Name', both with the placeholder text 'Enter at least 3 characters to search...'. Below each input field are radio buttons for 'Starts with' (selected) and 'Contains'. An 'Article Type' dropdown menu is set to 'Fresh Fruits & Vegetables'. A 'Search' button is highlighted with a red box. Below the search area, there's a '5 records per page' selector, a 'Filter' input, and a table header with columns for 'Scientific Name', 'Common Name', and 'Article Type'. At the bottom, there are 'First', 'Previous', 'Next', 'Last' navigation buttons, a 'Cancel' button, and a 'Select' button.

Note: If the article is not found, **contact** the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do **not** search using both. ARM will not provide search results. Use only one option.

4C

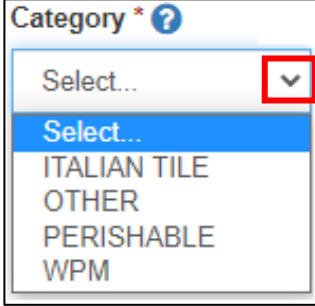
Select an Article Type **if** needed.

The screenshot shows the 'Article Type' dropdown menu. The current selection is 'Fresh Fruits & Vegetables'. The dropdown list includes: 'Select...', 'Animal Product', 'Cotton/Cotton Products', 'Cut Flowers', 'Fresh Fruits & Vegetables', 'Grain - DEPRECATED', 'Logs', 'Lumber', 'Miscellaneous' (highlighted), 'Propagative Material', 'Seeds Not for Planting', and 'Unknown Plant'.

Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.



| <p>4D</p> | <p>Select an Article using the radio button and then click Select.</p> <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
|--|---|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Enter the count of total cargo amount.</p> <p>Total Cargo Amount: Count *</p> <p>1200</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select the total cargo amount units from the dropdown list.</p> <p>Total Cargo Amount: Units *</p> <p>Select...</p> <ul style="list-style-type: none"> Select... Acres Bags Bales Barrels Box/Cartons Bulk Cargo Containers Cubic Meters Each | | | | | | | | | | | | | | | | | | |

7 Select the cargo category from the dropdown list.



| IF: | THEN: |
|--------------------------|----------------------|
| Italian Tile | Go to Step 7A |
| Other, Perishable or WPM | Go to Step 8 |

| <p>7A</p> | <p>Is the Italian Tile Manufacturer on the dropdown list?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">IF:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Yes</p> </td> <td style="vertical-align: top;"> <p>1. Select the manufacturer from the dropdown list.</p> <p>2. Click on the plus sign.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Italian Tile Manufacturer *</p> <p>Select... + Q</p> </div> <p>Note: The selected manufacturer will appear below the field, as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: To delete the manufacturer, click on the trash can icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: Repeat the above steps to add a new manufacturer or to add multiple manufacturers.</p> <p>3. Go to Step 8</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>No</p> </td> <td style="vertical-align: top;"> <p>1. Search or add the Italian Tile Manufacturer. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> <p>2. Refer to steps 1-2 above once the manufacturer is added.</p> <p>3. Go to Step 8</p> </td> </tr> </tbody> </table> | IF: | THEN: | <p>Yes</p> | <p>1. Select the manufacturer from the dropdown list.</p> <p>2. Click on the plus sign.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Italian Tile Manufacturer *</p> <p>Select... + Q</p> </div> <p>Note: The selected manufacturer will appear below the field, as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: To delete the manufacturer, click on the trash can icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: Repeat the above steps to add a new manufacturer or to add multiple manufacturers.</p> <p>3. Go to Step 8</p> | <p>No</p> | <p>1. Search or add the Italian Tile Manufacturer. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> <p>2. Refer to steps 1-2 above once the manufacturer is added.</p> <p>3. Go to Step 8</p> |
|------------------|---|-----|-------|------------|---|-----------|---|
| IF: | THEN: | | | | | | |
| <p>Yes</p> | <p>1. Select the manufacturer from the dropdown list.</p> <p>2. Click on the plus sign.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Italian Tile Manufacturer *</p> <p>Select... + Q</p> </div> <p>Note: The selected manufacturer will appear below the field, as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: To delete the manufacturer, click on the trash can icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>La Romana Tilles, Roma 🗑</p> </div> <p>Note: Repeat the above steps to add a new manufacturer or to add multiple manufacturers.</p> <p>3. Go to Step 8</p> | | | | | | |
| <p>No</p> | <p>1. Search or add the Italian Tile Manufacturer. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> <p>2. Refer to steps 1-2 above once the manufacturer is added.</p> <p>3. Go to Step 8</p> | | | | | | |
| <p>8</p> | <p>Select or add a consignee.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Consignee *</p> <p>Select... v Q</p> </div> <p>Note: If the Consignee is not found in the dropdown list, users can search or add them. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> | | | | | | |
| <p>9</p> | <p>Enter the counted amount of cargo inspected.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Amount of Cargo Inspected:</p> <p>Count *</p> <p>54 ⬇</p> </div> | | | | | | |

| <p>10</p> | <p>Select the units of counted amount of cargo inspected from the dropdown list.</p> <div data-bbox="240 226 625 632"> <p>Amount of Cargo Inspected: Units *</p> <p>Select... </p> <p>Select...</p> <p>Bouquet</p> <p>Stems</p> <p>Bales</p> <p>Kilograms</p> <p>Cubic Meters</p> <p>Square Meters</p> <p>Each</p> <p>Plant Units</p> </div> | | | | | | |
|------------------|---|------------------|-------|-----|----------------|----|----------------|
| <p>11</p> | <p>Enter the full name of the Consignee's Ultimate Destination City.</p> <div data-bbox="240 716 646 869"> <p>Ultimate Consignee Destination City *</p> <p>Savannah</p> </div> | | | | | | |
| <p>12</p> | <p>Select the Consignee's Ultimate Destination State from the dropdown list.</p> <div data-bbox="240 957 646 1304"> <p>Ultimate Consignee Destination State *</p> <p>Select... </p> <p>Select...</p> <p>Alabama</p> <p>Alaska</p> <p>American Samoa</p> <p>Arizona</p> <p>Arkansas</p> <p>California</p> </div> | | | | | | |
| <p>13</p> | <p>Was there additional action necessary to reduce agricultural risk, as answered in Step 15 when you created the Inspection Record (Topic 1 of this Job Aid)?</p> <table border="1" data-bbox="240 1472 1507 1719"> <thead> <tr> <th data-bbox="240 1472 594 1539">IF YOU SELECTED:</th> <th data-bbox="599 1472 1507 1539">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1539 594 1629">Yes</td> <td data-bbox="599 1539 1507 1629">Go to Step 14.</td> </tr> <tr> <td data-bbox="240 1629 594 1719">No</td> <td data-bbox="599 1629 1507 1719">Go to Step 19.</td> </tr> </tbody> </table> | IF YOU SELECTED: | THEN: | Yes | Go to Step 14. | No | Go to Step 19. |
| IF YOU SELECTED: | THEN: | | | | | | |
| Yes | Go to Step 14. | | | | | | |
| No | Go to Step 19. | | | | | | |

| <p>14</p> | <p>Select the intended use of cargo from the dropdown list.</p> <div data-bbox="240 226 719 573" style="border: 1px solid black; padding: 5px;"> <p>Intended Use of Cargo *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... Could Not Determine Mfgr/Processing Non-entry Personal Consumption Propagative Wholesale/Retail </div> | | | | | | |
|------------------|---|------------|--------------|-----|--|----|------------------------------|
| <p>15</p> | <p>Select Yes or No if an actionable Pest was found.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%; text-align: left; padding: 5px;">IF:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Yes</td> <td style="padding: 5px;"> <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 877 1092 1098" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">No</td> <td style="padding: 5px;"> <p>Go to Step 16.</p> </td> </tr> </tbody> </table> | IF: | THEN: | Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 877 1092 1098" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | No | <p>Go to Step 16.</p> |
| IF: | THEN: | | | | | | |
| Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 877 1092 1098" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | | | | | | |
| No | <p>Go to Step 16.</p> | | | | | | |
| <p>16</p> | <p>Select Yes or No if the commodity or cargo requires mandatory treatment.</p> | | | | | | |

| 17 | Select Yes or No if the items were mis-manifested, smuggled, had a phytosanitary issue, or uncertified WPM. | |
|-----------|---|---|
| | IF: | THEN: |
| | Yes | <p>1. Select a Regulatory issue(s) from the dropdown list.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>* Regulatory Issues</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ + </div> <div style="background-color: #e0e0e0; padding: 2px;"> Select... </div> <div style="background-color: #e0e0e0; padding: 2px;"> Mismanifested </div> <div style="background-color: #e0e0e0; padding: 2px;"> Phyto/Documentation Issue </div> <div style="background-color: #e0e0e0; padding: 2px;"> Smuggled </div> <div style="background-color: #e0e0e0; padding: 2px;"> Uncertified WPM </div> </div> <p>2. Click on the plus sign to add the Regulatory issue(s)</p> <p>Note: Repeat steps 1 and 2 as needed.</p> <p>3. Go to Step 18.</p> <p>Note: This field will appear when you select Yes.</p> |
| No | Go to Step 18. | |

| | | |
|-----------|---|--------------|
| 18 | Select Yes or No IF: a contaminant is found. | |
| | IF: | THEN: |
| Yes | <ol style="list-style-type: none"> 1. Select Yes or No if the article or cargo is prohibited 2. Select where the article was found from the dropdown list <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Where Article Was Found *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <ol style="list-style-type: none"> 3. Select a contaminant from the dropdown list <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Contaminant *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed </div> <ol style="list-style-type: none"> 4. Click on the plus sign to add the Contaminant(s) <p>Note: Repeat steps 1 and 2 as needed.</p> <ol style="list-style-type: none"> 5. Go to Step 19 | |
| No | Go to Step 19. | |

19

Click on Add Article Tab.



Note: All data entered will populate on Heading 2 Articles Master Table.

2 Articles Master Table

All records per page Filter

| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |
|------------|--|-----------------|------------------|--------------------------|--------------------------------|------------------------|-----------------|---|
| PERISHABLE | Asparagus officinalis - ASPARAGUS (FV) | 500 Box/Cartons | 29 Box/Cartons | A Bryant, Laurinburg, NC | North Carolina, NC | Y | Yes (Dirt/Soil) | <input type="button" value="Pending Inspection"/> |

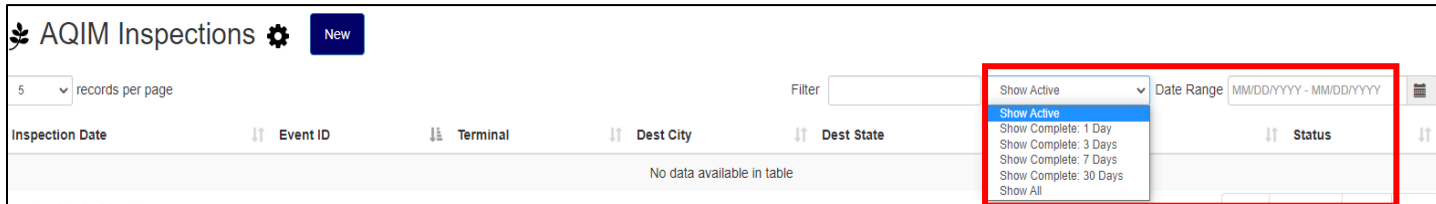
| | | |
|---|--|--|
| <p>20</p> | <p>IF THE ARTICLE:</p> | <p>THEN:</p> |
| | <p>Needs to be updated</p> | <p>1. Click on the article to be updated under Heading 2.</p> <div data-bbox="607 348 1013 554" style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p>Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p> <div data-bbox="607 732 1102 804" style="border: 1px solid black; padding: 5px;"> <p>Add Article Update Article Delete Article</p> </div> <p>4. Go to Step 21.</p> |
| | <p>Needs to be deleted</p> | <p>1. Click on the article to be deleted.</p> <div data-bbox="607 959 1013 1165" style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p>Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Click on Delete Tab.</p> <div data-bbox="607 1247 1102 1318" style="border: 1px solid black; padding: 5px;"> <p>Add Article Update Article Delete Article</p> </div> <p>3. Enter new information if needed.</p> <p>4. Go to Step 21.</p> |
| <p>Does not require further action</p> | <p>1. Click on Save Tab.</p> <div data-bbox="607 1493 727 1564" style="border: 1px solid black; padding: 5px;"> <p>Save</p> </div> <p>2. Go to Step 21.</p> | |
| <p>21</p> | <p>Click on Close Tab.</p> <div data-bbox="237 1703 367 1774" style="border: 1px solid black; padding: 5px;"> <p>Close</p> </div> | |

3. Submit a Diagnostic Request


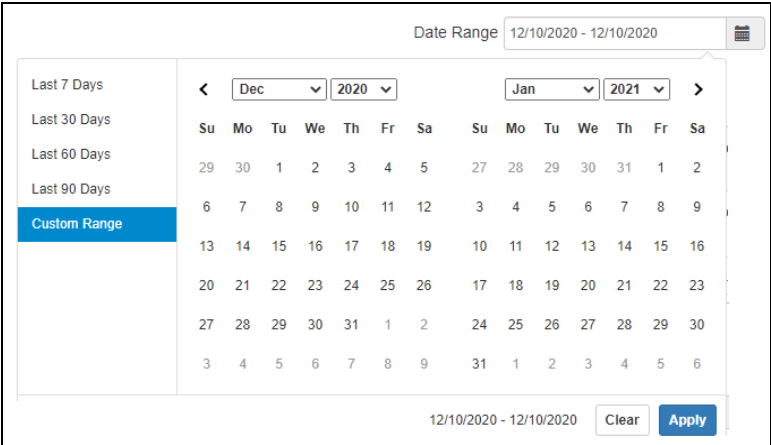

If a pest is found in an article during an Air Cargo Pathway AQIM Inspection, users will need to create and submit the Diagnostic Request (PPQ Form 309) from the APTL Pest ID module. Pest intercepted on cargo cannot be recorded in the ARM CBP AQIM module.

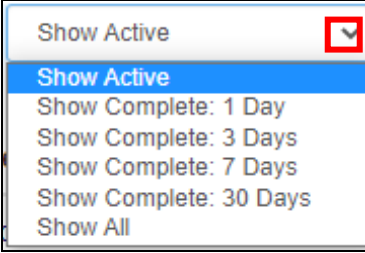

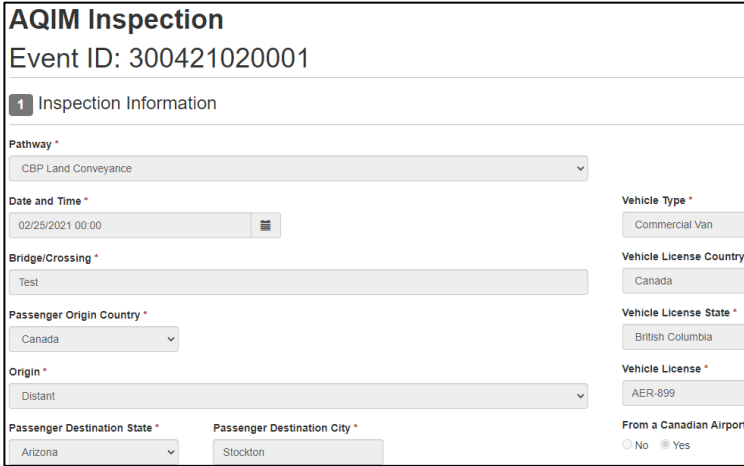

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|-----------------|--|--|
| <p>1</p> | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> Click the calendar icon on the Date Range field.  <ol style="list-style-type: none"> Select a date range.  <ol style="list-style-type: none"> Click Apply.  <ol style="list-style-type: none"> Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> |

| STEP | ACTION | |
|----------|--|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |
| <p>4</p> | <p>Update any information on the fields as needed.</p> | |

| STEP | ACTION |
|------|--|
| 5 | Click on Close Tab.  |

AQIM Southern Border Cargo Pathway


This job aid describes how to enter AQIM information into ARM for the Southern Border Cargo Pathway. The following topics are included in the AQIM Southern Border Cargo Pathway Job Aid:

1. Create a New Southern Border Cargo AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Southern Border Cargo AQIM Inspection

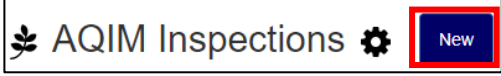
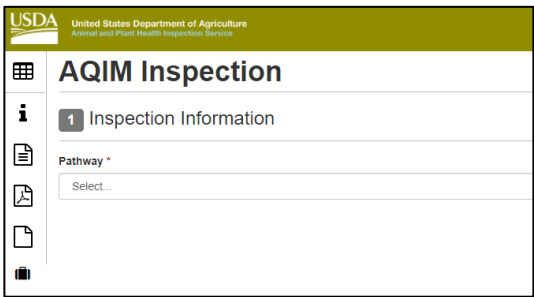
The AQIM Inspections Page is on the ARM CBP Main Workspace.

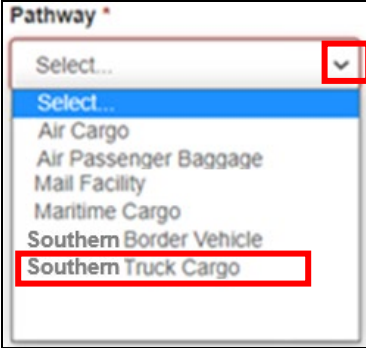
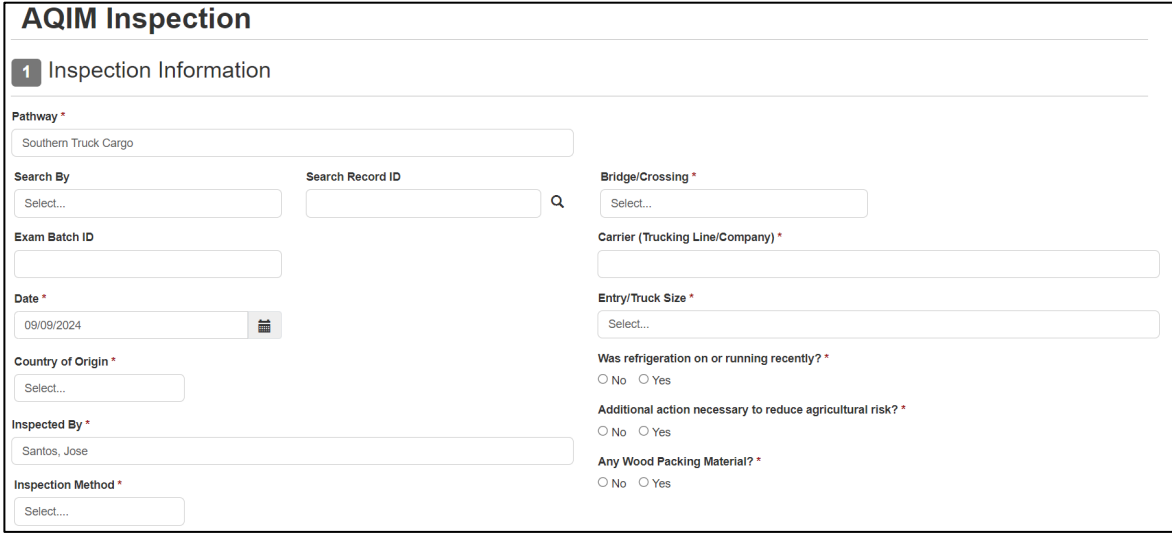
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |

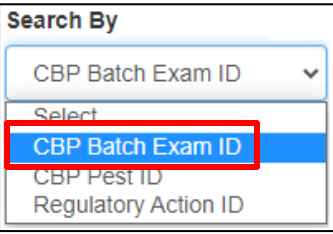
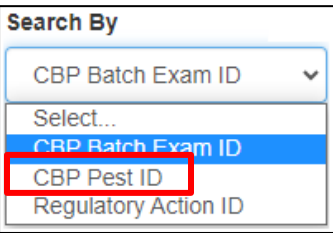
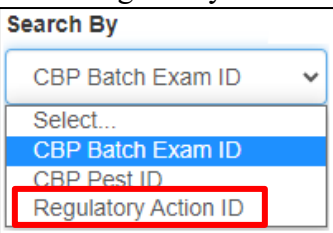
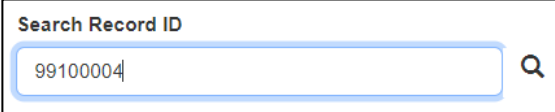


ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

Steps to create a new Southern Border Cargo AQIM Inspection

| STEP | ACTION |
|------|---|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

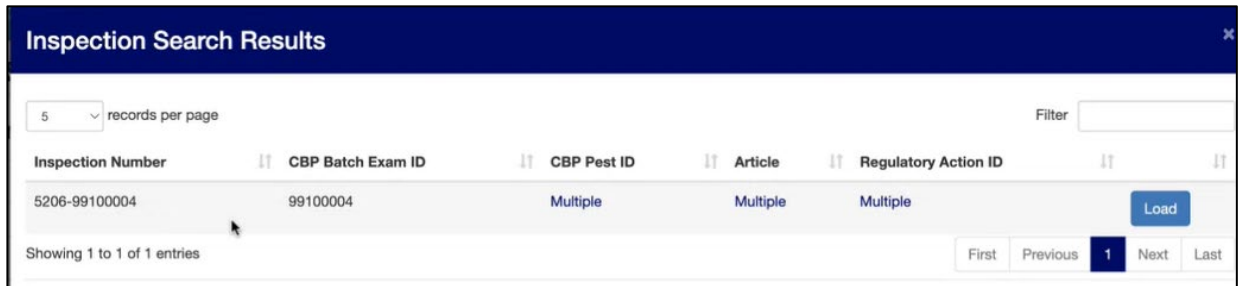
| STEP | ACTION |
|------|---|
| 2 | <p>Select the Southern Truck Cargo Pathway from the dropdown</p>  <p>Note: ARM will redirect you to the Southern Truck Cargo page as seen here:</p>  |

| STEP | ACTION | |
|---|---|--|
| <p>3A</p> | <p>IF AQIM INSPECTION IS:</p> | <p>THEN:</p> |
| | <p>Associated with a CBP Batch Exam</p> | <p>1. Select CBP Exam Batch ID.</p>  <p>2. Go to Step 3B.</p> |
| | <p>Associated with a CBP Pest ID</p> | <p>1. Select CBP Pest ID</p>  <p>2. Go to Step 3B</p> |
| | <p>Associated with a Regulatory Action ID</p> | <p>1. Select Regulatory Action ID</p>  <p>2. Go to Step 3B</p> |
| <p>Not associated with any of the options above</p> | <p>Go to Step 4.</p> | |
| <p>3B</p> | <p>Enter the number of your selection on Step 3A on the Search Record ID field.</p>  | |

3C

Click on search.

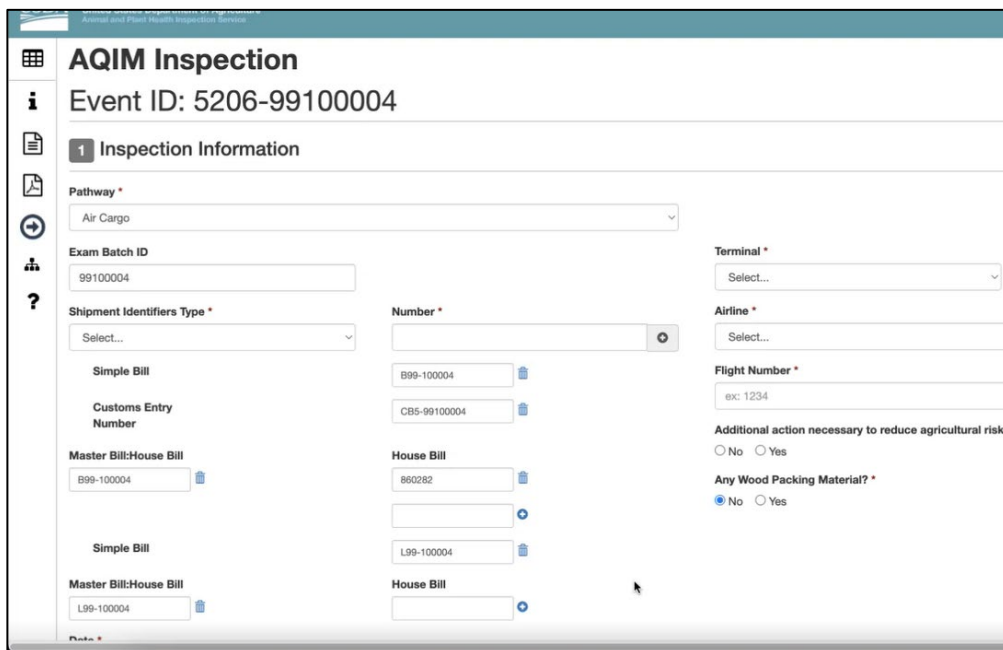
Note: A new window will appear with the data of the event that will be associated with your AQIM event.




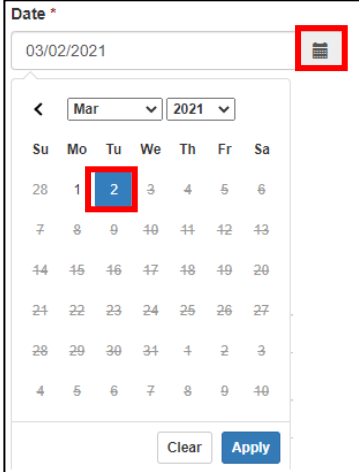








3D

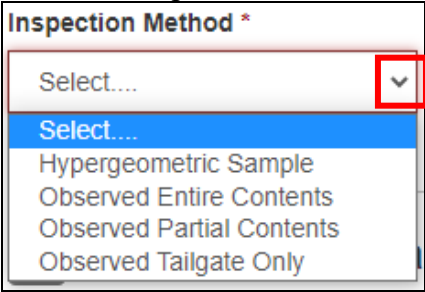
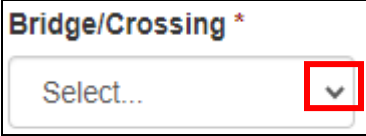
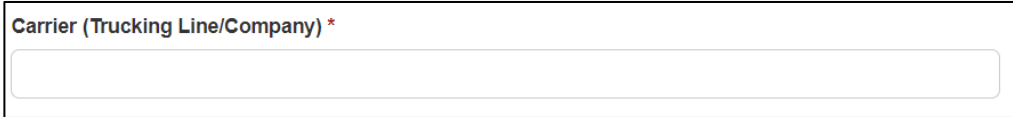
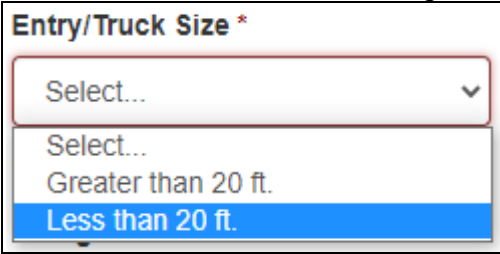
Click Load.

Note: All data related to the inspection event associated with your AQIM will populate most of the AQIM fields.



| | |
|------------------|--|
| <p>3E</p> | <p>Review all populated fields and complete any missing AQIM data.</p> <p>Note: A big red asterisk will appear in front of article(s) where there is missing data.</p>  <p>You will find more information about this in Section 2.</p> |
| <p>3F</p> | <p>Go To Section 2 Add AQIM Inspection Articles and Results.</p> |
| <p>4</p> | <p>Enter the Exam Batch ID.</p>  <p>Note: This is a non-required field. SKIP this step if needed.</p> |
| <p>5</p> | <p>Type the date of the inspection.</p>  <p>OR</p> <p>Click on the Calendar icon and select the date.</p>  |
| <p>6</p> | <p>Click on Apply tab.</p>  |

| <p>7</p> | <p>Select the cargo origin from the dropdown list..</p> <div data-bbox="240 233 643 506"> <p>Origin *</p> <p>Mexico </p> <p>Mayotte</p> <p>Mexico</p> <p>Micronesia</p> <p>Moldova</p> <p>Monaco</p> </div> <table border="1" data-bbox="240 531 1511 1098"> <thead> <tr> <th data-bbox="240 531 586 600">IF:</th> <th data-bbox="591 531 1511 600">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 606 586 1016">Mexico</td> <td data-bbox="591 606 1511 1016"> <p>1. Select the Origin State from the dropdown list.</p> <div data-bbox="597 638 1187 926"> <p>Origin State *</p> <p>Select... </p> <p>Select...</p> <p>Aguascalientes</p> <p>Baja California</p> <p>Baja California Sur</p> <p>Campeche</p> <p>Chiapas</p> </div> <p>2. Go to Step 8.</p> </td> </tr> <tr> <td data-bbox="240 1022 586 1098">Other than Mexico</td> <td data-bbox="591 1022 1511 1098">Go to Step 8.</td> </tr> </tbody> </table> | IF: | THEN: | Mexico | <p>1. Select the Origin State from the dropdown list.</p> <div data-bbox="597 638 1187 926"> <p>Origin State *</p> <p>Select... </p> <p>Select...</p> <p>Aguascalientes</p> <p>Baja California</p> <p>Baja California Sur</p> <p>Campeche</p> <p>Chiapas</p> </div> <p>2. Go to Step 8.</p> | Other than Mexico | Go to Step 8. |
|-------------------|--|-----|-------|--------|--|-------------------|----------------------|
| IF: | THEN: | | | | | | |
| Mexico | <p>1. Select the Origin State from the dropdown list.</p> <div data-bbox="597 638 1187 926"> <p>Origin State *</p> <p>Select... </p> <p>Select...</p> <p>Aguascalientes</p> <p>Baja California</p> <p>Baja California Sur</p> <p>Campeche</p> <p>Chiapas</p> </div> <p>2. Go to Step 8.</p> | | | | | | |
| Other than Mexico | Go to Step 8. | | | | | | |
| <p>8</p> | <p>Select an Inspector if needed.</p> <div data-bbox="248 1339 557 1455"> <p>Inspected By *</p> <p>Velazquez, Antonio </p> </div> <div data-bbox="613 1203 922 1455"> <p>Select...</p> <p>Bays, Darrell</p> <p>Bradshaw, William</p> <p>Bradshaw, William</p> <p>Cruz Martinez, Karelyn</p> <p>Deugwillo, Joe</p> <p>Ide, Eric</p> </div> <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> | | | | | | |

| | |
|------------------|---|
| <p>9</p> | <p>Select the inspection method from the dropdown list.</p>  |
| <p>10</p> | <p>Select Bridge/Crossing from the dropdown list.</p>  |
| <p>11</p> | <p>Enter the Carrier (Trucking Line/Company).</p>  |
| <p>12</p> | <p>Select the truck size from the dropdown list</p>  |
| <p>13</p> | <p>Select Yes or No if the refrigeration was on or run recently.</p> |
| <p>14</p> | <p>Select Yes or No is there is an additional action necessary to reduce agricultural risk.</p> <p>Note: When you select Yes, five additional fields will appear on the Article section. These are:</p> <ul style="list-style-type: none"> a) Intended Use of Cargo b) Actionable Pest Found: Yes or No c) Commodity or cargo requires mandatory treatment? Yes or No. d) Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? Yes or No. e) Contaminant Found? Yes or No. <p>You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.</p> |

| 15 | Select Yes or No for any wood packing material (WPM). | |
|-----------|--|-------|
| | IF: | THEN: |
| Yes | <p>1. Select the type of WPM from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> Select... Crating Dunnage Other Pallet </div> </div> <p>2. Select Yes or No if the WPM has the official ISPM marking.</p> <p>3. Select Yes or No if bark was found on WPM.</p> <p>4. Enter the percent of WPM inspected.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Indicate % of WPM Inspected *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>5. Select Yes or No if treatment documents are present.</p> <p>6. Select Yes or No if there is evidence of other treatment.</p> <p>7. Go to Topic 2: Add AQIM Inspection Articles and Results</p> | |
| No | Go to Topic 2: Add AQIM Inspection Articles and Results | |


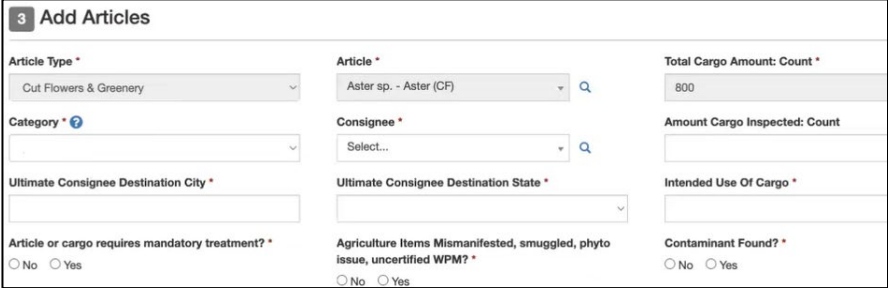
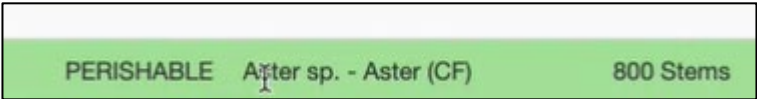
2. Add AQIM Inspection Articles and Results






Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to enter add an Article to the page

| STEP | ACTION | | | | | | |
|---|--|------------------------|-------|---|-----------------------|---|----------------------|
| 1 | <p>If AQIM was associated with a</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="240 596 578 705" style="text-align: left;">IF AQIM INSPECTION IS:</th> <th data-bbox="578 596 1479 705" style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 705 578 940"> Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 705 1479 940" style="vertical-align: top;"> Go to Step 2A. </td> </tr> <tr> <td data-bbox="240 940 578 1176"> <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 940 1479 1176" style="vertical-align: top;"> Go to Step 3. </td> </tr> </tbody> </table> | IF AQIM INSPECTION IS: | THEN: | Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. |
| IF AQIM INSPECTION IS: | THEN: | | | | | | |
| Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | | | | | | |
| <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. | | | | | | |

2A

| IF POPULATED ARTICLES: | THEN: |
|-------------------------------------|--|
| Has a red asterisk | <p>5. Click over the article line.</p>  <p>Note: The line will turn green, and the article's available data will populate back on Heading number 3 Add Articles.</p>  <p>6. Identify and complete any required missing data. 7. Click on Update Article.</p> <p>Note: The article data will update, and the asterisk will no longer appear near it.</p>  <p>8. Go to Step 21</p> |
| Does not have a red asterisk | Go to Step 21 |

| <p>3</p> | <p>Select an Article Type on Heading 3 if needed.</p> <div data-bbox="240 233 529 617"> <p>Article Type *</p> <p>Fresh Fruits & Vegetables </p> <p>Select...</p> <p>Cotton/Cotton Products</p> <p>Cut Flowers</p> <p>Firewood</p> <p>Fresh Fruits & Vegetables</p> <p>Grain - DEPRECATED</p> <p>Logs</p> <p>Lumber</p> <p>Miscellaneous</p> <p>Propagative Material</p> <p>Seeds Not for Planting</p> <p>Unknown Plant</p> <p>Wood Chips</p> </div> <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
|--------------------|--|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>4</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p> <div data-bbox="240 764 625 900"> <p>Article *</p> <p>Select...  </p> </div> <table border="1" data-bbox="240 936 1503 1205"> <thead> <tr> <th data-bbox="240 936 745 1010">IF THE ARTICLE IS:</th> <th data-bbox="745 936 1503 1010">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1010 745 1115">Listed</td> <td data-bbox="745 1010 1503 1115"> <ol style="list-style-type: none"> Select an article Go to Step 5 </td> </tr> <tr> <td data-bbox="240 1115 745 1205">Not listed</td> <td data-bbox="745 1115 1503 1205">Go to Step 4A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> Select an article Go to Step 5 | Not listed | Go to Step 4A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> Select an article Go to Step 5 | | | | | | |
| Not listed | Go to Step 4A. | | | | | | |
| <p>4A</p> | <p>Click on the search icon.</p> <div data-bbox="240 1264 625 1400"> <p>Article *</p> <p>Select...  </p> </div> | | | | | | |

4B

Enter at least 3 characters of an article and click Search

The screenshot shows a 'Find Article' window with a dark blue header. Below the header is a 'Simple Search' section. At the top, there are radio buttons for 'Article Classification': Plant (selected), Animal, and Miscellaneous. Below this are three search input fields: 'Scientific Name', 'Article Type', and 'Common Name'. The 'Scientific Name' field contains the placeholder text 'Enter at least 3 characters to search...' and has radio buttons for 'Starts with' (selected) and 'Contains'. The 'Article Type' field is a dropdown menu currently showing 'Fresh Fruits & Vegetables'. The 'Common Name' field also has the placeholder text and 'Starts with'/'Contains' radio buttons. Below the search fields is a blue 'Search' button and a link for 'Article Not Found'. At the bottom of the search area, there is a '5 records per page' dropdown, a 'Filter' input field, and a table header with columns for 'Scientific Name', 'Common Name', and 'Article Type'. The table content is empty, showing 'Showing 0 to 0 of 0 entries'. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are present, along with 'Cancel' and 'Select' buttons at the bottom right.

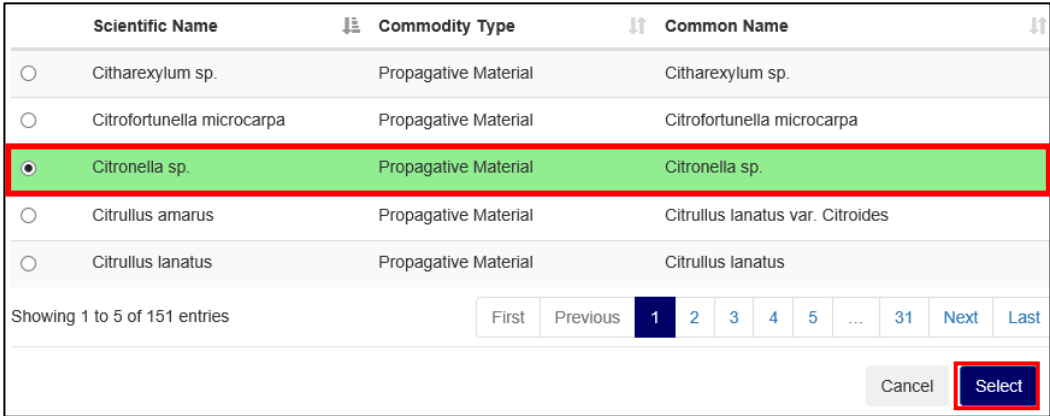
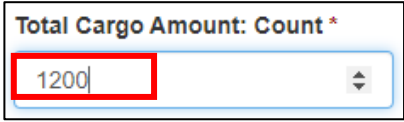
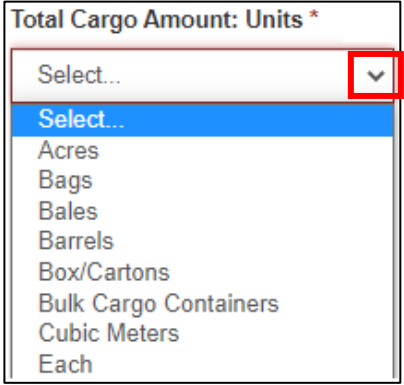
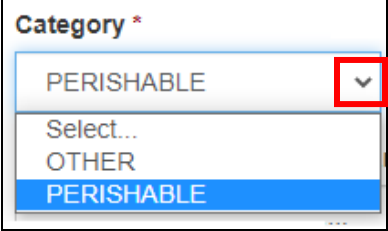
Note: If the article is not found, **contact** the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do **not** search using both. ARM will not provide search results. Use only one option.

4C

Select an Article Type **if** needed.

The screenshot shows a dropdown menu titled 'Article Type'. The current selection is 'Fresh Fruits & Vegetables'. The dropdown is open, showing a list of options: 'Select...', 'Animal Product', 'Cotton/Cotton Products', 'Cut Flowers', 'Fresh Fruits & Vegetables', 'Grain - DEPRECATED', 'Logs', 'Lumber', 'Miscellaneous' (highlighted in blue), 'Propagative Material', 'Seeds Not for Planting', and 'Unknown Plant'.

Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.

| <p>4D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="background-color: #90EE90; border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
|--|---|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Enter the count of total cargo amount.</p>  <p>Total Cargo Amount: Count *</p> <p>1200</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select the total cargo amount units from the dropdown list.</p>  <p>Total Cargo Amount: Units *</p> <p>Select...</p> <ul style="list-style-type: none"> Select... Acres Bags Bales Barrels Box/Cartons Bulk Cargo Containers Cubic Meters Each | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select the cargo category from the dropdown list.</p>  <p>Category *</p> <p>PERISHABLE</p> <ul style="list-style-type: none"> Select... OTHER PERISHABLE | | | | | | | | | | | | | | | | | | |

| | |
|------------------|--|
| <p>8</p> | <p>Select or add a consignee.</p> <div data-bbox="240 233 675 359"> <p>Consignee *</p> <p>Select... ▼ 🔍</p> </div> <p>Note: If the Consignee is not found in the dropdown list, users can search or add them. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> |
| <p>9</p> | <p>Enter the counted amount of cargo inspected.</p> <div data-bbox="240 558 626 705"> <p>Amount of Cargo Inspected:</p> <p>Count *</p> <p>54 ▾</p> </div> |
| <p>10</p> | <p>Select the units of counted amount of cargo inspected from the dropdown list.</p> <div data-bbox="240 789 626 1188"> <p>Amount of Cargo Inspected:</p> <p>Units *</p> <p>Select... ▼</p> <ul style="list-style-type: none"> Select... Bouquet Stems Bales Kilograms Cubic Meters Square Meters Each Plant Units </div> |
| <p>11</p> | <p>Enter the full name of the Consignee's Ultimate Destination City.</p> <div data-bbox="240 1272 643 1430"> <p>Ultimate Consignee Destination City *</p> <p>Savannah</p> </div> |
| <p>12</p> | <p>Select the Consignee's Ultimate Destination State from the dropdown list.</p> <div data-bbox="240 1520 643 1856"> <p>Ultimate Consignee Destination State *</p> <p>Select... ▼</p> <ul style="list-style-type: none"> Select... Alabama Alaska American Samoa Arizona Arkansas California </div> |

| <p>13</p> | <p>Was there additional action necessary to reduce agricultural risk, as answered in Step 13 when you created the Inspection Record (Topic 1 of this Job Aid)?</p> <table border="1"> <thead> <tr> <th data-bbox="240 268 594 338">IF YOU SELECTED:</th> <th data-bbox="599 268 1515 338">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 344 594 428">Yes</td> <td data-bbox="599 344 1515 428">Go to Step 14.</td> </tr> <tr> <td data-bbox="240 434 594 518">No</td> <td data-bbox="599 434 1515 518">Go to Step 19.</td> </tr> </tbody> </table> | IF YOU SELECTED: | THEN: | Yes | Go to Step 14. | No | Go to Step 19. |
|------------------|--|------------------|-------|-----|--|----|-----------------------|
| IF YOU SELECTED: | THEN: | | | | | | |
| Yes | Go to Step 14. | | | | | | |
| No | Go to Step 19. | | | | | | |
| <p>14</p> | <p>Select the intended use of cargo from the dropdown list.</p> <div data-bbox="240 583 727 940" style="border: 1px solid black; padding: 5px;"> <p>Intended Use of Cargo *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">Select... <li style="padding: 2px;">Could Not Determine <li style="padding: 2px;">Mfgr/Processing <li style="padding: 2px;">Non-entry <li style="padding: 2px;">Personal Consumption <li style="padding: 2px;">Propagative <li style="padding: 2px;">Wholesale/Retail </div> | | | | | | |
| <p>15</p> | <p>Select Yes or No if an actionable Pest was found.</p> <table border="1"> <thead> <tr> <th data-bbox="240 1050 594 1119">IF:</th> <th data-bbox="599 1050 1515 1119">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1125 594 1629">Yes</td> <td data-bbox="599 1125 1515 1629"> <p>1. Select where the Pest was found from the dropdown list.</p> <div data-bbox="610 1192 1107 1465" style="border: 1px solid black; padding: 5px;"> <p>Where Was It Found? *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> </td> </tr> <tr> <td data-bbox="240 1635 594 1719">No</td> <td data-bbox="599 1635 1515 1719">Go to Step 16.</td> </tr> </tbody> </table> | IF: | THEN: | Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <div data-bbox="610 1192 1107 1465" style="border: 1px solid black; padding: 5px;"> <p>Where Was It Found? *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | No | Go to Step 16. |
| IF: | THEN: | | | | | | |
| Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <div data-bbox="610 1192 1107 1465" style="border: 1px solid black; padding: 5px;"> <p>Where Was It Found? *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | | | | | | |
| No | Go to Step 16. | | | | | | |
| <p>16</p> | <p>Select Yes or No if the commodity or cargo requires mandatory treatment.</p> | | | | | | |

| | | |
|-----------|--|---|
| 17 | Select Yes or No if the items were mismanifested, smuggled, had a phytosanitary issue, or uncertified WPM. | |
| | IF: | THEN: |
| | Yes | <p>1. Select a Regulatory issue(s) from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>* Regulatory Issues</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select... + </div> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">Select... <li style="padding: 2px;">Mismanifested <li style="padding: 2px;">Phyto/Documentation Issue <li style="padding: 2px;">Smuggled <li style="padding: 2px;">Uncertified WPM </div> <p>2. Click on the plus sign to add the Regulatory issue(s)</p> <p>Note: Repeat steps 1 and 2 as needed.</p> <p>3. Go to Step 18.</p> <p>Note: This field will appear when you select Yes.</p> |
| No | Go to Step 18. | |

| | | |
|-----------|---|--------------|
| 18 | Select Yes or No IF: a contaminant is found. | |
| | IF: | THEN: |
| Yes | <ol style="list-style-type: none"> 1. Select Yes or No if the article or cargo is prohibited. 2. Select where the article was found from the dropdown list. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Where Article Was Found *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <ol style="list-style-type: none"> 3. Select a contaminant from the dropdown list. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Contaminant *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed </div> <ol style="list-style-type: none"> 4. Click on the plus sign to add the Contaminant(s) <p>Note: Repeat steps 1 and 2 as needed.</p> <ol style="list-style-type: none"> 5. Go to Step 19. | |
| No | Go to Step 19. | |

19

Click on Add Article Tab.

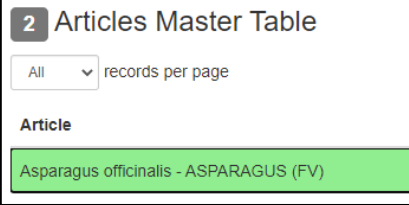

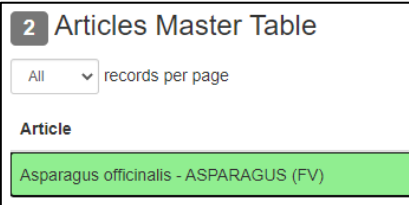


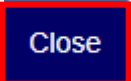


Note: All data entered will populate on Heading 2 Articles Master Table.

2 Articles Master Table

All records per page Filter

| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |
|------------|--|-----------------|------------------|--------------------------|--------------------------------|------------------------|-----------------|---|
| PERISHABLE | Asparagus officinalis - ASPARAGUS (FV) | 500 Box/Cartons | 29 Box/Cartons | A Bryant, Laurinburg, NC | North Carolina, NC | Y | Yes (Dirt/Soil) | <input type="button" value="Pending Inspection"/> |
| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |

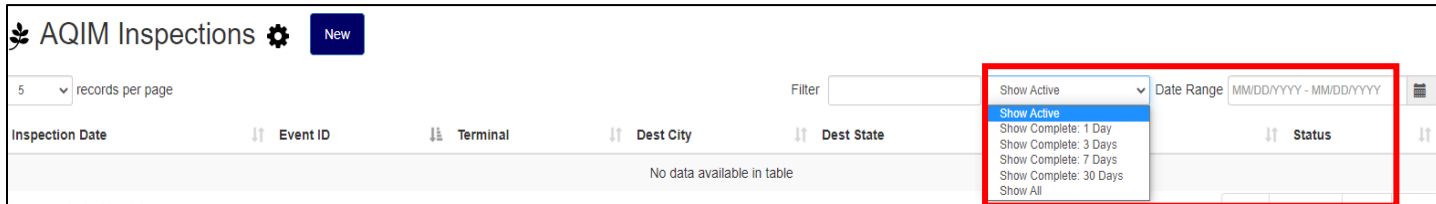
| | | |
|---|--|--|
| <p>20</p> | <p>IF THE ARTICLE:</p> | <p>THEN:</p> |
| | <p>Needs to be updated</p> | <p>1. Click on the article to be updated under Heading 2.</p>  <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p>  <p>4. Go to Step 21.</p> |
| | <p>Needs to be deleted</p> | <p>1. Click on the article to be deleted.</p>  <p>2. Click on Delete Tab.</p>  <p>3. Enter new information if needed.</p> <p>4. Go to Step 21.</p> |
| <p>Does not require further action</p> | <p>1. Click on Save Tab.</p>  <p>2. Go to Step 21.</p> | |
| <p>21</p> | <p>Click on Close Tab.</p>  | |

3. Submit a Diagnostic Request


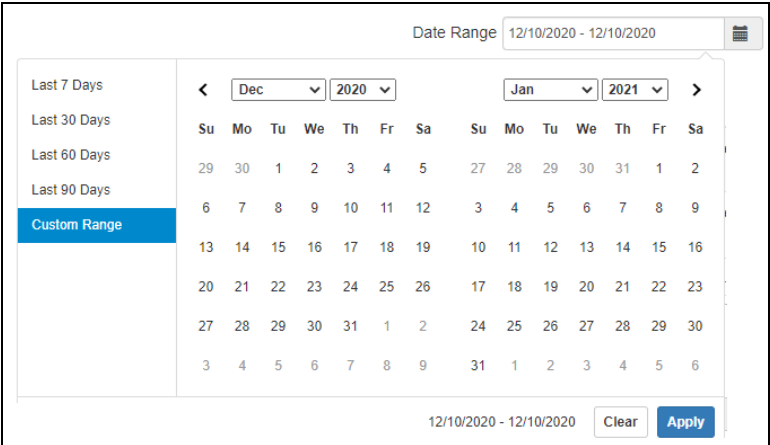
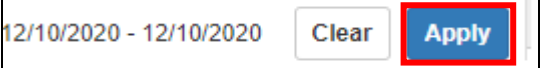
If a pest is found in an article during an Air Cargo Pathway AQIM Inspection, users will need to create and submit the Diagnostic Request (PPQ Form 309) from the APTL Pest ID module. Pest intercepted on cargo cannot be recorded in the ARM CBP AQIM module.

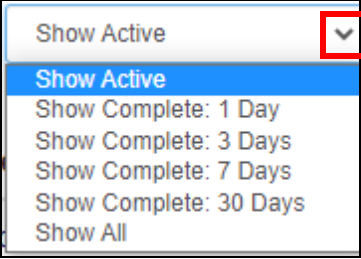

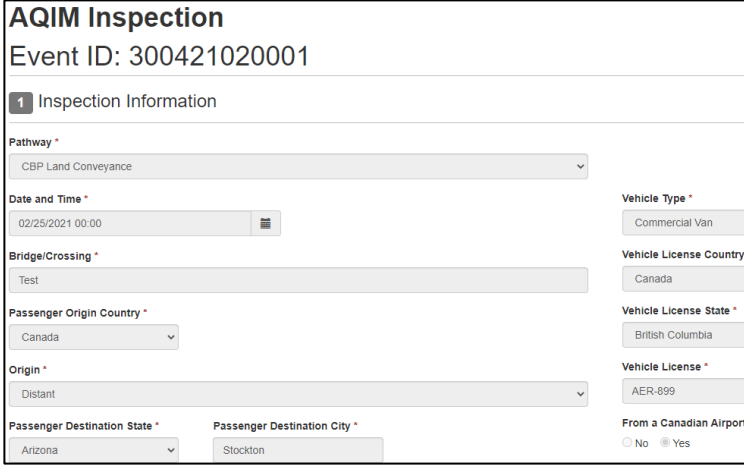

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|----------|--|--|
| 1 | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> Click the calendar icon on the Date Range field.  <ol style="list-style-type: none"> Select a date range.  <ol style="list-style-type: none"> Click Apply.  <ol style="list-style-type: none"> Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> |
| | <p>Over 30 days ago</p> | |

| STEP | ACTION | |
|----------|--|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |
| <p>4</p> | <p>Update any information on the fields as needed.</p> | |

| STEP | ACTION |
|------|--|
| 5 | Click on Close Tab.  |

AQIM Northern Border Cargo Pathway


This job aid describes how to enter AQIM information into ARM for the Northern Border Cargo Pathway. The following topics are included in the AQIM Northern Border Cargo Pathway Job Aid:

1. Create a New Northern Border Cargo AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Northern Border Cargo AQIM Inspection


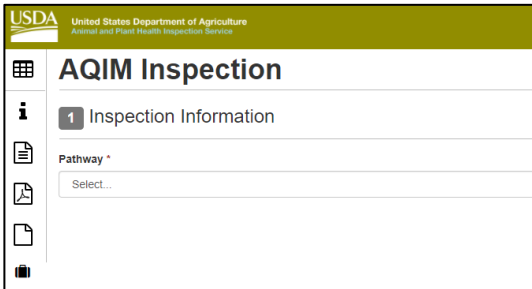
The AQIM Inspections Page is on the ARM CBP Main Workspace.

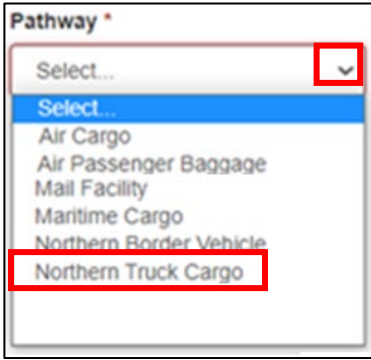
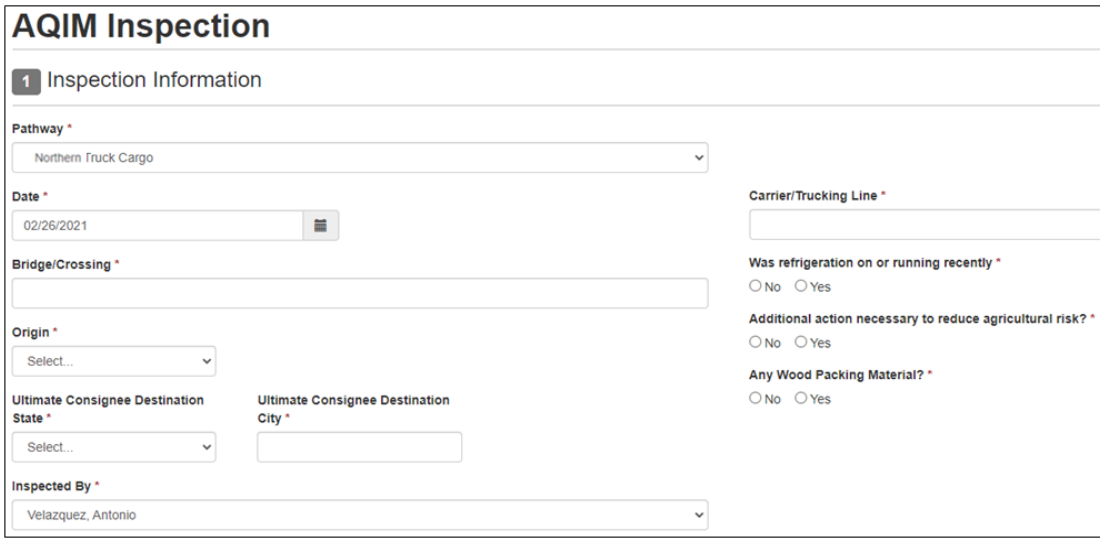
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |

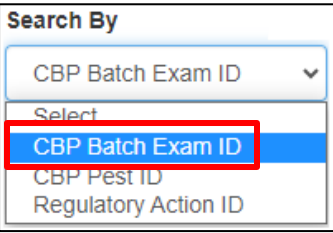
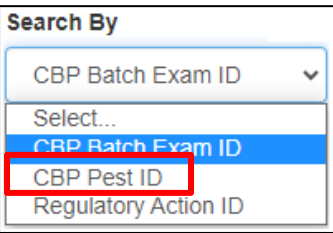
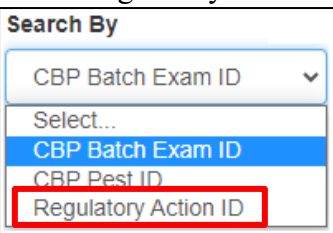



ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

Steps to create a new Northern Border Cargo AQIM Inspection

| STEP | ACTION |
|------|--|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane.</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

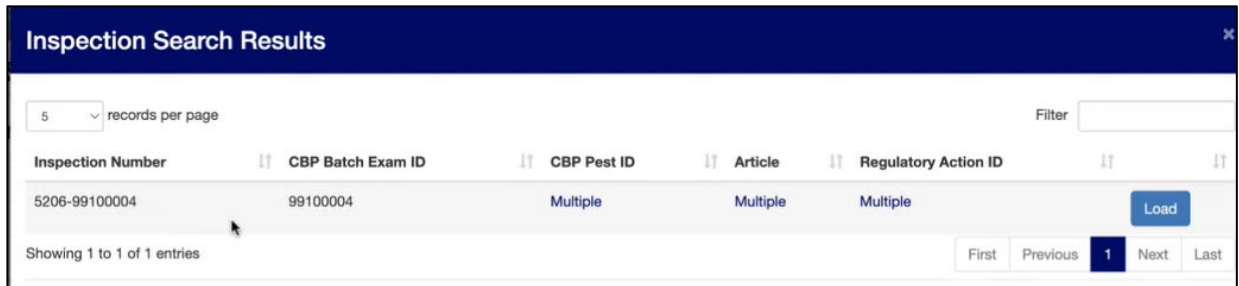
| STEP | ACTION |
|------|--|
| 2 | <p>Select the Northern Truck Cargo pathway from the dropdown.</p>  <p>Note: ARM will redirect you to the Northern Truck Cargo page as seen here:</p>  |

| STEP | ACTION | |
|---|---|--|
| <p>3A</p> | <p>IF AQIM INSPECTION IS:</p> | <p>THEN:</p> |
| | <p>Associated with a CBP Batch Exam</p> | <p>1. Select CBP Exam Batch ID.</p>  <p>2. Go to Step 3B.</p> |
| | <p>Associated with a CBP Pest ID</p> | <p>1. Select CBP Pest ID</p>  <p>2. Go to Step 3B</p> |
| | <p>Associated with a Regulatory Action ID</p> | <p>1. Select Regulatory Action ID</p>  <p>2. Go to Step 3B</p> |
| <p>Not associated with any of the options above</p> | <p>Go to Step 4.</p> | |
| <p>3B</p> | <p>Enter the number of your selection on Step 3A on the Search Record ID field.</p>  | |

3C

Click on search.

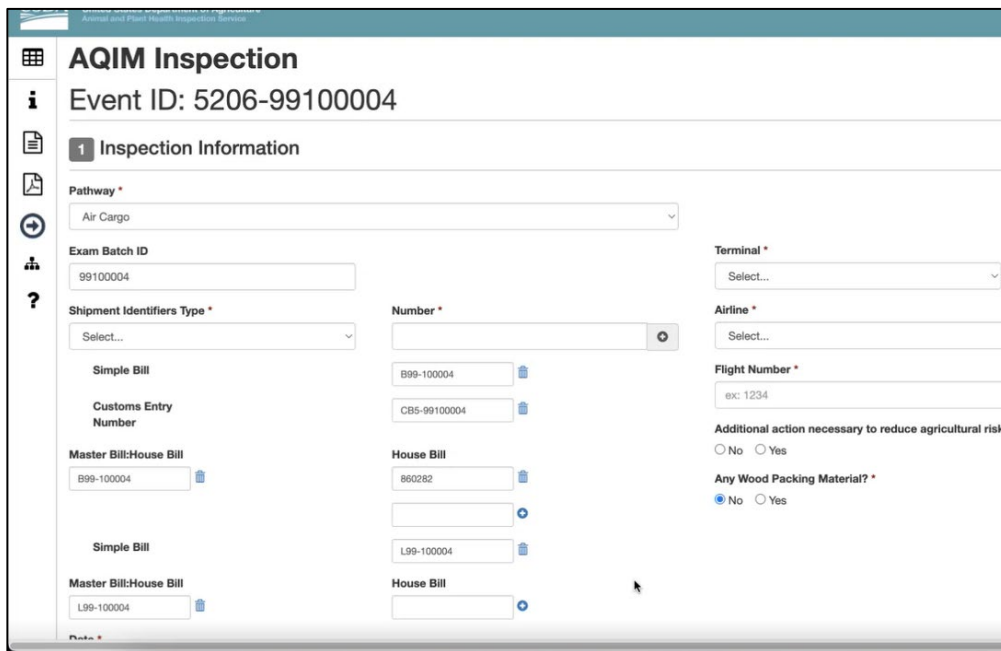
Note: A new window will appear with the data of the event that will be associated with your AQIM event.


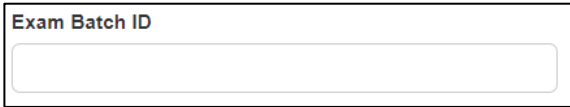

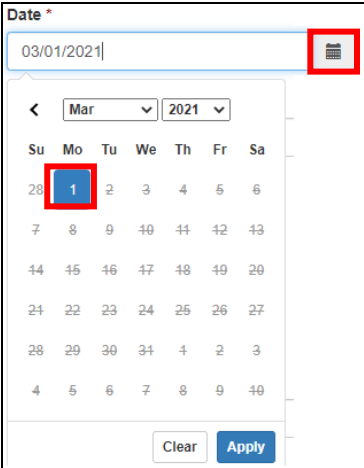




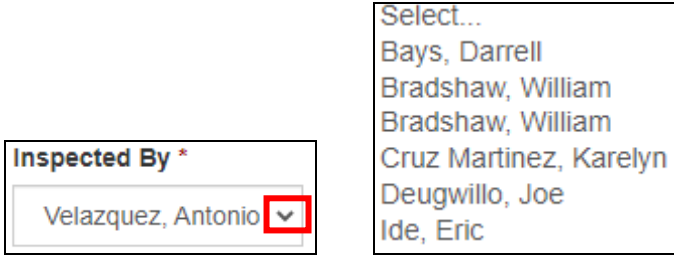
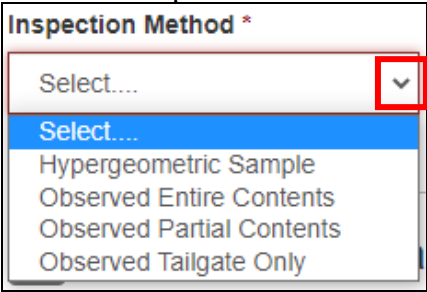
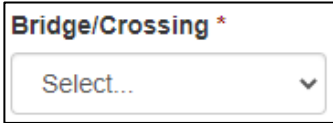
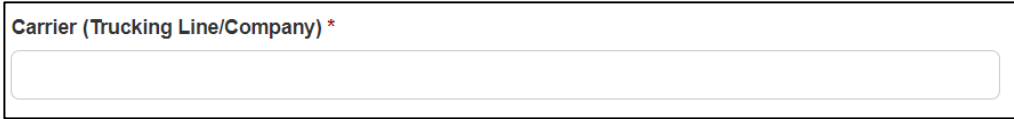
3D

Click Load.

Note: All data related to the inspection event associated with your AQIM will populate most of the AQIM fields.



| | |
|------------------|--|
| <p>3E</p> | <p>Review all populated fields and complete any missing AQIM data.</p> <p>Note: A big red asterisk will appear in front of article(s) where there is missing data.</p>  <p>You will find more information about this in Section 2.</p> |
| <p>3F</p> | <p>Go To Section 2 Add AQIM Inspection Articles and Results.</p> |
| <p>4</p> | <p>Enter the Exam Batch ID.</p>  <p>Note: This is a non-required field. SKIP this step if needed.</p> |
| <p>5</p> | <p>Type the date of the inspection.</p>  <p>OR</p> <p>Click on the Calendar icon and select the date.</p>  |
| <p>6</p> | <p>Click on Apply tab.</p>  |

| | |
|-----------|---|
| <p>7</p> | <p>Select the cargo origin from the dropdown list..</p>  |
| <p>8</p> | <p>Select an Inspector if needed.</p>  <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>9</p> | <p>Select the inspection method from the dropdown list.</p>  |
| <p>10</p> | <p>Select Bridge/Crossing from the dropdown list</p>  |
| <p>11</p> | <p>Enter the Carrier (Trucking Line/Company).</p>  |

| 12 | Select Yes or No if the refrigeration was on or run recently. | | | | | | |
|-----|---|-----|-------|-----|---|----|---|
| 13 | <p>Select Yes or No is there is an additional action necessary to reduce agricultural risk.</p> <p>Note: When you select Yes, five additional fields will appear on the Article section. These are:</p> <ul style="list-style-type: none"> a) Intended Use of Cargo. b) Actionable Pest Found: Yes or No. c) Commodity or cargo requires mandatory treatment? Yes or No. d) Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? Yes or No. e) Contaminant Found? Yes or No. <p>You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.</p> | | | | | | |
| 14 | <p>Select Yes or No for any wood packing material (WPM).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 30%; padding: 5px;">IF:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Yes</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Select the type of WPM from the dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Select... Crating Dunnage Other Pallet </div> </div> <ol style="list-style-type: none"> 2. Select Yes or No if the WPM has the official ISPM marking. 3. Select Yes or No if bark was found on WPM. 4. Enter the percent of WPM inspected. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Indicate % of WPM Inspected *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <ol style="list-style-type: none"> 5. Select Yes or No if treatment documents are present. 6. Select Yes or No if there is evidence of other treatment. 7. Go to Topic 2: Add AQIM Inspection Articles and Results </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">No</td> <td style="padding: 5px;"> <p>Go to Topic 2: Add AQIM Inspection Articles and Results</p> </td> </tr> </tbody> </table> | IF: | THEN: | Yes | <ol style="list-style-type: none"> 1. Select the type of WPM from the dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Select... Crating Dunnage Other Pallet </div> </div> <ol style="list-style-type: none"> 2. Select Yes or No if the WPM has the official ISPM marking. 3. Select Yes or No if bark was found on WPM. 4. Enter the percent of WPM inspected. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Indicate % of WPM Inspected *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <ol style="list-style-type: none"> 5. Select Yes or No if treatment documents are present. 6. Select Yes or No if there is evidence of other treatment. 7. Go to Topic 2: Add AQIM Inspection Articles and Results | No | <p>Go to Topic 2: Add AQIM Inspection Articles and Results</p> |
| IF: | THEN: | | | | | | |
| Yes | <ol style="list-style-type: none"> 1. Select the type of WPM from the dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Type of WPM *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Select... Crating Dunnage Other Pallet </div> </div> <ol style="list-style-type: none"> 2. Select Yes or No if the WPM has the official ISPM marking. 3. Select Yes or No if bark was found on WPM. 4. Enter the percent of WPM inspected. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Indicate % of WPM Inspected *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <ol style="list-style-type: none"> 5. Select Yes or No if treatment documents are present. 6. Select Yes or No if there is evidence of other treatment. 7. Go to Topic 2: Add AQIM Inspection Articles and Results | | | | | | |
| No | <p>Go to Topic 2: Add AQIM Inspection Articles and Results</p> | | | | | | |


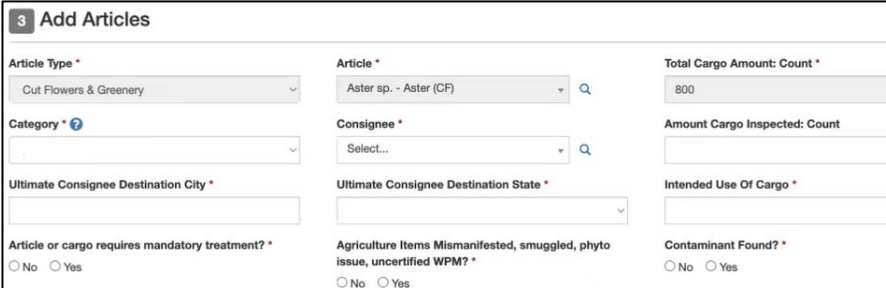
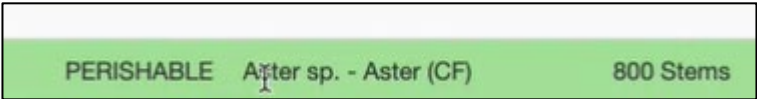
2. Add AQIM Inspection Articles and Results






Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to enter add an Article to the page

| STEP | ACTION | | | | | | |
|---|--|------------------------|-------|---|-----------------------|---|----------------------|
| 1 | <p>If AQIM was associated with a</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="240 596 578 705" style="text-align: left;">IF AQIM INSPECTION IS:</th> <th data-bbox="578 596 1479 705" style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 705 578 940"> Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 705 1479 940" style="vertical-align: top;">Go to Step 2A.</td> </tr> <tr> <td data-bbox="240 940 578 1171"> <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 940 1479 1171" style="vertical-align: top;">Go to Step 3.</td> </tr> </tbody> </table> | IF AQIM INSPECTION IS: | THEN: | Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. |
| IF AQIM INSPECTION IS: | THEN: | | | | | | |
| Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | | | | | | |
| <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. | | | | | | |

2A

| IF POPULATED ARTICLES: | THEN: |
|-------------------------------------|---|
| Has a red asterisk | <p>9. Click over the article line.</p>  <p>Note: The line will turn green, and the article's available data will populate back on Heading number 3 Add Articles.</p>  <p>10. Identify and complete any required missing data. 11. Click on Update Article.</p> <p>Note: The article data will update, and the asterisk will no longer appear near it.</p>  <p>12. Go to Step 21</p> |
| Does not have a red asterisk | Go to Step 21 |

| <p>3</p> | <p>Select an Article Type on Heading 3 if needed.</p> <div data-bbox="240 233 521 621"> <p>Article Type *</p> <ul style="list-style-type: none"> Fresh Fruits & Vegetables  Select... Cotton/Cotton Products Cut Flowers Firewood Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous Propagative Material Seeds Not for Planting Unknown Plant Wood Chips </div> <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
|--------------------|--|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>4</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p> <div data-bbox="240 762 626 894"> <p>Article *</p> <p>Select...  </p> </div> <table border="1" data-bbox="240 930 1503 1199"> <thead> <tr> <th data-bbox="240 930 745 1003">IF THE ARTICLE IS:</th> <th data-bbox="745 930 1503 1003">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1003 745 1108">Listed</td> <td data-bbox="745 1003 1503 1108"> <ol style="list-style-type: none"> 1. Select an article. 2. Go to Step 5. </td> </tr> <tr> <td data-bbox="240 1108 745 1199">Not listed</td> <td data-bbox="745 1108 1503 1199">Go to Step 4A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article. 2. Go to Step 5. | Not listed | Go to Step 4A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article. 2. Go to Step 5. | | | | | | |
| Not listed | Go to Step 4A. | | | | | | |
| <p>4A</p> | <p>Click on the search icon.</p> <div data-bbox="240 1262 626 1394"> <p>Article *</p> <p>Select...  </p> </div> | | | | | | |

4B

Enter at least 3 characters of an article and click Search

The screenshot shows a 'Find Article' window with a 'Simple Search' section. Under 'Article Classification', 'Plant' is selected. The 'Scientific Name' search box contains the placeholder text 'Enter at least 3 characters to search...' and has radio buttons for 'Starts with' (selected) and 'Contains'. The 'Article Type' dropdown menu is open, showing 'Fresh Fruits & Vegetables' as the selected option. The 'Common Name' search box also has the placeholder text and 'Starts with' selected. A blue 'Search' button is highlighted. Below the search area, there are options for 'records per page' (set to 5), a 'Filter' box, and a table header with columns for 'Scientific Name', 'Common Name', and 'Article Type'. The table shows 'Showing 0 to 0 of 0 entries'. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are present, along with 'Cancel' and 'Select' buttons at the bottom right.

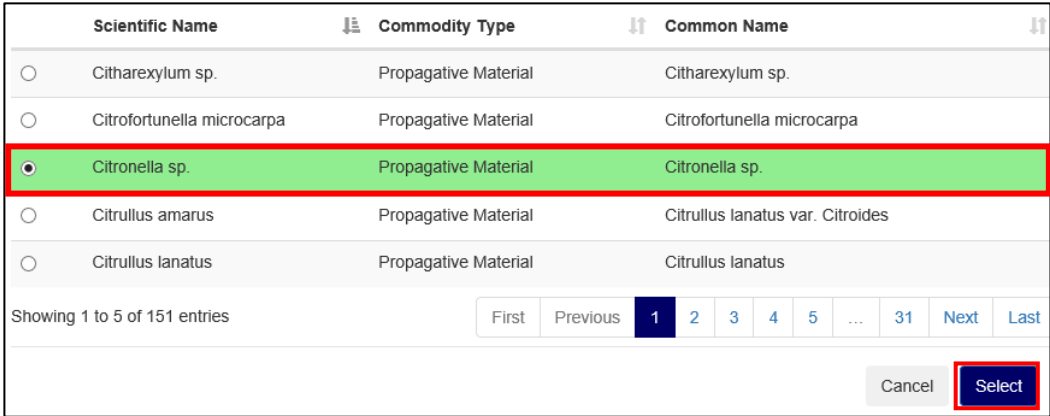
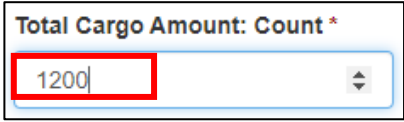
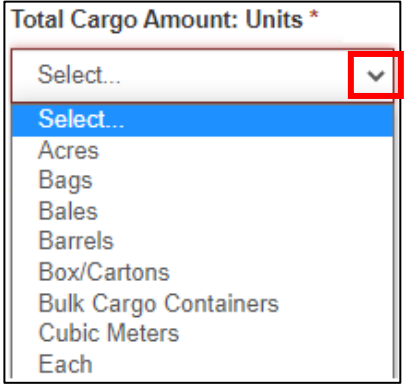
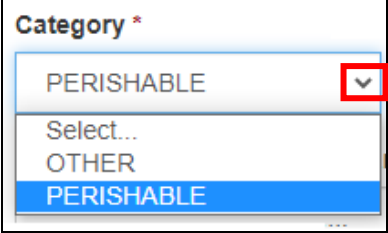
Note: Note: If the article is not found, **contact** the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do **not** search using both. ARM will not provide search results. Use only one option.






4C

Select an Article Type **if** needed.

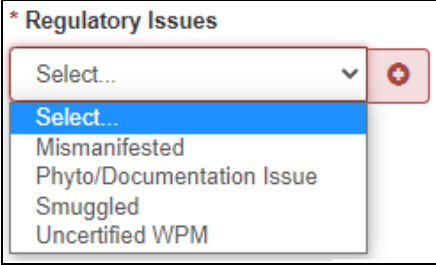
The screenshot shows a dropdown menu titled 'Article Type'. The current selection is 'Fresh Fruits & Vegetables'. The dropdown list includes the following options: 'Select...', 'Animal Product', 'Cotton/Cotton Products', 'Cut Flowers', 'Fresh Fruits & Vegetables' (highlighted), 'Grain - DEPRECATED', 'Logs', 'Lumber', 'Miscellaneous', 'Propagative Material', 'Seeds Not for Planting', and 'Unknown Plant'.

Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.

| <p>4D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="background-color: #90EE90; border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
|--|---|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Enter the count of total cargo amount.</p>  <p>Total Cargo Amount: Count *</p> <p>1200</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select the total cargo amount units from the dropdown list.</p>  <p>Total Cargo Amount: Units *</p> <p>Select...</p> <ul style="list-style-type: none"> Select... Acres Bags Bales Barrels Box/Cartons Bulk Cargo Containers Cubic Meters Each | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select the cargo category from the dropdown list.</p>  <p>Category *</p> <p>PERISHABLE</p> <ul style="list-style-type: none"> Select... OTHER PERISHABLE | | | | | | | | | | | | | | | | | | |

| | |
|------------------|--|
| <p>8</p> | <p>Select or add a consignee.</p> <div data-bbox="240 233 675 359"> <p>Consignee *</p> <p>Select...  </p> </div> <p>Note: If the Consignee is not found in the dropdown list, users can search or add them. Refer to the Search, Add, and Edit a Trade Party in ARM Job Aid for steps to complete this task.</p> |
| <p>9</p> | <p>Enter the counted amount of cargo inspected.</p> <div data-bbox="240 558 626 705"> <p>Amount of Cargo Inspected:</p> <p>Count *</p> <p>54 </p> </div> |
| <p>10</p> | <p>Select the units of counted amount of cargo inspected from the dropdown list.</p> <div data-bbox="240 804 626 1209"> <p>Amount of Cargo Inspected:</p> <p>Units *</p> <p>Select... </p> <ul style="list-style-type: none"> Select... Bouquet Stems Bales Kilograms Cubic Meters Square Meters Each Plant Units </div> |
| <p>11</p> | <p>Enter the full name of the Consignee's Ultimate Destination City.</p> <div data-bbox="240 1287 643 1444"> <p>Ultimate Consignee Destination City *</p> <p>Savannah</p> </div> |
| <p>12</p> | <p>Select the Consignee's Ultimate Destination State from the dropdown list.</p> <div data-bbox="240 1497 643 1839"> <p>Ultimate Consignee Destination State *</p> <p>Select... </p> <ul style="list-style-type: none"> Select... Alabama Alaska American Samoa Arizona Arkansas California </div> |

| <p>13</p> | <p>Was there additional action necessary to reduce agricultural risk, as answered in Step 13 when you created the Inspection Record (Topic 1 of this Job Aid)?</p> <table border="1"> <thead> <tr> <th data-bbox="240 268 594 338">IF YOU SELECTED:</th> <th data-bbox="594 268 1507 338">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 338 594 430">Yes</td> <td data-bbox="594 338 1507 430">Go to Step 14.</td> </tr> <tr> <td data-bbox="240 430 594 522">No</td> <td data-bbox="594 430 1507 522">Go to Step 19.</td> </tr> </tbody> </table> | IF YOU SELECTED: | THEN: | Yes | Go to Step 14. | No | Go to Step 19. |
|------------------|--|------------------|-------|-----|--|----|-----------------------|
| IF YOU SELECTED: | THEN: | | | | | | |
| Yes | Go to Step 14. | | | | | | |
| No | Go to Step 19. | | | | | | |
| <p>14</p> | <p>Select the intended use of cargo from the dropdown list.</p> <div data-bbox="240 642 727 995" style="border: 1px solid black; padding: 5px;"> <p>Intended Use of Cargo *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px;">Select... <li style="padding: 2px;">Could Not Determine <li style="padding: 2px;">Mfgr/Processing <li style="padding: 2px;">Non-entry <li style="padding: 2px;">Personal Consumption <li style="padding: 2px;">Propagative <li style="padding: 2px;">Wholesale/Retail </div> | | | | | | |
| <p>15</p> | <p>Select Yes or No if an actionable Pest was found.</p> <table border="1"> <thead> <tr> <th data-bbox="240 1108 594 1178">IF:</th> <th data-bbox="594 1108 1507 1178">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1178 594 1686">Yes</td> <td data-bbox="594 1178 1507 1686"> <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 1297 1101 1520" style="border: 1px solid gray; padding: 2px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> </td> </tr> <tr> <td data-bbox="240 1686 594 1780">No</td> <td data-bbox="594 1686 1507 1780">Go to Step 16.</td> </tr> </tbody> </table> | IF: | THEN: | Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 1297 1101 1520" style="border: 1px solid gray; padding: 2px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | No | Go to Step 16. |
| IF: | THEN: | | | | | | |
| Yes | <p>1. Select where the Pest was found from the dropdown list.</p> <p>Where Was It Found? *</p> <div data-bbox="613 1297 1101 1520" style="border: 1px solid gray; padding: 2px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px;">Select... <li style="padding: 2px;">EXT-Exterior <li style="padding: 2px;">FR-Front Half of Truck Bed/Container <li style="padding: 2px;">RR-Rear Half of Truck Bed/Container <li style="padding: 2px;">TGT-Tailgate of Container/Truck </div> <p>2. Go to Step 16.</p> <p>Note: This field will appear when selecting Yes.</p> | | | | | | |
| No | Go to Step 16. | | | | | | |
| <p>16</p> | <p>Select Yes or No if the commodity or cargo requires mandatory treatment.</p> | | | | | | |

| | | |
|-----------|---|---|
| 17 | Select Yes or No if the items were mis-manifested, smuggled, had a phytosanitary issue, or uncertified WPM. | |
| | IF: | THEN: |
| | Yes | <p>1. Select a Regulatory issue(s) from the dropdown list.</p>  <p>2. Click on the plus sign to add the Regulatory issue(s) Note: Repeat steps 1 and 2 as needed.</p> <p>3. Go to Step 18. Note: This field will appear when you select Yes.</p> |
| No | Go to Step 18. | |

| | | |
|-----------|---|--------------|
| 18 | Select Yes or No IF: a contaminant is found. | |
| | IF: | THEN: |
| Yes | <ol style="list-style-type: none"> 1. Select Yes or No if the article or cargo is prohibited. 2. Select where the article was found from the dropdown list. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Where Article Was Found *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck </div> <ol style="list-style-type: none"> 3. Select a contaminant from the dropdown list. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Contaminant *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select... </div> <ul style="list-style-type: none"> Select... Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed </div> <ol style="list-style-type: none"> 4. Click on the plus sign to add the Contaminant(s) <p>Note: Repeat steps 1 and 2 as needed.</p> <ol style="list-style-type: none"> 5. Go to Step 19. | |
| No | Go to Step 19. | |

19

Click on Add Article Tab.



Note: All data entered will populate on Heading 2 Articles Master Table.

2 Articles Master Table

All records per page Filter

| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |
|------------|--|-----------------|------------------|--------------------------|--------------------------------|------------------------|-----------------|---|
| PERISHABLE | Asparagus officinalis - ASPARAGUS (FV) | 500 Box/Cartons | 29 Box/Cartons | A Bryant, Laurinburg, NC | North Carolina, NC | Y | Yes (Dirt/Soil) | <input type="button" value="Pending Inspection"/> |
| Category | Article | Total Cargo Qty | Amount Inspected | Consignee | Ultimate Consignee Destination | Actionable Pest Found? | Contaminant | Complete |

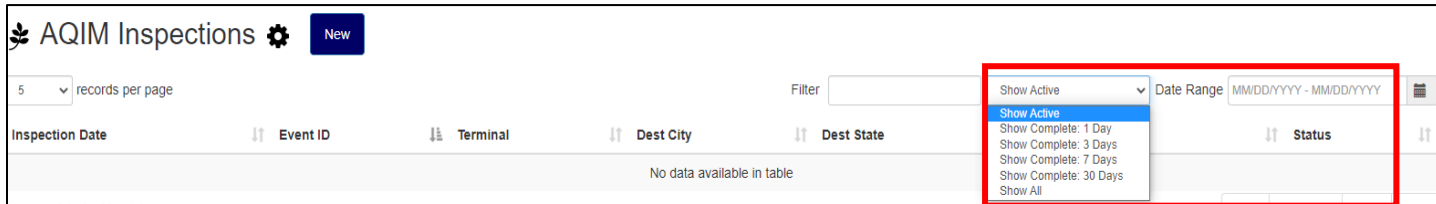
| | | |
|--|--|--|
| 20 | IF THE ARTICLE: | THEN: |
| | Needs to be updated | <p>1. Click on the article that needs to be updated under Heading 2.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All ▾ records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>4. Go to Step 21.</p> |
| | Needs to be deleted | <p>1. Click on the article to be deleted.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All ▾ records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Click on Delete Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>3. Enter new information if needed.</p> <p>4. Go to Step 21.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">Save</p> </div> <p>2. Go to Step 21.</p> | |
| 21 | <p>Click on Close Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">Close</p> </div> | |

3. Submit a Diagnostic Request

If a pest is found in an article during an Air Cargo Pathway AQIM Inspection, users will need to create and submit the Diagnostic Request (PPQ Form 309) from the APTL Pest ID module. Pest intercepted on cargo cannot be recorded in the ARM CBP AQIM module.

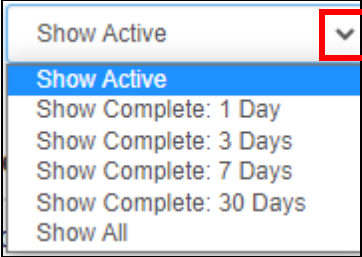

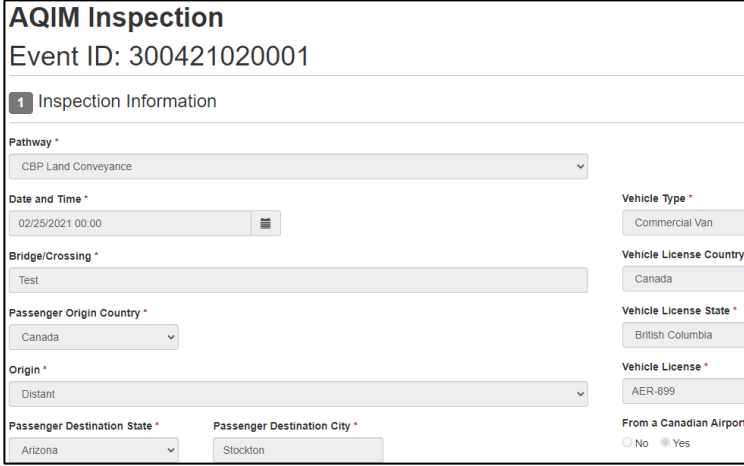

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|----|----|----|----|----|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|----|----|----|----|----|----|----|---|---|---|---|---|---|---|----|---|---|---|---|---|---|
| <p>1</p> | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> Click the calendar icon on the Date Range field. <div data-bbox="703 968 1260 1035" style="border: 1px solid black; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> </div> <ol style="list-style-type: none"> Select a date range. <div data-bbox="703 1104 1466 1545" style="border: 1px solid black; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Last 7 Days</p> <p>Last 30 Days</p> <p>Last 60 Days</p> <p>Last 90 Days</p> <p style="background-color: #007bff; color: white; padding: 2px;">Custom Range</p> </div> <div style="width: 80%;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Dec 2020 Jan 2021 > </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 0.8em;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </tbody> </table> <div style="display: flex; justify-content: flex-end; align-items: center; padding-top: 5px;"> 12/10/2020 - 12/10/2020 Clear Apply </div> </div> </div> </div> <ol style="list-style-type: none"> Click Apply. <div data-bbox="703 1619 1239 1686" style="border: 1px solid black; padding: 5px;"> <p>12/10/2020 - 12/10/2020 Clear Apply</p> </div> <ol style="list-style-type: none"> Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| STEP | ACTION | |
|----------|--|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |
| <p>4</p> | <p>Update any information on the fields as needed.</p> | |

| STEP | ACTION |
|------|--|
| 5 | Click on Close Tab.  |

AQIM Southern Border Vehicle Pathway

This job aid describes how to enter AQIM information into ARM for the Southern Border Vehicle Pathway. The following topics are included in the AQIM Southern Border Vehicle Pathway Job Aid:

1. Create a New Southern Border Vehicle AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Southern Border Vehicle AQIM Inspection


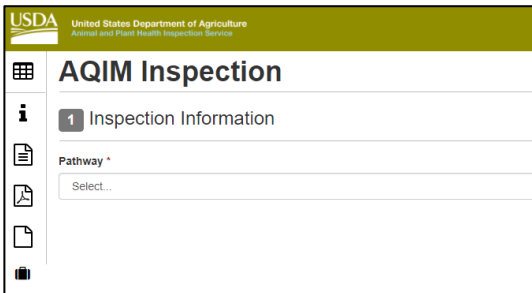
The AQIM Inspections Page is on the ARM CBP Main Workspace.

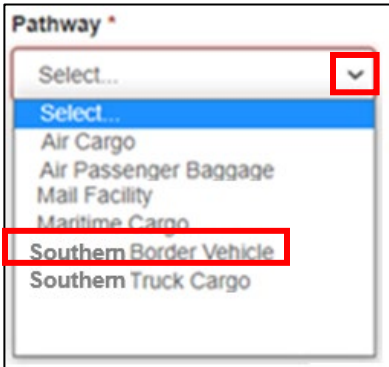
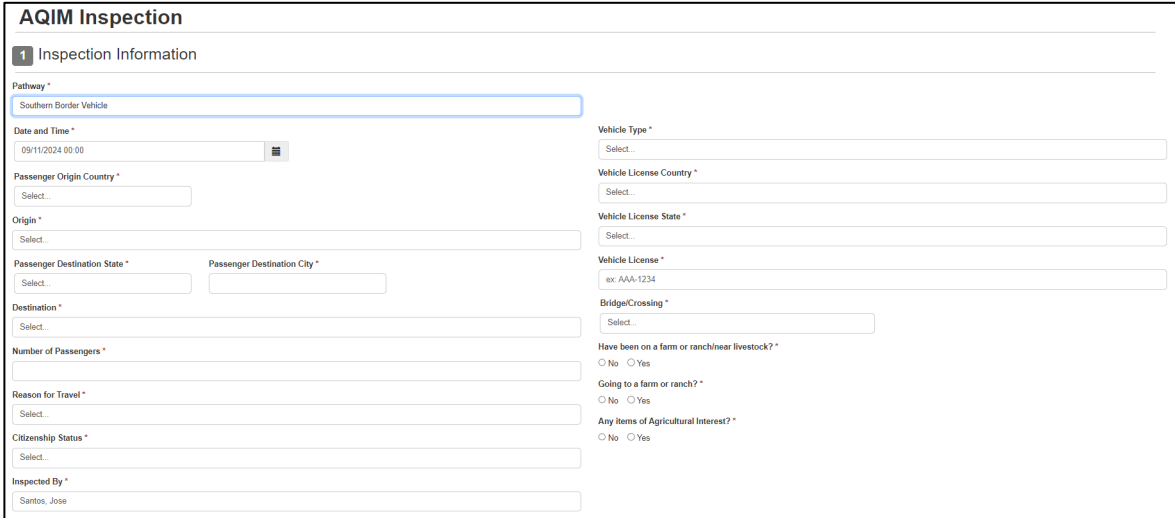
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |




ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

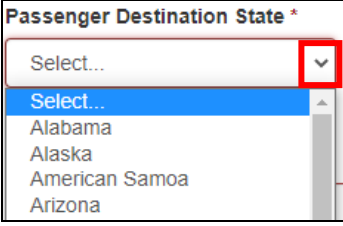
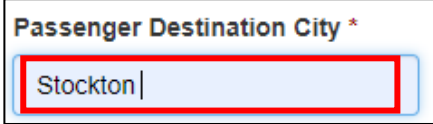
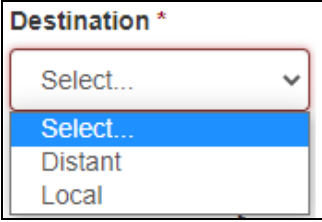
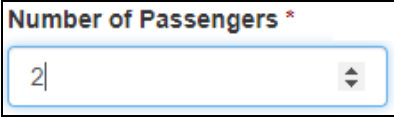
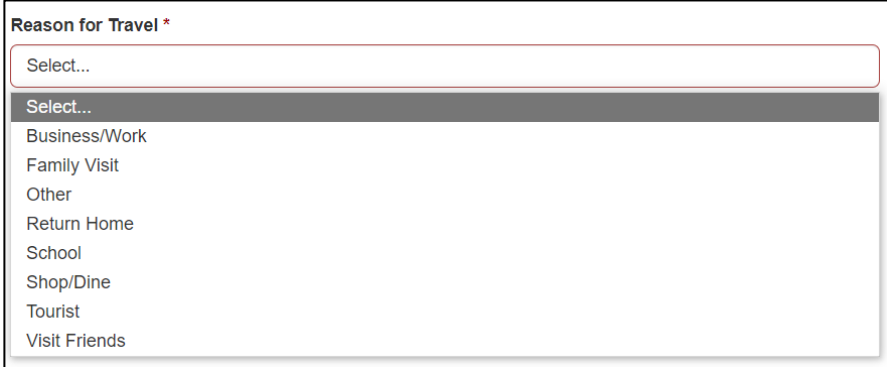
Steps to create a new Southern Border Vehicle AQIM Inspection





| STEP | ACTION |
|----------|--|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane.</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

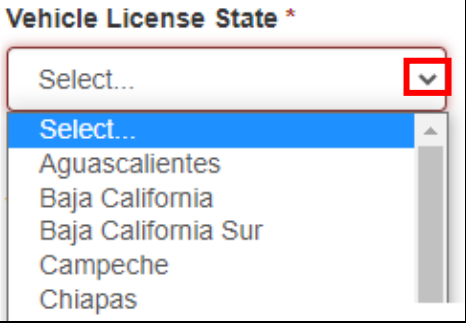
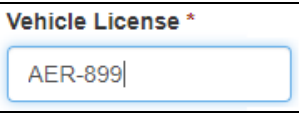

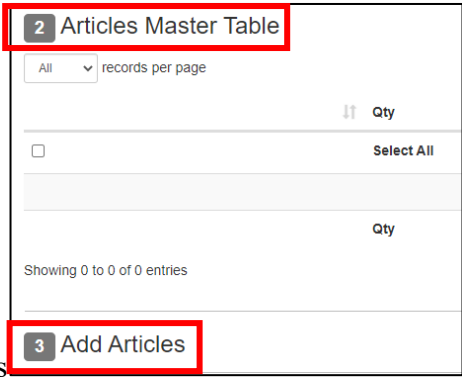
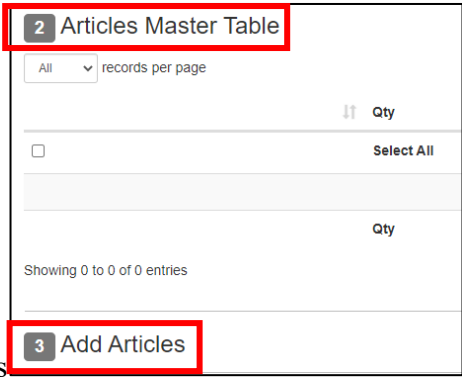
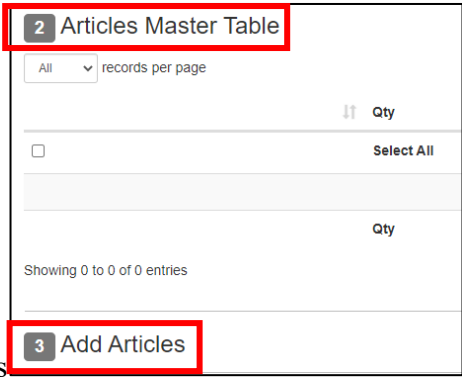
| STEP | ACTION | | | | | | | |
|---|---|-----|---------------------------------------|---|---|-------|---|--------------|
| 2 | <p>Select the Southern Border Vehicle pathway from the dropdown.</p>  <p>Note: ARM will redirect you to the Southern Border Vehicle page.</p>  | | | | | | | |
| 3 | <table border="1"> <thead> <tr> <th data-bbox="240 1283 695 1331">IF:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1331 695 1524">Submitting a Diagnostic Request first</td> </tr> <tr> <td data-bbox="240 1524 695 1602">Not submitting a Diagnostic Request first</td> </tr> </tbody> </table> | IF: | Submitting a Diagnostic Request first | Not submitting a Diagnostic Request first | <table border="1"> <thead> <tr> <th data-bbox="711 1283 1510 1331">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 1331 1510 1524"> <ol style="list-style-type: none"> 1. Go to Step 22 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) </td> </tr> <tr> <td data-bbox="711 1524 1510 1602">Go to Step 4</td> </tr> </tbody> </table> | THEN: | <ol style="list-style-type: none"> 1. Go to Step 22 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) | Go to Step 4 |
| IF: | | | | | | | | |
| Submitting a Diagnostic Request first | | | | | | | | |
| Not submitting a Diagnostic Request first | | | | | | | | |
| THEN: | | | | | | | | |
| <ol style="list-style-type: none"> 1. Go to Step 22 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) | | | | | | | | |
| Go to Step 4 | | | | | | | | |

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|
| <p>4</p> | <p>Type the date and time of the inspection.</p> <div data-bbox="240 310 748 426"> <p>Date and Time *</p> <input type="text" value="12/10/2020 00:00"/> </div> <p>OR</p> <p>Click on the Calendar icon and select the date and time.</p> <div data-bbox="240 562 636 1031"> <p>Date and Time *</p> <input type="text" value="12/10/2020 00:00"/>  <div data-bbox="256 636 511 934"> <p>< Dec 2020 ></p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <p>0 : 00</p> <p>Clear Apply</p> </div> </div> | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Click on Apply tab.</p> <div data-bbox="240 1098 354 1157"> <p>Apply</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>6</p> | <p>Select the Passenger's country of origin from the dropdown list.</p> <div data-bbox="240 233 691 569"> <p>Passenger Origin Country *</p> <ul style="list-style-type: none"> Mexico ▼ Mauritius Mayotte Mexico Micronesia Moldova <li style="background-color: #0070C0; color: white;">Monaco </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D3D3D3;"> <th style="width: 50%; text-align: left;">IF:</th> <th style="width: 50%; text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Mexico</td> <td style="vertical-align: top;"> <p>1. Select passenger's Mexican state of origin</p> <div data-bbox="760 699 1398 989"> <p>Passenger Origin State *</p> <ul style="list-style-type: none"> Select... ▼ <li style="background-color: #0070C0; color: white;">Select... Aguascalientes Baja California Baja California Sur Campeche Chiapas </div> <p>2. Go to Step 7</p> </td> </tr> <tr> <td style="vertical-align: top;">Not Mexico</td> <td style="vertical-align: top;">Go to Step 7</td> </tr> </tbody> </table> <p>Note: This new field will appear when selecting Mexico as Passenger's country of origin.</p> | IF: | THEN: | Mexico | <p>1. Select passenger's Mexican state of origin</p> <div data-bbox="760 699 1398 989"> <p>Passenger Origin State *</p> <ul style="list-style-type: none"> Select... ▼ <li style="background-color: #0070C0; color: white;">Select... Aguascalientes Baja California Baja California Sur Campeche Chiapas </div> <p>2. Go to Step 7</p> | Not Mexico | Go to Step 7 |
|-------------------|---|-----|-------|--------|---|-------------------|---------------------|
| IF: | THEN: | | | | | | |
| Mexico | <p>1. Select passenger's Mexican state of origin</p> <div data-bbox="760 699 1398 989"> <p>Passenger Origin State *</p> <ul style="list-style-type: none"> Select... ▼ <li style="background-color: #0070C0; color: white;">Select... Aguascalientes Baja California Baja California Sur Campeche Chiapas </div> <p>2. Go to Step 7</p> | | | | | | |
| Not Mexico | Go to Step 7 | | | | | | |
| <p>7</p> | <p>Select the Origin from the dropdown list.</p> <div data-bbox="240 1341 537 1572"> <p>Origin *</p> <ul style="list-style-type: none"> Select... ▼ <li style="background-color: #0070C0; color: white;">Select... Distant Local </div> | | | | | | |

| | |
|------------------|--|
| <p>8</p> | <p>Select the Passenger Destination State from the dropdown list..</p>  |
| <p>9</p> | <p>Enter the full name of the passenger's Final Destination City.</p>  |
| <p>10</p> | <p>Select a Destination from dropdown list.</p>  |
| <p>11</p> | <p>Enter the number of passengers.</p>  |
| <p>12</p> | <p>Select the primary Reason for Travel from the dropdown list.</p>  |

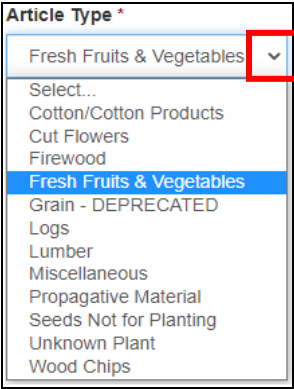


| | |
|------------------|--|
| <p>13</p> | <p>Select the Citizenship Status from the dropdown list.</p> <div data-bbox="240 243 672 543"> <p>Citizenship Status *</p> <p>Select... </p> <p>Select...</p> <p>Non Citizen (Resident)</p> <p>Non-Citizen (Non-Resident)</p> <p>Other</p> <p>US Citizen</p> </div> |
| <p>14</p> | <p>Select an Inspector if needed.</p> <div data-bbox="246 898 558 1010"> <p>Inspected By *</p> <p>Velazquez, Antonio </p> </div> <div data-bbox="613 762 915 1010"> <p>Select...</p> <p>Bays, Darrell</p> <p>Bradshaw, William</p> <p>Bradshaw, William</p> <p>Cruz Martinez, Karelyn</p> <p>Deugwillo, Joe</p> <p>Ide, Eric</p> </div> <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>15</p> | <p>Select a Vehicle Type from the dropdown list.</p> <div data-bbox="240 1199 646 1560"> <p>Vehicle Type *</p> <p>Select... </p> <p>Select...</p> <p>Car/Station Wagon</p> <p>Commercial Van</p> <p>Family Van</p> <p>Recreational Vehicle</p> <p>Sport Utility</p> <p>Truck</p> </div> |
| <p>16</p> | <p>Select the Vehicle License Country from the dropdown list.</p> <div data-bbox="240 1625 711 1885"> <p>Vehicle License Country *</p> <p>Select... </p> <p>Select...</p> <p>Canada</p> <p>Mexico</p> <p>United States of America</p> </div> |

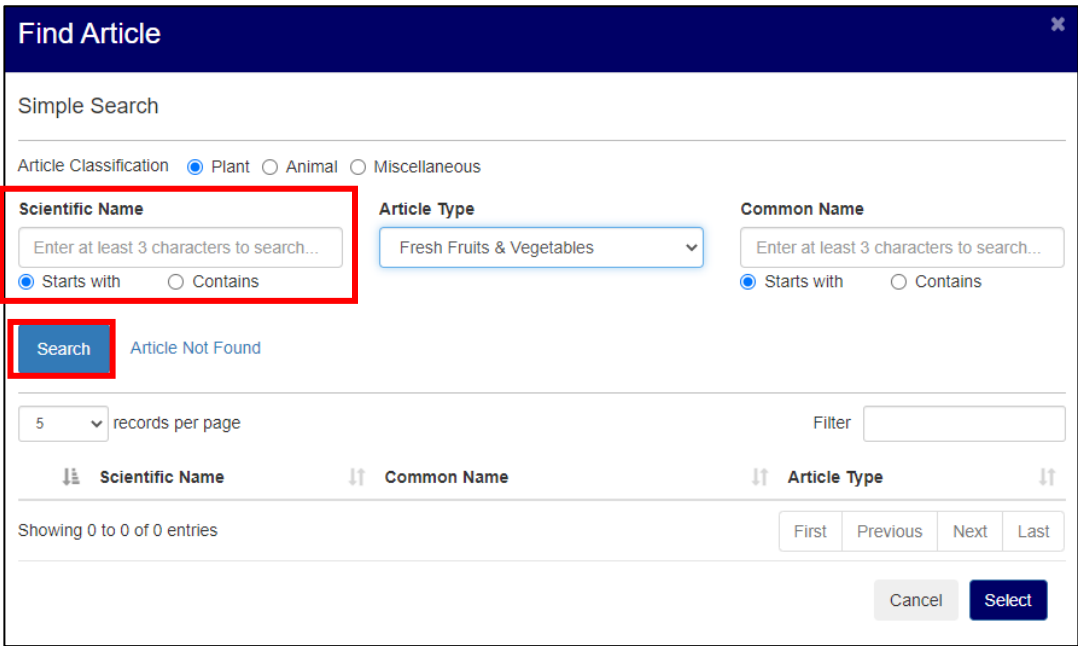
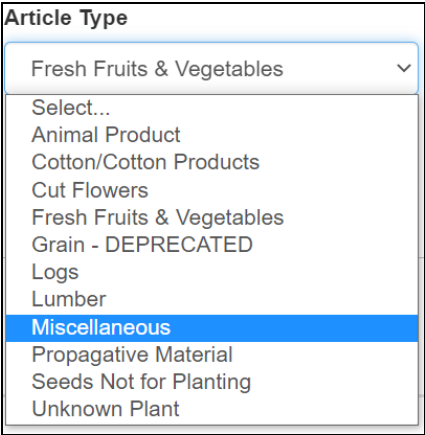
| <p>17</p> | <p>Select the Vehicle License State from the dropdown list.</p>  | | | | | | |
|------------------|---|-----|-------|------------|--|-----------|-----------------------|
| <p>18</p> | <p>Enter the vehicle license number.</p>  | | | | | | |
| <p>19</p> | <p>Select Bridge/Crossing from the dropdown list.</p>  | | | | | | |
| <p>20</p> | <p>Select Yes or No for the "Have you been on a farm or ranch/near livestock" question.</p> | | | | | | |
| <p>21</p> | <p>Select Yes or No for the "Going to a farm or ranch" question.</p> | | | | | | |
| <p>22</p> | <table border="1"> <tr> <th data-bbox="240 1129 586 1192">IF:</th> <th data-bbox="586 1129 1515 1192">THEN:</th> </tr> <tr> <td data-bbox="240 1192 586 1696"> <p>Yes</p> </td> <td data-bbox="586 1192 1515 1696"> <p>1. Look for Headings 2 and 3 to appear as shown here:</p>  <p>2. Go to Section 2 on how to add an article(s).</p> </td> </tr> <tr> <td data-bbox="240 1696 586 1770"> <p>No</p> </td> <td data-bbox="586 1696 1515 1770"> <p>Click on Close</p> </td> </tr> </table> | IF: | THEN: | <p>Yes</p> | <p>1. Look for Headings 2 and 3 to appear as shown here:</p>  <p>2. Go to Section 2 on how to add an article(s).</p> | <p>No</p> | <p>Click on Close</p> |
| IF: | THEN: | | | | | | |
| <p>Yes</p> | <p>1. Look for Headings 2 and 3 to appear as shown here:</p>  <p>2. Go to Section 2 on how to add an article(s).</p> | | | | | | |
| <p>No</p> | <p>Click on Close</p> | | | | | | |

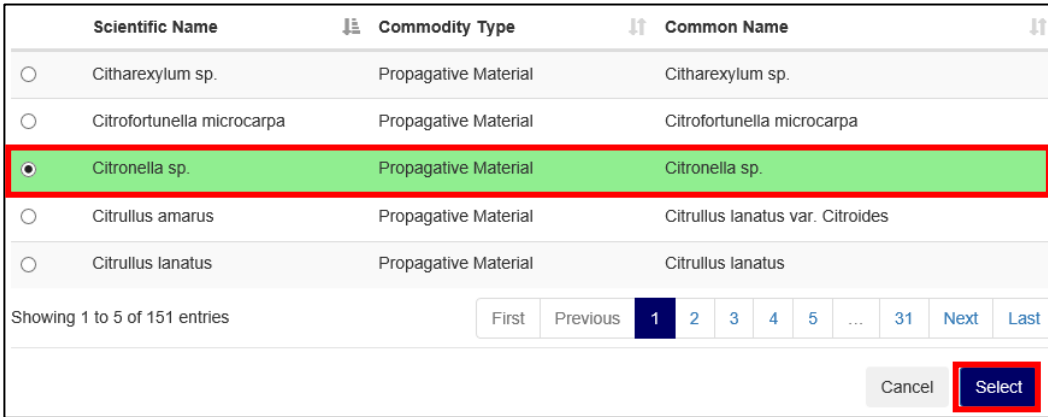
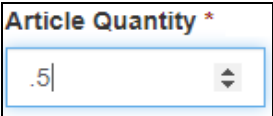
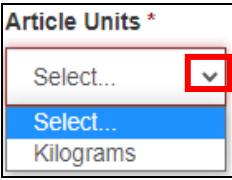
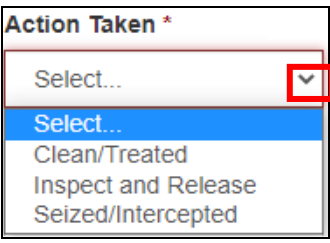
2. Add AQIM Inspection Articles and Results

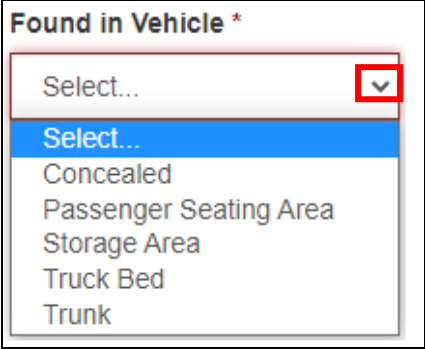
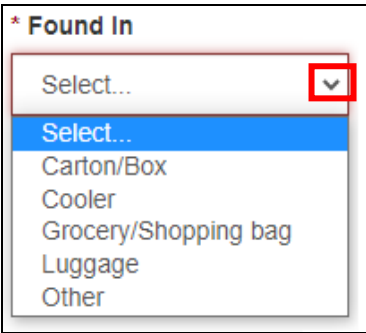
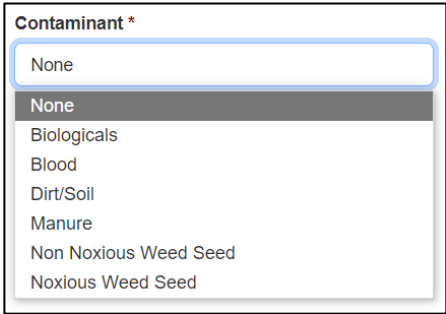
Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to add an Article to the page

| STEP | ACTION | | | | | | |
|--------------------|---|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>1</p> | <p>Select an Article Type on Heading 3 if needed.</p>  <p>Note: This field defaults to Fresh Fruits and Vegetables.</p> | | | | | | |
| <p>2</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p>  <table border="1" data-bbox="240 1260 1507 1528"> <thead> <tr> <th data-bbox="240 1260 743 1331">IF THE ARTICLE IS:</th> <th data-bbox="743 1260 1507 1331">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1331 743 1440">Listed</td> <td data-bbox="743 1331 1507 1440"> <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 </td> </tr> <tr> <td data-bbox="240 1440 743 1528">Not listed</td> <td data-bbox="743 1440 1507 1528">Go to Step 3A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 | Not listed | Go to Step 3A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 | | | | | | |
| Not listed | Go to Step 3A. | | | | | | |
| <p>3A</p> | <p>Click on the search icon.</p>  | | | | | | |

| STEP | ACTION |
|------------------|---|
| <p>3B</p> | <p>Enter at least 3 characters of an article and click Search</p>  <p>Note: If the article is not found, contact the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do not search using both. ARM will not provide search results. Use only one option.</p> |
| <p>3C</p> | <p>Select an Article Type if needed.</p>  <p>Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.</p> |

| STEP | ACTION | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| <p>3D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Enter the Article Quantity.</p>  <p>Article Quantity *</p> <p>.5</p> | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Select the Article Units.</p>  <p>Article Units *</p> <p>Select... ▼</p> <p>Select...</p> <p>Kilograms</p> <p>Note: Units will default according to the Article Type.</p> | | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Select Yes or No for the "Article was declared" question.</p> | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select an Action Taken from the dropdown list.</p>  <p>Action Taken *</p> <p>Select... ▼</p> <p>Select...</p> <p>Clean/Treated</p> <p>Inspect and Release</p> <p>Seized/Intercepted</p> | | | | | | | | | | | | | | | | | | |

| | |
|------------------|---|
| <p>8</p> | <p>Select where in the vehicle the article was found.</p>  |
| <p>9</p> | <p>Select where the article was Found In from the dropdown list.</p>  |
| <p>10</p> | <p>Select a Contaminant from the dropdown list if needed.</p>  <p>Note: This field defaults to None.</p> |

11



Click on Add Article Tab.




Note: All data entered will populate on Heading 2 Articles Master Table.

| 2 Articles Master Table | | | |
|---------------------------------------|--------------------------|------------------|-----------|
| All | ▼ | records per page | |
| Article | Article Determination | Qty | Units |
| Garcinia mangostana - MANGOSTEEN (FV) | <input type="checkbox"/> | 0.25 | Kilograms |
| Article | Article Determination | Qty | Units |

12

| IF THE ARTICLE: | THEN: |
|---|---|
| Needs an Article Determination | <p>1. Click on the Article Determination check box on Article Master Table on Heading 2.</p>  <p>Note: A new window will appear asking for confirmation on your request.</p>  <p>2. Enter remarks if needed. 3. Click on Yes. 4. Go to Step 13.</p> |
| Does not need an Article Determination | Go to Step 13. |


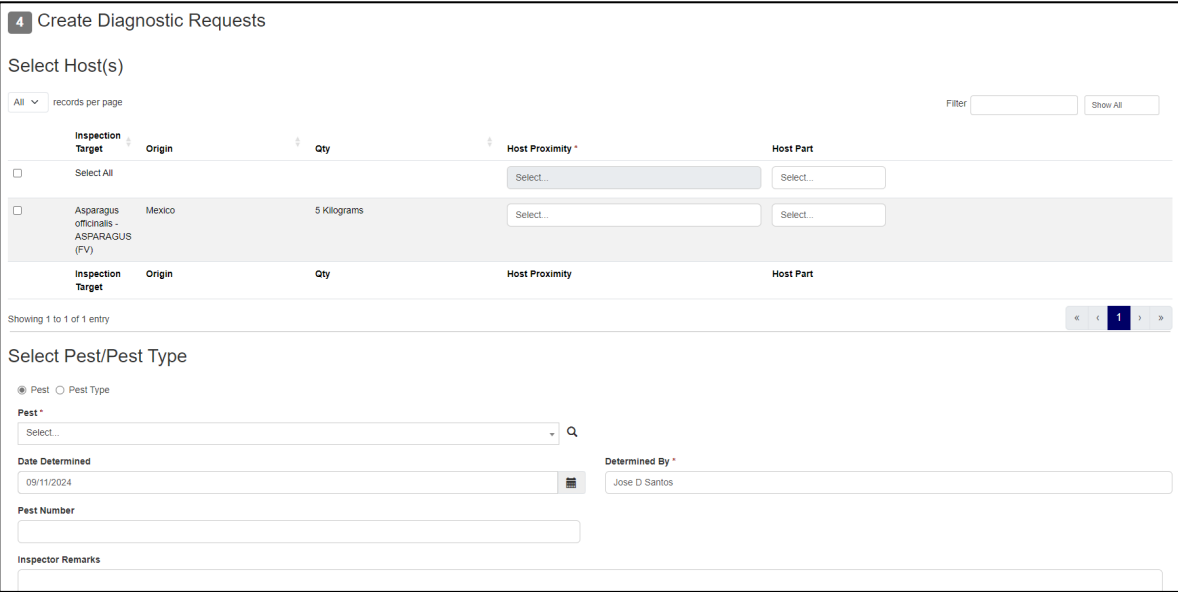
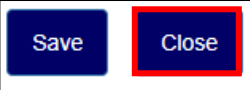
| | | |
|--|--|---|
| 13 | IF THE ARTICLE: | THEN: |
| | Needs to be updated | <p>1. Click on the article to be updated under Heading 2.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>4. Go to Step 14.</p> |
| | Needs to be deleted | <p>1. Click on the article to be deleted.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Click on Delete Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>3. Enter new information if needed.</p> <p>4. Go to Step 14.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">Save</p> </div> <p>2. Go to Step 14.</p> | |

| | | |
|-----------|--|--|
| 14 | IF: | THEN: |
| | Submitting a Diagnostic Request (DR) | Go to Topic 3 Submit a Diagnostic request |
| | <u>Not</u> submitting a Diagnostic Request (DR) | Go to Step 15 |
| 15 | Click on Close Tab.  | |

3. Submit a Diagnostic Request

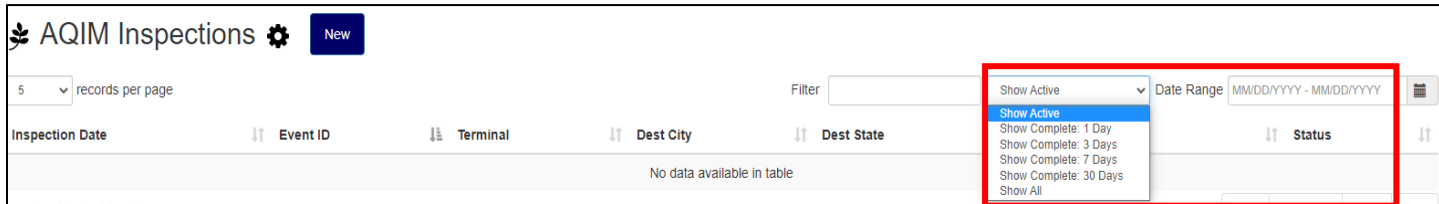
If a pest is found on an article during inspection, users will create and submit a Diagnostic Request for pest for identification.

Steps to submit a Diagnostic Request

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click the Pest Found checkbox.</p>  <p>Note: Heading 4 will appear to Create Diagnostic Requests as seen here:</p>  |
| <p>2</p> | <p>Enter Diagnostic Request data by following the steps in the Enter Data for an AQIM Diagnostic Request Job Aid.</p> |
| <p>3</p> | <p>Click on Close Tab after submitting the Diagnostic Request.</p>  |

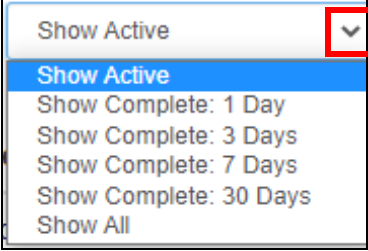

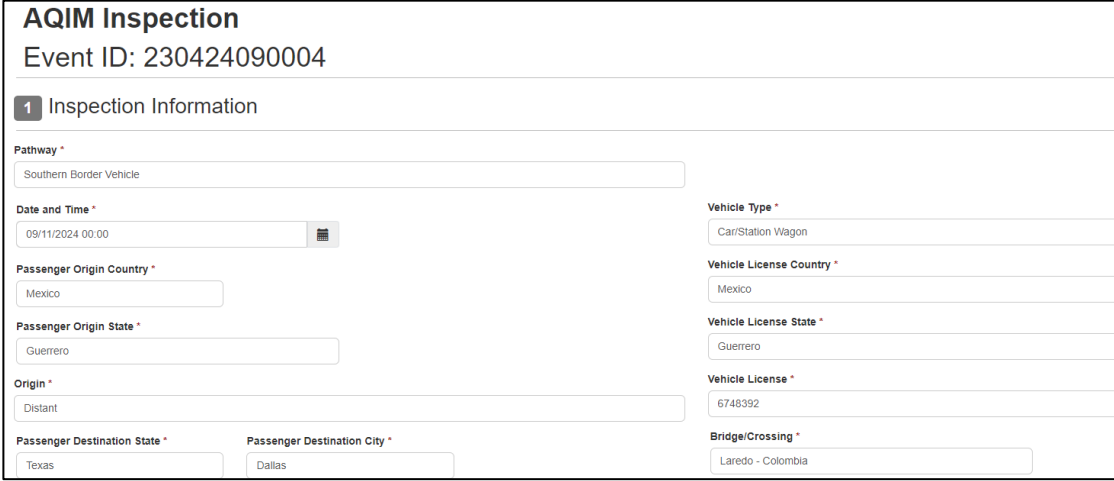

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|----|----|----|----|----|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|----|----|----|----|----|----|----|---|---|---|---|---|---|---|----|---|---|---|---|---|---|
| <p>1</p> | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> Click the calendar icon on the Date Range field. <div data-bbox="703 968 1256 1031" style="border: 1px solid gray; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> </div> <ol style="list-style-type: none"> Select a date range. <div data-bbox="703 1098 1469 1539" style="border: 1px solid gray; padding: 5px;"> <p>Date Range 12/10/2020 - 12/10/2020 </p> <div style="display: flex; align-items: flex-start;"> <div style="width: 20%; padding-right: 10px;"> <p>Last 7 Days</p> <p>Last 30 Days</p> <p>Last 60 Days</p> <p>Last 90 Days</p> <p style="background-color: #007bff; color: white; padding: 2px;">Custom Range</p> </div> <div style="width: 80%;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Dec 2020 Jan 2021 > </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </tbody> </table> <div style="display: flex; justify-content: flex-end; align-items: center; padding-top: 5px;"> 12/10/2020 - 12/10/2020 Clear Apply </div> </div> </div> </div> <ol style="list-style-type: none"> Click Apply. <div data-bbox="703 1608 1240 1686" style="border: 1px solid gray; padding: 5px;"> <p>12/10/2020 - 12/10/2020 Clear Apply</p> </div> <ol style="list-style-type: none"> Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| STEP | ACTION |
|----------|---|
| | <p>Less than 30 days ago</p> <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> |
| <p>4</p> | <p>Update any information on the fields as needed.</p> |

| STEP | ACTION | |
|------|--|---|
| 5 | IF: | THEN: |
| | Associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Refer to the Enter Data for an AQIM Diagnostic Request Job Aid for steps to associate the Diagnostic Request to the record. 2. Update data as needed. 3. Go to Step 6. |
| | Not associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Update data as needed. 2. Go to Step 6. |
| 6 | Click on Close Tab.  | |

AQIM Northern Border Vehicle Pathway

This job aid describes how to enter AQIM information into ARM for the Northern Border Vehicle Pathway. The following topics are included in the AQIM Northern Border Vehicle Pathway Job Aid:

1. Create a New Northern Border Vehicle AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record

1. Create a New Northern Border Vehicle AQIM Inspection

The AQIM Inspections Page is on the ARM CBP Main Workspace.

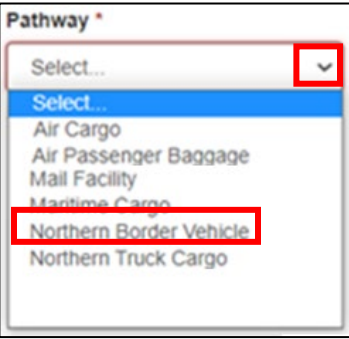
| Inspection Date | Event ID | Pathway | Terminal | Dest City | Dest State | Inspector Name | Status |
|---------------------|--------------|---------------------------|----------|-----------|------------|-------------------------|------------------|
| | 520620120012 | CBP Air Passenger Baggage | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/11/2021 01:00:00 | 520621010011 | CBP Air Cargo | | | | Supervisor2, TestPIS3 E | Draft Inspection |
| 01/26/2021 00:00:00 | 520621010058 | CBP Air Passenger Baggage | | | | Velazquez, Antonio | Draft Inspection |

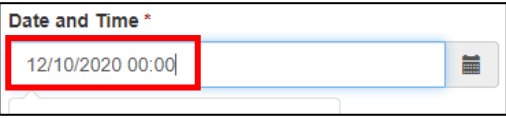
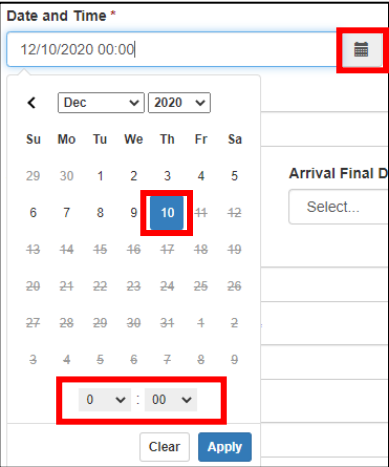

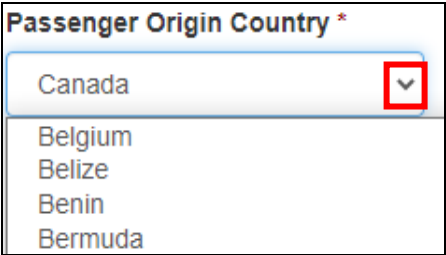
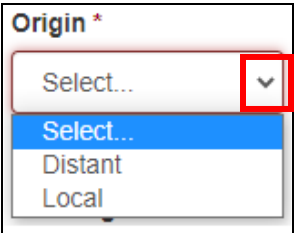


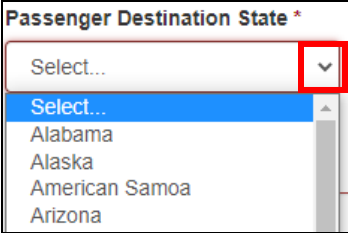
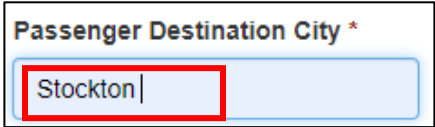
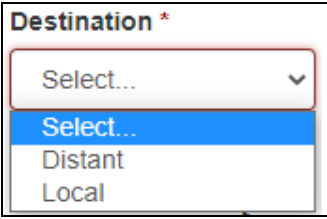
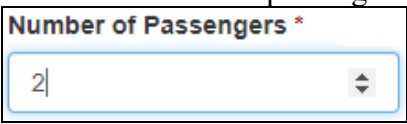
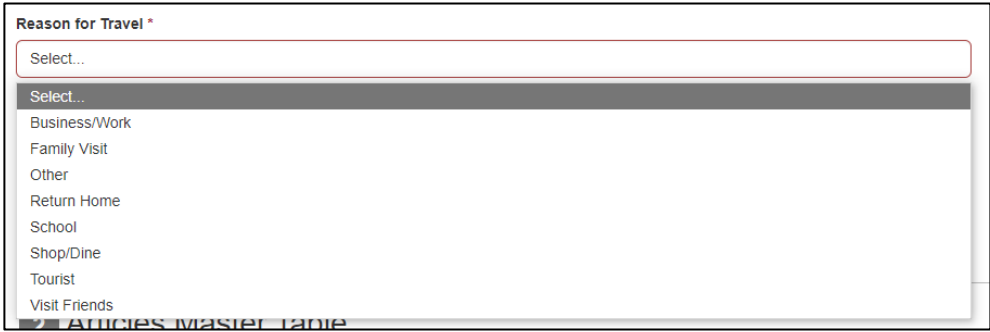
ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

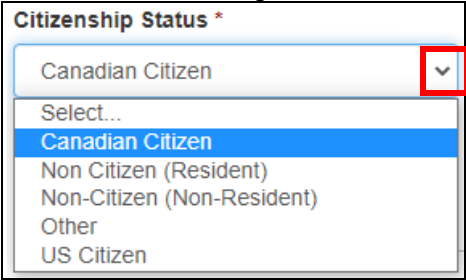
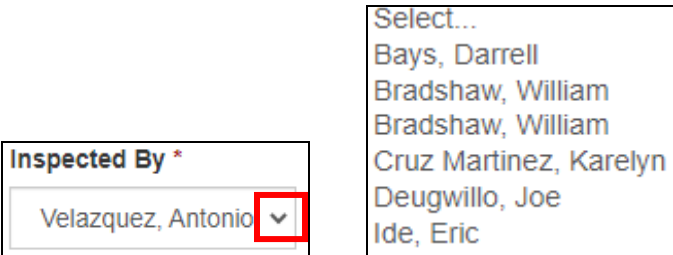
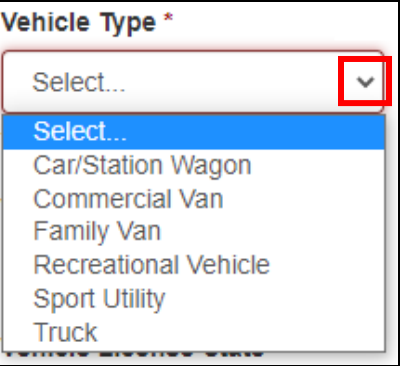

Steps to create a new Northern Border Vehicle AQIM Inspection

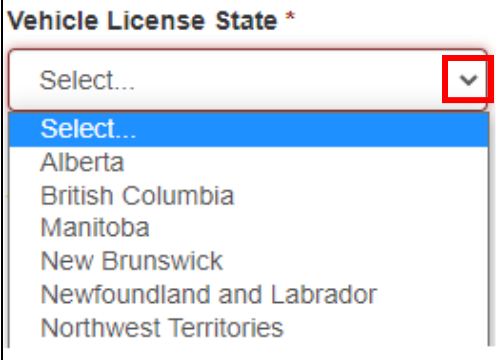
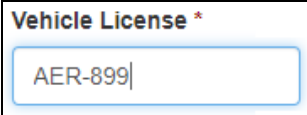

| STEP | ACTION |
|----------|---|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane</p> <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p> |

| STEP | ACTION | |
|------|--|---|
| 2 | <p>Select the CBP Northern Border Vehicle from the dropdown</p>  <p>Note: ARM will redirect you to the Northern Border Vehicle page.</p> <div data-bbox="245 695 1482 1262"> <p>AQIM Inspection</p> <p>1 Inspection Information</p> <p>Pathway * Northern Border Vehicle</p> <p>Date and Time * 09/11/2024 00:00</p> <p>Passenger Origin Country * Select...</p> <p>Origin * Select...</p> <p>Passenger Destination State * Select...</p> <p>Passenger Destination City * Select...</p> <p>Destination * Select...</p> <p>Number of Passengers * Select...</p> <p>Reason for Travel * Select...</p> <p>Citizenship Status * Select...</p> <p>Vehicle Type * Select...</p> <p>Vehicle License Country * Select...</p> <p>Vehicle License State * Select...</p> <p>Vehicle License * ex: AAA-1234</p> <p>Bridge/Crossing * Select...</p> <p>From a Canadian Airport? * <input type="radio"/> No <input type="radio"/> Yes</p> <p>Have been on a farm or ranch/near livestock? * <input type="radio"/> No <input type="radio"/> Yes</p> <p>Going to a farm or ranch? * <input type="radio"/> No <input type="radio"/> Yes</p> <p>Any items of Agricultural Interest? * <input type="radio"/> No <input type="radio"/> Yes</p> </div> | |
| 3 | <p>IF:</p> <p>Submitting a Diagnostic Request first</p> <p>Not submitting a Diagnostic Request first</p> | <p>THEN:</p> <p>1. Go to Step 23 and SELECT Yes.</p> <p>2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results.</p> <p>3. Go to Topic 3 to submit a Diagnostic Request (DR)</p> <p>Go to Step 4</p> |

| STEP | ACTION |
|------|--|
| 4 | <p>Type the date and time of the inspection.</p>  <p>OR</p> <p>Click on the Calendar icon and select the date and time.</p>  |
| 5 | <p>Click on Apply tab.</p>  |
| 6 | <p>Select the Passenger Origin Country from the dropdown list.</p>  |
| 7 | <p>Select the Origin from the dropdown list.</p>  |

| STEP | ACTION |
|------|--|
| 8 | Select the Passenger Destination State from the dropdown list..  |
| 9 | Enter the full name of the passenger's Final Destination City.  |
| 10 | Select a Destination from dropdown list.  |
| 11 | Enter the number of passengers.  |
| 12 | Select the primary Reason for Travel from the dropdown list.  |

| STEP | ACTION |
|------|---|
| 13 | <p>Select the Citizenship Status from the dropdown list.</p>  |
| 14 | <p>Select an Inspector if needed.</p>  <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| 15 | <p>Select a Vehicle Type from the dropdown list.</p>  |
| 16 | <p>Select the Vehicle License Country from the dropdown list.</p>  |

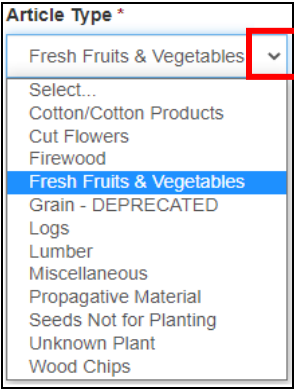


| STEP | ACTION |
|------|---|
| 17 | Select the Vehicle License State from the dropdown list.  |
| 18 | Enter the vehicle license number.  |
| 19 | Select Bridge/Crossing from the dropdown list.  |
| 20 | Select Yes or No for "From a Canadian Airpor" question. |
| 21 | Select Yes or No for the "Have you been on a farm or ranch/near livestock" question. |
| 22 | Select Yes or No for the "Going to a farm or ranch" question. |

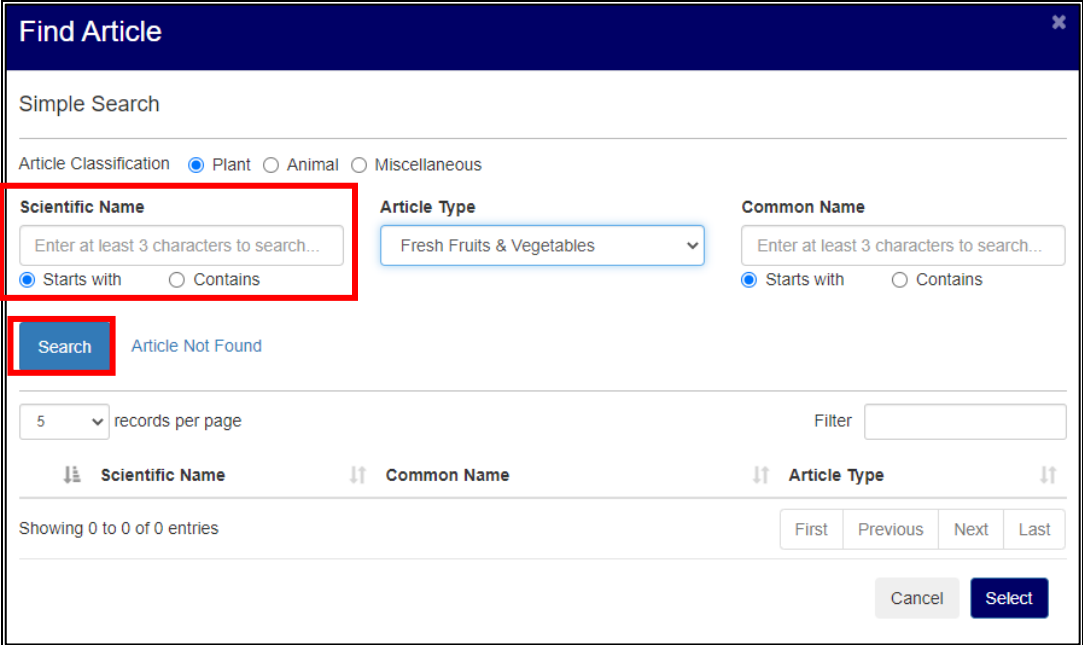
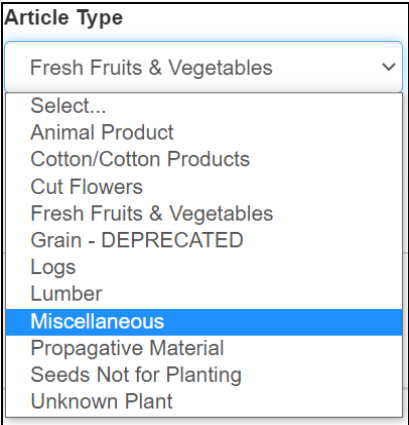
| STEP | ACTION | |
|------|--|---|
| 23 | Select Yes or No for the "Any items of Agriculture interest" question. | |
| | <p>IF:</p> <p>Yes</p> | <p>THEN:</p> <p>1. Look for Headings 2 and 3 to appear as shown here:</p> <div data-bbox="597 415 1047 787" style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <p style="text-align: right;">Qty</p> <hr/> <p><input type="checkbox"/> Select All</p> <hr/> <p style="text-align: right;">Qty</p> <p>Showing 0 to 0 of 0 entries</p> <hr/> <p>3 Add Articles</p> </div> <p>2. Go to Section 2 on how to add an article(s).</p> |
| | No | Click on Close |

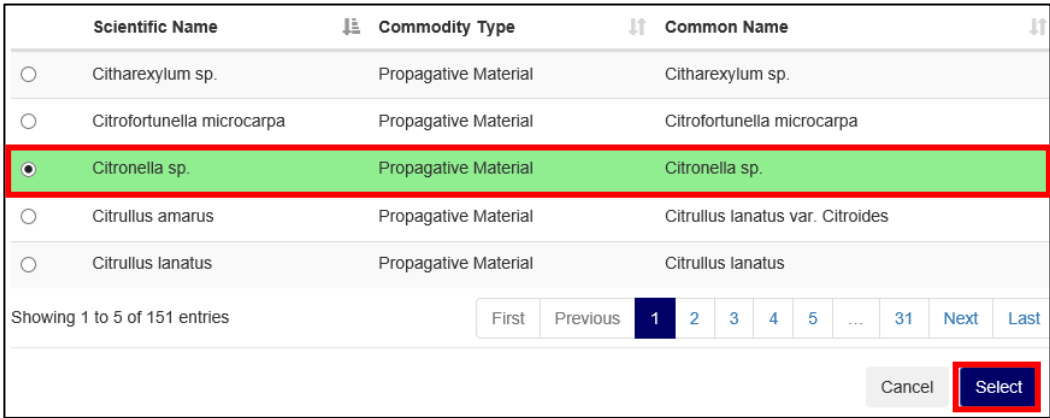
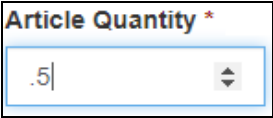
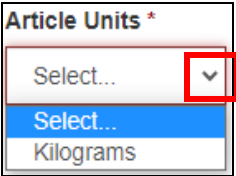
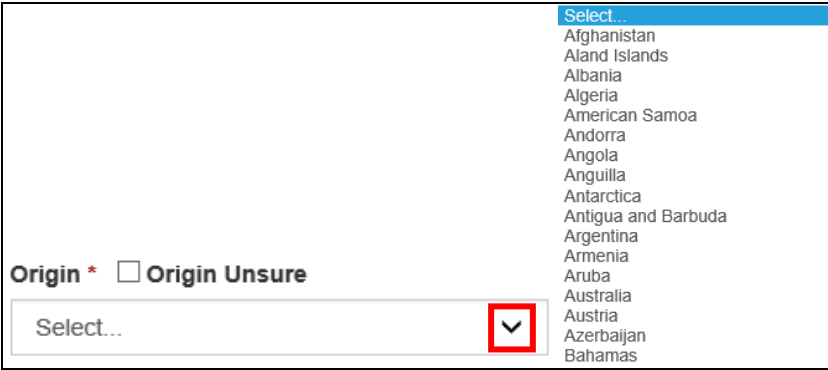
2. Add AQIM Inspection Articles and Results

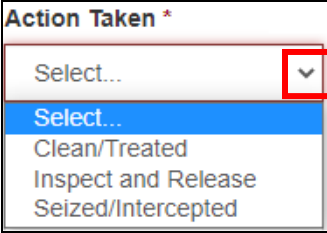
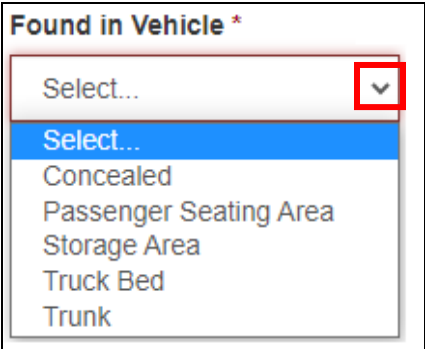
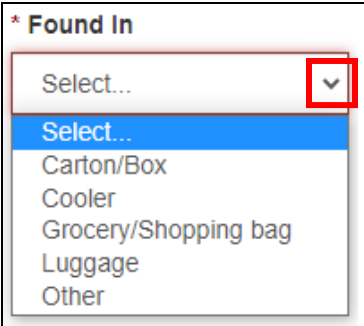
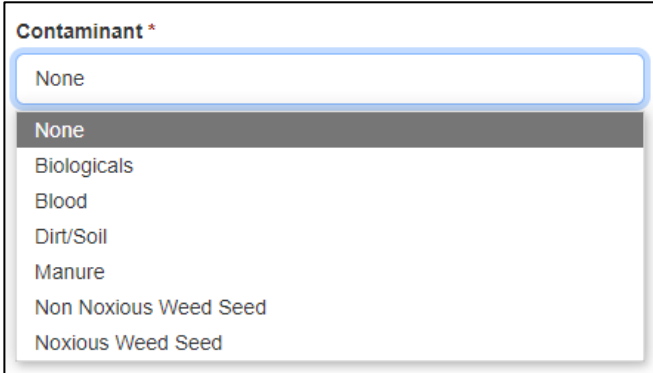
Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to enter add an Article to the page

| STEP | ACTION | | | | | | |
|--------------------|---|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>1</p> | <p>Select an Article Type on Heading 3 if needed.</p>  <p>Note: This field defaults to Fresh Fruits and Vegetables</p> | | | | | | |
| <p>2</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p>  <table border="1" data-bbox="240 1260 1507 1528"> <thead> <tr> <th data-bbox="240 1260 743 1331">IF THE ARTICLE IS:</th> <th data-bbox="743 1260 1507 1331">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1331 743 1440">Listed</td> <td data-bbox="743 1331 1507 1440"> <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 </td> </tr> <tr> <td data-bbox="240 1440 743 1528">Not listed</td> <td data-bbox="743 1440 1507 1528">Go to Step 3A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 | Not listed | Go to Step 3A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 4 | | | | | | |
| Not listed | Go to Step 3A. | | | | | | |
| <p>3A</p> | <p>Click on the search icon.</p>  | | | | | | |

| STEP | ACTION |
|------------------|---|
| <p>3B</p> | <p>Enter at least 3 characters of an article and click Search</p>  <p>Note: If the article is not found, contact the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do not search using both. ARM will not provide search results. Use only one option.</p> |
| <p>3C</p> | <p>Select an Article Type if needed.</p>  <p>Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.</p> |

| STEP | ACTION | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| 3D | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| 4 | <p>Enter the Article Quantity.</p>  | | | | | | | | | | | | | | | | | | |
| 5 | <p>Select the Article Units.</p>  <p>Note: Units will default according to the Article Type.</p> | | | | | | | | | | | | | | | | | | |
| 6 | <p>Select an Origin</p>  <p>Origin * <input type="checkbox"/> Origin Unsure</p> | | | | | | | | | | | | | | | | | | |
| 7 | <p>Select Yes or No for the "Article was declared" question.</p> | | | | | | | | | | | | | | | | | | |

| STEP | ACTION |
|------------------|---|
| <p>8</p> | <p>Select an Action Taken from the dropdown list.</p>  |
| <p>9</p> | <p>Select where in the vehicle the article was found.</p>  |
| <p>10</p> | <p>Select where the article was Found In from the dropdown list.</p>  |
| <p>11</p> | <p>Select a Contaminant from the dropdown list if needed.</p>  <p>Note: This field defaults to None.</p> |

12



Click on Add Article Tab.

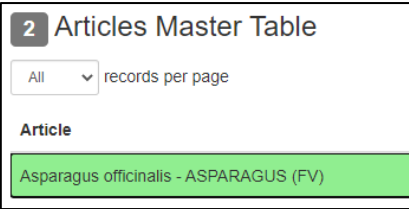

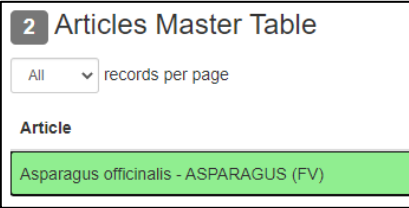





Note: All data entered will populate on Heading 2 Articles Master Table.

| 2 Articles Master Table | | | |
|---------------------------------------|--------------------------|------|-----------|
| All records per page | | | |
| Article | Article Determination | Qty | Units |
| Garcinia mangostana - MANGOSTEEN (FV) | <input type="checkbox"/> | 0.25 | Kilograms |
| Article | Article Determination | Qty | Units |

13

| IF THE ARTICLE: | THEN: |
|---|---|
| Needs an Article Determination | <p>5. Click on the Article Determination check box on Article Master Table on Heading 2.</p>  <p>Note: A new window will appear asking for confirmation on your request.</p>  <p>6. Enter remarks if needed. 7. Click on Yes. 8. Go to Step 14.</p> |
| Does not need an Article Determination | Go to Step 14. |


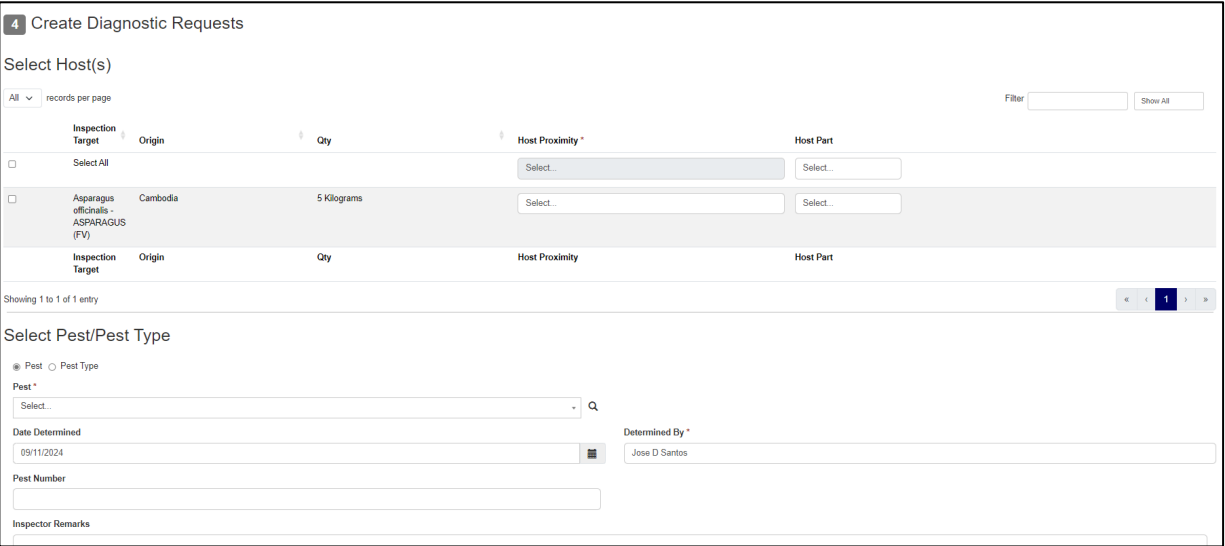
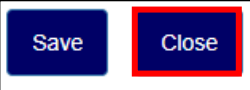
| | | |
|--|--|---|
| 14 | IF THE ARTICLE: | THEN: |
| | Needs to be updated | <p>1. Click on the article that needs to be updated under Heading 2.</p>  <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p>  <p>4. Go to Step 15.</p> |
| | Needs to be deleted | <p>1. Click on the article to be deleted.</p>  <p>2. Click on Delete Tab.</p>  <p>3. Enter new information if needed.</p> <p>4. Go to Step 15.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p>  <p>2. Go to Step 15.</p> | |

| | | |
|-----------|--|--|
| 15 | IF: | THEN: |
| | Submitting a Diagnostic Request (DR) | Go to Topic 3 Submit a Diagnostic request |
| | <u>Not</u> submitting a Diagnostic Request (DR) | Go to Step 16 |
| 16 | Click on Close Tab.  | |

3. Submit a Diagnostic Request

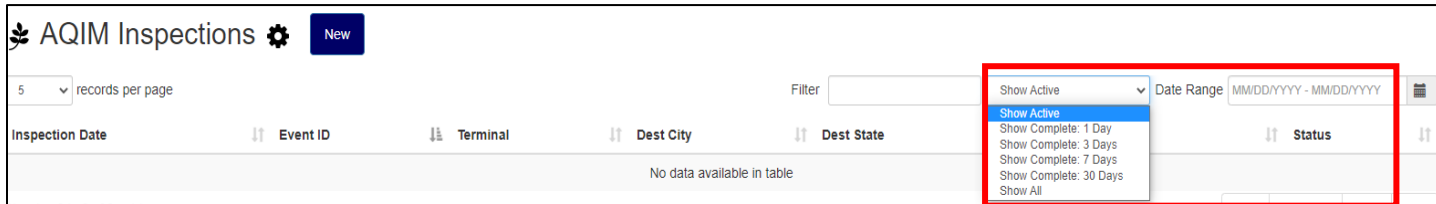
If a pest is found on an Article during inspection, Inspectors can create and submit a Diagnostic Request for pest for identification.

Steps to submit a Diagnostic Request


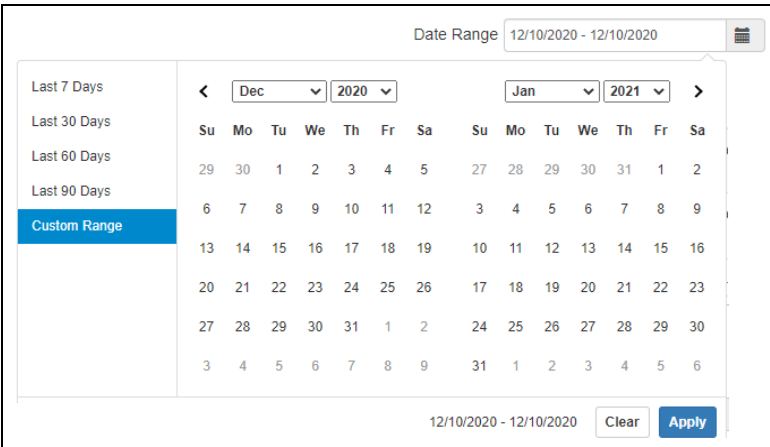

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click the Pest Found checkbox.</p>  <p>Note: Heading 4 will appear to Create Diagnostic Requests as seen here:</p>  |
| <p>2</p> | <p>Enter Diagnostic Request data by following the steps in the Enter Data for an AQIM Diagnostic Request Job Aid.</p> |
| <p>3</p> | <p>Click on Close Tab after submitting the Diagnostic Request.</p>  |

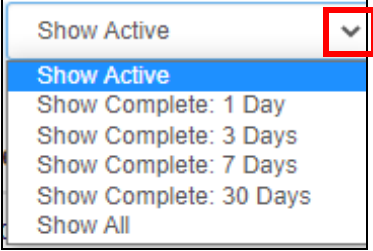

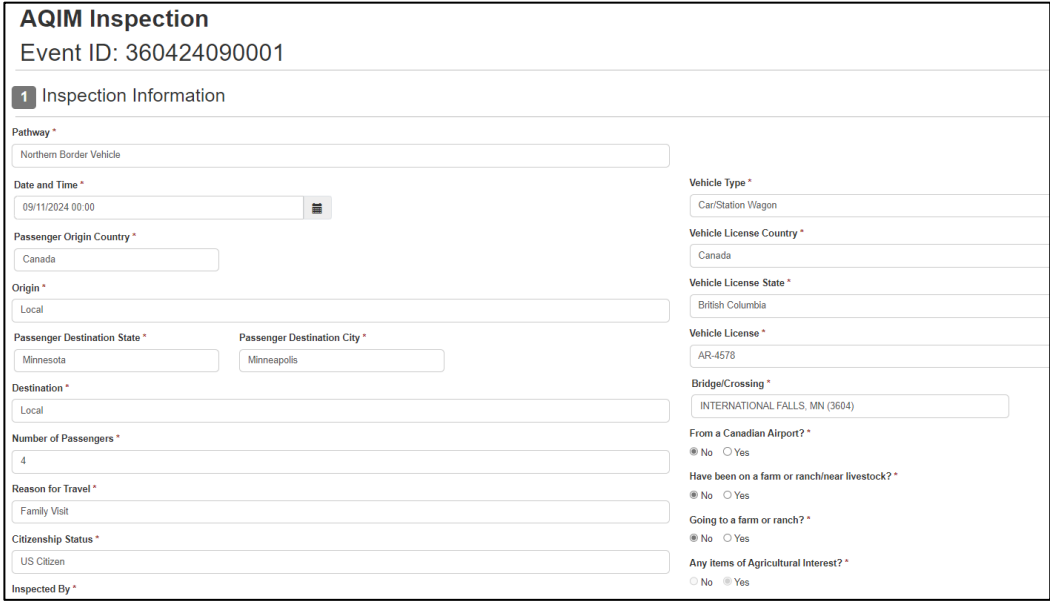

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|------|-----------------------------------|--|
| 1 | IF THE ARTICLE WAS CLOSED: | THEN: |
| | Over 30 days ago | <p>1. Click the calendar icon on the Date Range field.</p>  <p>2. Select a date range.</p>  <p>3. Click Apply.</p>  <p>4. Locate the record and Go to Step 2.</p> <p>Note: You can also type the date range in the field.</p> |

| STEP | ACTION | |
|----------|---|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |

| STEP | ACTION | |
|---|--|---|
| 4 | Update any information on the fields as needed. | |
| 5 | IF: | THEN: |
| | Associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Refer to the Enter Data for an AQIM Diagnostic Request Job Aid for steps to associate the Diagnostic Request to the record. 2. Update data as needed. 3. Go to Step 6. |
| Not associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Update data as needed. 2. Go to Step 6. | |
| 6 | Click on Close Tab.  | |

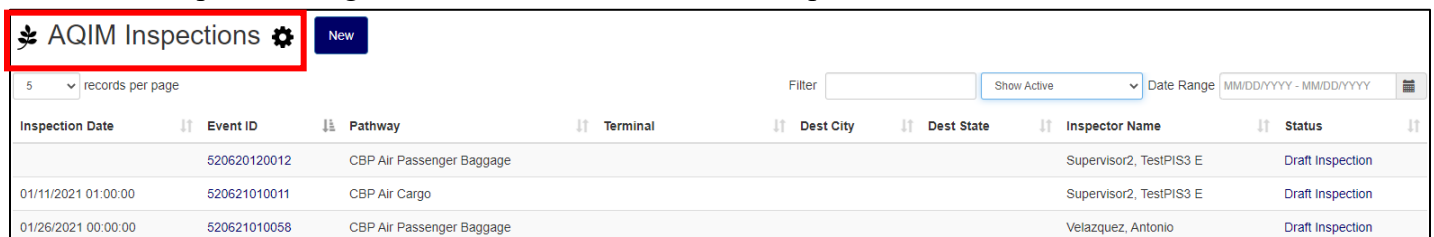
AQIM Mail Facility Pathway

This job aid describes how to enter an AQIM Inspection, Articles, Results, and Diagnostic Requests for CBP AQIM inspection and/or interception for CBP AQIM Mail Facility Pathways. The following topics are included in the AQIM Mail Facility Pathway Job Aid:

1. Create a New Mail Facility AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Submit a Diagnostic Request
4. Locate, Reopen and Update an AQIM Inspection Record


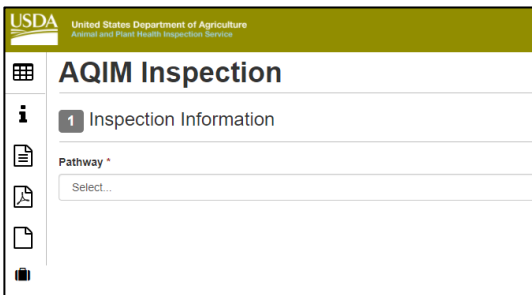
1. Create a New Mail Facility AQIM Inspection

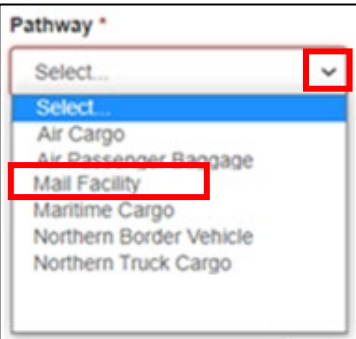
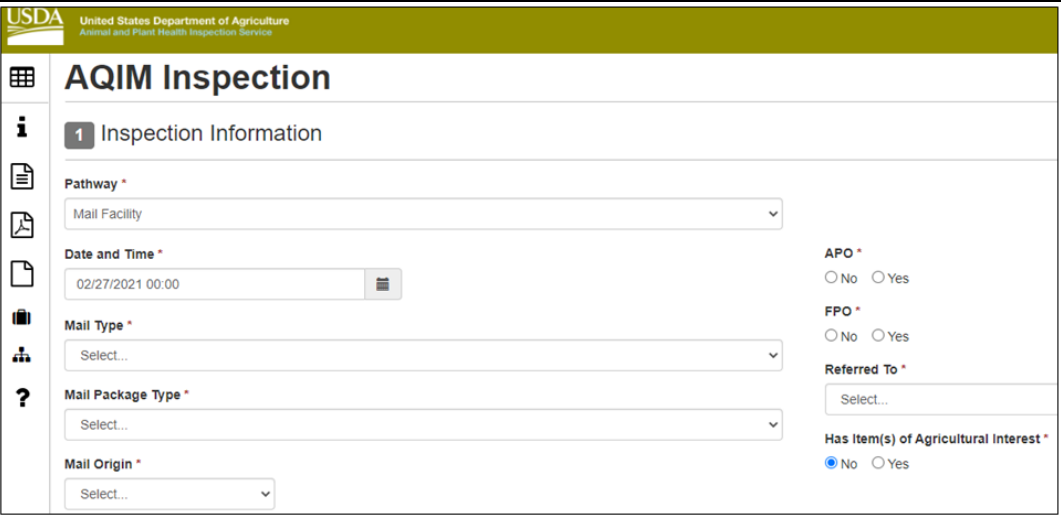
The AQIM Inspections Page is on the ARM CBP Main Workspace.

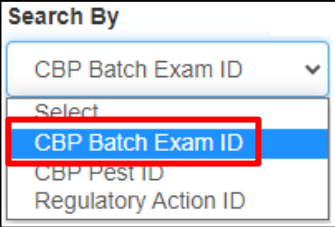
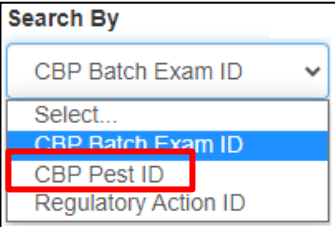
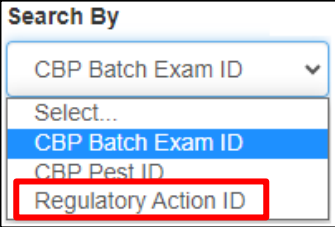



ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk. * Entered information will auto-populate subsequent pages, saving the user time.

Steps to create a new Mail Facility AQIM Inspection

| STEP | ACTION |
|----------|---|
| 1 | <p>Click on the New tab next to the AQIM Inspections Pane</p>  <p>Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:</p>  |

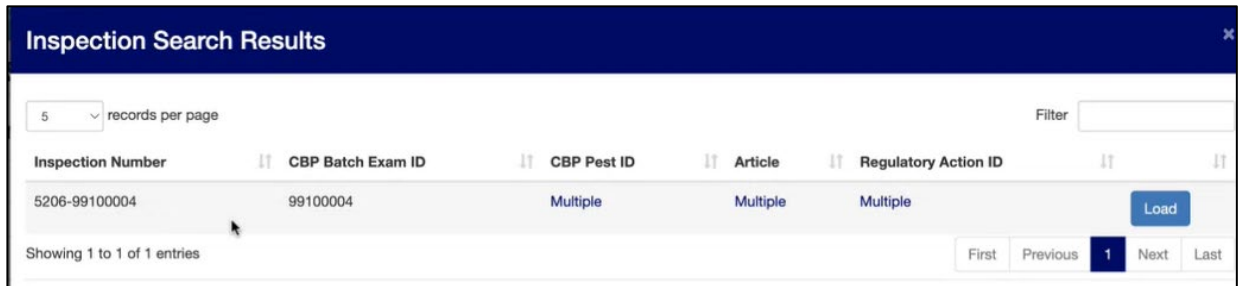
| STEP | ACTION | | | | | | | |
|---|--|-----|-------|---------------------------------------|---|---|----------------------|--|
| 2 | <p>Select the Mail Facility pathway from the dropdown</p>  <p>Note: ARM will redirect you to the Mail Facility page.</p>  | | | | | | | |
| 3 | <table border="1"> <thead> <tr> <th data-bbox="228 1262 690 1312">IF:</th> <th data-bbox="690 1262 1507 1312">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 1312 690 1501">Submitting a Diagnostic Request first</td> <td data-bbox="690 1312 1507 1501"> <ol style="list-style-type: none"> 1. Go to Step 16 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) </td> </tr> <tr> <td data-bbox="228 1501 690 1585">Not submitting a Diagnostic Request first</td> <td data-bbox="690 1501 1507 1585">Go to Step 4A</td> </tr> </tbody> </table> | IF: | THEN: | Submitting a Diagnostic Request first | <ol style="list-style-type: none"> 1. Go to Step 16 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) | Not submitting a Diagnostic Request first | Go to Step 4A | |
| IF: | THEN: | | | | | | | |
| Submitting a Diagnostic Request first | <ol style="list-style-type: none"> 1. Go to Step 16 and SELECT Yes. 2. Add the article following instructions for Topic 2: Add AQIM Inspection Articles and Results. 3. Go to Topic 3 to submit a Diagnostic Request (DR) | | | | | | | |
| Not submitting a Diagnostic Request first | Go to Step 4A | | | | | | | |

| <p>4A</p> | <p>On Search by Dropdown:</p> | |
|---|--|---|
| | <p>IF AQIM INSPECTION IS:</p> | <p>THEN:</p> |
| | <p>Associated with a CBP Batch Exam</p> | <p>1. Select CBP Exam Batch ID.</p>  <p>2. Go to Step 4B.</p> |
| | <p>Associated with a CBP Pest ID</p> | <p>1. Select CBP Pest ID</p>  <p>2. Go to Step 4B</p> |
| <p>Associated with a Regulatory Action ID</p> | <p>1. Select Regulatory Action ID</p>  <p>2. Go to Step 4B</p> | |
| <p>Not associated with any of the options above</p> | <p>Go to Step 5.</p> | |
| <p>4B</p> | <p>Enter the number of your selection on Step 4A on the Search Text field.</p>  | |

4C

Click on search.

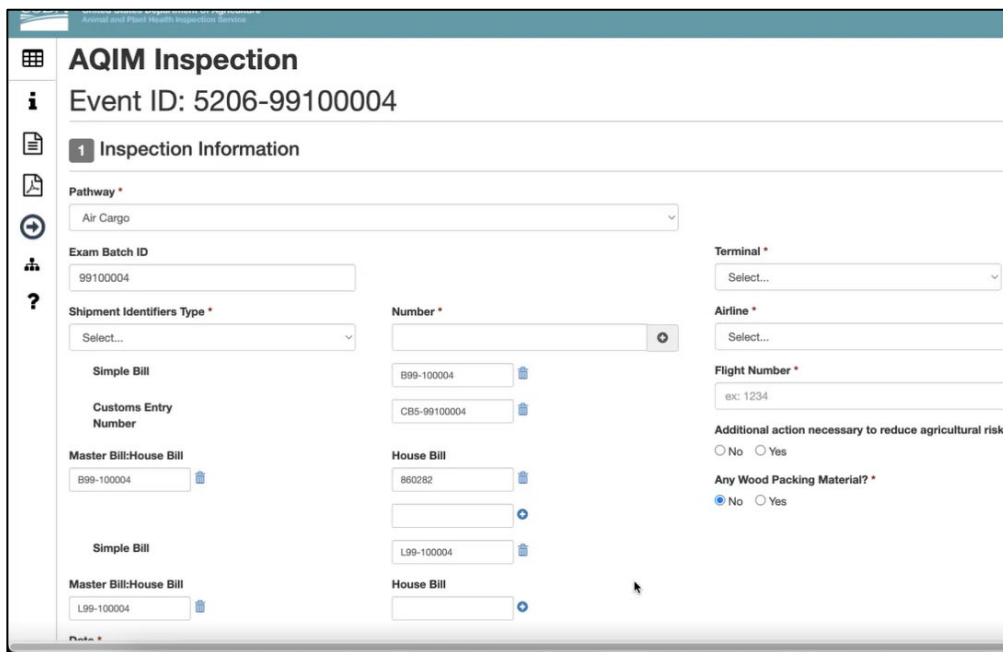
Note: A new window will appear with the data of the event that will be associated with your AQIM event.


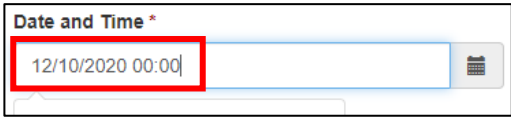
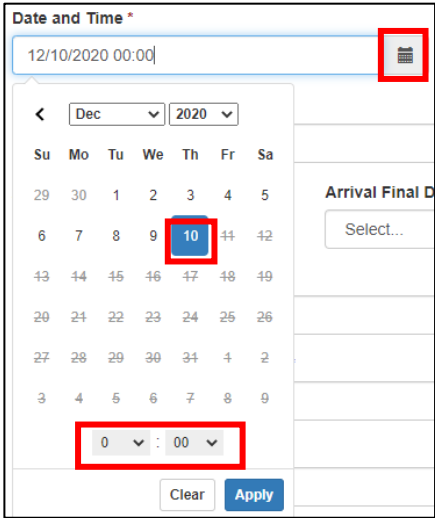



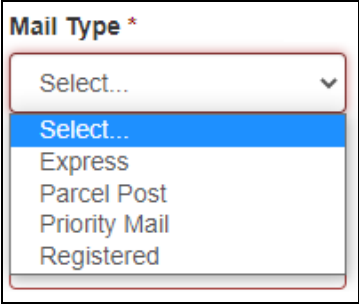
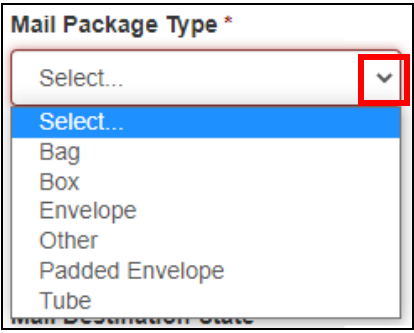
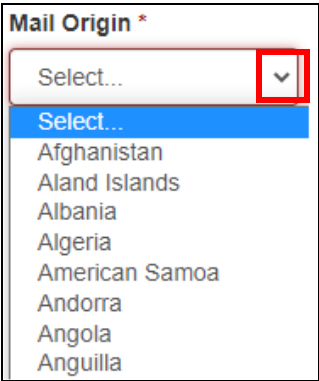
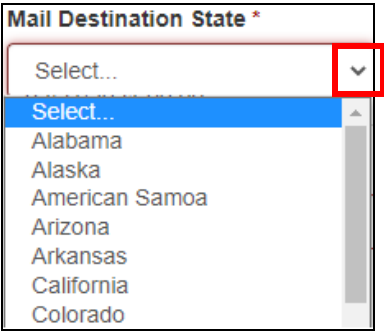
4D

Click Load.

Note: All data related to the inspection event associated with your AQIM will populate most of the AQIM fields.



| | |
|------------------|--|
| <p>4E</p> | <p>Review all populated fields and complete any missing AQIM data.</p> <p>Note: A big red asterisk will appear in front of article(s) where there is missing data.</p>  <p>You will find more information about this in Section 2.</p> |
| <p>4F</p> | <p>Go To Section 2 Add AQIM Inspection Articles and Results.</p> |
| <p>5</p> | <p>Type the date and time of the inspection.</p>  <p>OR</p> <p>Click on the Calendar icon and select the date and time.</p>  |
| <p>6</p> | <p>Click on Apply tab.</p>  |

| | |
|------------------|---|
| <p>7</p> | <p>Enter the Mail Type from the dropdown list.</p>  |
| <p>8</p> | <p>Select the Mail Package Type from the dropdown list.</p>  |
| <p>9</p> | <p>Select the Mail Origin from the dropdown list.</p>  |
| <p>10</p> | <p>Select the Mail Destination State from the dropdown list..</p>  |

| | |
|------------------|---|
| <p>11</p> | <p>Enter the full name of the Destination City.</p> <div data-bbox="240 233 532 359"> <p>Destination City *</p> <p>Houston</p> </div> |
| <p>12</p> | <p>Select an Inspector if needed.</p> <div data-bbox="245 600 553 716"> <p>Inspected By *</p> <p>Velazquez, Antonio</p> </div> <div data-bbox="610 464 919 716"> <p>Select...</p> <p>Bays, Darrell</p> <p>Bradshaw, William</p> <p>Bradshaw, William</p> <p>Cruz Martinez, Karelyn</p> <p>Deugwillo, Joe</p> <p>Ide, Eric</p> </div> <p>Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.</p> |
| <p>13</p> | <p>Select Yes or No if mail is from an Army Post Office (APO)</p> |
| <p>14</p> | <p>Select Yes or No if mail is from a Fleet Post Office (FPO)</p> |
| <p>15</p> | <p>Select the agency that mail is referred to from the dropdown list because of inspection.</p> <div data-bbox="240 1136 837 1520"> <p>Referred To *</p> <p>Select...</p> <p>Select...</p> <p>Center for Disease Control</p> <p>Fish and Wildlife Services</p> <p>Food and Drug Administration</p> <p>Food and Safety Inspection Services</p> <p>None</p> <p>Other</p> <p>Smuggling Interdiction and Trade Compliance</p> <p>Veterinary Services</p> </div> |

| 16 | Select Yes or No if the mail has items of agricultural interest | | | | | | |
|--------------------------|---|--|--|-----|--------------------------|------------|--|
| | IF: | THEN: | | | | | |
| | Yes | <p>1. Look for Headings 2 and 3 to appear as shown here:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>2 Articles Master Table</p> <p>All records per page</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Qty</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td style="text-align: right;">Select All</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: right;">Qty</td> </tr> </tbody> </table> <p>Showing 0 to 0 of 0 entries</p> </div> <p>3 Add Articles</p> <p>2. Go to Section 2 on how to add an article(s).</p> | | Qty | <input type="checkbox"/> | Select All | |
| | Qty | | | | | | |
| <input type="checkbox"/> | Select All | | | | | | |
| | Qty | | | | | | |
| No | Click on Close | | | | | | |

2. Add AQIM Inspection Articles and Results

Follow these steps to enter the Article(s) found during the inspection and the inspection results for each Article inspected.

Steps to enter add an Article to the page

| STEP | ACTION | | | | | | |
|---|--|------------------------|-------|---|-----------------------|---|----------------------|
| 1 | <p>If AQIM was associated with a</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="240 596 578 705" style="text-align: left;">IF AQIM INSPECTION IS:</th> <th data-bbox="578 596 1479 705" style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 705 578 940"> Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 705 1479 940" style="vertical-align: top;"> Go to Step 2A. </td> </tr> <tr> <td data-bbox="240 940 578 1171"> <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID </td> <td data-bbox="578 940 1479 1171" style="vertical-align: top;"> Go to Step 3. </td> </tr> </tbody> </table> | IF AQIM INSPECTION IS: | THEN: | Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. |
| IF AQIM INSPECTION IS: | THEN: | | | | | | |
| Associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 2A. | | | | | | |
| <u>Not</u> associated with: <ol style="list-style-type: none"> 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID | Go to Step 3. | | | | | | |

2A

| IF POPULATED ARTICLES: | THEN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---------|--|-------------------------|----------------|-----------|-----------------------------|------------------------|------------------------|-----|------------|-------------|-------------------------------|--|-----------|--|---------------------------------------|--|-------------------------|--|--|--|--|--|----------------------|--|--|--|------------|------------------------|-----------|
| <p>Has a red asterisk</p> | <p>1. Click over the article line.</p> <div data-bbox="600 420 998 661" style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Article</th> </tr> </thead> <tbody> <tr style="background-color: #d4edda;"> <td></td> <td>*Aster sp. - Aster (CF)</td> </tr> </tbody> </table> </div> <p>Note: The line will turn green and the article's available data will populate back on Heading number 3 Add Articles.</p> <div data-bbox="584 787 1461 1071" style="border: 1px solid black; padding: 5px;"> <p>3 Add Articles</p> <table border="0"> <tr> <td>Article Type *</td> <td>Article *</td> <td>Total Cargo Amount: Count *</td> </tr> <tr> <td>Cut Flowers & Greenery</td> <td>Aster sp. - Aster (CF)</td> <td>800</td> </tr> <tr> <td>Category *</td> <td>Consignee *</td> <td>Amount Cargo Inspected: Count</td> </tr> <tr> <td></td> <td>Select...</td> <td></td> </tr> <tr> <td>Ultimate Consignee Destination City *</td> <td>Ultimate Consignee Destination State *</td> <td>Intended Use Of Cargo *</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Article or cargo requires mandatory treatment? *</td> <td>Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? *</td> <td>Contaminant Found? *</td> </tr> <tr> <td><input type="radio"/> No <input type="radio"/> Yes</td> <td><input type="radio"/> No <input type="radio"/> Yes</td> <td><input type="radio"/> No <input type="radio"/> Yes</td> </tr> </table> </div> <p>2. Identify and complete any required missing data.</p> <p>3. Click on Update Article.</p> <p>Note: The article data will update, and the asterisk will no longer appear near it.</p> <div data-bbox="600 1291 1356 1396" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr> <td style="background-color: #d4edda;">PERISHABLE</td> <td style="background-color: #d4edda;">Aster sp. - Aster (CF)</td> <td style="background-color: #d4edda;">800 Stems</td> </tr> </table> </div> <p>4. Go to Step 21</p> | Category | Article | | *Aster sp. - Aster (CF) | Article Type * | Article * | Total Cargo Amount: Count * | Cut Flowers & Greenery | Aster sp. - Aster (CF) | 800 | Category * | Consignee * | Amount Cargo Inspected: Count | | Select... | | Ultimate Consignee Destination City * | Ultimate Consignee Destination State * | Intended Use Of Cargo * | | | | Article or cargo requires mandatory treatment? * | Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? * | Contaminant Found? * | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | PERISHABLE | Aster sp. - Aster (CF) | 800 Stems |
| Category | Article | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Aster sp. - Aster (CF) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Article Type * | Article * | Total Cargo Amount: Count * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut Flowers & Greenery | Aster sp. - Aster (CF) | 800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category * | Consignee * | Amount Cargo Inspected: Count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Select... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ultimate Consignee Destination City * | Ultimate Consignee Destination State * | Intended Use Of Cargo * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Article or cargo requires mandatory treatment? * | Agriculture Items Mismanifested, smuggled, phyto issue, uncertified WPM? * | Contaminant Found? * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERISHABLE | Aster sp. - Aster (CF) | 800 Stems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Does not have a red asterisk</p> | <p>Go to Step 21</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>3</p> | <p>Select an Article Type on Heading 3 if needed.</p> <div data-bbox="240 233 532 617" style="border: 1px solid black; padding: 5px;"> <p>Article Type *</p> <p>Fresh Fruits & Vegetables ▾</p> <p>Select...</p> <p>Cotton/Cotton Products</p> <p>Cut Flowers</p> <p>Firewood</p> <p>Fresh Fruits & Vegetables</p> <p>Grain - DEPRECATED</p> <p>Logs</p> <p>Lumber</p> <p>Miscellaneous</p> <p>Propagative Material</p> <p>Seeds Not for Planting</p> <p>Unknown Plant</p> <p>Wood Chips</p> </div> <p>Note: This field defaults to Fresh Fruits and Vegetables</p> | | | | | | |
|--------------------|--|--------------------|-------|--------|--|-------------------|-----------------------|
| <p>4</p> | <p>Select the Article from the dropdown list or use the search feature to find the Article.</p> <div data-bbox="240 764 623 898" style="border: 1px solid black; padding: 5px;"> <p>Article *</p> <p>Select... ▾ 🔍</p> </div> <table border="1" data-bbox="240 936 1503 1205" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">IF THE ARTICLE IS:</th> <th style="width: 50%; text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Listed</td> <td> <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 6 </td> </tr> <tr> <td>Not listed</td> <td>Go to Step 5A.</td> </tr> </tbody> </table> | IF THE ARTICLE IS: | THEN: | Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 6 | Not listed | Go to Step 5A. |
| IF THE ARTICLE IS: | THEN: | | | | | | |
| Listed | <ol style="list-style-type: none"> 1. Select an article 2. Go to Step 6 | | | | | | |
| Not listed | Go to Step 5A. | | | | | | |
| <p>5A</p> | <p>Click on the search icon.</p> <div data-bbox="240 1264 623 1398" style="border: 1px solid black; padding: 5px;"> <p>Article *</p> <p>Select... ▾ 🔍</p> </div> | | | | | | |

5B

Enter at least 3 characters of an article and click Search

The screenshot shows a 'Find Article' window with a dark blue header. Below the header, there is a 'Simple Search' section. Underneath, there are radio buttons for 'Article Classification' with 'Plant' selected. There are three search input fields: 'Scientific Name', 'Article Type' (a dropdown menu currently showing 'Fresh Fruits & Vegetables'), and 'Common Name'. Each search field has a placeholder text 'Enter at least 3 characters to search...' and radio buttons for 'Starts with' (selected) and 'Contains'. A 'Search' button is highlighted with a red box, and next to it is the text 'Article Not Found'. Below the search fields, there is a 'records per page' dropdown set to '5' and a 'Filter' input field. A table header shows columns for 'Scientific Name', 'Common Name', and 'Article Type', each with a sort icon. At the bottom, it says 'Showing 0 to 0 of 0 entries' and includes navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Cancel', and 'Select'.

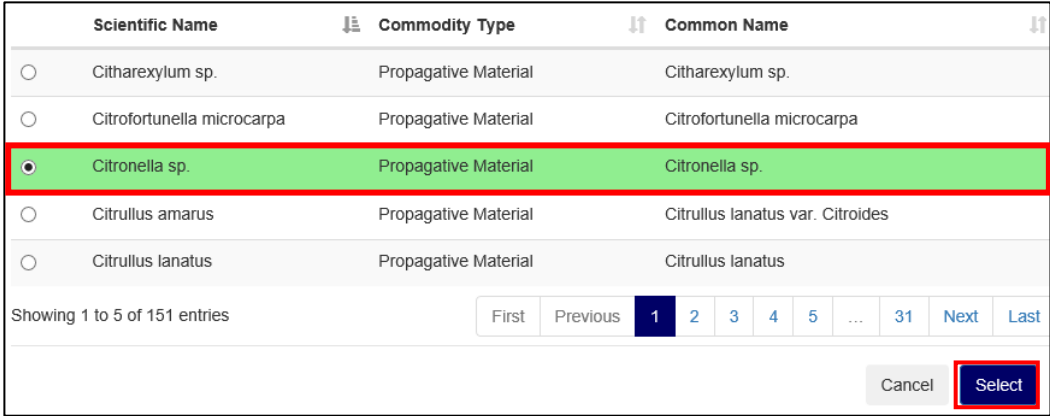
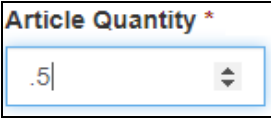
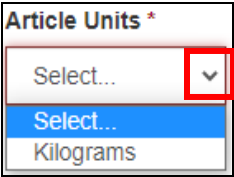
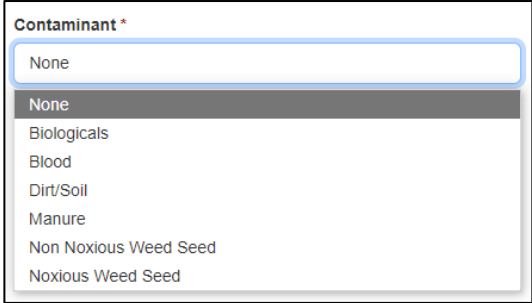
Note: If the article is not found, **contact** the ARM Help Desk. When searching for Fruits and Vegetables you will search by scientific name or by common name. Do **not** search using both. ARM will not provide search results. Use only one option.

5C

Select an Article Type **if** needed.



The screenshot shows a dropdown menu titled 'Article Type'. The current selection is 'Fresh Fruits & Vegetables'. The dropdown is open, showing a list of options: 'Select...', 'Animal Product', 'Cotton/Cotton Products', 'Cut Flowers', 'Fresh Fruits & Vegetables', 'Grain - DEPRECATED', 'Logs', 'Lumber', 'Miscellaneous' (highlighted in blue), 'Propagative Material', 'Seeds Not for Planting', and 'Unknown Plant'.

Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.

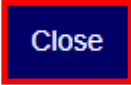
| <p>5D</p> | <p>Select an Article using the radio button and then click Select.</p>  <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Citharexylum sp.</td> <td>Propagative Material</td> <td>Citharexylum sp.</td> </tr> <tr> <td><input type="radio"/> Citrofortunella microcarpa</td> <td>Propagative Material</td> <td>Citrofortunella microcarpa</td> </tr> <tr style="background-color: #e0ffe0; border: 2px solid red;"> <td><input checked="" type="radio"/> Citronella sp.</td> <td>Propagative Material</td> <td>Citronella sp.</td> </tr> <tr> <td><input type="radio"/> Citrullus amarus</td> <td>Propagative Material</td> <td>Citrullus lanatus var. Citroides</td> </tr> <tr> <td><input type="radio"/> Citrullus lanatus</td> <td>Propagative Material</td> <td>Citrullus lanatus</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 151 entries</p> <p>First Previous 1 2 3 4 5 ... 31 Next Last</p> <p>Cancel Select</p> | Scientific Name | Commodity Type | Common Name | <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus |
|--|---|----------------------------------|----------------|-------------|--|----------------------|------------------|--|----------------------|----------------------------|---|----------------------|----------------|--|----------------------|----------------------------------|---|----------------------|-------------------|
| Scientific Name | Commodity Type | Common Name | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citharexylum sp. | Propagative Material | Citharexylum sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrofortunella microcarpa | Propagative Material | Citrofortunella microcarpa | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Citronella sp. | Propagative Material | Citronella sp. | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus amarus | Propagative Material | Citrullus lanatus var. Citroides | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Citrullus lanatus | Propagative Material | Citrullus lanatus | | | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Enter the Article Quantity.</p>  | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select the Article Units.</p>  <p>Note: Units will default according to the Article Type.</p> | | | | | | | | | | | | | | | | | | |
| <p>8</p> | <p>Select Yes or No for the "Article was declared" question.</p> | | | | | | | | | | | | | | | | | | |
| <p>9</p> | <p>Select a Contaminant from the dropdown list if needed.</p>  <p>Note: This field defaults to None.</p> | | | | | | | | | | | | | | | | | | |

| 10 | <p>Select an Action Taken from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Action Taken *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Select... Clean/Treated Inspect and Release Seized/Intercepted </div> </div> | | | | | | | | | |
|--|---|--------------|-----|-------|--|-----|-----------|----------------|------------|--------------|
| 11 | <p>Click on Add Article Tab.</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px; text-align: center;"> <p style="background-color: #000080; color: white; padding: 5px; display: inline-block;">Add Article</p> </div> <p>Note: All data entered will populate on Heading 2 Articles Master Table.</p> <div style="border: 1px solid black; padding: 5px;"> <p>2 Articles Master Table</p> <p>All records per page</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Article</th> <th style="text-align: center;">Qty</th> <th style="text-align: right;">Units</th> </tr> </thead> <tbody> <tr> <td>Asparagus officinalis - ASPARAGUS (FV)</td> <td style="text-align: center;">0.5</td> <td style="text-align: right;">Kilograms</td> </tr> <tr> <td>Article</td> <td style="text-align: center;">Qty</td> <td style="text-align: right;">Units</td> </tr> </tbody> </table> </div> | Article | Qty | Units | Asparagus officinalis - ASPARAGUS (FV) | 0.5 | Kilograms | Article | Qty | Units |
| Article | Qty | Units | | | | | | | | |
| Asparagus officinalis - ASPARAGUS (FV) | 0.5 | Kilograms | | | | | | | | |
| Article | Qty | Units | | | | | | | | |

12

| IF THE ARTICLE: | THEN: |
|---|--|
| Needs an Article Determination | <p>1. Click on the Article Determination check box on Article Master Table on Heading 2.</p>  <p>Note: A new window will appear asking for confirmation on your request.</p>  <p>2. Enter remarks if needed. 3. Click on Yes. 4. Go to Step 13.</p> |
| Does not need an Article Determination | Go to Step 13. |


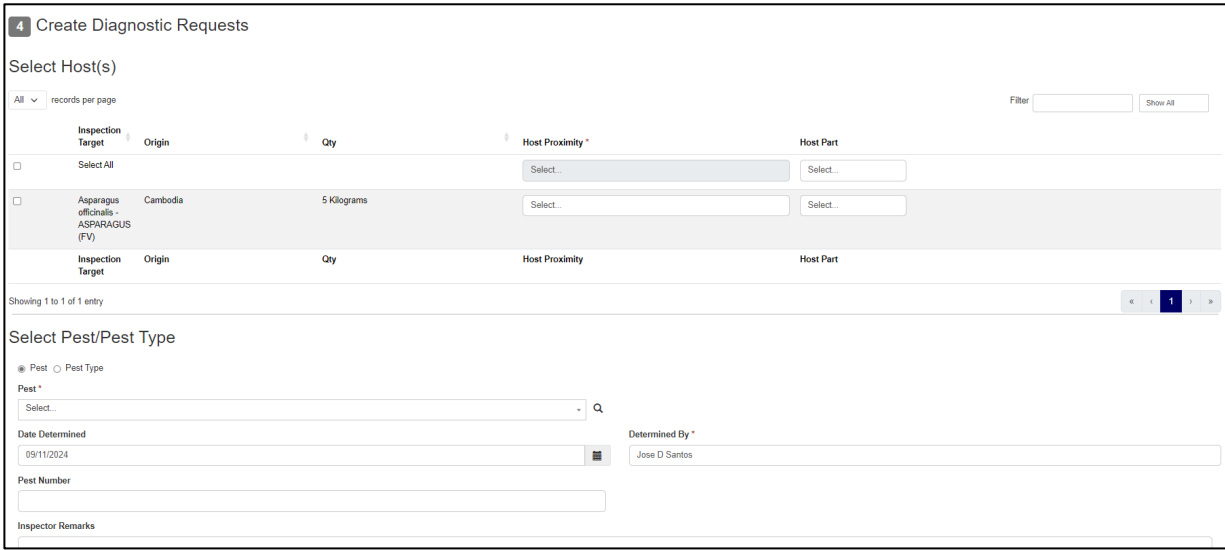

| 13 | IF THE ARTICLE: | THEN: |
|--|--|--|
| | Needs to be updated | <p>1. Click on the article that needs to be updated under Heading 2.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All ▾ records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Update the article as needed.</p> <p>Note: All data will populate back to Heading 3.</p> <p>3. Click on Update Article Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>4. Go to Step 14.</p> |
| | Needs to be deleted | <p>1. Click on the article to be deleted.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Articles Master Table</p> <p>All ▾ records per page</p> <p>Article</p> <p style="background-color: #d9ead3; padding: 2px;">Asparagus officinalis - ASPARAGUS (FV)</p> </div> <p>2. Click on Delete Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"> Add Article Update Article Delete Article </p> </div> <p>3. Enter new information if needed.</p> <p>4. Go to Step 14.</p> |
| Does not require further action | <p>1. Click on Save Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">Save</p> </div> <p>2. Go to Step 14.</p> | |

| | | |
|-----------|--|--|
| 14 | IF: | THEN: |
| | Submitting a Diagnostic Request (DR) | Go to Topic 3 Submit a Diagnostic request |
| | <u>Not</u> submitting a Diagnostic Request (DR) | Go to Step 15 |
| 15 | Click on Close Tab.  | |

3. Submit a Diagnostic Request

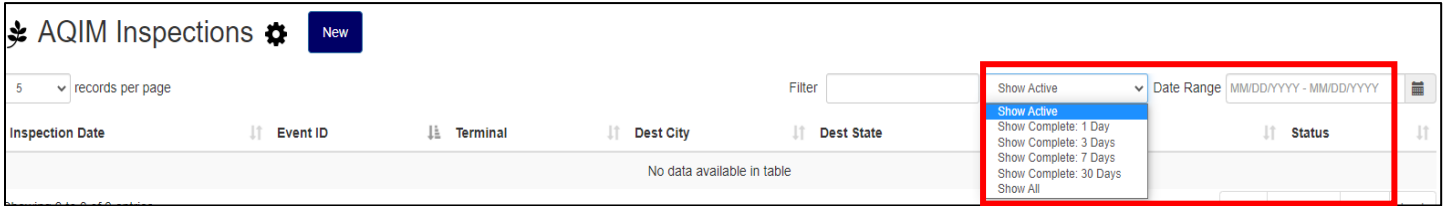
If a pest is found on an Article during inspection, Inspectors can create and submit a Diagnostic Request for the pest for identification.

Steps to submit a Diagnostic Request


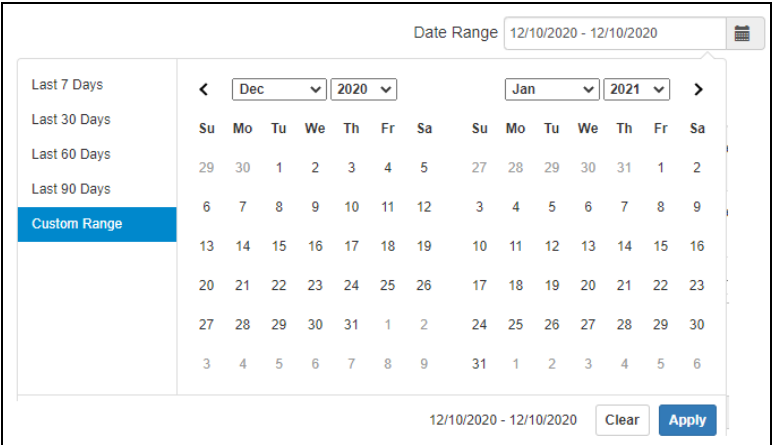

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click the Pest Found checkbox.</p>  <p>Note: Heading 4 will appear to Create Diagnostic Requests as seen here:</p>  |
| <p>2</p> | <p>Enter Diagnostic Request data by following the steps in the Enter Data for an AQIM Diagnostic Request Job Aid.</p> |
| <p>3</p> | <p>Click on Close Tab after submitting the Diagnostic Request.</p>  |

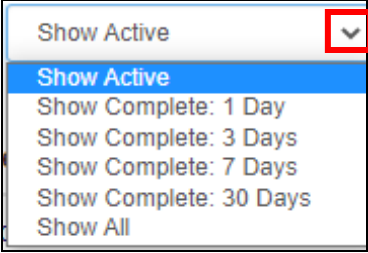

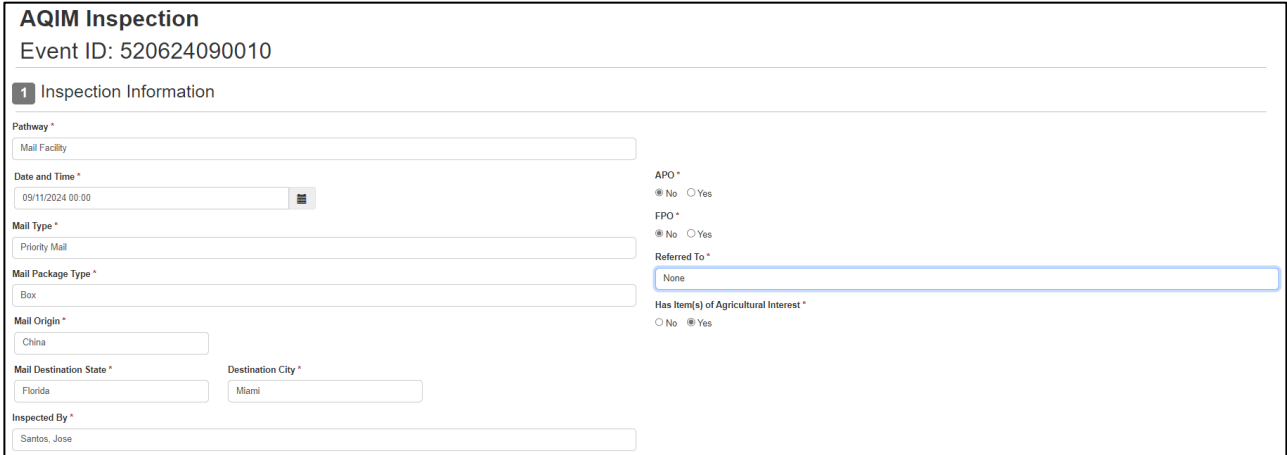

4. Locate, Reopen, and Update an AQIM Inspection Record


To update information on a closed AQIM Inspection Record, users will need to locate and reopen the record. The AQIM Inspection record is on the AQIM Inspections Pane using the Active View or the Date Range.



Steps to locate and reopen an AQIM Inspection Record

| STEP | ACTION | |
|----------|--|--|
| 1 | <p>IF THE ARTICLE WAS CLOSED:</p> | <p>THEN:</p> <ol style="list-style-type: none"> 1. Click the calendar icon on the Date Range field.  <ol style="list-style-type: none"> 2. Select a date range.  <ol style="list-style-type: none"> 3. Click Apply.  <ol style="list-style-type: none"> 4. Locate the record and Go to Step 2. <p>Note: You can also type the date range in the field.</p> |
| | <p>Over 30 days ago</p> | |

| STEP | ACTION | |
|----------|---|---|
| | <p>Less than 30 days ago</p> | <p>1. Select a view on the Active view field.</p>  <p>2. Locate the record and Go to Step 2.</p> |
| <p>2</p> | <p>Click on the Status link on the AQIM Inspections Pane.</p>  <p>Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled, as shown here:</p>  | |
| <p>3</p> | <p>Click Reopen Tab at the right bottom side of the page.</p>  <p>Note: After selecting Reopen, the inspection fields will enable again.</p> | |
| <p>4</p> | <p>Update any information on the fields as needed.</p> | |

| STEP | ACTION | |
|------|--|---|
| 5 | IF: | THEN: |
| | Associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Refer to the Enter Data for an AQIM Diagnostic Request Job Aid for steps to associate the Diagnostic Request to the record. 2. Update data as needed. 3. Go to Step 6. |
| | Not associating a Diagnostic Request to the record | <ol style="list-style-type: none"> 1. Update data as needed. 2. Go to Step 6. |
| 6 | Click on Close Tab.  | |

Enter Data for an AQIM Diagnostic Request

This Job Aid describes steps for completing a Diagnostic Request (DR) in the CBP AQIM ARM workspace. The following areas are covered in the Enter Data for an AQIM Diagnostic Request Job Aid:

1. Add and Submit Diagnostic Request Information
 - A. Print Diagnostic Request Routing Form
2. Recall a Diagnostic Request to Update or Delete

1. Add and Submit Diagnostic Request Information



The user can add and submit a Diagnostic Request (DR) Routing Form directly from the AQIM Inspection Record page. This is only available for Non-Cargo AQIM Pathways.

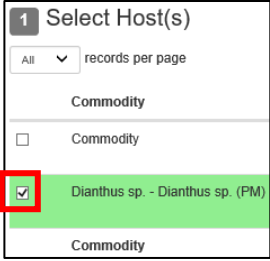
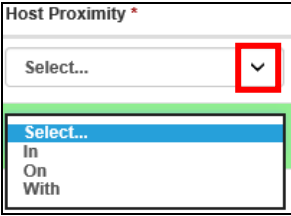
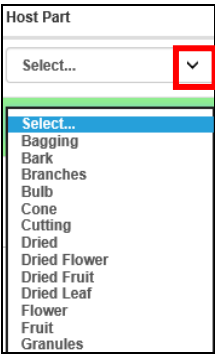




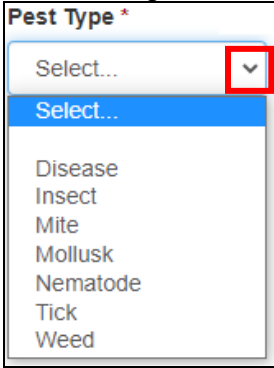


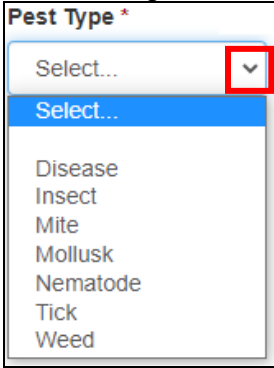


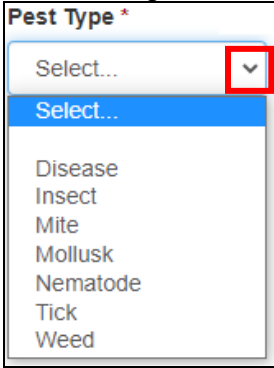
ARM will only generate a Diagnostic Request (DR) Routing Form when all three of the following headings are completed:

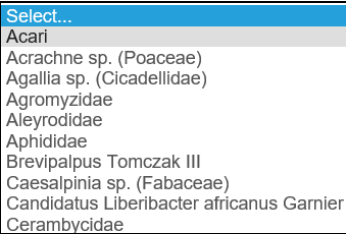
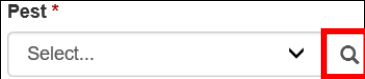
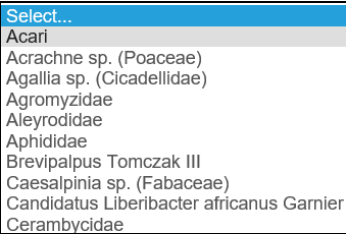
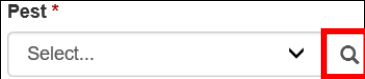
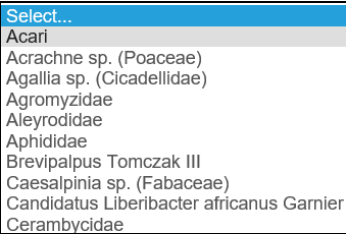
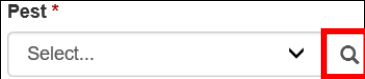

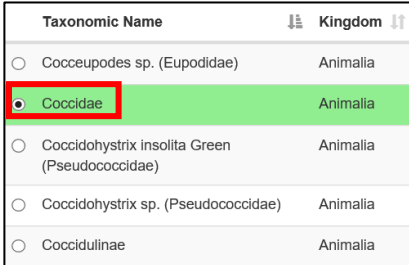
- Heading 1: Select Host(s)
- Heading 2: Select Pest/Pest Discipline
- Heading 3: Diagnostic Requests

We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk * Entered information will auto-populate subsequent pages, saving the user time.

Steps to add and submit Diagnostic Request Information

| STEP | ACTION |
|-----------------|---|
| <p>1</p> | <p>Click on the commodity under Heading 1, Select Host(s).</p>  <p>Note: The selected commodity row will be highlighted in green. If only one commodity is listed on the DR page, it will be auto checked by ARM.</p> |
| <p>2</p> | <p>Select Host Proximity from dropdown list.</p>  |
| <p>3</p> | <p>Select Host Part from dropdown list.</p>  <p>Note: This field is not required SKIP if needed.</p> |

| STEP | ACTION | | | | | | |
|--------------------------|---|--------------------------|-------|-------|--|------------------|--|
| 4 | <p>Select the Pest/Pest Discipline under Heading 2.</p> <table border="1" data-bbox="240 310 1507 1230"> <thead> <tr> <th data-bbox="240 310 721 373">IF THE PEST TAXONOMY IS:</th> <th data-bbox="721 310 1507 373">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 373 721 590">Known</td> <td data-bbox="721 373 1507 590"> <p>1. Click on Pest.</p>  <p>2. Go to Step 5A.</p> </td> </tr> <tr> <td data-bbox="240 590 721 1230"><u>Not</u> known</td> <td data-bbox="721 590 1507 1230"> <p>1. Click on Pest Type.</p>  <p>2. Select Discipline from dropdown list.</p>  <p>3. Go to Step 6.</p> </td> </tr> </tbody> </table> | IF THE PEST TAXONOMY IS: | THEN: | Known | <p>1. Click on Pest.</p>  <p>2. Go to Step 5A.</p> | <u>Not</u> known | <p>1. Click on Pest Type.</p>  <p>2. Select Discipline from dropdown list.</p>  <p>3. Go to Step 6.</p> |
| IF THE PEST TAXONOMY IS: | THEN: | | | | | | |
| Known | <p>1. Click on Pest.</p>  <p>2. Go to Step 5A.</p> | | | | | | |
| <u>Not</u> known | <p>1. Click on Pest Type.</p>  <p>2. Select Discipline from dropdown list.</p>  <p>3. Go to Step 6.</p> | | | | | | |

| <p>5A</p> | <table border="1"> <thead> <tr> <th data-bbox="240 205 586 275">IF THE PEST IS:</th> <th data-bbox="586 205 1505 275">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 275 586 751"> <p>Listed</p> </td> <td data-bbox="586 275 1505 751"> <p>1. Select from Pest from the list.</p>  <p>Note: This list will populate from searched and added Pest from users' Work Unit.</p> <p>2. Go to Step 5D.</p> </td> </tr> <tr> <td data-bbox="240 751 586 982"> <p>Not listed</p> </td> <td data-bbox="586 751 1505 982"> <p>1. Click on Search function in the field.</p>  <p>2. Go to Step 5B.</p> </td> </tr> </tbody> </table> | IF THE PEST IS: | THEN: | <p>Listed</p> | <p>1. Select from Pest from the list.</p>  <p>Note: This list will populate from searched and added Pest from users' Work Unit.</p> <p>2. Go to Step 5D.</p> | <p>Not listed</p> | <p>1. Click on Search function in the field.</p>  <p>2. Go to Step 5B.</p> | | | | | | |
|--|---|-----------------|---------|---|---|---|--|--|----------|---|----------|------------------------------------|----------|
| IF THE PEST IS: | THEN: | | | | | | | | | | | | |
| <p>Listed</p> | <p>1. Select from Pest from the list.</p>  <p>Note: This list will populate from searched and added Pest from users' Work Unit.</p> <p>2. Go to Step 5D.</p> | | | | | | | | | | | | |
| <p>Not listed</p> | <p>1. Click on Search function in the field.</p>  <p>2. Go to Step 5B.</p> | | | | | | | | | | | | |
| <p>5B</p> | <p>Type at least 4 letters from the pest or full taxa. Click on Search or hit Enter.</p>  | | | | | | | | | | | | |
| <p>5C</p> | <p>Select Pest from the list.</p>  <table border="1"> <thead> <tr> <th>Taxonomic Name</th> <th>Kingdom</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Cocceupodes sp. (Eupodidae)</td> <td>Animalia</td> </tr> <tr> <td><input checked="" type="radio"/> Coccidae</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix insolita Green (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix sp. (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidulinae</td> <td>Animalia</td> </tr> </tbody> </table> | Taxonomic Name | Kingdom | <input type="radio"/> Cocceupodes sp. (Eupodidae) | Animalia | <input checked="" type="radio"/> Coccidae | Animalia | <input type="radio"/> Coccidohystrix insolita Green (Pseudococcidae) | Animalia | <input type="radio"/> Coccidohystrix sp. (Pseudococcidae) | Animalia | <input type="radio"/> Coccidulinae | Animalia |
| Taxonomic Name | Kingdom | | | | | | | | | | | | |
| <input type="radio"/> Cocceupodes sp. (Eupodidae) | Animalia | | | | | | | | | | | | |
| <input checked="" type="radio"/> Coccidae | Animalia | | | | | | | | | | | | |
| <input type="radio"/> Coccidohystrix insolita Green (Pseudococcidae) | Animalia | | | | | | | | | | | | |
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| <input type="radio"/> Coccidulinae | Animalia | | | | | | | | | | | | |



| <p>5D</p> | <p>Select a Method and Diagnostic Routing Type.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Method * Diagnostic Routing Type *</p> <p>Morphological Morphological</p> </div> <p>Note: Both fields will default to Morphological and are disabled. Skip this step.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--------------|-------------------------|--|----------|--|----------|--|--------|------|--|----------|--|----------|--|----------|-------|--|----------|-------|--------|--|----------|-------|--------|--|--|--|--|---|
| <p>6</p> | <p>Select or type Date Determined using the Calendar icon.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p>Date Determined</p> <p>02/07/2020 </p> </div> </div> <p>Note: This field will default to the current date. Users may change dates when required, or you may Skip this step if needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>Select Determined By field.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p>Determined By *</p> <p>Velazquez, Antonio </p> </div> <div style="border: 1px solid black; padding: 5px; font-size: small;"> <p>Katsar, Catherine Khandwala, Ubaid Khandwala, Ubaid Kowalski, David Langston, Lauren Marasas, Carissa Marchena, Alex Marquez, Patrick Mireles, Oscar</p> </div> </div> <p>Note: The system will default to the name of the logged-in user. Users can enter data for coworkers. Skip this step if needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th style="width: 30%; padding: 5px;">IF THE PEST OR PEST DISCIPLINE:</th> <th style="padding: 5px;">THEN:</th> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Has a Pest Stage</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>Type the number of specimens in the correct stage.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: x-small; margin: 0;">Pest Stages</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; font-size: x-small;">Immature</td> <td style="width: 33%; text-align: center; font-size: x-small;">Pupae</td> <td style="width: 33%; text-align: center; font-size: x-small;">Adults</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; font-size: x-small;">Alive</td> <td style="width: 33%; text-align: center; font-size: x-small;">Dead</td> <td style="width: 33%;"></td> </tr> <tr> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> </tr> </table> </td> <td style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; font-size: x-small;">Immature</td> <td style="width: 33%; text-align: center; font-size: x-small;">Pupae</td> <td style="width: 33%; text-align: center; font-size: x-small;">Adults</td> </tr> <tr> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> </tr> </table> </td> <td style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; font-size: x-small;">Immature</td> <td style="width: 33%; text-align: center; font-size: x-small;">Pupae</td> <td style="width: 33%; text-align: center; font-size: x-small;">Adults</td> </tr> <tr> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> <td style="border: 1px solid black; height: 15px;"></td> </tr> </table> </td> </tr> </table> </div> <p>Note: This field will populate according to a Pest or Discipline chose by users.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Does not have a Pest Stage</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>The Pest Stages Field will not show. 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| Alive | Dead | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immature | Pupae | Adults | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immature | Pupae | Adults | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Does not have a Pest Stage</p> | <p>The Pest Stages Field will not show. Go to Step 9.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>9</p> | <p>Type Pest NumberRemarks. This is not required and you may Skip this step if needed.</p> <div data-bbox="240 226 511 346" style="border: 1px solid black; padding: 5px;"> <p>Pest Number</p> <input type="text"/> </div> | | | | | | | | | | | | |
|-------------------|---|---------------|---------------------------------|---------------|---------|-------------------|-----------------------------|-------|---------------------------------|--|--|--|--------------------|
| <p>10</p> | <p>Type Inspector Remarks. This is not required and you may Skip this step if needed.</p> <div data-bbox="240 411 982 592" style="border: 1px solid black; padding: 5px;"> <p>Inspector Remarks</p> <input style="width: 100%; height: 80px;" type="text"/> </div> | | | | | | | | | | | | |
| <p>11</p> | <p>Click on Add.</p> <p>Note: All the information entered Heading 4 will show on Heading 5, Diagnostic Requests.</p> <div data-bbox="240 716 1518 915" style="border: 1px solid black; padding: 5px;"> <p>5 Diagnostic Requests</p> <p>All records per page</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DR #</th> <th style="width: 25%;">Status</th> <th style="width: 20%;">Determination</th> <th style="width: 35%;">Article</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td>230421020005-DR01</td> <td style="border: 2px solid red;">Draft Diagnostic Request</td> <td>Acari</td> <td>Ananas comosus - PINEAPPLE (FV)</td> </tr> </tbody> </table> </div> <p>Note: The status will show as Draft Diagnostic Request.</p> | DR # | Status | Determination | Article | 230421020005-DR01 | Draft Diagnostic Request | Acari | Ananas comosus - PINEAPPLE (FV) | | | | |
| DR # | Status | Determination | Article | | | | | | | | | | |
| 230421020005-DR01 | Draft Diagnostic Request | Acari | Ananas comosus - PINEAPPLE (FV) | | | | | | | | | | |
| <p>12</p> | <p>Click on Submit DR</p> <div data-bbox="240 1050 1518 1285" style="border: 1px solid black; padding: 5px;"> <p>5 Diagnostic Requests</p> <p>All records per page</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DR #</th> <th style="width: 25%;">Status</th> <th style="width: 20%;">Determination</th> <th style="width: 35%;">Article</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td>230421020005-DR01</td> <td style="border: 2px solid red;">AI Pending Specimen Receipt</td> <td>Acari</td> <td>Ananas comosus - PINEAPPLE (FV)</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Alive Immature - 1</td> </tr> </tbody> </table> </div> <p>Note: The status will show as AI Pending Specimen Receipt.</p> | DR # | Status | Determination | Article | 230421020005-DR01 | AI Pending Specimen Receipt | Acari | Ananas comosus - PINEAPPLE (FV) | | | | Alive Immature - 1 |
| DR # | Status | Determination | Article | | | | | | | | | | |
| 230421020005-DR01 | AI Pending Specimen Receipt | Acari | Ananas comosus - PINEAPPLE (FV) | | | | | | | | | | |
| | | | Alive Immature - 1 | | | | | | | | | | |

Print a Diagnostic Request Routing Form

After a Diagnostic Request has been submitted, ARM will generate a Diagnostic Request (DR) Routing Form. This form will show as a PDF file.

Steps to print a Diagnostic Request Routing Form

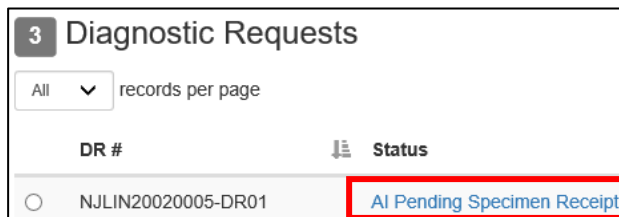
| STEP | ACTION | | | | | | | | | | | | | | | |
|---|---|---------------------|--------------------|--|--|----------|----------------|---------|-----------|-------------------|---------------------------------|-----------|--------------------|--------|---|---|
| <p>1</p> | <p>Access the DR Routing Form by using one of these methods:</p> <p>ARM Generated Forms Icon</p> <p>1. Click on the PDF Icon to be redirected to the ARM Generated Forms Page</p>  <p>2. Click on the Event ID link</p> <table border="1" data-bbox="240 590 823 716"> <tr> <th colspan="4">ARM Generated Forms</th> </tr> <tr> <th>Event Id</th> <th>Commodity(ies)</th> <th>Origins</th> <th>User Role</th> </tr> <tr> <td>230421020005-DR01</td> <td>Ananas comosus - PINEAPPLE (FV)</td> <td>Argentina</td> <td>Velazquez, Antonio</td> </tr> </table> <p>OR</p> <p>Heading 3 Status Column</p> <p>1. Click on the AI Pending Specimen Receipt link</p> <table border="1" data-bbox="240 892 576 1005"> <tr> <th>Status</th> </tr> <tr> <td>AI Pending Specimen Receipt</td> </tr> </table> <p>OR</p> <p>The Information Panel</p> <p>1. Click on the Information Icon to be redirected to the ARM Information Panel.</p>  <p>2. On the DR Information Pane, click on the Diagnostic Routing PDF link.</p> <table border="1" data-bbox="240 1314 777 1377"> <tr> <td>Diagnostic Routing PDF: routing.pdf</td> </tr> </table> | ARM Generated Forms | | | | Event Id | Commodity(ies) | Origins | User Role | 230421020005-DR01 | Ananas comosus - PINEAPPLE (FV) | Argentina | Velazquez, Antonio | Status | AI Pending Specimen Receipt | Diagnostic Routing PDF: routing.pdf |
| ARM Generated Forms | | | | | | | | | | | | | | | | |
| Event Id | Commodity(ies) | Origins | User Role | | | | | | | | | | | | | |
| 230421020005-DR01 | Ananas comosus - PINEAPPLE (FV) | Argentina | Velazquez, Antonio | | | | | | | | | | | | | |
| Status | | | | | | | | | | | | | | | | |
| AI Pending Specimen Receipt | | | | | | | | | | | | | | | | |
| Diagnostic Routing PDF: routing.pdf | | | | | | | | | | | | | | | | |
| <p>2</p> | <p>Open the PDF and select Print from the File dropdown menu.</p> | | | | | | | | | | | | | | | |

2. Recall a Diagnostic Request to Update or Delete

Before recalling a Diagnostic Request while still on the DR Page, users must ensure that:


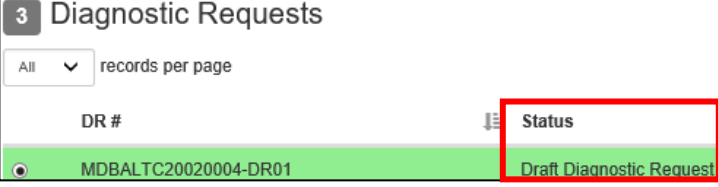









- The DR has **not** been received nor accepted by an Area Identifier (AI)
- The Status on Heading 3 in the record's Diagnostic Request Page is set to "AI Pending Specimen Receipt"



Steps to recall a Diagnostic Request

| STEP | ACTION |
|------|--|
| 1 | <p>Click on the Record DR radio button.</p> <p>Note: All information for that DR will populate back on Heading 4, as shown here:</p> |

| <p>2</p> | <p>Click on Recall Tab on Heading 2.</p>  <p>Note: The status on Heading 3 will change to Draft Diagnostic Request (DR).</p>  | | | | | | |
|----------------------|---|-------------------|-------|----------------------|---|----------------------|---|
| <p>3</p> | <table border="1"> <thead> <tr> <th data-bbox="240 621 586 688">IF THE USER WILL:</th> <th data-bbox="586 621 1515 688">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 688 586 936"> <p>Update the DR</p> </td> <td data-bbox="586 688 1515 936"> <p>1. Update field(s) as needed. 2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p> </td> </tr> <tr> <td data-bbox="240 936 586 1129"> <p>Delete the DR</p> </td> <td data-bbox="586 936 1515 1129"> <p>1. Click on the Delete tab.</p>  <p>2. Enter required information. Refer to Topic 2 on this job aid.</p> </td> </tr> </tbody> </table> | IF THE USER WILL: | THEN: | <p>Update the DR</p> | <p>1. Update field(s) as needed. 2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p> | <p>Delete the DR</p> | <p>1. Click on the Delete tab.</p>  <p>2. Enter required information. Refer to Topic 2 on this job aid.</p> |
| IF THE USER WILL: | THEN: | | | | | | |
| <p>Update the DR</p> | <p>1. Update field(s) as needed. 2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p> | | | | | | |
| <p>Delete the DR</p> | <p>1. Click on the Delete tab.</p>  <p>2. Enter required information. Refer to Topic 2 on this job aid.</p> | | | | | | |
| <p>4</p> | <p>Submit the DR again</p>  | | | | | | |

Navigating Common Fields in ARM CBPAS Workspace

This job aid describes how to navigate through the common fields in the ARM CBP Agriculture Specialist Workspace. The following areas (with the corresponding number on the image) are covered in the Navigating Common Fields in the ARM CBPAS Workspace job aid:

1. Number of Records to Display Per Page
2. Filtering Options
3. Total Number of Records in a Custom View
4. First, Previous, Next, and Last Navigation Buttons
5. Sorting Icons
6. Expand or Collapse Record Details View

The screenshot shows the 'Inspections' workspace interface. A red box highlights the top navigation area containing a dropdown for 'records per page' (callout 1), a 'Filter' input field (callout 2), a 'Show Active' dropdown, and a 'Date Range' selector. Below this, a table lists inspection records with columns for Date of Arrival, Inspection Date, Pathway, Event ID, Shipment ID, Inspection Target, Quantity, Addressee, Postmark Country, and Status. Callout 3 points to the 'Showing 1 to 5 of 13 entries' text at the bottom left. Callout 4 points to the pagination controls (First, Previous, 1, 2, 3, Next, Last) at the bottom right. Callout 5 points to a sorting icon on the 'Shipment ID' column header. Callout 6 points to a plus sign icon in the first column of the table, used for expanding/collapsing records.

| Date Of Arrival | Inspection Date | Pathway | Event ID | Shipment ID | Inspection Target | Quantity | Addressee | Postmark Country | Status |
|-----------------|-----------------|-------------------|--------------|-------------|--|----------------|------------------------|------------------|---------------------------------|
| + Pending | 01/07/2021 | CBP Aircraft Mail | 520621010009 | | Mangifera indica - MANGO (FV) | 2 Kilograms | Adam Long | Andorra | Inspection In Progress |
| + Pending | 01/05/2021 | CBP Aircraft Mail | 520621010008 | | Echinocereus enneacanthus - STRAWBERRY CACTUS (FV) | 15 Kilograms | Katie Pinto Beans LLC. | Anguilla | Inspection In Progress |
| | 01/05/2021 | CBP Aircraft Mail | 520621010007 | | Mangifera indica - MANGO (FV) | 12 Kilograms | ANTHONY ANAST | Azerbaijan | 267 In Progress |
| + Pending | Pending | CBP Aircraft Mail | 520620120016 | | Carica papaya - Carica papaya (PM) | 15 Kilograms | Maria Duby | Antarctica | Inspection In Progress |
| + Pending | 12/18/2020 | Aircraft | 520620120011 | | Live Insects - Live Insects (MC) | 3246 Kilograms | Maria Duby | Belarus | Pending Commodity Determination |

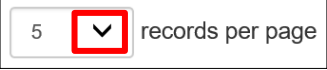
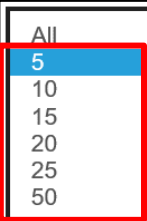
1. Number of Records to Display Per Page

ARM allows for users to choose the number of records to display within the pane. Follow the steps below to change the number of records per page.



Selecting over 10 records per page may affect the software speed and/or performance.

Steps to change the number of records to display per page

| STEP | ACTION |
|------|---|
| 1 | Click records per page dropdown arrow.  |
| 2 | Select the number of records to display per page from the options.  |

2. Filtering Options

ARM allows for users to filter records in a variety of ways. The following fields and features can be used together or separately.

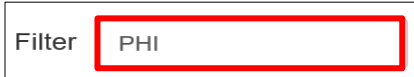
Filter Field




The Filter Field allows users to filter records displayed for a pane. Users can filter any data that is displayed in the pane, including, but not limited to:

- Event ID Numbers
- Shipment Identifiers
- Diagnostic Request Numbers
- Commodities, Origin
- Consignee

Type a full or partial alphanumeric identifier and filtering will occur automatically after a user types three characters. The more alphanumeric identifiers entered will narrow the filtered records displayed.



To undo the filter, hover the mouse over the right side of the Filter Pane until an "X" appears. Click on the "X" to delete the filter.




Show Dropdown Menu




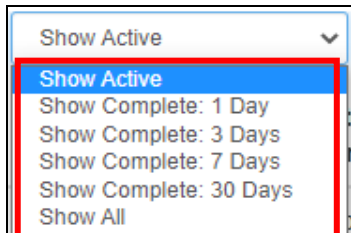
The Show Dropdown Menu allows users to filter records according to their status and can be used with the Filter Field or independently. Status options include:

- **Show Active:** Displays records that are currently Active and have not been completed
- **Show Complete:** Displays records that were completed in 1 Day, 3 Days, 7 Days, or 30 Days
- **Show All:** Displays all Active and Completed records within the date filters, defaulting to 30 days to present

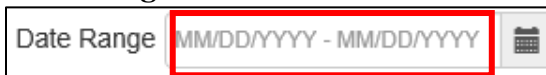


The Show Dropdown Menu defaults to Show Active, as it is the recommended selection. Other options may affect the software speed and/or performance.


Steps to filter records from the Show Dropdown

| STEP | ACTION |
|----------|---|
| 1 | Click the drop-down arrow in the Show field.  |
| 2 | Select the desired view from the options.  |

Date Range Field

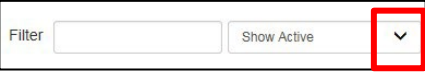
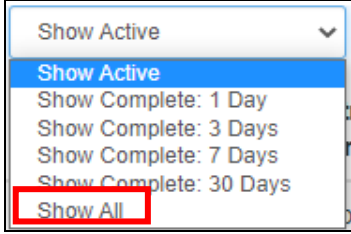


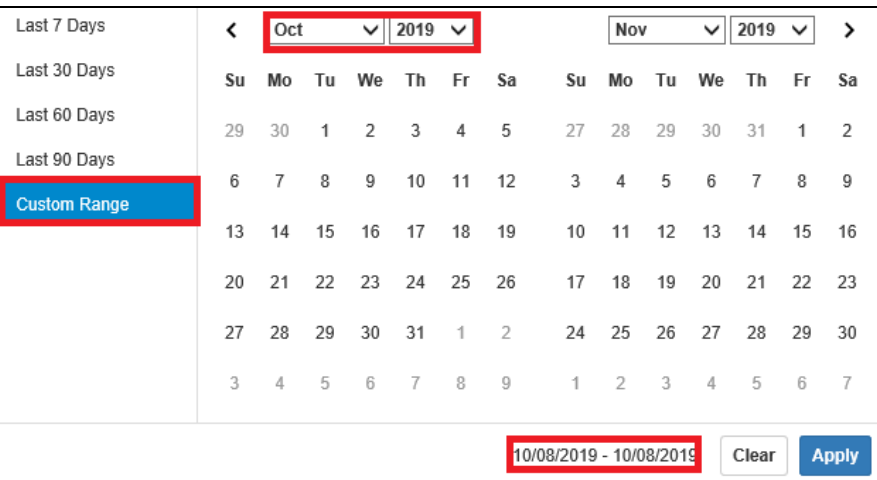


The Date Range Field allows users to find any records within a selected date range and can be used with the Filter Field or independently.



The Date Range Field is limited to a maximum 90-day date range.

Steps to filter by a Date Range

| STEP | ACTION |
|------|---|
| 1 | <p>Click the drop-down arrow in the Show field.</p>  |
| 2 | <p>Select the Show All view.</p>  |
| 3A | <p>Type the dates in the Date Range field using the MM/DD/YYYY format.</p>  <p>Note: The date range must be 90 days or less. If over 90 days is entered, ARM will automatically change the range to fit the 90-day limit.</p> <p>OR</p> <ol style="list-style-type: none"> In the Date Range field, click on the Calendar Icon.  <ol style="list-style-type: none"> Go to Step 3B. |
| 3B | <p>Two calendars display simultaneously with a list of various date range options, with the Date Range option defaulted to Custom Range.</p>  |

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|---------------------|-------|--------------|---|---------------|---|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">IF YOU SEARCH BY A:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Preset Range</td> <td> <p>1. Click on one of the preset options.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Last 7 Days</p> <p>Last 30 Days</p> <p>Last 60 Days</p> <p>Last 90 Days</p> <p style="background-color: #0070C0; color: white; text-align: center; padding: 2px;">Custom Range</p> </div> <p>2. Go to Step 4.</p> </td> </tr> <tr> <td style="vertical-align: top;">Custom Range:</td> <td> <p>1. Click on the Month and Year dropdown list on the first calendar. This will be the "From" date.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>< Jan 2021</p> </div> <p>2. Select a day.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>< Jan 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td style="border: 2px solid red;">13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </tbody> </table> </div> <p>3. Repeat Actions 1 and 2 on the second calendar. This will be the "Until" date.</p> <p>4. Go to Step 4.</p> </td> </tr> </tbody> </table> | IF YOU SEARCH BY A: | THEN: | Preset Range | <p>1. Click on one of the preset options.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Last 7 Days</p> <p>Last 30 Days</p> <p>Last 60 Days</p> <p>Last 90 Days</p> <p style="background-color: #0070C0; color: white; text-align: center; padding: 2px;">Custom Range</p> </div> <p>2. Go to Step 4.</p> | Custom Range: | <p>1. Click on the Month and Year dropdown list on the first calendar. This will be the "From" date.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>< Jan 2021</p> </div> <p>2. Select a day.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>< Jan 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td style="border: 2px solid red;">13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </tbody> </table> </div> <p>3. Repeat Actions 1 and 2 on the second calendar. This will be the "Until" date.</p> <p>4. Go to Step 4.</p> | Su | Mo | Tu | We | Th | Fr | Sa | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| IF YOU SEARCH BY A: | THEN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Click Apply.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>08/09/2019 - 10/08/2019 <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Apply"/></p> </div> <p>Note: Records acted upon during the defined time period will display.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3. Total Number of Records in a Custom View.

Once a user applies a custom view, the number of records will show on the bottom, left side of each pane. These numbers (with the corresponding number on the image) show:

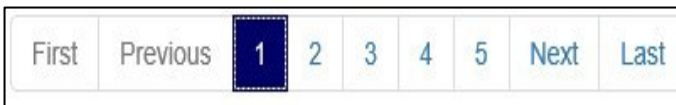
1. Number of records displayed per page
2. Number of records for the custom view at the user's location
3. Number of total entries (also known as records)



Showing 1 to 1 of 1 entries

4. First, Previous, Next, and Last Navigation Buttons

Users can navigate the records or search results by using the First, Previous, Numbered Pages, Next, or Last Navigation Buttons at the bottom, right side of each pane.



- A blue button with white text shows the current page.
- A white button with blue text shows an available page.
- A white button with light gray text (or a \emptyset sign when users hover over the button) shows an inactive button.
- The First button displays the initial page of results.
- The Previous button displays the previous page of results.
- The numbered buttons show the Page Numbers for multiple results pages and are in sequential order. ARM will default to Page 1 of the search results.
- The Next button displays the next set of sequential pages of results.
- The Last button displays the last page of results.




5. Sorting Icons

In the table of the results that display, each column has a sorting icon to the right side of the header.




To sort the data in the columns, the arrows are toggle buttons, allowing a user to sort in ascending or descending order.





Click the default state icon to see the ascending order and descending order icons.

| ICON | DESCRIPTION |
|---|---|
|  | This is the default state when results display. |
|  | Selecting the ascending order (from smallest to greatest) lists items in this order: <ul style="list-style-type: none"> • Any blank fields • Numerically (starting with the smallest number) • Alphabetically (starting with the letter a) |
|  | The descending order (from greatest to smallest) lists items in this order: <ul style="list-style-type: none"> • Reverse alphabetical order • Reverse numerical order (starting with the largest number) • Any blank fields |

6. Expand or Collapse Record Details View

Throughout ARM, a  icon shows more information about that record is available.

| Inspection Date |  Pathway |
|--|---|
|  03/18/2019 | Predeparture Air Passenger |

Click the  icon to expand and view the additional record details. When clicked, the  icon changes to a  icon. Click the  icon to collapse hide the additional record details from view.

Search, Add, and Edit a Trade Party in ARM

This job aid describes how to search, add, and edit a trade party in ARM. The following areas are covered:

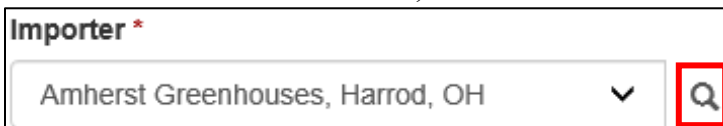
1. Search for a Trade Party
2. Add a Trade Party
3. Edit a Trade Party

1. Search for a Trade Party


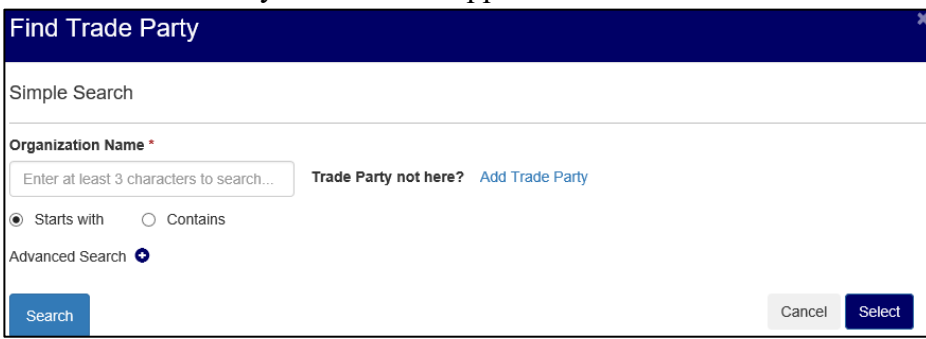
The search for a trade party function will be found throughout ARM in the following fields:

- Importer
- Shipper
- Broker
- Consignee
- Producer
- Applicant
- Addressor
- Addressee
- Current Location of Commodity

Each of the fields listed above has a dropdown list of all trade parties that were added by users at their work locations. At the end of the field, users will see the Search icon shown here:



Steps to search for a Trade Party in ARM

| STEP | ACTION |
|------|--|
| 1 | <p>Click on the Search icon in the field.</p>  <p>The Find Trade Party window will appear.</p>  |

| STEP | ACTION | | | | |
|--|---|---------------------|-----|--|---------------------------------|
| 2 | Enter at least three characters from the trade party's name in the Organization Name field. <div data-bbox="240 310 727 432" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Organization Name * <input type="text" value="leg"/> </div> | | | | |
| 3 | Select a Trade Party from the list. <div data-bbox="240 489 816 636" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Organization Name *</td> <td style="width: 40%; text-align: right;">POC</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="radio"/> LEGACY WORLDWIDE LOGISTICS, INC</td> <td>LEGACY WORLDWIDE LOGISTICS, INC</td> </tr> </table> </div> | Organization Name * | POC | <input checked="" type="radio"/> LEGACY WORLDWIDE LOGISTICS, INC | LEGACY WORLDWIDE LOGISTICS, INC |
| Organization Name * | POC | | | | |
| <input checked="" type="radio"/> LEGACY WORLDWIDE LOGISTICS, INC | LEGACY WORLDWIDE LOGISTICS, INC | | | | |
| 4 | Click on the Select tab. <p data-bbox="240 737 1469 810">Note: The selected trade party will show in the fields' dropdown box. It will also be saved to the dropdown list and available to all users in the work location after the record is completed.</p> | | | | |

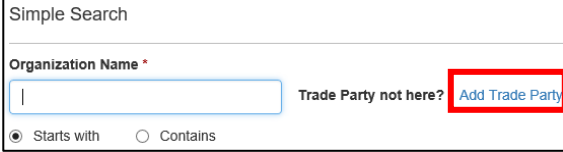

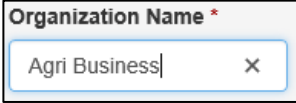

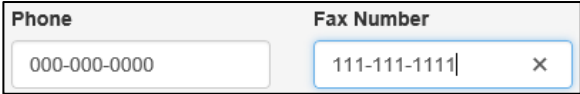
2. Add a Trade Party



Always search for a Trade Party and edit the Trade Party's information before adding a new Trade Party to the system.
 This avoids the same Trade Party appearing multiple times in the system.

If the Trade Party is not found from the search, users can add a new Trade Party in ARM.

Steps to add a Trade Party in ARM

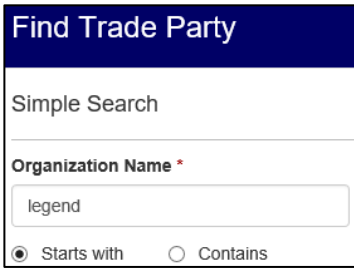
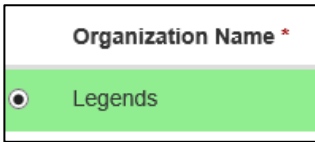

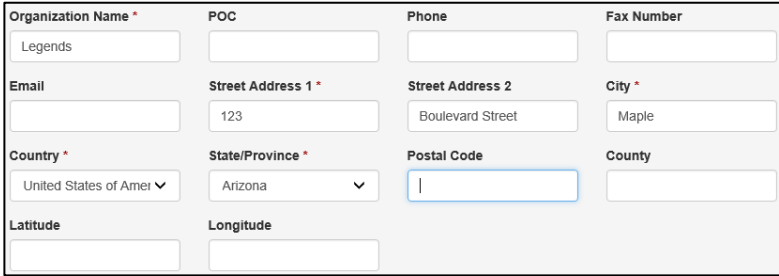
| STEP | ACTION |
|-----------------|--|
| <p>1</p> | <p>Click on the Add Trade Party Hyperlink.</p>  <p>A set of fields will show:</p>  <p>Note: Required fields are identified with a red asterisk. *</p> |
| <p>2</p> | <p>Enter the organization name.</p>  <p>Note: This is a required field.</p> |
| <p>3</p> | <p>Enter a point of contact name, if available.</p>  <p>Note: This is a not required field; Skip this step if needed.</p> |
| <p>4</p> | <p>Enter phone and fax numbers, if available.</p>  <p>Note: This is a not required field; skip this step if needed.</p> |

| | |
|------------------|---|
| <p>5</p> | <p>Enter email address, if available.</p> <div data-bbox="240 233 518 327"> <p>Email</p> <input type="text" value="lgbusiness@agri.corr x"/> </div> <p>Note: This is a not required field; skip this step if needed.</p> |
| <p>6</p> | <p>Enter street address.</p> <div data-bbox="240 426 860 527"> <p>Street Address 1 * Street Address 2</p> <input type="text" value="123 Boulevard x"/> <input type="text"/></div> <p>Note: This is a required field.</p> |
| <p>7</p> | <p>Enter city. This is a required field.</p> <div data-bbox="240 646 539 751"> <p>City *</p> <input type="text"/></div> <p>Note: This is a required field.</p> |
| <p>8</p> | <p>Select a country from the dropdown list.</p> <div data-bbox="240 884 769 1079"> <p>Country *</p> <input type="text" value="Select..."/> <ul style="list-style-type: none"> Select... Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola </div> <p>Note: This is a required field.</p> |
| <p>9</p> | <p>Enter a zip code and county, if available.</p> <div data-bbox="240 1220 837 1352"> <p>Zip Code County</p> <input type="text" value="00000000"/> <input type="text" value="Orange x"/></div> <p>Note: This is a not required field; Skip this step if needed.</p> |
| <p>10</p> | <p>Enter latitude and longitude, if available.</p> <div data-bbox="240 1528 834 1646"> <p>Latitude Longitude</p> <input type="text" value="18.36459"/> <input type="text" value="-64.23696 x"/></div> <p>Note: This is a not required field; Skip this step if needed.</p> |
| <p>11</p> | <p>Click on Add Tab.</p> |

3. Edit a Trade Party

Users can edit/update a Trade Party's profile in the system.

Steps for editing a Trade Party

| STEP | ACTION |
|------|---|
| 1 | Search for a Trade Party.  |
| 2 | Select a Trade Party to be edited.  |
| 3 | Click on Edit Trade Party hyperlink.  |
| 4 | Update information as needed.  <p>Note: Required fields are identified with a red asterisk. *</p> |
| 5 | Click on Update Tab. |