

Animal and Plant Health Inspection Service

Plant Protection and Quarantine

Quarantine Policy, Analysis & Support

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Agricultural Risk Management

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

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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:

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- 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 <u>ARM-Helpdesk@USDA.gov</u>, 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.

🟂 AQIM Insp	pections 🛱	New							
5 v records per pa	ge			Filter		Show Active	Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	↓↑ Event ID	11 Pathway	1 Terminal	.↓↑ Dest City	1 Dest State	1 Inspector N	ame	↓↑ Status	J1
	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, A	Intonio	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	AC	TION			
1	Click on the New tab next to the AQIM Inspections Pane.				
	*	AQIM Inspections 🏟 🔤			
		e: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as here:			
		n here:			
	seer	n here:			
	seen	n here: United States Department of Agriculture Annual and Planet Hualth Nappedictor Sorrecto			
	seen	AQIM Inspection			
		A here: Minted States Department of Agriculture AQIM Inspection 1 Inspection Information			
		A here: Integer States Department of Agriculture AQIM Inspection I Inspection Information Pathway *			

STEP	ACTION	
2	Select the Air Passenger Baggage P	
3	IF: Submitting a Diagnostic Request	THEN: 1. Go to Step 21 and SELECT Yes.
	first	 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

4	Type the date and time of the inspection.
-	Date and Time *
	12/10/2020 00:00
	OR
	Click on the Calendar icon and select the date and time.
	Date and Time *
	12/10/2020 00:00
	< Dec v 2020 v
	Su Mo Tu We Th Fr Sa
	29 30 1 2 3 4 5 Arrival Final D
	6 7 8 9 10 14 42 Select
	20 24 22 23 24 25 26
	3 4 5 6 7 8 9
	Clear Apply
5	Click on Apply tab.
5	
	Apply
6	Select Passenger Country of Origin from the dropdown list.
U	
	Passenger Country of Origin *
	Select 🗸
7	Select Arrival Final Destination State from the dropdown list.
	Arrival Final Destination State *
	Colort
	Select
	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.
	foreign country, select in fransit from the dropdown list.
0	Enter the full name of the Eigel Destinction City
8	Enter the full name of the Final Destination City.
	Arrival Final Destination City *
	Davie

9	Enter the number of Passengers Present. Number of Passengers Present * 2
10	Enter the number of Passenger Trips Past Year. Number of Passenger Trips Past Year * 2 * 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."
11	Select the main reason for travel from the dropdown list. Reason for Travel * Select Select Business/Work Family Visit Gambling/Entertainment Military School Tourist Uniformed Crew Visit Friends
12	Select U.S. Citizen/Resident status from dropdown list. US Citizen / Resident * Select Select Non Citizen (Resident) Non-Citizen (Non-Resident) US Citizen

13	Select an Inspector if needed.
	Select
	Bays, Darrell
	Bradshaw, William
	Inspected By * Bradshaw, William
	oruz Martinez, Narciyir
	Velazquez, Antonio
	Ide, Eric
	Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip
	this step if needed.
14	Select the Port/Terminal from the dropdown list.
	Port/Terminal *
	Select
15	Select an Airline.
	Airline *
	Select V
	Select
	1 Time Airline
	40-Mile Air
	ABSA Cargo
	ABX Air ACES Colombia
	ADC Airlines
	AIRDO
	Note: If the airline is not in the list, contact the ARM Help Desk.
16	Enter Flight Number.
	Flight Number *
	123 +
	Note: You will be able to enter up to 4 characters/numbers in this field.

IF THE DEPARTURE AIRPORT IS:	THEN:		
Listed on the dropdown list	 Select the airport from the dropdown list. Departure Airport* Select SJO - San Jose (Juan Santamar∳a International Airport) Go to Step 18. 		
Not listed on the dropdown list	1. Click on the search Icon at the end of the field. Departure Airport* Select Select SJO - San Jose (Juan Santamar@a International Airport)		
	Note: A new window will appear to search for an airpor shown here: Find Airport Simple Search		
	Airport Name: Airport Code: Enter Airport Name Enter Airport Code Search Starts with O Contains		
	No data available in table First Previous t Cancel Cancel Cancel		
	2. Enter the Airport Name or the Airport Code. Airport Name: Airport Code: Enter Airport Name EZE		
	 Click Search. Select the radio button for the correct airport from to option(s) that appear. 		
	Airport Name Buenos Aires (Ministro Pistarini International Airport)		

		5. Click on Select. Find Airport	s:
		Simple Search	
		Airport Name: Airport Code:	
		Enter Airport Name Enter Airport Code Starts with O Contains	Search
		5 v records per page	Filter
			11 Code 11
		No d Showing 0 to 0 of 0 entries	First Previous Next Last
			Cancel Select
		Note: The selected airport	will now show on the dropdown
		list. Once the record is save	d, the airport will be on the
		dropdown list for all users a Departure Airport *	t your location.
		EZE - Buenos Aires (Ministro Pistarir	i International Airport) 🗙 O
		EZE - Duenos Aires (Ministro Pistani	ii International Airport) V
		6. Go to Step 18.	
		0. 00 to step 10.	
10			
18	Select How Agriculture Question of	n Custom Declaration is Mar	ked from the dropdown list.
	How Agriculture Question on Custom Dec	laration is Marked? *	
	Select	~	
	Select No		
	Yes		
	Not Checked Not Available		
	L		
19	Select Yes or No for the "Has been	on a farm or ranch/near lives	tock" question.
20	Select Yes or No for the "Going to	a farm or ranch" question.	

IF:	THEN:
Yes	 Select Yes or No when the "Civil Penalty Issued" question appears. Go to Topic 2: Add AQIM Inspection Articles and Results when Headings 2 and 3 appear, as shown here: Articles Master Table All records per page Gaty Select All Go to 0 of 0 entries Add Articles
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.

	add an article to the page	
STEP	ACTION	
1	Select an Article Type on Heading 3 if Article Type * 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 Note: This field defaults to Fresh Fruit	s and Vegetables.
2	Select the Article from the dropdown li Article * Select IF THE ARTICLE IS:	ist or use the search feature to find the Article. THEN:
	Listed	 Select an article Go to Step 4
	Not listed	Go to Step 3A.
3A	Click on the search icon. Article * Select	

Steps to add an article to the page

ГЕР	ACTION							
3 B	Enter at least 3 characters of an article and click Search.							
	Find Article *							
	Simple Search							
	Article Classification Plant Animal Miscellaneous							
	Scientific Name Article Type Common Name							
	Enter at least 3 characters to search Fresh Fruits & Vegetables Enter at least 3 characters to search 							
	Starts with Contains Starts with Contains							
	Search Article Not Found							
	5 v records per page Filter							
	La Scientific Name La Common Name La Article Type							
	Showing 0 to 0 of 0 entries Previous Next Last							
	Cancel Select							
<u>3C</u>	Vegetables you will search by scientific name or by common name. Do <u>not</u> search using both. ARM will not provide search results. Use only one option. Select an Article Type if needed.							
•••	Article Type							
	Fresh Fruits & Vegetables ~							
	Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables							
	Grain - DEPRECATED Logs Lumber							
	Miscellaneous Propagative Material Seeds Not for Planting Unknown Plant							
	Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.							

STEP	ACTION
3D	Select an Article using the radio button and then click Select. Scientific Name Li Commodity Type Common Name Li Citharexylum sp. Propagative Material Citharexylum sp. If Citharexylum sp. If Citrofortunella microcarpa Propagative Material Citrofortunella microcarpa Propagative Material Citronella sp. If Citronella sp. Propagative Material Citronella sp. Citroledes Citrullus anarus Propagative Material Citrullus lanatus var. Citroides Citrullus lanatus Propagative Material Citrullus lanatus Showing 1 to 5 of 151 entries First Previous 1 2 3 4 5 31 Next Last
4	Enter the Article Quantity. Article Quantity * .5
5	Select the Article Units. Article Units * Select Select Kilograms Note: Units will default according to the Article Type.
6	Select Yes or No for the "Article was declared" question.
7	Select an Action Taken from the dropdown list. Action Taken * Select Clean/Treated Inspect and Release Seized/Intercepted

8	Select a type of luggage. Luggage Type * Select Select Backpack Basket/Straw Bag Carton/Box Cooler Duffel Bag Hand Carry Bag Suitcase
9	Select Checked or Hand Carried for the "Hand Carried or Checked" question.
10	Select a contaminant from the dropdown list if needed. Contaminant* None Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Uncertified WPM Note: This field defaults to None.
11	Click on Add Article Tab. Add Article Note: All data entered will populate on Heading 2 Articles Master Table. Article Article State Table Article I Determination City I Units Article City Units Article

IF THE ARTICLE:	THEN:			
Needs an Article Determination	 Click on the Article Determination check box on Article Mast Table on Heading 2. Article Determination Qty Determination Qty Determination Note: A new window will appear asking for confirmation on your request. Article Determination Are you sure you want to submit the Article Determination? Inspector Remarks Enter remarks if needed. Click on Yes. Go to Step 13. 			
Does <u>not</u> need an Article Determination	Go to Step 13.			

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4. Go to Step 14.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 14.
Does not require further	1. Click on Save Tab.
action	Save
	2. Go to Step 14.

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 s can create and submit a Diagnostic Request for the identification of the pest.

Steps to submit a Diagnostic Request

STEP	ACTION							
1	Click the Pest Found checkbox.							
	Pest Found?							
	Note: Heading 4 will appe	ar to Create Diagno	stic I	Requests a	s seen here:			
	Create Diagnostic Requests							
	Select Host(s)							
	All v records per page					Filter		
	Inspection Target	.↓≟ Origin		Qty	1 Host Proximity *	Host Part		
	Select All				Select	∽ Select	~	
	Asparagus officinalis - ASPARAGUS (FV)	United States of America		0.5 Kilograms	Select	✓ Select	~	
	Inspection Target	Origin		Qty	Host Proximity	Host Part		
	Showing 1 to 1 of 1 entries						First Previo	
	4							
	Select Pest/Pest Discipline							
	● Pest () Discipline							
	Pest*			Method *				
	Select		~ Q	Morphological				
	Diagnostic Routing Type *							
	Morphological		~					
	Date Determined			Determined By *				
	12/10/2020			Velazquez, Antonio				
	Inspector Remarks							
•		1 . 1 . 0 11		· .1 F				
2	Enter Diagnostic Request of	iata by following th	e ste	ps in the E	Inter Data for	r an A(VIM Diagno	
	Request Job Aid.							

3	IF SUBMITTING A DR BUT:	THEN:
	Still need to complete the Inspection Information	 1. CLICK on Save. 2. Write the Event ID number
4	Click on Close Tab after submitt	ing the Diagnostic Request.

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.

AQIM Inspection	ons 🏟 🛛 New						_
5 v records per page				Filter		Date Range MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	11 Event ID	🕌 Terminal	↓↑ Dest City	↓ ↑ Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	١t
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

EP	ACTION	
1	IF THE ARTICLE WAS CLOSED:	THEN:
	Over 30 days ago	1. Click the calendar icon on the Date Range field.
		Date Range 12/10/2020 - 12/10/2020
		2. Select a date range.
		Date Range 12/10/2020 - 12/10/2020
		Last 7 Days $<$ Dec 2020 Jan 2021 > Last 30 Days Last 30 Days Su Mo Tu We Th Fr Sa Su Mu Tu Mu Tu Mu Tu Tu Fr
	Less than 30 days ago	1. Select a view on the Active view field.
		Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All 2. Locate the record and Go to Step 2.

STEP	ACTION		
2	Click on the Status link on the AQIM Inspections Pane.		
	↓↑ Status		
	Closed		
	Note: ARM will redirect you to the AQIM Inspectshown here:	ction Page. All fields w	ill appear disabled, as
	AQIM Inspection Event ID: 230421020005		
	1 Inspection Information		
	Pathway * CBP Air Passenger Baggage	~	
	Date and Time *	Terminal *	
	02/25/2021 00:00	LAREDO, TX	
	Passenger Country of Origin * Passenger City of Origin *	Airline *	
	Argentina 🗸 Rosario	Adam Air	
	Arrival Final Destination State * Arrival Final Destination City *	Flight Number *	
	Florida V Davie	56	
	Number of Passengers Present *	MEX - Mexico City International Airport	
	2		J
2			
3	Click Reopen Tab at the right bottom side of the p	bage.	
	Save Reopen		
	Note: After selecting Reopen, the inspection field	ls will enable again.	
4	Update any information on the fields as needed.		

STEP	ACTION		
5	IF:	THEN:	
	Associating a Diagnostic Request to the record	 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	1. Update data as needed.	
	Request to the record	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 Insp	ections 😫	New						
5 v records per page	e			Filter		Show Active Date Range	/IM/DD/YYYY - MM/DD/YYYY	
Inspection Date	11 Event ID	J≟ Pathway	↓† Terminal	↓† Dest City	1 Dest State	1 Inspector Name	↓† Status	J1
	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				
1	Click on the New tab next to the A AQIM Inspections A Note: After selecting the New tab,	lew	v the AQIM Inspection Page as		
	seen here: AQIM Inspection I Inspection Information				
	Pathway * Pre-Clearance Air Passenger Date and Time * 06/30/2022 00:00 Passenger Country of Residence * Select Passenger Country of Origin * Select Arrival Final Destination State * Arrival Final Destination State * Select Time in Country (Hours at airport) * D Note: ARM will automatically defations	Days (Visiting Country) *	Terminal * Select Arriving Airline * Select Arriving Flight Number * ex 1234 Departing Airline * Select Departing Flight Number * ex 1234 rance Air Baggage.		
2	IF:	THEN:			
	Submitting a Diagnostic Request first	 Go to Step 21 and SELI Add the article following AQIM Inspection Article Go to Topic 3 to submit 	g instructions for Topic 2: Add es and Results.		
	<u>Not</u> submitting a Diagnostic Request first	Go to Step 3			

3	Type the date and time of the inspection.
	Date and Time *
	12/10/2020 00:00
	OR
	Click on the Calendar icon and select the date and time.
	Date and Time *
	12/10/2020 00:00
	< Dec v 2020 v
	Su Mo Tu We Th Fr Sa
	29 30 1 2 3 4 5 Arrival Final D
	6 7 8 9 10 44 42 Select
	20 24 22 23 24 25 26 27 28 29 30 34 4 2
	27 28 29 30 34 4 2 3 4 6 6 7 8 9
	Clear Apply
4	Click on Apply tab.
	Apply
5	Select Passenger Country of Residence.
-	Passenger Country of Residence *
	Select
6	Select Passenger Country of Origin from the dropdown list
	Passenger Country of Origin *
	Select
	Note: Select the country where the passenger began the trip to the U.S. port of entry

7	Select Arrival Final Destination Sta	te from the dropdown list.
	Arrival Final Destination State *	
	Select 🗸	
	Note: Select passenger's primary st	ate of destination in the USA. If the passenger is in transit to a
	foreign country, select "In Transit"	
0	Enter the full name of the Eigel De	stinction City
8	Enter the full name of the Final De Arrival Final Destination City *	stination City.
	Davie	
9	Enter the number of Passengers Pre	esent.
	Number of Passengers Present *	
	2	
10	Enter time spent at the airport	
	IF PASSENGER IS:	THEN:
	Connecting from another Arriving	
	flight to a U.S. bound flight	waited at the airport.
		Time in Country (Hours at airport) *
		2. Go to Step 11.
	Not connecting from another	1. Enter 0 hours
	Arriving flight to a U.S. bound	2. Go to Step 11
	flight	

11	Enter number of days visiting the country			
	IF PASSENGER IS: THEN:			
	<u>Not</u> a permanent resident of the Pre-Clearance country	 Enter the number or a best estimate of days spent in the country Days (Visiting Country) * Go to Step 12 		
	A permanent resident of the Pre- Clearance country	 Enter 0 days. Go to Step 12. 		
12	Enter a number of passengers. Number of Passengers *			
	•			
	Note: Enter the number of passeng passenger kiosk receipt(s)	ers reported on the Customs Declaration (CBP Form 6059B) or		
13	Enter the number of Passenger Trip	os Past Year.		
	Number of Passenger Trips Past Year *	\$		
	Note: Enter the number of foreign from the AQIM Inspection. If this is	trips (to or from the U.S.) passenger(s) took in the past year is the first trip, enter "0."		
14	Select the main reason for travel from Reason for Travel * Select Business/Work Family Visit Gambling/Entertainment Military School Tourist Uniformed Crew Visit Friends	om the dropdown list.		

12	Select U.S. Citizen/Resident status from dropdown list.
	Non Citizen (Resident) Non-Citizen (Non-Resident) US Citizen
13	Select an Inspector if needed. Select Bays, Darrell Bradshaw, William Bradshaw, William Cruz Martinez, Karelyn Deugwillo, Joe Ide, Eric Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.
14	Select the Terminal from the dropdown list. Terminal * Select
15	Select Arriving Airline. Arriving Airline * Select Select 1Time Airline 40-Mile Air ABSA Cargo ABX Air ACES Colombia ADC Airlines AEROUNION

16	Enter Arriving Flight Number.
	Arriving Flight Number *
	123
	Note: You will enter up to 4 characters/numbers in this field.
17	Select Departing Airline.
1/	Departing Airline *
	Select
	Select
	1Time Airline
	40-Mile Air ABSA Cargo
	ABX Air
	ACES Colombia
	ADC Airlines AEROUNION
	ALKOONION
	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.
18	Enter Departing Flight Number.
	Departing Flight Number *
	ex: 1234
	Notes Westernill automass to A allow stars (mean loss in this Call
	Note: You will enter up to 4 characters/numbers in this field.
19	Select Yes or No for the "Has been on a farm or ranch/near livestock" question.
	Colort Marco No. Conde "Color to a frame or mod."
20	Select Yes or No for the "Going to a farm or ranch" question.
1	

IF:	THEN:
Yes	1. Go to Topic 2: Add AQIM Inspection Articles and Results when Headings 2 and 3 appear, as shown here:
	Articles Master Table All v records per page
	↓† Qty
	C Select All
	Qty
	Showing 0 to 0 of 0 entries
	3 Add Articles
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.

STEP	ACTION		
1	Select an Article Type on Heading 3 if needed. Article Type * Fresh Fruits & Vegetables Cotton/Cotton Products Cut Flowers Firewood Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous Propagative Material Seeds Not for Planting Unknown Plant Wood Chips Note: This field defaults to Fresh Fruits and Vegetables. Select the Article from the dropdown list or use the search feature to find the Article.		
		THEN	
	IF THE ARTICLE IS:	THEN:	
	Listed	 Select an article Go to Step 4 	
	Not listed	Go to Step 3A.	
3A	Click on the search icon. Article * Select		

Steps to add an article to the page

STEP	ACTION
3B	Enter at least 3 characters of an article and click Search. Find Article
	Simple Search
	Article Classification Plant Animal Miscellaneous Scientific Name Article Type Common Name
	Enter at least 3 characters to search Fresh Fruits & Vegetables Enter at least 3 characters to search • Starts with O Contains • Starts with O Contains
	Search Article Not Found
	5 5 Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Scientific Name Image: Sc
	Showing 0 to 0 of 0 entries First Previous Next Last
	Cancel
	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 <u>not</u> search using both. ARM will not provide search results. Use only one option.
3 C	Select an Article Type if needed. Article Type
	Fresh Fruits & Vegetables
	Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED
	Logs Lumber Miscellaneous Propagative Material Seeds Not for Planting
	Unknown Plant Note: The Article Type defaults to Fresh Fruits & Vegetables. Change this value as needed.

STEP	ACTION
3D	Select an Article using the radio button and then click Select.
	Scientific Name 👫 Commodity Type 👫 Common Name 👫
	Citharexylum sp. Propagative Material Citharexylum sp.
	O Citrofortunella microcarpa Propagative Material Citrofortunella microcarpa
	Citronella sp. Propagative Material Citronella sp.
	Citrullus amarus Propagative Material Citrullus Ianatus var. Citroides
	Citrullus lanatus Propagative Material Citrullus lanatus
	Showing 1 to 5 of 151 entries First Previous 1 2 3 4 5 31 Next Last
	Cancel Select
4	Enter the Article Quantity. Article Quantity * .5
5	Select the Article Units. Article Units * Select Select Kilograms
	Note: Units will default according to the Article Type.
6	Select Yes or No for the "Article was declared" question.
7	Select an Action Taken from the dropdown list. Action Taken * Select Select Clean/Treated Inspect and Release Seized/Intercepted

8	Select a type of luggage. Luggage Type * Select Select Backpack Basket/Straw Bag Carton/Box Cooler Duffel Bag Hand Carry Bag Suitcase
9	Select Checked or Hand Carried for the "Hand Carried or Checked" question.
10	Select a contaminant from the dropdown list if needed. Contaminant* None Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed Uncertified WPM Note: This field defaults to None.
11	Click on Add Article Tab. Add Article Note: All data entered will populate on Heading 2 Articles Master Table. Article SMaster Table Article Cords per page Article Cords per page Article Cords per page Article Cords PiNEAPPLE (FV) Article Cords C

IF THE ARTICLE:	THEN:
Needs an Article Determination	 Click on the Article Determination check box on Article Mas Table on Heading 2. Article Determination Qty Determination Qty Determination Note: A new window will appear asking for confirmation on you request. Article Determination Are you sure you want to submit the Article Determination? Inspector Remarks Enter remarks if needed.
	 2. Enter remarks if needed. 3. Click on Yes. 4. Go to Step 13.
Does <u>not</u> need an Article Determination	Go to Step 13.

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4. Go to Step 14.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 14.
	т. Со ю 50 р 14.
Does not require further	1. Click on Save Tab.
action	Save
	2. Go to Step 14.

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 s can create and submit a Diagnostic Request for the identification of the pest.

Steps to submit a Diagnostic Request

STEP	ACTION						
1	Click the Pest Found check	DOX.					
	Pest Found?						
	Note: Heading 4 will appea	r to Create Diagno	stic F	Requests as	seen here:		
	Create Diagnostic Requests						
	Select Host(s)						
	All v records per page					Filter	
	Inspection Target	↓≟ Origin	ļ	Qty	Host Proximity *	Host Part	
	Select All				Select	Select	~
	Asparagus officinalis - ASPARAGUS (FV)	United States of America		0.5 Kilograms	Select	Select	~
	Inspection Target	Origin		Qty	Host Proximity	Host Part	
	Showing 1 to 1 of 1 entries						First Previo
	Colort Dept/Dept Dispirations						
	Select Pest/Pest Discipline						
	est Oiscipline Pest *			Method *			
	Select		~ Q	Morphological			
	Diagnostic Routing Type *						
	Morphological Date Determined		~	Determined By *			
	12/10/2020			Velazquez, Antonio			
	Inspector Remarks						
L							
2	Enter Diagnostic Request da Request Job Aid.	ata by following th	e stej	os in the Er	iter Data for	an AQ	IM Diagnostic

3	IF SUBMITTING A DR BUT:	THEN:
	Still need to complete the Inspection Information	 1. CLICK on Save. 2. Write the Event ID number
4	Click on Close Tab after submit	tting the Diagnostic Request.

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.

AQIM Inspection	ons 🏟 🛛 New						_
5 v records per page				Filter		Date Range MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	11 Event ID	🗄 Terminal	↓↑ Dest City	↓ ↑ Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	١t
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

EP	ACTION	
	IF THE ARTICLE WAS CLOSED:	THEN:
	Over 30 days ago	1. Click the calendar icon on the Date Range field.
		Date Range 12/10/2020 - 12/10/2020
		2. Select a date range.
		Date Range 12/10/2020 - 12/10/2020
		Last 7 Days Dec 2020 Jan 2021 > Last 30 Days Last 60 Days Su Mo Tu We Th Fr Sa Su Mo Tu Mu Tu Mu Tu Mu Fr Sa
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2.

STEP	ACTION		
2	Click on the Status link on the AQIM Inspect	ons Pane.	
	I† Status		
	↓ Status		
	Closed		
	Note: ARM will redirect you to the AQIM In	spection Page All fields will an	near disabled as
	shown here:	speedon i uge. i in neids win up	peur disubied, us
	AQIM Inspection		
	Event ID: 230421020005		
	1 Inspection Information		
	Pathway *		
	CBP Air Passenger Baggage	~	
	Date and Time * 02/25/2021 00:00	Terminal *	
	Passenger Country of Origin * Passenger City of Origin *	Airline *	
	Argentina v Rosario	Adam Air	
	Arrival Final Destination State * Arrival Final Destination City *	Flight Number *	
	Florida 🗸 Davie	56	
	Number of Passengers Present *	Departure Airport *	
	2	MEX - Mexico City International Airport	
3	Click Reopen Tab at the right bottom side of	he nage.	
	Save Reopen		
	Note: After selecting Reopen, the inspection	fields will enable again	
	reopen, the hispection	ields will endole again.	
4	Update any information on the fields as needed	·d.	

STEP	ACTION	
5	IF:	THEN:
	Associating a Diagnostic Request to the record	 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	1. Update data as needed.
	Request to the record	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.

🟂 AQIM Inspe	ections 🏚	New							
5 v records per page				Filter		Show Active	✓ Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	1 Event ID	11 Pathway	↓† Terminal	↓† Dest City	↓↑ Dest State	Ĵ↑	Inspector Name	↓ ↑ Status	11
	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	AC	CTION
1	Clie	ck on the New tab next to the AQIM Inspections Pane.
	¥	AQIM Inspections 🖨 🔤
		te: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as n here:
	000	
		A United States Department of Agriculture Available Head Hand Hand Face Head Hand States
	⊞ i	Animal and Plant Health Inspection Service
		AQIM Inspection
	i E	AQIM Inspection Information
	i	Acute that Muse Header Humperion Service AQIM Inspection Information Pathway*

EP	ACTION				
2	Select the Air Cargo	Pathway from the	ne dropdo	own.	
	Pathway *		are arepar		
	Facilitary				
	Select	~			
	Select				
	Air Cargo				
	Air Passenger Baggage				
	Mail Facility				
	Maritime Cargo				
	Northern Border Vehicle				
	Northern Truck Cargo				
	L				
	Note: ARM will redi	irect you to the A	Air Cargo	nage.	
		J		puge.	
	AQIM Inspection	5		, p. 5.	
				, pagei	
	AQIM Inspection Inspection Information			, pagei	
	AQIM Inspection Inspection Information Pathway			pager	
	AQIM Inspection Inspection Information Pathway - Ar Cargo				
	AQIM Inspection Inspection Information Pathway	Search Record ID		Port/Terminal *	
	AQIM Inspection A Inspection Information Pathway - Ar Cargo Search By			Port/Terminal *	
	AQIM Inspection Image: Constraint of the second			PortTerminal *	
	AQIM Inspection Image: Constraint of the second			Port/Terminal * Select Airline *	
	AQIM Inspection A Cargo Search By Exam Batch ID	Search Record ID		PortTerminal * Select Airline * Select	
	AQIM Inspection Ar Cargo Search By Select. Exam Batch ID Shipment Identifiers Type *	Search Record ID	Q	PortTerminal * Select Airline * Select Filight Number *	
	AQIM Inspection Action Information Pathway* Ar Cargo Search By Select Exam Batch ID Shipment Identifiers Type* Select	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex. 1234 Additional action necessary to reduce agricultural risk? * O No O Yes	
	AQIM Inspection Account of the second of th	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex 1234 Additional action necessary to reduce agricultural risk?* O No <o'yes< td=""> Any Wood Packing Material? *</o'yes<>	
	AQIM Inspection A Cargo Search By Select Exam Batch ID Shipment Identifiers Type * Select Date * 09/09/2024	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex. 1234 Additional action necessary to reduce agricultural risk? * O No O Yes	
	AQIM Inspection Accurate a second se	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex 1234 Additional action necessary to reduce agricultural risk?* O No <o'yes< td=""> Any Wood Packing Material? *</o'yes<>	
	AQIM Inspection Action Information Pathway* Air Cargo Search By Select Exam Batch ID Shipment Identifiers Type* Select Date* 09/09/2024 Departure Country of Origin* Select	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex 1234 Additional action necessary to reduce agricultural risk?* O No <o'yes< td=""> Any Wood Packing Material? *</o'yes<>	
	AQIM Inspection AGIM Inspection Information Pathway* Air cargo Search By Select Exam Batch ID Shipment Identifiers Type* Select Date* 09/09/2024 Departure Country of Origin* Select Inspected By*	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex 1234 Additional action necessary to reduce agricultural risk?* O No <o'yes< td=""> Any Wood Packing Material? *</o'yes<>	
	AQIM Inspection AQIM Inspection Information Patiway* Air cargo Search By Select Exam Batch ID Shipment Identifiers Type* Select Date* Op/Op/2024 Departure Country of Origin* Select Inspected By* Santos, Jose	Search Record ID	Q	Port/Terminal * Select Airline * Select Flight Number * ex 1234 Additional action necessary to reduce agricultural risk?* O No <o'yes< td=""> Any Wood Packing Material? *</o'yes<>	

3A

IF AQIM INSPECTION IS:	THEN:
Associated with a CBP Batch Exam	 Select CBP Exam Batch ID. Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B.
Associated with a CBP	1. Select CBP Pest ID
Pest ID	Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID 2. Go to Step 3B
Associated with a Regulatory Action ID	 Select Regulatory Action ID Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B
Not associated with any	Go to Step 4.

BB Er	nter	the number of your se	lection on Step 3A	on the S	Search Record ID text f	field
						iera.
	Se	earch Record ID				
		99100004	Q			
\mathbf{C} Cl	lick	on search.				
N T				0.1	1	
			ppear with the data	of the e	event that will be associ	lated with your AQI
ev	vent	•				
	Inc	action Course Desults				×
	Ins	pection Search Results				••
						5 %
	5	✓ records per page				Filter
	Insp	ection Number II CBP Batc	h Exam ID CBP Pe	est ID	11 Article 11 Regulatory Action I	11 II II
	5206	-99100004 99100004	Multiple		Multiple Multiple	Load
		•				
	Show	ng 1 to 1 of 1 entries			Firs	t Previous 1 Next Last
D Cl	lick	Load.				
		Loud.				
No	ote	: All data related to the	inspection event as	ssociate	d with your AQIM will	l populate most of th
		A fields.	-		-	
	•					
		Animal and Plant Health Inspection Service				
	⊞	AQIM Inspection				
	i	Event ID: 5206-99100	004			
		LVent ID. 5200-33100	004			
	Ē	1 Inspection Information				
	R	Pathway *				
	€	Air Cargo		~		
		Exam Batch ID			Terminal *	
	4	99100004			Select	~
	?	Shipment Identifiers Type *	Number *		Airline *	
		Select	-	0	Select	
		Simple Bill	B99-100004		Flight Number *	
		Customs Entry	CB5-99100004		ex: 1234	
		Number	CB5-99100004		Additional action necessary to reduce agricultural	risk?
		Master Bill:House Bill	House Bill		○ No ○ Yes	
		B99-100004	860282		Any Wood Packing Material? *	
			0		No C Yes	
		Simple Bill	L99-100004			
		Simple Bill Master Bill:House Bill	L99-100004			
				×		
		Master Bill:House Bill	House Bill	•		
		Master Bill:House Bill	House Bill	×		

21		and a second state and a second state
3 E	Review all populated field	s and complete any missing AQIM data.
	Note: A big red asterisk w	vill appear in front of article(s) where there is missing data.
	2 Articles Master	Table
	All ~ records per page	
	Category	Total Cargo
	*Aster sp.	- Aster (CF) 800 Stems
	*Daphne s	p Daphne (CF) 300 Stems
	You will find more inform	nation about this in Section 2.
3 F	Go To Section 2 Add AQ	IM Inspection Articles and Results.
4	Enter the Exam Batch ID.	
	Exam Batch ID	ed field. SKIP this step if needed.
5	=	s Type from the dropdown list.
0	Shipment Identifiers Type *	
	Select	~
	Select	
	Master Bill:House Bill Simple Bill	
	IF:	THEN:
	Master Bill: House Bill	Go to Step 6A.
	Simple Bill	Go to Step 7.

6A	Enter the Master B	ill: House Bill Shipment Identifier Number and click on the plus sign. Repeat
	the step to add a ne	ew number.
	Number *	
	123-989666	0
		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.
	emportant	To delete the Master Bill: House Bill Number, click on the trash icon next to
		the number.
		Master Bill:House Bill
		123-989666
6B	Enter the House Bi	ill Number and click on the plus sign. Repeat this step to add a new number.
02	House Bill	
	1223333	•
		House Bill Numbers do not have a specific format in ARM. Repeat this step
		as needed.
	$\langle \cdot \rangle$	To delete a House Bill Number, click on the trash icon next to the number.
	emportant	
		House Bill
		123333 💼

-	1 Enter a Simple Dill Number and alight on the plug sign
7	1. Enter a Simple Bill Number and click on the plus sign.
	465-989656
	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.
	Number *
	465-989656
	2 Denvet Steve (A. 7 example 1 ADM all areas to active multiple Shim and Like till and
	2. Repeat Steps 6A–7 as needed. ARM allows users to enter multiple Shipment Identifiers.
8	Type the date of the inspection.
Ŭ	Date *
	03/02/2021
	OR
	OR
	Click on the Calendar icon and select the date.
	Date *
	03/02/2021
	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
	24 22 23 24 25 26 27
	28 29 30 31 4 2 3
	4 5 6 7 8 9 10
	Class Apply
	Clear Apply

Click on Apply tab. 9 Apply 10 Select a Departure Country of Origin from the dropdown list. Departure Country of Origin * ~ Select ... Select. Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Select an Inspector if needed. 11 Select... Bays, Darrell Bradshaw, William Bradshaw, William Inspected By * Cruz Martinez, Karelyn Deugwillo, Joe Velazquez, Antonio 🗸 Ide, Eric Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed. 12 Select the Inspection Method from the dropdown list. Inspection Method * Select ~ Select. Hypergeometric Sample Observed Entire Contents Observed Partial Contents Observed Tailgate Only 13 Select the Port/Terminal from the dropdown list. Port/Terminal * Select ...

14	Select an airline from the dropdown list.
	Airline *
	Select
	Select
	1Time Airline
	40-Mile Air
	ABSA Cargo
	ABX Air
	ACES Colombia ADC Airlines
	AIRDO
	Note: If the airline is not on the list, contact the ARM Help Desk.
	The arrive is not on the list, contact the ratio Desk.
15	Enter the Flight Number.
10	Flight Number *
	123 🗢
	Note: You will enter numbers in this field. Up to 4 characters.
16	Select Yes or No on the Additional actions necessary to reduce agricultural risk question.
	Note: When you select Yes, five additional fields will appear on the Article section. These are:
	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.
	You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and
	Results.

IF:	THEN:
Yes	1. Select the type of WPM from the dropdown list.
	Type of WPM * Select Select Crating Dunnage Other Pallet
	 Select Yes or No for if the WPM has the official ISPM marking Select Yes or No if bark was found on WPM.
	4. Enter the percent of WPM inspected.
	 Select Yes or No if treatment documents are present. Select Yes or No f there is evidence of other treatment. Go to Topic 2: Add AQIM Inspection Articles and Results.
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 add an article to the page

STEP	ACTION	8
1	If AQIM was associated w	ith a
	IF:	THEN:
	Associated with:	Go to Step 2A.
	 CBP Batch Exam CBP Pest ID Regulatory Action ID 	
	Not associated with:	Go to Step 3.
	 CBP Batch Exam CBP Pest ID Regulatory Action ID 	

1. Click over the article 2 Articles Master T All records per page Category Article *Astor sp / Note: The line will turn g populate back on Headin 3 Add Articles Article Type* Category * @ Ultimate Consignee Destination City*	Table Aster (CF) green, and the article .g number 3 Add Art Article * Aster sp Aster (CF) Consignee *		Total Cargo Amount: Count 800 Amount Cargo Inspected: 6
All records per page Category Article *Astor sp / Note: The line will turn g populate back on Headin Add Articles Article Type* Cut Plowers & Greenery Category ?	Aster (CF) green, and the article og number 3 Add Art Article* Aster sp Aster (CF) Consignee* Select	ticles.	Total Cargo Amount: Count 800 Amount Cargo Inspected: 6
Add Articles Article Type * Cut Flowers & Greenery Category *	Article * Aster sp Aster (CF) v Consignee * Select v	Q	Total Cargo Amount: Count 800 Amount Cargo Inspected: 6
Cut Flowers & Greenery ~ Category * ? ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Aster sp Aster (CF) * Consignee * Select *		800 Amount Cargo Inspected: (
Category * 🕢	Consignee * Select *		Amount Cargo Inspected: (
· · · ·	Select *	Q	
Ultimate Consignee Destination City *		Q	
Ultimate Consignee Destination City *	Ultimate Consignee Destination State *		
		~	Intended Use Of Cargo *
Article or cargo requires mandatory treatment? *	Agriculture Items Mismanifested, smuggled, issue, uncertified WPM? *	d, phyto	Contaminant Found? *
3. Click on Update Arti Note: The article data w appear near it.	cle. vill update, and the a	asteris	
4. Go to Step 21			
	 2. Identify and complet 3. Click on Update Arti Note: The article data v appear near it. 	 2. Identify and complete any required mission 3. Click on Update Article. Note: The article data will update, and the appear near it. PERISHABLE Agter sp Aster (CF) 4. Go to Step 21 	ONG OTHS ONG OTHS 2. Identify and complete any required missing da 3. Click on Update Article. Note: The article data will update, and the asteris appear near it. PERISHABLE After sp Aster (CF) 8 4. Go to Step 21

3	Select an Article Type on Heading 3 if Article Type * 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 Note: This field defaults to Fresh Fruit	
4	Select the Article from the dropdown I Article * Select IF THE ARTICLE IS:	list or use the search feature to find the Article. THEN:
	Listed	 Select an article Go to Step 5
	Not listed	Go to Step 4A.
4 A	Click on the search icon. Article * Select	

Simple Search				
Article Classification Plant Animal	-	Common Name		
Scientific Name Enter at least 3 characters to search	Article Type Fresh Fruits & Vegetables	Common Name Enter at least 3 c	paracters to se	arch
Starts with Contains		 Starts with 	O Contains	
Search Article Not Found	-			
5 v records per page		Filter		
La Scientific Name	1 Common Name	Article Type		L†
	*1			
Showing 0 to 0 of 0 entries		First Pre	vious Next	Last
Vegetables you will search	Found, contact the ARM Help h by scientific name or by con rch results. Use only one optic	nmon name. l	searchir	
Vegetables you will search	h by scientific name or by con	nmon name. l	searchir	ng for Fruits a
Vegetables you will search	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if n	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if m Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if m Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if m Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a
Vegetables you will search ARM will not provide sea Select an Article Type if m Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber	h by scientific name or by con rch results. Use only one optio	nmon name. l	searchir	ng for Fruits a

	t an Article using t					
	Scientific Name	11 (Commodity Type	11	Common Name	11
0	Citharexylum sp.	I	Propagative Material		Citharexylum sp.	
0	Citrofortunella microcarpa	F	Propagative Material		Citrofortunella microcarpa	
۲	Citronella sp.	ł	Propagative Material		Citronella sp.	
\circ	Citrullus amarus	I	Propagative Material		Citrullus lanatus var. Citroides	
0	Citrullus lanatus	F	Propagative Material		Citrullus lanatus	
Showing	g 1 to 5 of 151 entries		First	Previous	2 3 4 5 31	Next Last
					Cano	cel Select
	the count of total c		amount.			
Total	Cargo Amount: Coun	t*				
120	00	\$				
Total Sel Bou Ste Bal Kilo Cul Squ Eao Pla	es ograms bic Meters uare Meters ch nt Units	*				
Cate PE Se	t the cargo categor gory * ERISHABLE elect THER ERISHABLE	v Iron		wn list.		

8	Select or add a consignee.
	Consignee *
	Select VQ
	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.
9	Enter the counted amount of cargo inspected.
	Amount of Cargo Inspected:
	Count *
	54
10	Select the units of counted amount of cargo inspected from the dropdown list.
	Amount of Cargo Inspected:
	Units *
	Select V
	Select
	Bouquet
	Stems Bales
	Kilograms
	Cubic Meters
	Square Meters Each
	Plant Units
11	Enter the full name of the Consignee's Ultimate Destination City.
	Ultimate Consignee Destination
	City *
	Savannah
	Savaillan

12	Ultimate Consignee Destination State * Select Select Alabama	nate Destination State from the dropdown list.
	Alaska American Samoa Arizona Arkansas California	
13		necessary to reduce agricultural risk, as answered in Step 15 when you rd (Topic 1 of this Job Aid)?
	IF YOU SELECTED:	THEN:
	Yes	Go to Step 14.
	No	Go to Step 19.
14	Salaat the intended use of a	argo from the drandown list
14	Select the intended use of c Intended Use of Cargo * Select Could Not Determine Mfgr/Processing Non-entry Personal Consumption Propagative Wholesale/Retail	argo from the dropdown list.

Select Yes or No if	
IF:	THEN:
Yes	1. Select where the pest was found from the dropdown list. Where Was It Found?*
	Select A/C-Interior or Exterior of Air Container CG-Associated with Cargo
	2. Go to Step 16.Note: This field will appear when selecting Yes.
No	Go to Step 16.
Select Yes or No if	the commodity or cargo requires mandatory treatment.
	the items were mismanifested, smuggled, had a phytosanitary issue, o
Select Yes or No if uncertified WPM. IF:	the items were mismanifested, smuggled, had a phytosanitary issue, o THEN:
uncertified WPM.	
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select Mismanifested
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. [*] Regulatory Issues Select Mismanifested Phyto/Documentation Issue Smuggled
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. [*] Regulatory Issues Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM 2. Click on the plus sign to add the Regulatory issue(s)
uncertified WPM. IF:	THEN: 1. Select a Regulatory issue(s) from the dropdown list. [*] Regulatory Issues Select Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM 2. Click on the plus sign to add the Regulatory issue(s) Note: Repeat steps 1 and 2 as needed.

IF:	THEN:
Yes	 1. Select Yes or No if the article or cargo is prohibited. 2. Select where the article was found from the dropdown list Where Was It Found?* Select Select A/C-Interior of Exterior of Air Container CG-Associated with Cargo 3. Select a contaminant from the dropdown list. Contaminant* Select Select Biologicals Biood Dirt/Soil Manure Non Noxious Weed Seed 4. Click on the plus sign to add the Contaminant(s) Note: Repeat steps 1 and 2 as needed. 5. Go to Step 19.
No	Go to Step 19.

Add Ar	ticle							
	_							
Note: All	data entere	d will no	nulate on	Heading ?	Articles N	laster Tah	10	
Note. All		u wili po	pulate off	ricaung 2	ATTICIES IV		IC.	
2 Artic	les Master	Table						
All 🗸 rec	ords per page							Filter
		Total			Ultimate	Actionable		
		Total						
Category	♦ Article	Cargo 🍦 Qty	Amount 💧	¢ Consignee	Consignee Destination	Pest ∳ Found?	Contaminant	¢ Complete
Category PERISHABL		Cargo 💧		-	Consignee 💧		Contaminant Yes (Dirt/Soil)	Complete Pending Inspect
	E Asparagus officinalis -	Cargo Qty 500	Inspected	A Bryant,	Consignee Destination	Found?		•

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4. Go to Step 21.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 21.
Does not require further	1. Click on Save Tab.
action	Save
	2. Go to Step 21.
Click on Close Tab.	
Close	

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.

AQIM Inspection	ons 🏟 🛛 New						
5 v records per page				Filter	Show Active 🗸	Date Range MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	Ĵ↑ Event ID	11 Terminal	↓† Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓† Status	ţ١.
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

STEP	ACTION								
1	IF THE ARTICLE WAS CLOSED:	THEN:							
	Over 30 days ago	1. Click the calendar icon on the Date Range field.							
		Date Range 12/10/2020 - 12/10/2020							
		2. Select a date range.							
		Date Range 12/10/2020 - 12/10/2020							
		Last 7 Days Control Dec 2020 Jan 2021 > Last 30 Days Su Mo Tu We Th Fr Sa							
		Last 60 Days 29 30 1 2 3 4 5 27 28 29 30 31 1 2 Last 90 Days							
		Custom Range 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							
		12/10/2020 - 12/10/2020 Clear Apply							
		3. Click Apply.							
		12/10/2020 - 12/10/2020 Clear Apply							
		4. Locate the record and Go to Step 2.							
		Note: You can also type the date range in the field.							

STEP	ACTION	
	Less than 30 days ago	1. Select a view on the Active view field. Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All
		2. Locate the record and Go to Step 2.
2	Click on the Status link on the AQI Status Closed Note: ARM will redirect you to the shown here: AQIM Inspection Event ID: 300421020001 Inspection Information Pathway* CBP Land Conveyance Date and Time* 0225/2021 00:00 BridgeCrossing* Test Passenger Origin Country* Canada Origin* Distant Passenger Destination State* Passenger Destination City* Arizona	M Inspections Pane. AQIM Inspection Page. All fields will appear disabled, as
3	Click Reopen Tab at the right bottom Save Reopen Note: After selecting Reopen, the in	
4	Update any information on the field	s as needed.

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.

🟂 AQIM Inspec	ctions 🏟	New							
5 v records per page				Filter		Show Active	✓ Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	Event ID	11 Pathway	↓† Terminal	↓↑ Dest City ↓	1 Dest State	.↓† In	nspector Name	↓ ↑ Status	J1
	520620120012	CBP Air Passenger Baggage				s	upervisor2, TestPIS3 E	Draft Inspection	
01/11/2021 01:00:00	520621010011	CBP Air Cargo				s	upervisor2, TestPIS3 E	Draft Inspection	
01/26/2021 00:00:00	520621010058	CBP Air Passenger Baggage				V	elazquez, 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	AC	CTION
1	Clie	ck on the New tab next to the AQIM Inspections Pane.
	≯	AQIM Inspections 🏟 🔤
		te: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as n here:
	see	n nere:
	USD	
	USD	United States Department of Agriculture Animal and Plant Health Inspection Service
		Inited States Department of Agriculture Advant and Plan Humber Legendra Barrice AQIM Inspection
	USD ⊞ i	Without States Department of Agriculture Accurate Number Handle States Department of Agriculture
	USD Ⅲ Ⅰ	Without States Department of Agriculture Account Handle Transporting Transport Account Handle Transporting Transport Inspection Information Pattiway*

STEP	ACTION		
2	Select the CBP Maritime Cargo Pathway from the dropdow Select. Air Cargo Air Passenger Baggage Mail Facility Maritime Cargo Northern Border Vehicle Northern Truck Cargo Note: ARM will redirect you to the Maritime Cargo page as AQIM Inspection Inspection Information		vn here.
	Pathway * Maritime Cargo	~	
	Shipment Identifiers Type * Number *	>	Port/Terminal *
	Date * 02/26/2021		Carrier Name *
	Country of Origin * Select Ultimate Consignee Destination State * Select		Additional action necessary to reduce agricultural risk? * No Yes Any Wood Packing Material? * No Yes

IF AQIM INSPECTION IS:	THEN:
Associated with a CBP Batch Exam	 Select CBP Exam Batch ID. Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B.
Associated with a CBP Pest ID	 Select CBP Pest ID Search By CBP Batch Exam ID Select CRP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B
Associated with a Regulatory Action ID	 Select Regulatory Action ID Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B
Not associated with any of the options above	Go to Step 4.
Search Record ID 99100004	selection on Step 3A on the Search Text field.

0	IICK	on search.								
	ote: vent	A new window will a	appear with the	data of the	e event	that will	be asso	ociated	with your A	AQ]
	Insp	pection Search Results								×
	5	\sim records per page						Filte	er	
	Insp	ection Number It CBP Batc	ch Exam ID	CBP Pest ID	1† Arti	cle 👫 Re	gulatory Actio	on ID	11	JŤ
		-99100004 99100004	4	Multiple	Mul	tiple Mu	Itiple		Load	
	Showi	ng 1 to 1 of 1 entries					F	First Previo	ous 1 Next L	ast
C	lick	Load.								
		All data related to the I fields.	e inspection eve	ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
		A fields.	e inspection evo	ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
	.QIN			ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
	QIN	A fields. AQIM Inspection		ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
	QIN E	A fields. AQIM Inspection Event ID: 5206-99100		ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
	QIN ■ i	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information		ent associa	ted wit	h your A	QIM wi	ill popu	ulate most c	of tl
	QIN III III III	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pathway* Ar Cargo Exam Batch ID		ent associa	Termin	al *	QIM wi	ill popu	ulate most o	of tl
	QIN III III III III III III III	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pattway* Ar Cargo Exam Batch ID 99100004	0004	ent associa	Y Termin Sele	al *	QIM wi	ill popu	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pattway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type*		ent associa	Y Termin Sele Airline	al * ct	QIM wi	ill popu	ulate most o	of tl
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pattway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type*	D004 Number*		V Termin Sele Airline Sele	al * ct	QIM wi	ill popu	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pattway* Ar Carpo Exam Batch ID 99100004 Shipment Identifiers Type * Select Simple Bill Customs Entry	0004		V Termin Sele Airline Sele	al * ct * ct Number *	QIM wi	ill popu	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pathway* Ar Cargo Exam Batch ID 99100004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number	D0004		V Termin Sele Sele Flight Additic	al * et * ct Number * 234 nal action necessary to		~	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pattway* Ar Carpo Exam Batch ID 99100004 Shipment Identifiers Type * Select Simple Bill Customs Entry	0004 Number* ▼ 899-100004		V Termin Sele Flight Additic No	al * et * ct Number * 234 nal action necessary to	o reduce agricultu	~	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pathway* Ar Cargo Exam Batch ID 99100004 Shipment Identifiers Type * Select Simple Bill Customs Entry Number Master Bill:House Bill	D0004		V Termin Sele Flight Additic No	al * ct * ct Number * 234 mal action necessary to Q Yes	o reduce agricultu	~	ulate most o	of tl
	QIN III III III III III III IIII IIII I	A fields. AQIM Inspection Event ID: 5206-99100 Inspection Information Pathway* Ar Cargo Exam Batch ID 99100004 Shipment Identifiers Type * Select Simple Bill Customs Entry Number Master Bill:House Bill	D0004		Y Termin Sele Flight I ex: 1 Additic No Any Wi	al * ct * ct Number * 234 mal action necessary to Q Yes	o reduce agricultu	~	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. Zecond and examination AQIM Inspection Event ID: 5206-99100 Inspection Information Pathway* Ar Cargo Exam Batch ID 99100004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number Master Bill:House Bill B99-100004	D004	C	Y Termin Sele Flight I ex: 1 Additic No Any Wi	al * ct * ct Number * 234 mal action necessary to Q Yes	o reduce agricultu	~	ulate most o	of th
	QIN III III III III III III IIII IIII I	A fields. Iterative and examples of a determinant of the second	D0004		Y Termin Sele Flight I ex: 1 Additic No Any Wi	al * ct * ct Number * 234 mal action necessary to Q Yes	o reduce agricultu	~	ulate most o	of th

A E		
3 E	Review all populated field	ls and complete any missing AQIM data.
	Note: A big red asterisk w	vill appear in front of article(s) where there is missing data.
	2 Articles Master	Table
	All v records per page	
		Total Cargo
	Category 1 Article	11 Qty 11
	*Aster sp.	- Aster (CF) 800 Stems
	★Daphne s	p Daphne (CF) 300 Stems
	Vou will find more inform	nation about this in Section 2.
3F	Go To Section 2 Add AQ	IM Inspection Articles and Results.
4	Enter the Exam Batch ID.	
	Exam Batch ID	
5		ed field. SKIP this step if needed. 's Type from the dropdown list.
3	Shipment Identifiers Type *	s rype from the dropdown list.
	Simple Bill	~
	Select	
	Container Number Master Bill:House Bill	
	Simple Bill	
	IF:	THEN:
	Container Number	Go to Step 6
	Master Bill: House Bill	Go to Step 7A
	Simple Bill	Go to Step 8

6	Enter the Container Number * CNNU9865658	Number and click on the plus sign. Repeat the step to add a new number.
	Important	ARM has a unique format for Container Numbers. The format for Container Numbers XXXXnnnnnnn is 4 upper case alpha characters and exactly 7 numeric digits (no spaces or dashes). To delete the Container Number, click on the trash icon next to the number.
		CNNU9865658
7A	Enter the Master H number. Number *	ouse Bill Number and click on the plus sign. Repeat the step to add a new
	Important	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. To delete the Master House Bill Number, click on the trash icon next to the number.
		Master Bill:House Bill DOLQ-9845326

7B	Enter the House Bil	l Number and click on the plus sign. Repeat this step to add a new number.
	House Bill	
	1223333	
	1223333	
	^	House Bill Numbers do not have a specific format in ARM. Repeat this step
		as needed.
		To delete a House Bill Number, click on the trash icon next to the number.
	Important	
		House Bill
		123333 💼
8	Enter a Simple Bill	Number and click on the plus sign.
0	Number *	
	DOLQ-9845326	0
		ARM has a unique format for Simple Bills. The format for Simple Bill
	A	(Airway Bill) xxxx-nnnn is 4 alphanumeric digits followed by a dash (-)
		and at least 4 alphanumeric digits.
		1 0
	Important	To delete a Simple Bill Number, click on the trash icon next to the number.
		DOLQ-98545236
	Repeat Steps 4-6 as	needed. ARM allows users to enter multiple Shipment Identifiers.

9	Type the date of the inspection.
2	Date *
	03/02/2021
	OR
	Click on the Calendar icon and select the date.
	Date *
	03/02/2021
	< Mar v 2021 v
	Su Mo Tu We Th Fr Sa
	28 1 2 3 4 5 6
	7 8 9 10 11 12 13
	<u>14 15 16 17 18 19 20</u>
	24 22 23 24 25 26 27
	28 29 30 31 4 2 3
	4 5 6 7 8 9 10
	Clear Apply
10	Click on Apply tab.
10	Apply
	, the second sec
11	Select the County of Origin from the dropdown list.
	Country of Origin *
	Select
	Select
	Afghanistan
	Aland Islands Albania
	Algeria
	American Samoa
	Andorra

12	Select an Inspector if needed.
	Select Bays, Darrell Bradshaw, William Bradshaw, William Cruz Martinez, Karelyn Deugwillo, Joe Ide, Eric Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.
13	Select the Inspection Method from the dropdown list.
	Select
	Select Hypergeometric Sample
	Observed Entire Contents Observed Partial Contents
	Observed Tailgate Only
14	Select a Port/Terminal from the dropdown list.
	Port/Terminal *
	Select Select
	LONG BEACH, CA
15	Enter the Carrier's Name.
	Carrier Name *
	Tote
16	Select Yes or No on the Additional actions necessary to reduce agricultural risk question.
	Note: When you select Yes, five additional fields will appear on the Article section. These are:
	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.
	You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and
	Results.

IF:	THEN:
Yes	1. Select the type of WPM from the dropdown list.
	Type of WPM *
	Select 🗸
	Select
	Crating Dunnage
	Other Pallet
	2. Select Yes or No for if the WPM has the official ISPM marking
	 Select Yes or No if bark was found on WPM. Enter the percent of WPM inspected.
	Indicate % of WPM Inspected *
	5 Select Veg or No if treatment desuments are present
	 Select Yes or No if treatment documents are present. Select Yes or No f there is evidence of other treatment.
	7. Go to Topic 2 Add AQIM Inspection Articles and Results
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 a new	Article to the page
--------------------------	---------------------

QIM was associated w ociated with: 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory	THEN: Go to Step 2A.
 CBP Batch Exam CBP Pest ID 	Go to Step 2A.
 CBP Batch Exam CBP Pest ID 	
2. CBP Pest ID	
Action ID	
 associated with: CBP Batch Exam CBP Pest ID Regulatory Action ID 	Go to Step 3.
1	 CBP Batch Exam CBP Pest ID Regulatory

IF POPULATED ARTICLES:	THEN:		
Has a red asterisk	1. Click over the article line.		
	Articles Master Table All records per page Category If Article *Astgr sp Aster (CF)		
	Note: The line will turn green, and populate back on Heading number 3		
	Article Type * Article *		Total Cargo Amount: Count
	Cut Flowers & Greenery ~ Aster sp Aster (CF) - Q	800
	Category * ? Consignee *	* Q	Amount Cargo Inspected: C
	Ultimate Consignee Destination City * Ultimate Consignee I		Intended Use Of Cargo *
	Article or cargo requires mandatory treatment? * Agriculture Items Misisue, uncertified WP No O Yes O No O Yes	smanifested, smuggled, phyto M? *	Contaminant Found? *
	 2. Identify and complete any requires 3. Click on Update Article. Note: The article data will update appear near it. PERISHABLE After sp Aster (, and the asteri	
	4. Go to Step 21		
Does <u>not</u> have a red asterisk	Go to Step 21		

3	Select an Article Type on Heading 3 Article Type * 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 Note: This field defaults to Fresh Fru						
4	Select the Article from the dropdown list or use the search feature to find the Article * Select IF THE ARTICLE IS: THEN:						
	Listed	 Select an article Go to Step 5 					
	Not listed	Go to Step 4A.					
4A	Click on the search icon. Article * Select Q						

Simple Search		
Article Classification 💿 Plant 🔾 Animal 🔿 M	liscellaneous	
Scientific Name A	Article Type	Common Name
Enter at least 3 characters to search	Fresh Fruits & Vegetables V	Enter at least 3 characters to search
Starts with O Contains		Starts with O Contains
Search Article Not Found		
5 v records per page		Filter
1 Scientific Name	Common Name	↓↑ Article Type ↓↑
Showing 0 to 0 of 0 entries		First Previous Next Last
	scientific name or by con	Desk. When searching for Fruit nmon name. Do <u>not</u> search using on.
Vegetables you will search by	scientific name or by con	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by	scientific name or by con results. Use only one opti	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search	scientific name or by con results. Use only one opti	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search Select an Article Type if need	scientific name or by con results. Use only one opti	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search i Select an Article Type if need Fresh Fruits & Vegetables Select	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search i Select an Article Type if need Article Type Fresh Fruits & Vegetables	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search is Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search is Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search a Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search is Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search a Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous Propagative Material	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using
Vegetables you will search by ARM will not provide search is Select an Article Type if need Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous	ed.	Desk. When searching for Fruit mmon name. Do <u>not</u> search using

)	Selec	t an Article using t	ne ra	idio button an	d then cl	ck Select.	
		Scientific Name		Commodity Type	lt	Common Name	ļ
	0	Citharexylum sp.		Propagative Material		Citharexylum sp.	
	0	Citrofortunella microcarpa		Propagative Material		Citrofortunella micro	ocarpa
	۲	Citronella sp.		Propagative Material		Citronella sp.	
	0	Citrullus amarus		Propagative Material		Citrullus lanatus var	r. Citroides
	0	Citrullus lanatus		Propagative Material		Citrullus Ianatus	
	Showin	g 1 to 5 of 151 entries		First	Previous	2 3 4	5 31 Next Last
							Cancel Select
	120	00	\$				
5		t the total cargo am		t units from th	ne dropdo	wn list.	
	Total	Cargo Amount: Units *					
	Se	lect		~			
		lect res					
	Ba	gs					
	Ba	les rrels					
		x/Cartons					
		lk Cargo Containers					
	Ea	bic Meters ch					

Select the cargo category from the cargo category from the category * ??	
category G	
Select 🗸	
Select	
ITALIAN TILE	
OTHER PERISHABLE	
WPM	
	THEN:
WPM	THEN: Go to Step 7A

7A	Is the Italian Tile Manufacturer on the dropdown list?					
	IF:	THEN:				
	Yes	1. Select the manufacturer from the dropdown list.				
		2. Click on the plus sign.				
		Italian Tile Manufacturer *				
		Note: The selected manufacturer will appear below the field, as shown here:				
		La Romana Tiles, Roma 💼				
		Note: To delete the manufacturer, click on the trash can icon.				
		La Romana Tiles, Roma 💼				
		Note: Repeat the above steps to add a new manufacturer or to add multiple manufacturers.				
		3. Go to Step 8				
	No	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.				
		2. Refer to steps 1-2 above once the manufacturer is added.				
		3. Go to Step 8				
8	Select or add a consignee.					
	Consignee * Select	- Q				
	-	not found in the dropdown list, users can search or add them. Refer to the Trade Party in ARM Job Aid for steps to complete this task.				
9	Enter the counted amount	of cargo inspected.				
	Amount of Cargo Inspected: Count *					
	54					

10	Select the units of counted	amount of cargo inspected from the dropdown list.
	Amount of Cargo Inspected:	
	Units *	
	Select	✓
	Select	
	Bouquet	
	Stems Bales	
	Kilograms	
	Cubic Meters	
	Square Meters	
	Each Plant Units	
11	Enter the full name of the	Consignee's Ultimate Destination City.
11	Enter the full name of the c	
	Ultimate Consignee Destination	on
	City *	
	Savannah	
12		mate Destination State from the dropdown list.
	Ultimate Consignee Destination	on
	State *	
	Select	
	Select	
	Alabama	
	Alaska	
	American Samoa	
	Arizona	
	Arkansas California	
	California	
12	Was there additional action	necessary to reduce agricultural risk, as answered in Step 15 when you
13		ord (Topic 1 of this Job Aid)?
	created the hispection Reco	(Topic T of this Job Ald)?
	IF YOU SELECTED:	THEN:
	Yes	Go to Step 14.
	No	Go to Step 19.
		1

14		use of cargo from the dropdown list.
	Intended Use of Car Select Could Not Determ Mfgr/Processing Non-entry Personal Consum Propagative Wholesale/Retail	ine
15	Select Yes or No if	f an actionable Pest was found. THEN:
	Yes	1. Select where the Pest was found from the dropdown list. Where Was It Found?* Select Select EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck 2. Go to Step 16. Note: This field will appear when selecting Yes.
	No	Go to Step 16.
16	Select Yes or No if	f the commodity or cargo requires mandatory treatment.

IF:	THEN:
Yes	 Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM Click on the plus sign to add the Regulatory issue(s) Note: Repeat steps 1 and 2 as needed. Go to Step 18. Note: This field will appear when you select Yes.
No	Go to Step 18.

IF:	THEN:
Yes	 Select Yes or No if the article or cargo is prohibited Select where the article was found from the dropdown lis Where Article Was Found * Select Select Select EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck
	3. Select a contaminant from the dropdown list Contaminant * Select Select
	Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed
	4. Click on the plus sign to add the Contaminant(s)
	Note: Repeat steps 1 and 2 as needed.5. Go to Step 19
No	Go to Step 19.

Add Artic	:le							
l								
Note: All d	ata entere	d will po	pulate on	Heading 2	Articles M	laster Tab	le.	
2 Article	s Master	Table						
	o maotor	Table						
All 🗸 record	s per page							Filter
		Total			Ultimate	Actionable		
				A	- · ·			A
Category	♦ Article	Cargo ∳ Qty	Amount 🔶 Inspected	¢ Consignee	Consignee 🛛 🌢 Destination	Pest 🕴	Contaminant	♦ Complete
Category PERISHABLE	Asparagus	Cargo Qty 500		A Bryant,	Destination		Contaminant Yes (Dirt/Soil)	
		Cargo ∲ Qty	Inspected	-	Destination	Found?		•
	Asparagus officinalis - ASPARAGUS	Cargo Qty 500	Inspected	A Bryant,	Destination	Found?		Pending In

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	A Co to Stop 21
	4. Go to Step 21.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All V records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 21.
Does not require further	1. Click on Save Tab.
action	Save
	2. Go to Step 21.
Click on Close Tab.	
Close	

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.

🟂 AQIM Inspections 🏟 🛛 New										
5 v records per page				Filter	Show Active 🗸 Da	ate Range MM/DD/YYYY - MM/DD/YYYY	=			
Inspection Date	1 Event ID	11 Terminal	1 Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	ļţ			
		Show Complete: 7 Days Show Complete: 30 Days Show All								

Steps to locate and reopen an AQIM Inspection Record

ТЕР	ACTION	
1	IF THE ARTICLE WAS CLOSED:	THEN:
	Over 30 days ago	1. Click the calendar icon on the Date Range field.
		Date Range 12/10/2020 - 12/10/2020
		2. Select a date range.
		Date Range 12/10/2020 - 12/10/2020
		Last 7 Days Last 30
		Last 60 Days 29 30 1 2 3 4 5 27 28 29 30 31 1 2
		Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9 Custom Range 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
		12/10/2020 - 12/10/2020 Clear Apply
		3. Click Apply.
		12/10/2020 - 12/10/2020 Clear Apply
		4. Locate the record and Go to Step 2.
		Note: You can also type the date range in the field.

STEP	ACTION	
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All 2. Locate the record and Go to Step 2.
2	Click on the Status link on the AQI Status Closed Note: ARM will redirect you to the shown here: AQIM Inspection Event ID: 300421020001 Inspection Information Patiway* CBP Land Conveyance Date and Time* 0225/021 00:00 Bridge(crossing* Test Passenger Orgin Country* Canada Origin* Distant Passenger Destination State* Passenger Destination City* Arzona	M Inspections Pane. AQIM Inspection Page. All fields will appear disabled, as
3	Click Reopen Tab at the right bottom Save Reopen Note: After selecting Reopen, the in	
4	Update any information on the field	s as needed.

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.

🔌 AQIM Ins	pections 🏚	New						
5 v records per pa	age			Filter		Show Active Date Ran	ge MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	↓† Event ID	11 Pathway	↓ ↑ Terminal	.↓↑ Dest City	1 Dest State	e 🕼 Inspector Name	.↓† Status	11
	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

	uthern Truck	<u>Cargo</u> Pathv	vay fro	om the dropdown
Pathway *				
Select		~		
Select				
Air Cargo				
Air Passenger	Baggage			
Mail Facility				
Maritime Carg				
Southern Bord				
Southern Truck	Cargo			
L				
Note: ARM	will redirect v	vou to the So	outhern	Truck Cargo page as seen here:
	-	you to the So	outhern	Truck Cargo page as seen here:
Note: ARM	-	you to the So	outhern	Truck Cargo page as seen here:
	ection	you to the So	outhern	Truck Cargo page as seen here:
AQIM Inspection In	ection	you to the So	outhern	Truck Cargo page as seen here:
AQIM Insp	ection	you to the So	outhern	Truck Cargo page as seen here:
AQIM Inspection In Pathway*	oformation	you to the So	outhern	Truck Cargo page as seen here:
AQIM Inspection In Pathway* Southern Truck Cargo	oformation		outhern	
AQIM Inspection In Pathway * Southern Truck Cargo Search By	oformation			Bridge/Crossing *
AQIM Inspection In Pathway * Southern Truck Cargo Search By Select	oformation			Bridge/Crossing * Select
AQIM Inspection In Pathway * Southern Truck Cargo Search By Select	oformation			Bridge/Crossing * Select
AQIM Inspection In Pathway* Southern Truck Cargo Search By Select Exam Batch ID	oformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) *
AQIM Inspection In Pathway* Southern Truck Cargo Search By Select Exam Batch ID Date*	ection Iformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) * Entry/Truck Size *
AQIM Inspection In Pathway* Southern Truck Cargo Search By Select Exam Batch ID Date* 09/09/2024	ection Iformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) * Entry/Truck Size * Select
AQIM Inspection In Pathway * Southern Truck Cargo Search By Select Exam Batch ID Date * 08/09/2024 Country of Origin *	ection Iformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) * Entry/Truck Size * Select Was refrigeration on or running recently? * No O Yes Additional action necessary to reduce agricultural risk? *
AQIM Inspection In Pathway* Southern Truck Cargo Search By Select Exam Batch ID Date* 09/09/2024 Country of Origin* Select	ection Iformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) * Entry/Truck Size * Select Was refrigeration on or running recently? * No O Yes Additional action necessary to reduce agricultural risk? * No O Yes
AQIM Inspect 1 Inspection In Pathway * Southern Truck Cargo Search By Select Exam Batch ID Date * 09/09/2024 Country of Origin * Select Inspected By *	ection Iformation			Bridge/Crossing * Select Carrier (Trucking Line/Company) * Entry/Truck Size * Select Was refrigeration on or running recently? * No O Yes Additional action necessary to reduce agricultural risk? *

STEP	ACTION	
3 A		
	IF AQIM INSPECTION IS:	THEN:
	Associated with a CBP Batch Exam	 Select CBP Exam Batch ID. Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID
	Associated with a CBP Pest ID	 2. Go to Step 3B. 1. Select CBP Pest ID Search By CBP Batch Exam ID Select CBP Pest ID Regulatory Action ID 2. Go to Step 3B
	Associated with a Regulatory Action ID	 Select Regulatory Action ID Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B
	Not associated with any of the options above	Go to Step 4.
3B	Enter the number of your s Search Record ID 99100004	election on Step 3A on the Search Record ID field.

ever	lt.								
In	spection Search Result	s							
5	✓ records per page							Filter	
Ins	spection Number II CBF	P Batch Exam ID	CBP Pest ID		Article	It Regulate	ory Action ID		lt.
52	06-99100004 991	00004	Multiple		Multiple	Multiple			Load
Sho	wing 1 to 1 of 1 entries						First	Previous	1 Next
	e: All data related to	the inspection	n event assoc	ciated	l with yo	ur AQII	M will]	popula	ite mos
	M fields.		n event assoc	ciated	d with yo	ur AQII	M will]	popula	ite mos
AQI	M fields. AQIM Inspection Event ID: 5206-99		n event assoc	ciated	l with yo	ur AQII	M will	popula	ite mos
AQI	M fields. AQIM Inspection Event ID: 5206-99 ⁻ Inspection Information		n event assoc	ciated	l with yo	ur AQI	∕I will]	popula	ite mos
AQI III i	M fields. AQIM Inspection Event ID: 5206-99 ⁻ Inspection Information Pathway*		n event assoc		l with yo	ur AQII	M will	popula	ite mos
AQI III III III III	M fields. AQIM Inspection Event ID: 5206-99 ⁻ Inspection Information Pathway* Ar Cargo Exam Batch ID		n event assoc		Terminal *	ur AQI	M will	popula	ite mos
	M fields. Accurate restrict accurate AQIM Inspection Event ID: 5206-997 Inspection Information Pathway* Air Cargo Exam Batch ID 9100004	100004	n event assoc		Terminal * Select	ur AQI	√ will j	popula	ite mos
	M fields. AQIM Inspection Event ID: 5206-99 ⁻ Inspection Information Pathway* Ar Cargo Exam Batch ID		n event assoc		Terminal *	ur AQI	M will	popula	ite mos
	M fields. Accurate rearrance accord for an analysis of the second secon	100004 Number*	n event assoc	>	Terminal * Select Airline *	ur AQI	M will	popula	ite mos
	M fields. AQIM Inspection Event ID: 5206-997 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select Simple Bill Customs Entry	100004		>	Terminal * Select Airline * Select Flight Number * ex: 1234		~		te mos
	M fields. AQIM Inspection Event ID: 5206-997 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number	100004 Number* B99-100004 CB5-99100004		>	Terminal * Select Airline * Select Flight Number *		~		ite mos
	M fields. AQIM Inspection Event ID: 5206-997 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select Simple Bill Customs Entry	100004		>	Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action i O No O Yes Any Wood Packing	necessary to reduc	~		ite mos
	M fields. Accurate the entropy of th	100004 Number * B99-100004 CB5-99100004 House Bill		>	Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action O No O Yes	necessary to reduc	~		ite mos
	M fields. Accurate the entropy of th	100004 Number * B99-100004 CB5-99100004 House Bill		>	Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action i O No O Yes Any Wood Packing	necessary to reduc	~		te mos

3 E	Review all populated fields and complete any missing AQIM data.
	Note: A big red asterisk will appear in front of article(s) where there is missing data.
	2 Articles Master Table
	All v records per page
	Total Cargo
	Category 11 Article 11 Qty 11
	*Aster sp Aster (CF) 800 Stems
	*Daphne sp Daphne (CF) 300 Stems
	You will find more information about this in Section 2.
3 F	Go To Section 2 Add AQIM Inspection Articles and Results.
4	Enter the Exam Batch ID.
	Exam Batch ID
	Note: This is a non-required field. SKIP this step if needed. Type the date of the inspection.
5	Date *
	03/02/2021
	OR
	Click on the Calendar icon and select the date.
	Date *
	03/02/2021
	< Mar v 2021 v
	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
	24 22 23 24 25 26 27 . 28 29 30 34 4 2 3 .
	4 5 6 7 8 9 40
	Clear Apply
6	Click on Apply tab.
	Apply

Origin *	from the dropdown list
Mexico	~
Mayotte Mexico	
Micronesia	
Moldova Monaco	
IF:	THEN:
Mexico	1. Select the Origin State from the dropdown list.
	Select
	Aguascalientes
	Baja California Baja California Sur
	Campeche
	Chiapas
	2. Go to Step 8.
Other than Mexico	Go to Step 8.
Select an Inspector if ne	eeded.
	Select
	Bays, Darrell
	Bradshaw, William
Inspected By *	Bradshaw, William Cruz Martinez, Karelyn
mopeored by	Deugwillo Joe
Velazquez, Antonio 🔽	Ide, Eric

9	Select the inspection method from the dropdown list. Inspection Method * Select Select Hypergeometric Sample Observed Entire Contents Observed Partial Contents Observed Tailgate Only
10	Select Bridge/Crossing from the dropdown list. Bridge/Crossing * Select
11	Enter the Carrier (Trucking Line/Company).
12	Select the truck size from the dropdown list Entry/Truck Size * Select Select Greater than 20 ft. Less than 20 ft.
13	Select Yes or No if the refrigeration was on or run recently.
14	 Select Yes or No is there is an additional action necessary to reduce agricultural risk. Note: When you select Yes, five additional fields will appear on the Article section. These are: 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. You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.

IF:	THEN:
Yes	1. Select the type of WPM from the dropdown list.
	Type of WPM * Select Crating Dunnage Other Pallet 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.
	Indicate % of WPM Inspected *
	 Select Yes or No if treatment documents are present. Select Yes or No if there is evidence of other treatment. Go to Topic 2: Add AQIM Inspection Articles and Results
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.

1	1 1 8		
STEP	ACTION		
1	If AQIM was associated with a		
	IF AQIM INSPECTION IS:	THEN:	
	Associated with:	Co to Step 2A	

Steps to enter add an Article to the page

INSPECTION IS:	THEN:
Associated with:	Go to Step 2A.
1. CBP Batch Exam	
2. CBP Pest ID	
3. Regulatory	
Action ID	
Not associated with:	Go to Step 3.
1. CBP Batch Exam	
2. CBP Pest ID	
3. Regulatory	
Action ID	

3	Select an Article Type on Heading 3 if Article Type * Fresh Fruits & Vegetables Select Cotton/Cotton Products Cut Flowers Firewood Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous	needed.		
	Propagative Material Seeds Not for Planting Unknown Plant Wood Chips Note: This field defaults to Fresh Fruits	s and Vegetables.		
4	Select the Article from the dropdown list or use the search feature to find the Article.			
	IF THE ARTICLE IS: Listed	THEN: 1. Select an article 2. Go to Step 5		
	Not listed	Go to Step 4A.		
4 A	Click on the search icon. Article * Select			

Simple Search		
Article Classification Plant Animal	Miscellaneous	
Scientific Name	Article Type	Common Name
Enter at least 3 characters to search	Fresh Fruits & Vegetables	Enter at least 3 characters to search
Starts with		Starts with Contains
Search Article Not Found		
5 v records per page		Filter
🖺 Scientific Name	1 Common Name	11 Article Type
Showing 0 to 0 of 0 entries		First Previous Next Last
Showing 0 to 0 of 0 entries		First Previous Next Last
Note: If the article is not f Vegetables you will search	h by scientific name or	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n	h by scientific name or rch results. Use only on	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide search	h by scientific name or rch results. Use only on	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables	h by scientific name or rch results. Use only on	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using
Note: If the article is not f Vegetables you will search ARM will not provide sear Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs	h by scientific name or rch results. Use only on leeded.	Cancel Select Help Desk. When searching for Fruits by common name. Do <u>not</u> search using b

Scientific Name	🖺 Commodity Type	1 Common Name	11
O Citharexylum sp.	Propagative Material	Citharexylum sp.	
Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa	
 Citronella sp. 	Propagative Material	Citronella sp.	
 Citrullus amarus 	Propagative Material	Citrullus lanatus var. Citroides	
O Citrullus lanatus	Propagative Material	Citrullus Ianatus	
Showing 1 to 5 of 151 entries	First Prev	vious 1 2 3 4 5 31 Next	Last
		Cancel	Select
Enter the count of total of	cargo amount.		
Total Cargo Amount: Coun	t*		
1200	\$		
Select the total cargo am	ount units from the d	lropdown list.	
Total Cargo Amount: Units		-	
Select	~		
Select			
Acres			
Bags Bales			
Barrels			
Box/Cartons Bulk Cargo Containers			
Cubic Meters			
Each			
Select the cargo categor	v from the drondown	list	
Category *		1150	
PERISHABLE	~		
Select OTHER			

8	Select or add a consignee.
	Consignee *
	Select 🗸 🗸
	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.
	Scarch, Aud, and Eart a Trade Tarty in Artist 500 And for steps to complete this task.
0	
9	Enter the counted amount of cargo inspected.
	Amount of Cargo Inspected:
	Count *
	54 +
	<u> </u>
10	Calast the write of accurted and and a factor in an act of factor that the state of
10	Select the units of counted amount of cargo inspected from the dropdown list.
	Amount of Cargo Inspected:
	Units *
	Select 🗸
	Select
	Bouquet
	Stems
	Bales
	Kilograms
	Cubic Meters
	Square Meters
	Each
	Plant Units
11	Enter the full name of the Consignee's Ultimate Destination City.
	Ultimate Consignee Destination
	City *
	Savannah
12	Select the Consignee's Ultimate Destination State from the dropdown list.
14	Ultimate Consignee Destination
	State *
	State
	Select 🗸
	Select
	Alabama
	Alaska
	American Samoa
	Arizona
	Arkansas
	California

13		n necessary to reduce agricultural risk, as answered in Step 13 when you ord (Topic 1 of this Job Aid)?
	IF YOU SELECTED:	THEN:
	Yes	Go to Step 14.
	No	Go to Step 19.
14	Intended Use of Cargo * Select Could Not Determine Mfgr/Processing Non-entry Personal Consumption Propagative Wholesale/Retail	cargo from the dropdown list.
15	Select Yes or No if an activ	onable Pest was found. THEN:
	Yes	 Select Select Select EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck Go to Step 16. Note: This field will appear when selecting Yes.
	No	Go to Step 16.
16	Select Yes or No if the cor	nmodity or cargo requires mandatory treatment.

Yes	 Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM Click on the plus sign to add the Regulatory issue(s) Note: Repeat steps 1 and 2 as needed. Go to Step 18. Note: This field will appear when you select Yes.
No	Go to Step 18.

IF:	THEN:
Yes	 Select Yes or No if the article or cargo is prohibited. Select where the article was found from the dropdown list
	Where Article Was Found *
	Select 🗸
	Select EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck
	3. Select a contaminant from the dropdown list.
	Contaminant *
	Select O
	Select
	Biologicals
	Blood
	Dirt/Soil
	Manure Non Noxious Weed Seed
	Noxious Weed Seed
	4. Click on the plus sign to add the Contaminant(s)
	Note: Repeat steps 1 and 2 as needed.
	5. Go to Step 19.
No	Go to Step 19.

Click on Add Article Tab.									
Add Art	icle								
Note: All	data entere	d will po	pulate on	Heading 2	Articles N	laster Tab	le.		
2 Articl	es Master	Table							
All 🗸 reco	ords per page							Filter	
Category	Article	Total Cargo ∮ Qty	Amount 🍦 Inspected	¢ Consignee	Ultimate Consignee 🔶 Destination	Actionable Pest ∳ Found?	Contaminant	¢	Complete
PERISHABLE	Asparagus	500	29 Box/Cartons	A Bryant,	North Carolina,	Y	Yes (Dirt/Soil)		Pending Inspectio
	officinalis - ASPARAGUS (FV)	Box/Cartons		Laurinburg, NC	NC				

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4. Go to Step 21.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 21.
Does not require further action	1. Click on Save Tab.
action	Save
	2. Go to Step 21.
Click on Close Tab.	1

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.

♣ AQIM Inspection	ons 🔅 🛛 New						
5 v records per page				Filter	Show Active 🗸	Date Range MM/DD/YYYY - MM/DD/YYYY	=
Inspection Date	1 Event ID	1 Terminal	1 Dest City	↓ ↑ Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓† Status	1t
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

ТЕР	ACTION							
1	IF THE ARTICLE WAS CLOSED:	THEN:						
	Over 30 days ago	1. Click the calendar icon on the Date Range field.						
		Date Range 12/10/2020 - 12/10/2020						
		2. Select a date range.						
		Date Range 12/10/2020 - 12/10/2020						
		Last 7 Days Last 30						
		Last 60 Days 29 30 1 2 3 4 5 27 28 29 30 31 1 2						
		Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9 Custom Range 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						
		12/10/2020 - 12/10/2020 Clear Apply						
		3. Click Apply.						
		12/10/2020 - 12/10/2020 Clear Apply						
		4. Locate the record and Go to Step 2.						
		Note: You can also type the date range in the field.						

STEP	ACTION	
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2.
2	Click on the Status link on the AQI Status Closed Note: ARM will redirect you to the shown here: AQIM Inspection Event ID: 300421020001 Inspection Information Patiway* CBP Land Conveyance Date and Time* 0225/2021 00 00 Bridge(crossing* Test Passenger Destination State* Passenger Destination City* Atzona	M Inspections Pane.
3	Click Reopen Tab at the right botto Save Reopen Note: After selecting Reopen, the in	
4	Update any information on the field	ls as needed.

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.

🞐 AQIM Inspe	ections 🏟	New							
5 v records per page				Filter		Show Active	✓ Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	1 Event ID	↓≟ Pathway	↓† Terminal	↓↑ Dest City	↓↑ Dest State	e ↓† Inspector	Name	↓ ↑ Status	↓↑
	520620120012	CBP Air Passenger Baggage				Supervisor	2, TestPIS3 E	Draft Inspection	
01/11/2021 01:00:00	520621010011	CBP Air Cargo				Supervisor	2, 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	AC	CTION			
1	Click on the New tab next to the AQIM Inspections Pane.				
	AQIM Inspections 🏟 🛛 New				
	Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page a seen here:				
		A QIM Inspection			
	i	1 Inspection Information			
	Ē	Pathway *			
	ß	Select			
	D				
	â				

ACTION					
Select the Northern Truck Cargo pathway from the dropdown.					
Pathway *		1			
Select	~				
Select Air Cargo					
Air Passenger Bagg	age				
Mail Facility					
Maritime Cargo Northern Border Veh	icle				
Northern Truck Cargo					
	-				
		ruck Cargo page as seen here:			
Note: ARM will r		Fruck Cargo page as seen here:			
AQIM Inspecti	on	ruck Cargo page as seen here:			
	on	Fruck Cargo page as seen here:			
AQIM Inspection	on				
AQIM Inspection	on	Yruck Cargo page as seen here:			
AQIM Inspection	ion				
AQIM Inspection	on	✓			
AQIM Inspection	ion	✓ Carrier/Trucking Line * Was refrigeration on or running recently *			
AQIM Inspection Inspection Informat Pathway* Northern Fruck Cargo Date* 02/26/2021	ion	✓ Carrier/Trucking Line * Was refrigeration on or running recently * ○ No ○ Yes			
AQIM Inspection	ion	✓ Carrier/Trucking Line * Was refrigeration on or running recently *			
AQIM Inspection	ion	✓ Carrier/Trucking Line * Was refrigeration on or running recently * ○ No ○ Yes Additional action necessary to reduce agricultural risk?			
AQIM Inspection	ON ion	✓ Carrier/Trucking Line * Was refrigeration on or running recently * No ○ Yes Additional action necessary to reduce agricultural risk? ○ No ○ Yes			
AQIM Inspection Inspection Informat Pathway* Northern Fruck Cargo Date* 02/26/2021 Bridge/Crossing* Corigin* Select	on ion	Carrier/Trucking Line * Was refrigeration on or running recently * No ○ Yes Additional action necessary to reduce agricultural risk? No ○ Yes Any Wood Packing Material? *			
AQIM Inspection	ON ion	Carrier/Trucking Line * Was refrigeration on or running recently * No ○ Yes Additional action necessary to reduce agricultural risk? No ○ Yes Any Wood Packing Material? *			

TEP 3A	ACTION				
	IF AQIM INSPECTION IS: THEN:				
	Associated with a CBP Batch Exam	 Select CBP Exam Batch ID. Select CBP Batch Exam ID CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B. 			
	Associated with a CBP Pest ID	 Select CBP Pest ID Search By CBP Batch Exam ID Select CBP Pest ID CBP Pest ID Regulatory Action ID Go to Step 3B 			
	Associated with a Regulatory Action ID	 Select Regulatory Action ID Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 3B 			
	Not associated with any of the options above	Go to Step 4.			
3B	Enter the number of your s Search Record ID 99100004	selection on Step 3A on the Search Record ID field.			

BC	Click	on search.									
	Note	: A new window w	ill appear with t	the data of t	he e	vent that	will be	associa	ted wit	h you	r A(
	event		11							2	
	Ins	pection Search Resul	ts								
	5	✓ records per page							Filter		
	Insp	ection Number 11 CE	3P Batch Exam ID	CBP Pest ID		Article	Regulate	ory Action ID		IT.	1
	520	6-99100004 99	100004	Multiple		Multiple	Multiple			Load	d
	Show	ing 1 to 1 of 1 entries						First	Previous	1 Next	Last
D	Click	Load.									
		: All data related to M fields.	the inspection	event assoc	iatec	l with yo	ur AQII	M will p	populat	te mos	st of
	AQI	M fields.		event assoc	iatec	l with yo	ur AQII	M will I	populat	te mos	st of
				event assoc	iated	l with yo	ur AQII	M will I	populat	te mos	st of
	AQIN	M fields. AQIM Inspection	100004	event assoc	iatec	l with yo	ur AQII	M will p	populat	te mos	st of
	AQII	M fields. Average of Proceeding and Average of Street AQIM Inspection Event ID: 5206-99 Inspection Information Pathway*	100004	event assoc		l with yo	ur AQII	M will p	populat	te mos	st of
	AQIN IIII IIII IIIII IIIIIIIIIIIIIIII	M fields. AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Ar Cargo	100004	event assoc	iatec		ur AQII	M will p	populat	te mos	st of
	AQIN i i i i	M fields. Average of Proceeding and Average of Street AQIM Inspection Event ID: 5206-99 Inspection Information Pathway*	100004	event assoc		l with yo Terminal *	ur AQII	M will p	populat	te mos	st of
	AQII ■ i ⊡ ⊙	M fields. AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Ar Cargo Exam Batch ID	100004	event assoc		Terminal * Select Airline *	ur AQII	M will p	populat	te mos	st of
	AQIN III III III III III III III	M fields. AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select	0100004			Terminal * Select Airline * Select	ur AQII	M will p	populat	te mos	st of
	AQIN III III III III III III III	M fields. Accord and real relation and accord	0100004			Terminal * Select Airline *	ur AQII	M will p		te mos	st of
	AQIN III III III III III III III	M fields. AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select	100004			Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action	ur AQII	~		te mos	st of
	AQIN III III III III III III III	M fields. Accord and Part Neuron Value Constrained AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Air Cargo Exam Batch ID 99100004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number Master Bill:House Bill	0100004 Number* B99-100004 CB5-99100004 House Bill			Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action No Ves	necessary to reduc	~		te mos	st of
	AQIN III III III III III III III	M fields. AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Ar Cargo Exam Batch ID 9910004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number	Number*			Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action	necessary to reduc	~		te mos	st of
	AQIN III III III III III III III	M fields. Accord and Part Neuron Value Constrained AQIM Inspection Event ID: 5206-99 Inspection Information Pathway* Air Cargo Exam Batch ID 99100004 Shipment Identifiers Type* Select Simple Bill Customs Entry Number Master Bill:House Bill	0100004 Number* B99-100004 CB5-99100004 House Bill			Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action O No O Yes Any Wood Packin	necessary to reduc	~		te mos	st of
	AQIN III III III III III III III	M fields.	0100004 Number* B99-100004 CB5-99100004 House Bill B60282		~	Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action O No O Yes Any Wood Packin	necessary to reduc	~		te mos	st of
	AQIN III III III III III III III	M fields.	0100004 Number* B99-100004 CB5-99100004 House Bill B60282 L99-100004		~	Terminal * Select Airline * Select Flight Number * ex: 1234 Additional action O No O Yes Any Wood Packin	necessary to reduc	~		te mos	st of

3 E	Review all populated fields and complete any missing AQIM data.						
	Note: A big red asterisk will appear in front of article(s) where there is missing data.						
	Articles Mester Table						
	2 Articles Master Table						
	All v records per page						
	Total Cargo						
	Category 11 Article 11 Qty 11						
	*Aster sp Aster (CF) 800 Stems						
	*Daphne sp Daphne (CF) 300 Stems						
	You will find more information about this in Section 2.						
3 F	Go To Section 2 Add AQIM Inspection Articles and Results.						
4	Enter the Exam Batch ID.						
	Exam Batch ID						
	Note: This is a non-required field. SKIP this step if needed.						
5	Type the date of the inspection.						
	Date *						
	03/01/2021						
	OR						
	Click on the Calendar icon and select the date.						
	Date *						
	03/01/2021						
	< Mar v 2021 v						
	Su Mo Tu We Th Fr Sa						
	28 1 2 3 4 5 6 7 8 9 19 11 12 13						
	14 15 16 17 18 19 20						
	24 22 23 24 25 26 27						
	28 29 30 34 4 2 3						
	4 5 6 7 8 9 49 _						
	Clear Apply						
6	Click on Apply tab.						
	Apply						

7	Select the cargo origin from the dropdown list
	Country of Origin *
	Select
	Select
	Afghanistan
	Aland Islands Albania
	Algeria
	American Samoa - Andorra
	Angola
	Anguilla Antarctica
	Antioua and Barbuda
8	Select an Inspector if needed.
	Select
	Bays, Darrell
	Bradshaw, William
	Bradshaw, William
	Inspected By * Cruz Martinez, Karelyn
	Velazquez, Antonio
	Ide, Eric
	Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip
	this step if needed.
9	
	Select the inspection method from the dropdown list.
	Inspection Method *
	Select 🗸
	Select
	Hypergeometric Sample
	Observed Entire Contents
	Observed Partial Contents
	Observed Tailgate Only
10	
10	Select Bridge/Crossing from the dropdown list
	Bridge/Crossing *
	Select V
11	Enter the Carrier (Trucking Line/Company).
	Carrier (Trucking Line/Company) *

12	Select Yes or No if	Select Yes or No if the refrigeration was on or run recently.			
13	Select Yes or No is there is an additional action necessary to reduce agricultural risk. Note: When you select Yes, five additional fields will appear on the Article section. These are: 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. You will see more guidance regarding these fields on Topic 2: Add AQIM Inspection Articles and Results.				
14	Select Yes or No fo	r any wood packing material (WPM). THEN:			
	Yes	 Select the type of WPM from the dropdown list. Type of WPM * Select Crating Dunnage Other Pallet Select Yes or No if the WPM has the official ISPM marking. Select Yes or No if bark was found on WPM. Enter the percent of WPM inspected. Indicate % of WPM Inspected * Select Yes or No if treatment documents are present. Select Yes or No if there is evidence of other treatment. Go to Topic 2: Add AQIM Inspection Articles and Results 			
	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.

STEP	ACTION				
1	If AQIM was associated with a				
	IF AQIM INSPECTION IS:	THEN:			
	Associated with:	Go to Step 2A.			
	 CBP Batch Exam CBP Pest ID Regulatory Action ID 				
	Not associated with:	Go to Step 3.			
	 CBP Batch Exam CBP Pest ID Regulatory Action ID 				

Steps to enter add an Article to the page

	THEN:
Has a red asterisk	9. Click over the article line.
	Articles Master Table All vecords per page
	Category ↓↑ Article ★Astiγr sp Aster (CF)
	Note: The line will turn green, and the article's available data v populate back on Heading number 3 Add Articles.
	3 Add Articles
	Article * Total Cargo Amount: Cou Cut Flowers & Greenery
	Category * 🕢 Consignee * Amount Cargo Inspected
	Select Q Ultimate Consignee Destination City * Ultimate Consignee Destination State * Intended Use Of Cargo *
	Article or cargo requires mandatory treatment? * No Yes No Yes
	10. Identify and complete any required missing data. 11. Click on Update Article.
	Note: The article data will update, and the asterisk will no lon appear near it.
	-

3	Select an Article Type on Heading 3 if Article Type * 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 Note: This field defaults to Fresh Fruits Select the Article from the drondown bi	s and Vegetables.		
4	Select the Article from the dropdown list or use the search feature to find the Article. Article * Select			
	IF THE ARTICLE IS:	THEN:		
	Listed	 Select an article. Go to Step 5. 		
	Not listed	Go to Step 4A.		
4 A	Click on the search icon. Article * Select			

Simple Search		
Article Classification Plant Ani		
Scientific Name	Article Type	Common Name
Enter at least 3 characters to search.		Enter at least 3 characters to search
Starts with O Contains		Starts with Contains
Search Article Not Found		
5 v records per page		Filter
👫 Scientific Name	1 Common Name	11 Article Type 11
Showing 0 to 0 of 0 entries	↓↑ Common Name	Image: Article Type Image: Image: Image: Article Type First Previous Next Last
	↓↑ Common Name	First Previous Next Last
Showing 0 to 0 of 0 entries Note: Note: If the articl Vegetables you will sear	e is not found, contact the	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the articl Vegetables you will sear ARM will not provide so Select an Article Type if	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using be
Showing 0 to 0 of 0 entries Note: Note: If the articl Vegetables you will sear ARM will not provide so Select an Article Type if Article Type	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear Select an Article Type if Article Type Fresh Fruits & Vegetables	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear Select an Article Type if Article Type Fresh Fruits & Vegetables Select	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear ARM will not provide sear Select an Article Type if Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear ARM will not provide sear Select an Article Type if Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear ARM will not provide sear Select an Article Type if Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Showing 0 to 0 of 0 entries Showing 0 to 0 of 0 entries Vegetables Yegetables Yegetables Yegetables Yegetables Yegetables Yegetables Yegetables Yegetables Yegetables Select an Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear ARM will not provide sear Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo
Showing 0 to 0 of 0 entries Note: Note: If the article Vegetables you will sear ARM will not provide sear ARM will not provide sear Select an Article Type if Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber	e is not found, contact the rch by scientific name or by earch results. Use only one	First Previous Next Last Cancel Select ARM Help Desk. When searching for F v common name. Do <u>not</u> search using bo

			nd then click Select.
0	Scientific Name	Commodity Type	
0	Citharexylum sp.	Propagative Material	
0	Citrofortunella microcarpa	Propagative Material	
۲	Citronella sp.	Propagative Material	Citronella sp.
0	Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
0	Citrullus lanatus	Propagative Material	Citrullus lanatus
Showin	g 1 to 5 of 151 entries	First	Previous 1 2 3 4 5 31 Next
			Cancel
Select Total Se Ac Ba Ba Ba Ba Ba Ba Cu	et the total cargo an Cargo Amount: Units lect res les les irrels ix/Cartons ilk Cargo Containers ibic Meters	nount units from the second	he dropdown list.
Selec	et the cargo categor		own list
Cate P	elect THER		

8	Select or add a consignee.
	Consignee *
	Select VQ
	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.
9	Enter the counted amount of cargo inspected.
,	
	Amount of Cargo Inspected: Count *
	Count
	54 🗢
10	Select the units of counted amount of cargo inspected from the dropdown list.
10	Amount of Cargo Inspected:
	Units *
	Select 🗸
	Select
	Bouquet
	Stems
	Bales
	Kilograms Cubic Meters
	Square Meters
	Each
	Plant Units
11	Enter the full name of the Consignee's Ultimate Destination City.
**	
	Ultimate Consignee Destination
	City *
	Savannah
12	Select the Consignee's Ultimate Destination State from the dropdown list.
	Ultimate Consignee Destination
	State *
	Select V
	Select
	Alabama
	Alaska
	American Samoa Arizona
	Arkansas
	California

13		n necessary to reduce agricultural risk, as answered in Step 13 when you ord (Topic 1 of this Job Aid)?
	IF YOU SELECTED:	THEN:
	Yes	Go to Step 14.
	No	Go to Step 19.
14		cargo from the dropdown list.
	Intended Use of Cargo *	
	Select	
	Could Not Determine	
	Mfgr/Processing Non-entry	
	Personal Consumption Propagative	
	Wholesale/Retail	
15	Select Yes or No if an action	onable Pest was found.
	IF:	THEN:
	Yes	1. Select where the Pest was found from the dropdown list.
		Where Was It Found?*
		Select 🗸
		Select
		EXT-Exterior FR-Front Half of Truck Bed/Container
		RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck
		2. Go to Step 16.
		Note: This field will appear when selecting Yes.
	No	Go to Step 16.
16	Select Yes or No if the con	nmodity or cargo requires mandatory treatment.

IF:	THEN:
Yes	 Select a Regulatory issue(s) from the dropdown list. * Regulatory Issues Select Select Mismanifested Phyto/Documentation Issue Smuggled Uncertified WPM Click on the plus sign to add the Regulatory issue(s) Note: Repeat steps 1 and 2 as needed. Go to Step 18. Note: This field will appear when you select Yes.
No	Go to Step 18.

IF:	THEN:
Yes	 Select Yes or No if the article or cargo is prohibited. Select where the article was found from the dropdown list
	Where Article Was Found *
	Select 🗸
	Select EXT-Exterior FR-Front Half of Truck Bed/Container RR-Rear Half of Truck Bed/Container TGT-Tailgate of Container/Truck
	3. Select a contaminant from the dropdown list.
	Contaminant *
	Select
	Select
	Biologicals
	Dirt/Soil
	Manure Non Noxious Weed Seed
	Noxious Weed Seed
	4. Click on the plus sign to add the Contaminant(s)
	Note: Repeat steps 1 and 2 as needed.
	5. Go to Step 19.
No	Go to Step 19.

Click on Ac	ld Article	Tab.							
Add Artic	le								
Note: All d	ata entere	d will po	pulate on	Heading 2	Articles N	laster Tab	le.		
		a min po	parate on						
2 Article	s Master	Table							
All V records	s per page							Filter	r
		Total			Ultimate	Actionable			
¢ Category	Article	Cargo	Amount 🔶 Inspected	¢ Consignee	Consignee 🍦 Destination	Pest 🔶 Found?	Contaminant	\$	Complete
PERISHABLE	Asparagus officinalis -	500 Box/Cartons	29 Box/Cartons	A Bryant, Laurinburg, NC	North Carolina, NC	Υ	Yes (Dirt/Soil)		Pending Inspecti
	ASPARAGUS (FV)								

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article that needs to be updated under Heading
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4 Co to Stop 21
	4. Go to Step 21.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Article
	Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	 Enter new information if needed. Go to Step 21.
Does not require further	1. Click on Save Tab.
action	Save

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.

AQIM Inspect	ions 🔅 🛛 New						_
5 v records per page				Filter	Show Active 🗸 Da	ate Range MM/DD/YYYY - MM/DD/YYYY	=
Inspection Date	1 Event ID	↓ la Terminal	1 Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ ↑ Status	ļţ
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

ТЕР	ACTION							
1	IF THE ARTICLE WAS CLOSED:	THEN:						
	Over 30 days ago	1. Click the calendar icon on the Date Range field.						
		Date Range 12/10/2020 - 12/10/2020						
		2. Select a date range.						
		Date Range 12/10/2020 - 12/10/2020						
		Last 7 Days Last 30						
		Last 60 Days 29 30 1 2 3 4 5 27 28 29 30 31 1 2						
		Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9 Custom Range 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						
		12/10/2020 - 12/10/2020 Clear Apply						
		3. Click Apply.						
		12/10/2020 - 12/10/2020 Clear Apply						
		4. Locate the record and Go to Step 2.						
		Note: You can also type the date range in the field.						

STEP	ACTION	
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2.
2	Click on the Status link on the AQI Status Closed Note: ARM will redirect you to the shown here: AQIM Inspection Event ID: 300421020001 Inspection Information Pathway* CBP Land Conveyance Data and Time* 0225/2021 00:00 Bridge(Crossing* Test Passenger Origin Country* Canada Origin* Distant Passenger Destination State* Passenger Destination City* Arizona Stockton	M Inspections Pane.
3	Click Reopen Tab at the right botto Save Reopen Note: After selecting Reopen, the in	
4	Update any information on the field	ls as needed.

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.

🔌 AQIM Insi	pections 🏚	New							
5 v records per pa	age			Filter		Show Active	Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	↓↑ Event ID	J≟ Pathway	1 Terminal	🕼 Dest City	Dest State	1 Inspector N	lame	↓† Status	Ĵĵ
	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	AC	CTION
1	Clic	ck on the New tab next to the AQIM Inspections Pane.
	*	AQIM Inspections 🏟 🔤
	NT A	
		te: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as
		n here:
	seer	n here:
	seer	In here: Inited States Department of Agriculture Annual and Plant Health Impaction Service
	seer	In here: A United States Department of Agriculture AQIM Inspection
	seer	n here:
	seer	In here: Utiled States Department of Agriculture AQIM Inspection 1 Inspection Information Pathway*

STEP	ACTION	
2	Select the Southern Border Vehicle Select Select Select Air Cargo Air Passenger Baggage Mail Facility Maritime Cargo Southern Border Vehicle Southern Truck Cargo Note: ARM will redirect you to the AQIM Inspection	
	Inspection Information Pathway* Subtem Bode Vehicle Date and Time* Origin Country* Select. Origin * Select. Origin * Select. Destination State * Passenger Destination City * Select. Destination * Select. Number of Passengers* Reason for Travel * Select. Timpected By* Samos, Jone	Vehicle Type * Select Vehicle License County * Select Vehicle License Select * Select Vehicle License * ex AAA-1234 BridgeCrossing * Select Vehicle License * ex AAA-1234 BridgeCrossing * Select Object on a farm or ranch/new Investock? * ONo O'Yes Golds to a farm or ranch? ONo O'Yes Any Itemes Afgricultural Interest?* ONo O'Yes
3	IF: Submitting a Diagnostic Request first	THEN: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)
	<u>Not</u> submitting a Diagnostic Request first	Go to Step 4

STEP	ACTION
4	Type the date and time of the inspection.
	Date and Time *
	12/10/2020 00:00
	OR
	OK
	Click on the Calendar icon and select the date and time.
	Date and Time *
	12/10/2020 00:00
	< Dec v 2020 v
	Su Mo Tu We Th Fr Sa
	29 30 1 2 3 4 5 Arrival Final D
	6 7 8 9 10 14 12 Select
	13 14 15 16 17 18 19 20 24 22 23 24 25 26
	27 28 29 30 34 4 2
	3 4 5 6 7 8 9
	Clear Apply
5	Click on Apply tab.

6	Select the Passenger's country of or	rigin from the dropdown list.
	Passenger Origin Country *	
	Mexico	
	Mauritius	
	Mayotte Mexico	
	Micronesia	
	Moldova Monaco	
	Mondoo	
	IF:	THEN:
	Mexico	 Select passenger's Mexican state of origin Passenger Origin State * Select Aguascalientes Baja California Baja California Sur Campeche Chiapas Go to Step 7
	<u>No</u> t Mexico	Go to Step 7
7	Note: This new field will appear we Select the Origin from the dropdow Origin * Select Select Distant Local	hen selecting Mexico as Passenger's country of origin. /n list.

8	Select the Passenger Destination State from the dropdown list
	Passenger Destination State *
	Select
	Select
	Alabama
	Alaska American Samoa
	Arizona
9	Enter the full name of the passenger's Final Destination City.
	Passenger Destination City *
	Stockton
10	Select a Destination from dropdown list.
	Destination *
	Destination
	Select 🗸
	Select
	Distant
	Local
11	Enter the number of passengers.
	Number of Passengers *
	2
12	Select the primary Reason for Travel from the dropdown list.
	Reason for Travel *
	Select
	Select
	Business/Work
	Family Visit Other
	Return Home
	School
	Shop/Dine
	Tourist Visit Friends

r	1
13	Select the Citizenship Status from the dropdown list.
	Citizenship Status *
	Select
	Select
	Non Citizen (Resident)
	Non-Citizen (Non-Resident)
	Other
	US Citizen
14	Select an Inspector if needed.
	Select
	Bays, Darrell Bradshaw, William
	Bradshaw, William
	Inspected By * Cruz Martinez, Karelyn
	Velazquez, Antonio
	Ide, Eric
	Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip
	this step if needed.
15	Select a Vehicle Type from the dropdown list.
	Vehicle Type *
	Select
	Select Car/Station Wagon
	Commercial Van
	Family Van
	Recreational Vehicle Sport Utility
	Truck
16	Select the Vehicle License Country from the dropdown list.
	Vehicle License Country *
	Select
	Select
	Canada
	Mexico
	United States of America

dge/Crossing * Select	se number.
er the vehicle license hicle License * ER-899 ect Bridge/Crossing f dge/Crossing * Select	from the dropdown list. The "Have you been on a farm or ranch/near livestock" question. The "Going to a farm or ranch" question.
ticle License * ER-899 ect Bridge/Crossing f dge/Crossing * Select	from the dropdown list. The "Have you been on a farm or ranch/near livestock" question. The "Going to a farm or ranch" question.
dge/Crossing * Select	e "Have you been on a farm or ranch/near livestock" question. e "Going to a farm or ranch" question.
	e "Going to a farm or ranch" question.
ect Yes or No for the	
	e "Any items of Agriculture interest" question.
ect Yes or No for the	
:	THEN:
S	 1. Look for Headings 2 and 3 to appear as shown here: 2 Articles Master Table All records per page Select All Qty Showing 0 to 0 of 0 entries 3 Add Articles 2. Go to Section 2 on how to add an article(s).

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.

STEP	ACTION	
1	Select an Article Type on Heading 3 if needed. Article Type * 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 Note: This field defaults to Fresh Fruits and Vegetables. Select the Article from the dropdown list or use the search feature to find the Article.	
2	Select the Article from the dropdown li Article * Select	st or use the search feature to find the Article.
	IF THE ARTICLE IS:	THEN:
	Listed	 Select an article Go to Step 4
	Not listed	Go to Step 3A.
3A	Click on the search icon. Article * Select	

Steps to add an Article to the page

	. 1 . 2 1	<u> </u>	
Find	at least 3 characters	of an article and click Se	arch ×
Find	Anicie		
Simple	e Search		
Article (Classification 💿 Plant 🔾 Animal	O Miscellaneous	
Scienti	fic Name	Article Type	Common Name
 Enter Start 	at least 3 characters to search s with O Contains	Fresh Fruits & Vegetables	Enter at least 3 characters to search Starts with O Contains
Sear	ch Article Not Found	-	
5	✓ records per page		Filter
Ļ	Scientific Name	11 Common Name	11 Article Type
Showing	g 0 to 0 of 0 entries		First Previous Next Last
Veget	ables you will search		Help Desk. When searching for Fruits and y common name. Do <u>not</u> search using both option.
	an Article Type if n	eeded.	
Article	Туре		
Article Fres Sele Anin Cott Cut I Fres Grain Logs	Type h Fruits & Vegetables ct nal Product on/Cotton Products Flowers h Fruits & Vegetables n - DEPRECATED	~	
Article Fres Sele Anin Cott Cut I Fres Grain Logs Lum Misc Prop Seed	Type h Fruits & Vegetables ct nal Product on/Cotton Products Flowers h Fruits & Vegetables n - DEPRECATED	~	

STEP	ACTION	
3D	Select an Article using the radio button and then click Select.	
	Scientific Name 👫 Commodity Ty	ype 👫 Common Name
	Citharexylum sp. Propagative Ma	aterial Citharexylum sp.
	O Citrofortunella microcarpa Propagative Ma	aterial Citrofortunella microcarpa
	Citronella sp. Propagative Ma	aterial Citronella sp.
	O Citrullus amarus Propagative Ma	aterial Citrullus Ianatus var. Citroides
	O Citrullus lanatus Propagative Ma	aterial Citrullus lanatus
	Showing 1 to 5 of 151 entries	First Previous 1 2 3 4 5 31 Next Last
		Cancel Select
5	Article Quantity * .5 + Select the Article Units. Article Units * Select Select Kilograms Note: Units will default according to t	
6	Select Yes or No for the "Article was declared" question.	
7	Select an Action Taken from the dropo	down list.
	Action Taken * Select Select Clean/Treated Inspect and Release Seized/Intercepted	

8	Select where in the vehicle the article was found.
	Found in Vehicle *
	Select 🗸
	Select
	Concealed
	Passenger Seating Area
	Storage Area Truck Bed
	Trunk
9	Select where the article was Found In from the dropdown list.
	* Found In
	Select
	Select
	Carton/Box
	Cooler Grocery/Shopping bag
	Luggage
	Other
10	Select a Contaminant from the dropdown list if needed.
	Contaminant *
	None
	None Biologicals
	Blood Dirt/Soil
	Manure
	Non Noxious Weed Seed Noxious Weed Seed
	Note: This field defaults to None.

11	Click on Add Article Tab. Add Article Note: All data entered will Article Article Garcinia mangostana - MANGOSTEEN (FV) Article	populate on Heading 2 Articles Master Table.
12	IF THE ARTICLE:	THEN:
	Needs an Article Determination	 Click on the Article Determination check box on Article Master Table on Heading 2. Article Determination Qty Determination Qty Determination Note: A new window will appear asking for confirmation on your request. Article Determination Article Determination Article Determination Confirmation on your request. Confirmation Confi
	Does <u>not</u> need an Article Determination	Go to Step 13.

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article to be updated under Heading 2.
	2 Articles Master Table
	All v records per page
	Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.
	3. Click on Update Article Tab.
	Add Article Update Article Delete Article
	4. Go to Step 14.
Needs to be deleted	1. Click on the article to be deleted.
	2 Articles Master Table
	All v records per page
	Article Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add Article Update Article Delete Article
	3. Enter new information if needed.
	4. Go to Step 14.
Does not require further	1. Click on Save Tab.
action	Save
	2. Go to Step 14.

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.

STEP	ACTION				
1	Click the Pest Fou	nd checkbox.			
	Pest Found	1?			
	Note: Heading 4 w		reate Diagnostic Re	equests as seen her	re:
	Select Host(s)				Filler Show All
	Inspection Target Origin	÷ Qty	+ Host Proximity *	Host Part	
	Select All		Select	Select	
	Asparagus Mexico officinalis - ASPARAGUS (FV)	5 Kilograms	Select	Select	
	Inspection Origin Target	Qty	Host Proximity	Host Part	
	Showing 1 to 1 of 1 entry				« < 1 > »
	Select Pest/Pest Type				
	Select Date Determined		Q Determined By		
	09/11/2024		Jose D Santos		
	Pest Number				
	Inspector Remarks				
2	Enter Diagnostic F Request Job Aid.	Request data by	following the steps	in the Enter Dat	a for an AQIM Diagnostic
3	Click on Close Tal	o after submittin	ng the Diagnostic R	Request.	

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.

AQIM Inspect	ions 🔅 🛛 New						_
5 v records per page				Filter	Show Active 🗸 Da	ate Range MM/DD/YYYY - MM/DD/YYYY	=
Inspection Date	1 Event ID	11 Terminal	1 Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	ļţ
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

TEP	ACTION					
1	IF THE ARTICLE WAS CLOSED:	THEN:				
	Over 30 days ago	1. Click the calendar icon on the Date Range field.				
		Date Range 12/10/2020 - 12/10/2020				
		2. Select a date range.				
		Date Range 12/10/2020 - 12/10/2020				
		Last 7 Days Last 30				
		Last 60 Days 29 30 1 2 3 4 5 27 28 29 30 31 1 2				
		Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 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				
		12/10/2020 - 12/10/2020 Clear Apply				
		3. Click Apply.				
		12/10/2020 - 12/10/2020 Clear Apply				
		4. Locate the record and Go to Step 2.				
		Note: You can also type the date range in the field.				

STEP	ACTION			
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2. 		
2	2 Click on the Status link on the AQIM Inspections Pane. If Status Closed Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disate shown here: AQIM Inspection Event ID: 230424090004			
	Inspection Information Patiway* Southern Border Vehicle Date and Time* 09/11/2024 00.00 Passenger Origin Country* Mexico Passenger Origin State* Ourrero Origin* Distant Passenger Destination State* Passenger Destination City* Texas	Vehicle Type * Car/Station Wagon Vehicle License Country * Mexico Vehicle License State * Guerrero Vehicle License * 6748392 Bridge/Crossing * Laredo - Colombia		
3	Click Reopen Tab at the right bottom Save Reopen Note: After selecting Reopen, the in			
4	Update any information on the field	ds as needed.		

STEP	ACTION					
5	IF:	THEN:				
	Associating a Diagnostic Request to the record	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	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.

🟂 AQIM Inspe	ctions 🏟	New							
5 v records per page				Filter		Show Active	✓ Date Range	MM/DD/YYYY - MM/DD/YYYY	1
Inspection Date	Event ID	11 Pathway	↓† Terminal	1 Dest City	1 Dest State	a ↓î	Inspector Name	↓ ↑ Status	J†
	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	Click on the New tab next to the AQIM Inspections Pane AQIM Inspections Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here: AQIM Inspection AQIM Inspection i Inspection Information Select. Better Selection

STEP	ACTION		
2	Select the CBP Northern Border Vo Select Select Select Air Cargo Air Passenger Baggage Mail Facility Maritime Cargo Northern Border Vehicle Northern Truck Cargo Note: ARM will redirect you to the AQIM Inspection		
	Inspection Information Pattway * Northern Border Vehicle Date and Time * 09/11/2024 00.00 Passenger Origin Country * Select Origin * Select Destination * Select Destination * Select Number of Passengers * Citizenship Status * Select Select Select Select Select Select Select Select Select Select		Vehicle Type * Select Vehicle License Country * Select Vehicle License State * Select Vehicle License State * Select Vehicle License * ex: AAA-1234 Bridge(Crossing * Select From a Canadian Airport? * ONo Yes Have been on a farm or ranch/near ilvestock? * No Yes Going to a farm or ranch?* ONo Yes Any tioms of Agricultural interest? * ONo Yes
3	IF: Submitting a Diagnostic Request first <u>Not</u> submitting a Diagnostic Request first	2. Add the AQIM	Step 23 and SELECT Yes. e article following instructions for Topic 2: Add Inspection Articles and Results. Fopic 3 to submit a Diagnostic Request (DR) 4

STEP	ACTION
4	Type the date and time of the inspection. Date and Time* 12/10/2020 00:00 OR
	Click on the Calendar icon and select the date and time.
5	Click on Apply tab.
6	Select the Passenger Origin Country from the dropdown list. Passenger Origin Country * Canada Belgium Belize Benin Bermuda
7	Select the Origin from the dropdown list. Origin * Select Distant Local

STEP	ACTION
8	Select the Passenger Destination State from the dropdown list Passenger Destination State * Select Select Alabama Alaska American Samoa Arizona
9	Enter the full name of the passenger's Final Destination City. Passenger Destination City * Stockton
10	Select a Destination from dropdown list. Destination * Select Distant Local
11	Enter the number of passengers. Number of Passengers * 2
12	Select the primary Reason for Travel from the dropdown list. Reason for Travel* Select Select

STEP	ACTION
13	Select the Citizenship Status from the dropdown list. Citizenship Status * Canadian Citizen Select Canadian Citizen Non Citizen (Resident) Non-Citizen (Non-Resident) Other US Citizen
14	Select an Inspector if needed. Select Bays, Darrell Bradshaw, William Bradshaw, William Cruz Martinez, Karelyn Deugwillo, Joe Ide, Eric Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip this step if needed.
15	Select a Vehicle Type from the dropdown list. Vehicle Type * Select Car/Station Wagon Commercial Van Family Van Recreational Vehicle Sport Utility Truck
16	Select the Vehicle License Country from the dropdown list. Vehicle License Country * Select Canada Mexico United States of America

STEP	ACTION				
17	Select the Vehicle License State from the dropdown list.				
	Vehicle License State *				
	Select 🗸				
	Select				
	Alberta British Columbia				
	British Columbia Manitoba				
	New Brunswick				
	Newfoundland and Labrador				
	Northwest Territories				
18	Enter the vehicle license number.				
	Vehicle License *				
	AER-899				
19	Select Bridge/Crossing from the dropdown list.				
	Bridge/Crossing *				
	Select 🗸				
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.				

IF: THEN: Yes 1. Look for Headings 2 and 3 to appear as shown here: 2 Articles Master Table Image: Control of the state o	Select Yes or No for the "	Any items of Agriculture interest" question.
I CS 2 Articles Master Table All → records per page II Qty Select All Qty Showing 0 to 0 of 0 entries	IF:	THEN:
	Yes	Articles Master Table All v records per page If Qty Select All Qty Showing 0 to 0 of 0 entries
2. Go to Section 2 on how to add an article(s).		2. Go to Section 2 on how to add an article(s).

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.

STEP	ACTION	
1	Select an Article Type on Heading 3 Article Type * 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 Note: This field defaults to Fresh Fru	
2	Select the Article from the dropdown Article * Select IF THE ARTICLE IS:	THEN:
	Listed	1. Select an article 2. Go to Step 4
	Not listed	Go to Step 3A.
3A	Click on the search icon. Article * Select	

Steps to enter add an Article to the page

Enter at least 3 characters	of an article and click	Search
Find Article	of an article and chek	×
Simple Search		
Article Classification Plant Animal	I O Miscellaneous	
Scientific Name	Article Type	Common Name
Enter at least 3 characters to search	Fresh Fruits & Vegetables	✓ Enter at least 3 characters to search
Starts with Contains		Starts with
Search Article Not Found		Eiller
5 ✓ records per page	1 Common Name	Filter
Showing 0 to 0 of 0 entries		First Previous Next Last
Vegetables you will search ARM will not provide sea	h by scientific name or rch results. Use only o	M Help Desk. When searching for Fruits ar by common name. Do <u>not</u> search using bo ne option.
Vegetables you will search	h by scientific name or rch results. Use only o	by common name. Do not search using be
Vegetables you will search ARM will not provide sea Select an Article Type if n	h by scientific name or rch results. Use only o	by common name. Do not search using be
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables	h by scientific name or rch results. Use only o needed.	by common name. Do not search using be
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous	h by scientific name or rch results. Use only o needed.	by common name. Do not search using bo
Vegetables you will search ARM will not provide sea Select an Article Type if n Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber	h by scientific name or rch results. Use only o needed.	by common name. Do not search using bo

STEP	ACTION	
3D	Select an Article using t	he radio button and then click Select.
	Scientific Name	토 Commodity Type It Common Name It
	Citharexylum sp.	Propagative Material Citharexylum sp.
	Citrofortunella microcarpa	Propagative Material Citrofortunella microcarpa
	Citronella sp.	Propagative Material Citronella sp.
	Citrullus amarus	Propagative Material Citrullus lanatus var. Citroides
	O Citrullus lanatus	Propagative Material Citrullus lanatus
	Showing 1 to 5 of 151 entries	First Previous 1 2 3 4 5 31 Next Last
		Cancel Select
5	.5 Select the Article Units.	
	Article Units * Select Select Kilograms Note: Units will default	according to the Article Type.
6	Select an Origin	
U	Origin *	Select Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Angola Anguila Antarctica Antigua and Barbuda Argentina Armenia
	Select	Aruba Australia Austria Azerbaijan Bahamas
7	Select Yes or No for the	"Article was declared" question.

STEP	ACTION
8	Select an Action Taken from the dropdown list. Action Taken * Select Select Clean/Treated Inspect and Release Seized/Intercepted
9	Select where in the vehicle the article was found. Found in Vehicle * Select Concealed Passenger Seating Area Storage Area Truck Bed Trunk
10	Select where the article was Found In from the dropdown list. * Found In Select Carton/Box Cooler Grocery/Shopping bag Luggage Other
11	Select a Contaminant from the dropdown list if needed. Contaminant* None Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed Note: This field defaults to None.

Add Article Note: All data entered w Article Article Garcinia mangostana - MANGOSTEEN (FV) Article	rill populate on Heading 2 Articles Master Table.
IF THE ARTICLE:	THEN:
Needs an Article Determination	 5. Click on the Article Determination check box on Article Mass Table on Heading 2. Article Determination Qty Determination Note: A new window will appear asking for confirmation on you request. Article Determination Article Determination Article Determination Article Determination Inspector Remarks 6. Enter remarks if needed. 7. Click on Yes. 8. Go to Step 14.
Does <u>not</u> need an Article Determination	e Go to Step 14.

IF THE ARTICLE:	THEN:				
Needs to be updated	1. Click on the article that needs to be updated under Heading 2.				
	Articles Master Table All v records per page Article Asparagus officinalis - ASPARAGUS (FV)				
	2. Update the article as needed.				
	Note: All data will populate back to Heading 3.				
	3. Click on Update Article Tab.				
	Add Article Update Article Delete Article				
	4. Go to Step 15.				
Needs to be deleted	1. Click on the article to be deleted.				
	2 Articles Master Table				
	All v records per page				
	Article Asparagus officinalis - ASPARAGUS (FV)				
	2. Click on Delete Tab.				
	Add Article Update Article Delete Article				
	 Enter new information if needed. Go to Step 15. 				
Does not require further	1. Click on Save Tab.				
action	Save				
	2. Go to Step 15.				

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							
1	Click the Pest Found checkbox.							
	Pest Found		reate Diagnostic	Requests as seen here	e:			
	Create Diagnostic Requests		6	1				
	Select Host(s)							
	All v records per page				Filter Show All			
	Inspection Target Origin	0 Qty	Host Proximity *	Host Part				
	Select All Asparagus Cambodia	5 Kilograms	Select	Select				
	Asparagus Cambodia officinalis - ASPARAGUS (FV)	5 Kilograms	Select	Select				
	Inspection Origin Target	Qty	Host Proximity	Host Part				
	Showing 1 to 1 of 1 entry				(c) (1) (b) (b)			
	Select Pest/Pest Type # Pest \ Pest Type Pest* Select.		- Q					
	Date Determined			etermined By *				
	Pest Number							
	Inspector Remarks							
2	Request Job Aid.			-	a for an AQIM Diagnostic			
3	Click on Close Tab	o after submittin	ng the Diagnosti	c Request.				

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.

≱ AQIM Inspections ✿ New								
5 v records per page				Filter	Show Active 🗸 Da	ate Range MM/DD/YYYY - MM/DD/YYYY	=	
Inspection Date	1 Event ID	11 Terminal	1 Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	ļţ	
No data available in table				Show Complete: 7 Days Show Complete: 30 Days Show All				

Steps to locate and reopen an AQIM Inspection Record

STEP	ACTION								
1	IF THE ARTICLE WAS CLOSED:	THEN:							
	Over 30 days ago	 Click the calendar icon on the Date Range field. Date Range 12/10/2020 - 12/10/2020 Select a date range. 							
									Date Range 12/10/2020 - 12/10/2020
									Last 7 Days < Dec v 2020 v Jan v 2021 v >
		Last 30 Days Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Sa							
				Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9 1 Custom Range					
				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									
12/10/2020 - 12/10/2020 Clear Apply									
3. Click Apply.									
	12/10/2020 - 12/10/2020 Clear Apply								
	4. Locate the record and Go to Step 2.								
		Note: You can also type the date range in the field.							

STEP	ACTION				
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2. 			
2	Click on the Status link on the AQIM Inspections Pane.				
	Note: After selecting Reopen, the in	nspection fields will enable again.			

STEP	ACTION					
4	Update any information on the fields as needed.					
5	IF: THEN:					
	Associating a Diagnostic Request to the record	 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	1. Update data as needed.				
	Request to the record	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.

🔌 AQIM Insp	ections 🏚	New							
5 v records per page	e			Filter		Show Active	✓ Date Range	MM/DD/YYYY - MM/DD/YYYY	
Inspection Date	11 Event ID	11 Pathway	↓ ↑ Terminal	.↓↑ Dest City ↓	1 Dest State	↓↑ Inspector	Name	↓ ↑ Status	.↓↑
	520620120012	CBP Air Passenger Baggage				Supervisor	2, TestPIS3 E	Draft Inspection	
01/11/2021 01:00:00	520621010011	CBP Air Cargo				Supervisor	2, 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 Mail Facility AQIM Inspection

STEP	ACTION					
1	Click on the New tab next to the AQIM Inspections Pane					
	★ AQIM Inspections ★ New					
	Note: After selecting the New tab, the screen will refresh to show the AQIM Inspection Page as seen here:					
	USDA United States Department of Appliculture Administration Plant I August Inspection Services					
	AQIM Inspection					
	i Inspection Information					
	Pathway *					

STEP	ACTION	
2	Select the Mail Facility pathway from the select.	
3	Mail Origin *	• No O'Yes
	IF: Submitting a Diagnostic Request first	THEN: 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)
	<u>Not</u> submitting a Diagnostic Request first	Go to Step 4A

IF AQIM INSPECTION IS:	THEN:
Associated with a CBP Batch Exam	 Select CBP Exam Batch ID. Select CBP Batch Exam ID Select CBP Batch Exam ID Regulatory Action ID Go to Step 4B.
Associated with a CBP Pest ID	 Select CBP Pest ID Search By CBP Batch Exam ID Select CBP Pest ID Regulatory Action ID Go to Step 4B
Associated with a Regulatory Action ID	 Select Regulatory Action ID Search By CBP Batch Exam ID Select CBP Batch Exam ID CBP Pest ID Regulatory Action ID Go to Step 4B
Not associated with any of the options above	Go to Step 5.

			CBP Batch Ex							_	
			CBP Batch Ex							Filter	
	5206-991	00004		am ID	CBP Pest	ID	Article		ory Action ID		11
	Showing 1	to 1 of 1 entries	99100004		Multiple		Multiple	Multiple	First	Previous	Load
		980 (Gentley 2047) (Gentley 1950									
) Cli	ick L	1									
		QIM Inspect vent ID: 5206									
				14							
)4							
[1	Inspection Inform)4							
)4		~					
		Inspection Inform)4		v	Terminal *				
	Patt	Inspection Inform)4		v	Terminal * Select		v		
	■ 1 → Patt → A → Exa → 95	Inspection Inform		Number*			Select Airline *		~		
	Patt Patt Patt A Exa Ship	Inspection Inform way * ir Cargo m Batch ID 1100004 wment Identifiers Type * elect				v 0	Select Airline * Select		~]	
	Patt Patt Patt A Exa Ship	Inspection Inform www. Ir Cargo m Batch ID 1100004 wment Identifiers Type *					Select Airline * Select Flight Number *		le le		
	■ 1 Patterner 1	Inspection Inform way * ir Cargo m Batch ID 1100004 wment Identifiers Type * elect		Number *			Select Airline * Select Flight Number * ex: 1234		~		
	Image: Participation of the second secon	Inspection Inform way * ir Cargo m Batch ID 1100004 orment Identifiers Type * elect Simple Bill Customs Entry		Number *			Select Airline * Select Flight Number * ex: 1234	ecessary to reduc	e agricultural risi		
	Image: Partial state of the	Inspection Inform way * ir Cargo m Batch ID 1100004 orment Identifiers Type * elect Simple Bill Customs Entry Number		Number * 899-100004 CB5-99100004			Select Airline * Select Flight Number * ex: 1234 Additional action of No O Yes Any Wood Packing		e agricultural risi	k7	
	Image: Partial state of the	Inspection Inform way * Ir Cargo m Batch ID 1100004 oment Identifiers Type * elect Simple Bill Customs Entry Number ter Bill:House Bill		Number * 899-100004 CB5-99100004 House Bill			Select Airline * Select Flight Number * ex: 1234 Additional action in O No O Yes		e agricultural risi	k7	
	 ■ ■ Patt ● ▲ ● Ship S 	Inspection Inform way * Ir Cargo m Batch ID 1100004 oment Identifiers Type * elect Simple Bill Customs Entry Number ter Bill:House Bill		Number * 899-100004 CB5-99100004 House Bill	•		Select Airline * Select Flight Number * ex: 1234 Additional action of No O Yes Any Wood Packing		e agricultural risi	k7	

4 E	Review all populated fields and complete any missing AQIM data.
╡┸	Review an populated noise and complete any missing right data.
	Note: A big red asterisk will appear in front of article(s) where there is missing data.
	2 Articles Master Table
	All v records per page
	Total Cargo Category 11 Article 11 Qty 11
	*Aster sp Aster (CF) 800 Stems
	*Daphne sp Daphne (CF) 300 Stems
	You will find more information about this in Section 2.
4 F	Go To Section 2 Add AQIM Inspection Articles and Results.
5	Type the date and time of the inspection.
	Date and Time *
	12/10/2020 00:00
	OR
	Click on the Calendar icon and select the date and time.
	Date and Time *
	12/10/2020 00:00
	< Dec v 2020 v
	Su Mo Tu We Th Fr Sa
	29 30 1 2 3 4 5 Arrival Final D 6 7 8 9 10 14 12 Select
	13 14 15 16 17 18 19
	20 24 22 23 24 25 26
	27 28 29 30 34 4 2
	3 4 5 6 7 8 9
	Clear Apply
6	Click on Apply tab.
	Apply

7	Enter the Mail Type from the dropdown list.
/	Mail Type *
	Select V
	Select
	Express Derest
	Parcel Post Priority Mail
	Registered
8	Select the Mail Package Type from the dropdown list.
0	Mail Package Type *
	Select
	Select Bag
	Box
	Envelope
	Other Padded Envelope
	Tube
9	Select the Mail Origin from the dropdown list.
	Mail Origin *
	Select 🗸
	Select
	Afghanistan
	Aland Islands Albania
	Algeria
	American Samoa
	Andorra
	Angola Anguilla
10	Select the Mail Destination State from the dropdown list
	Select 🗸
	Select Alabama
	Alaska
	American Samoa
	Arizona Arkansas
	California
	Colorado

11	Enter the full name of the Destination City.
	Destination City *
	Houston
10	
12	Select an Inspector if needed.
	Select
	Bays, Darrell
	Bradshaw, William
	Bradshaw, William
	Inspected By * Cruz Martinez, Karelyn
	Velazquez, Antonio
	Ide, Eric
	Note: The system will default to the name of the logged-in user. Users can select coworkers. Skip
	this step if needed.
13	Select Yes or No if mail is from an Army Post Office (APO)
14	Select Yes or No if mail is from a Fleet Post Office (FPO)
1.5	
15	Select the agency that mail is referred to from the dropdown list because of inspection.
	Select
	Select Center for Disease Control
	Fish and Wildlife Services
	Food and Drug Administration
	Food and Opfaty Inspection Convision
	Food and Safety Inspection Services None
	None Other
	None

IF:	THEN:
Yes	 Look for Headings 2 and 3 to appear as shown here: Articles Master Table All records per page
	L† Qty
	Select All
	Qty
	Showing 0 to 0 of 0 entries
	3 Add Articles
	2. Go to Section 2 on how to add an article(s).
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.

STEP	ACTION	
1	If AQIM was associated w	rith a
	IF AQIM INSPECTION IS:	THEN:
	Associated with: 1. CBP Batch Exam 2. CBP Pest ID 3. Regulatory Action ID	Go to Step 2A.
	Notassociated with:1.CBP Batch Exam2.CBP Pest ID3.Regulatory Action ID	Go to Step 3.

Steps to enter add an Article to the page

IF POPULATED ARTICLES:	THEN:					
Has a red asterisk	1. Click over the article 2 Articles Master T					
	Aster (CF)	ailable data w				
	Note: The line will turn green and the article's available data we populate back on Heading number 3 Add Articles.					
	Article Type *	Article *	Total Cargo Amount: Count			
	Cut Flowers & Greenery ~	Aster sp Aster (CF) - Q	800			
	Category * 😧	Consignee * Select v Q	Amount Cargo Inspected:			
	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? * No O Yes	Contaminant Found? *			
	3. Click on Update Artic					
	Note: The article data was appear near it.	vill update, and the asteri	sk will no lon			
	PERISHABLE Atter	sp Aster (CF) 8	300 Stems			
	4. Go to Step 21					
Does <u>not</u> have a red asterisk	Go to Step 21					

3	Select an Article Type on Heading 3 if Article Type * 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 Note: This field defaults to Fresh Fruits					
4	Select the Article from the dropdown list or use the search feature to find the Article. Article * Select IF THE ARTICLE IS: THEN:					
	Listed	 Select an article Go to Step 6 				
	Not listed	Go to Step 5A.				
5A	Click on the search icon. Article * Select					

Simple Search		
Article Classification Plant	Animal O Miscellaneous	
Scientific Name	Article Type	Common Name
Enter at least 3 characters to sear	rch Fresh Fruits & Vegetables	Enter at least 3 characters to search
Starts with O Contains		Starts with O Contains
Search Article Not Found		
5 v records per page		Filter
↓ Scientific Name	1 Common Name	Article Type
Showing 0 to 0 of 0 entries		First Previous Next Last
Vegetables you will se	-	<i>Cancel</i> Select A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using both the option.
Vegetables you will se ARM will not provide	earch by scientific name or search results. Use only or	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se	earch by scientific name or search results. Use only or	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type	earch by scientific name or search results. Use only or if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type	earch by scientific name or search results. Use only or if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product	earch by scientific name or search results. Use only or if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous Propagative Material	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo
Vegetables you will se ARM will not provide Select an Article Type Article Type Fresh Fruits & Vegetables Select Animal Product Cotton/Cotton Products Cut Flowers Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous	earch by scientific name or search results. Use only on if needed.	A Help Desk. When searching for Fruits an by common name. Do <u>not</u> search using bo

5D	Select an Article using the radio button and then click Select.
50	Scientific Name L Commodity Type Common Name L
	Citharexylum sp. Propagative Material Citharexylum sp.
	Citrofortunella microcarpa Propagative Material Citrofortunella microcarpa
	Citronella sp. Propagative Material Citronella sp.
	Citrullus amarus Propagative Material Citrullus Ianatus var. Citroides
	O Citrullus lanatus Propagative Material Citrullus lanatus
	Showing 1 to 5 of 151 entries First Previous 1 2 3 4 5 31 Next Last
	Cancel Select
	Cancel Select
6	Enter the Article Quantity. Article Quantity * .5
7	Select the Article Units. Article Units * Select Select Kilograms Note: Units will default according to the Article Type.
8	Select Yes or No for the "Article was declared" question.
9	Select a Contaminant from the dropdown list if needed.
	Contaminant *
	None Biologicals Blood Dirt/Soil Manure Non Noxious Weed Seed Noxious Weed Seed
	Note: This field defaults to None.

	Select an Action Taken from the Action Taken *	-	
	Select 🗸		
	Select		
	Clean/Treated Inspect and Release Seized/Intercepted		
1	Click on Add Article Tab.		
	Add Article		
	Note: All data entered will popu	ate on Heading 2 Articles Master T	`able.
	Note: All data entered will popu	late on Heading 2 Articles Master T	`able.
		ate on Heading 2 Articles Master T	`able.
	2 Articles Master Table	late on Heading 2 Articles Master T	°able. It ∪nits
	Articles Master Table All v records per page	<u>_</u>	

Needs an Article

IF THE ARTICLE:	THEN:
Needs to be updated	1. Click on the article that needs to be updated under Heading 2.
	Articles Master Table All v records per page Article Asparagus officinalis - ASPARAGUS (FV)
	2. Update the article as needed.
	Note: All data will populate back to Heading 3.3. Click on Update Article Tab.
	Add Article Update Article Delete Article 4. Go to Step 14.
Needs to be deleted	1. Click on the article to be deleted.
	Articles Master Table All v records per page Article Asparagus officinalis - ASPARAGUS (FV)
	2. Click on Delete Tab.
	Add ArticleUpdate ArticleDelete Article3. Enter new information if needed.4. Go to Step 14.
Does not require further action	1. Click on Save Tab.
	2. Go to Step 14.

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				
1	Click the Pest Four	d checkbox.			
	Pest Found	?			
	Note: Heading 4 w	ill appear to Ci	reate Diagnostic Req	uests as seen here	:
	Create Diagnostic Requests				
	Select Host(s)				Filter Show All
	Inspection Target Origin	0 Qty	Host Proximity *	Host Part	
	Select All		Select	Select	
	Asparagus Cambodia officinalis - ASPARAGUS (FV)	5 Kilograms	Select	Select	
	Inspection Origin Target	Qty	Host Proximity	Host Part	
	Showing 1 to 1 of 1 entry				« (<mark>1</mark>) »
	Select Pest/Pest Type				
	Select		- Q		
	Date Determined 09/11/2024		Determined By * Jose D Santos		
	Pest Number				
	Inspector Remarks				
2	Request Job Aid.				for an AQIM Diagnostic
3	Click on Close Tab	after submittin	ng the Diagnostic Re	equest.	

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.

AQIM Inspect	ions 🔅 🛛 New						_
5 v records per page				Filter	Show Active 🗸 Da	ate Range MM/DD/YYYY - MM/DD/YYYY	=
Inspection Date	1 Event ID	11 Terminal	1 Dest City	1 Dest State	Show Active Show Complete: 1 Day Show Complete: 3 Days	↓ † Status	ļţ
			No data availab	le in table	Show Complete: 7 Days Show Complete: 30 Days Show All		

Steps to locate and reopen an AQIM Inspection Record

STEP	ACTION	
1	IF THE ARTICLE WAS CLOSED:	THEN:
	Over 30 days ago	1. Click the calendar icon on the Date Range field.
		Date Range 12/10/2020 - 12/10/2020
		2. Select a date range.
		Date Range 12/10/2020 - 12/10/2020
		Last 7 Days < Dec v 2020 v Jan v 2021 v >
		Last 30 Days Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Last 60 Days
		Last 90 Days 6 7 8 9 10 11 12 3 4 5 6 7 8 9
		Custom Range 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
		12/10/2020 - 12/10/2020 Clear Apply
		3. Click Apply.
		12/10/2020 - 12/10/2020 Clear Apply
		4. Locate the record and Go to Step 2.
		Note: You can also type the date range in the field.

STEP	ACTION		
	Less than 30 days ago	 Select a view on the Active view field. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All Locate the record and Go to Step 2. 	
2			
3	Click Reopen Tab at the right bottom side of the page. Save Reopen Note: After selecting Reopen, the inspection fields will enable again.		
4	Update any information on the field	s as needed.	

STEP	ACTION		
5	IF: THEN:		
	Associating a Diagnostic Request to the record	 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	1. Update data as needed.	
	Request to the record	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. <u>This is only available for Non-Cargo AQIM Pathways</u>.

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.

STEP	ACTION
1	Click on the commodity under Heading 1, Select Host(s). Select Host(s) Commodity Commodity Dianthus sp Dianthus sp. (PM) Commodity
	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.
2	Select Host Proximity from dropdown list.
3	Select Host Part from dropdown list. Host Part Select Select Bark Branches Bulb Cone Cutting Dried Dried Flower Fruit Granules Note: This field is not required SKIP if needed.
3	In With Select Host Part from dropdown list. Host Part Select Select Select Bagging Bark Branches Bulb Cone Cutting Dried Flower Dried Flower Fruit

Steps to add and submit Diagnostic Request Information

STEP	ACTION			
4	Select the Pest/Pest Discipline under Heading 2.			
	IF THE PEST TAXONOMY IS:	THEN:		
	Known	1. Click on Pest.		
		est		
		2. Go to Step 5A.		
	<u>Not</u> known	1. Click on Pest Type.		
		Pest Type		
		2. Select Discipline from dropdown list. Pest Type *		
		Select Select		
		Disease Insect		
		Mite Mollusk Nematode		
		Tick Weed		
		3. Go to Step 6.		

5A	IF THE PEST IS:	THEN:
	Listed	 Select from Pest from the list. Select Acari Acrachne sp. (Poaceae) Agalia sp. (Cicadellidae) Agromyzidae Aleyrodidae Aphididae Brevipalpus Tomczak III Caesalpinia sp. (Fabaceae) Candidatus Liberibacter africanus Garnier Cerambycidae Note: This list will populate from searched and added Pest from users' Work Unit.
		2. Go to Step 5D.
	<u>Not</u> listed	 Click on Search function in the field. Pest* Select v Q Conta Star 5D
		2. Go to Step 5B.
5B	Type at least 4 letters from Find Pest Simple Search Taxonomic Name coccd x • Starts with Contains Advanced Search • Search Pest Not Found	n the pest or full taxa. Click on Search or hit Enter.
5C	O Cocceupodes sp. (Eupodidae) Ani	ngdom 11 imalia
	(Pseudococcidae) Coccidohystrix sp. (Pseudococcidae) Ani	imalia imalia
	O Coccidulinae Ani	imalia

5D	Select a Method and Diag	gnostic Routing Type.
	Method *	Diagnostic Routing Type *
	Morphological V	Morphological V
	Note: Both fields will def	fault to Morphological and are disabled. Skip this step.
6	Select or type Date Deter	mined using the Calendar icon.
		$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
	Date Determined	9 10 11 12 13 14 15
	02/07/2020	16 17 18 19 20 21 22 23 24 25 26 27 28 29
	Note: This field will defa Skip this step if needed.	ult to the current date. Users may change dates when required, or you may
7	Select Determined By field	ld.
	Determined By * Velazquez, Antonio	Katsar, Catherine Khandwala, Ubaid Khandwala, Ubaid Kowalski, David Langston, Lauren Marasas, Carissa Marchena, Alex Marquez, Patrick Mireles, Oscar
	Note: The system will de coworkers. Skip this step	fault to the name of the logged-in user. Users can enter data for if needed.
8	IF THE PEST OR PEST DISCIPLINE:	THEN:
	Has a Pest Stage	Type the number of specimens in the correct stage.
		Pest Stages Immature Pupae Aduits Alive Dead
		Note: This field will populate according to a Pest or Discipline chose by users.
	Does not have a Pest Stage	The Pest Stages Field will not show. Go to Step 9.

9	Type Pest NumberRemar	ks. This is not require	d and you ma	y Skip this :	step if needed.				
10	Type Inspector Remarks.	This is not required a	nd you may S	kip this ster	p if needed.				
11	Click on Add.								
	Note: All the information entered Heading 4 will show on Heading 5, Diagnostic Requests.								
	5 Diagnostic Requests								
	DR #	↓≟ Status	Det	ermination	Article				
	230421020005-DR01	Draft Diagnostic Request	Aca	ari	Ananas comosus - PINEAPPLE (FV)				
	Note: The status will sho	w as Draft Diagnostic	Request.						
12	Click on Submit DR								
	5 Diagnostic Requests								
	DR #	↓≟ Status	D	etermination	Article				
	• 230421020005-DR01	Al Pending Specimen Receipt	A	cari	Ananas comosus - PINEAPPLE (FV)				
				Alive Im	mature - 1				
	Note: The status will sho	w as AI Pending Spec	imen Receipt.						

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				
1	Access the DR Routing Form by using one of these methods:				
	ARM Generated Forms Icon 1. Click on the PDF Icon to be redirected to the ARM Generated Forms Page				
	2. Click on the Event ID link ARM Generated Forms				
	ARM Generated Forms				
	Event Id Commodity(ies) Origins User Role 230421020005-DR01 Ananas comosus - PINEAPPLE (FV) Argentina Velazquez, Antonio				
	OR				
	Heading 3 Status Column 1. Click on the AI Pending Specimen Receipt link				
	Status				
	Al Pending Specimen Receipt				
	OR				
	The Information Panel				
	1. Click on the Information Icon to be redirected to the ARM Information Panel.				
	2. On the DR Information Pane, click on the Diagnostic Routing PDF link.				
	Diagnostic Routing PDF: routing.pdf				
2	Open the PDF and select Print from the File dropdown menu.				

2. Recall a Diagnostic Request to Update or Delete

	Before recalling a Diagnostic Request while still on the DR Page, users must ensure that:
Important	 The DR has <u>not</u> 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" Image: The state of the sta
	DR # Li Status

Steps to recall a Diagnostic Request

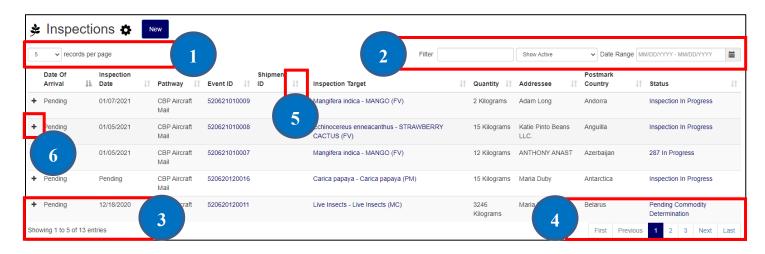
Clic	c on the Record DR radio b	outton				
3	Diagnostic Requests					
All	✓ records per page					
	DR #	.∥≞ Status				
۲	MDBALTC20020004-DR01	Al Pending Specimen R	eceipt			
Note	: All information for that I	DR will populate back or	n Hea	ding 4, a	as shown here:	
	Inspection Target	↓≞ Origin	Jî G	ity	↓↑ Host Proximity *	
	Select All				Select	~
	Ananas comosus - PINEAPPLE (FV)	Argentina	0	.5 Kilograms	On	~
	Inspection Target	Origin	c	ty	Host Proximity	
Showir	ng 1 to 1 of 1 entries					
4						
4	ect Pest/Pest Type					
Sele	ect Pest/Pest Type					
Sele	Pest () Pest Type			Method *		
Sele Pest	Pest () Pest Type		~ Q	Method *	ical	
Sele Pest	Pest ⊖ Pest Type		• Q		lical	
Sele Pesi Diag	Pest () Pest Type t* cari		~ Q		lcal	
Sele Pesi A Diag	Pest O Pest Type t* cari gnostic Routing Type *					
Sele Pess Diag Date	Pest O Pest Type t* cari gnostic Routing Type * lorphological			Morpholog	Ву *	
Sele Pess A Diag Diag Date 02	Pest O Pest Type t* cari gnostic Routing Type * lorphological e Determined		~	Morpholog	Ву *	

2	Click on Recall Tab on He Recall Note: The status on Headin Diagnostic Requests All records per page DR # MDBALTC20020004-DR01	ading 2. ng 3 will change to Draft Diagnostic Request (DR).
3	IF THE USER WILL:	THEN:
	Update the DR	 Update field(s) as needed. Click on the Update tab. Update Delete Go to Step 4.
	Delete the DR	 Click on the Delete tab. Update Delete Enter required information. Refer to Topic 2 on this job aid.
4	Submit the DR again	

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



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.					
	5 records per page					
2	Select the number of records to display per page from the options.					
	10					
	15 20					
	25					
	50					

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

Filter	Show Active	V
--------	-------------	---

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.

Filter	PHI

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.

Filter	РН	×

Show Dropdown Menu

Filter	Show Active	~
--------	-------------	---

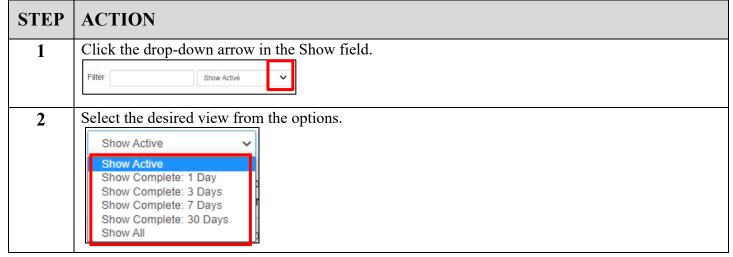
The Show Dropdown Menu allows users to filter records according to their status and can be used with the Filter Field or independently. Status options include:

- Show Active: Displays records that are currently Active and have <u>not</u> 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



Date Range Field

Date Range	MM/DD/YYYY - MM/DD/YYYY	

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

ACTION						
Click the drop-down arrow in the Show field.						
Select the Show All view. Show Active Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 30 Days Show All						
Type the dates in the Date Range field using the MM/DD/YYYY format. Date Range 01/01/2019 - 03/09/2019 Image 01/01/2019 - 03/09/2019 Image 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. OR 1. In the Date Range field, click on the Calendar Icon. Date Range MM/DD/YYYY - MM/DD/YYY 2. Go to Step 3B.						
Two calendars display simultaneously with a list of various date range options, with the Date Range option defaulted to Custom Range. Nov \checkmark 2019 \checkmark Last 7 Days Custom Range Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Last 30 Days Custom Range 6 7 8 9 10 11 12 3 4 5 6 7 8 9 Custom Range 13 14 15 16 17 18 19 20 21 22 23 20 21 22 23 24 25 26 17 18 19 20 21 22 23 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 <						

STEP	ACTION					
	IF YOU SEARCH BY A:	THEN:				
	Preset Range	1. Click on one of the preset options.				
		Last 7 Days Last 30 Days Last 60 Days Last 90 Days Custom Range				
		2. Go to Step 4.				
	Custom Range:	 Click on the Month and Year dropdown list on the first calendar. This will be the "From" date. Jan 2021 2021 				
		2. Select a day. < Jan → 2021 → 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 3. Repeat Actions 1 and 2 on the second calendar. This will be the "Until" date. 4. Go to Step 4. 				
4	Click Apply.					
		Clear Apply uring the defined time period will display.				

3. Total Number of Records in a Custom View.

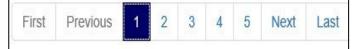
Once a user applies a custom view, the number of records will show on the bottom, left side of each pane. These numbers (with the corresponding number on the image) show:

- 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 Ø 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.

Inspection Date

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
J1	This is the default state when results display.
μĒ	 Selecting the ascending order (from smallest to greatest) lists items in this order: Any blank fields Numerically (starting with the smallest number) Alphabetically (starting with the letter a)
↓Ē	 The descending order (from greatest to smallest) lists items in this order: 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 •
- Applicant •
- Shipper Broker
- Addressor •
- Addressee •
 - Current Location of Commodity
- Producer •

Consignee

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:

Importer *		
Amherst Greenhouses, Harrod, OH	~	Q

Steps to search for a Trade Party in ARM

Click on the Search icon in the field. Importer *
Amherst Greenhouses, Harrod, OH 🗸 🔍
The Find Tuede Denty window will enneg
The Find Trade Party window will appear. Find Trade Party *
Simple Search
Organization Name *
Enter at least 3 characters to search Trade Party not here? Add Trade Party
Starts with Contains
Advanced Search 🛇

STEP	ACTION							
2	Enter at least three characters from the trade party's name in the Organization Name field.							
	Organization Name *							
3	Select a Trade Party from the list.							
	Organization Name *							
	LEGACY WORLDWIDE LEGACY WORLDWIDE LOGISTICS, INC							
4	Click on the Select tab.							
	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.							

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							
1	Click on the Add Trade Party Hyperlink. Simple Search Organization Name*							
	Add Trade Party Starts with O Contains A set of fields will show:							
	Organization Name *	POC	Phone	Fax Number				
	Email	Street Address 1 *	Street Address 2	City *				
	Country *		Zip Code	County				
	Select V							
	Latitude	Longitude						
	Note: Required	fields are identifie	ed with a red asteri	Cancel Add				
2	Enter the organ Organization Name Agri Business Note: This is a	ization name. * * * * * * * * * * * * * * * * * * *						
3	Enter a point of POC Blake Anderson	contact name, if a	wailable.					
	Note: This is a	not required field;	Skip this step if no	eeded.				
4	Enter phone and Phone	d fax numbers, if a Fax Number 111-111-11						
	Note: This is a	not required field;	skip this step if ne	eeded.				

5	Enter email address, if available.							
	Email							
	agbusiness@agri.com ×							
	Note: This is a not required field; skip this step if needed.							
6	Enter street adddress.							
	Street Address 1 * Street Address 2							
	123 Boulevard ×							
	Note: This is a required field.							
7	Enter city. This is a required field.							
	City *							
	Note: This is a required field.							
8	Select a country from the dropdown list.							
	Select Afghanistan							
	Country * Aland Islands Albania Algeria							
	Select							
	Angola							
	Note: This is a required field.							
9	Enter a zip code and county, if available .							
	Zip Code County							
	00000000 Orange ×							
	Note: This is a not required field; Skip this step if needed.							
10	Enter latitude and longitude, if available.							
	Latitude Longitude							
	18.36459 -64.23696 ×							
	Note: This is a not required field; Skip this step if needed.							
11	Click on Add Tab.							
11								

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.						
	Find Trade Party						
	Simple Search						
	Organization Name *						
	legend						
	Starts with O	Contains					
2	Select a Trade	Party to be edi	ited.				
	Organizati	on Name *					
	 Legends 						
3	Click on Edit	Trade Party hy	perlink.				
	Edit a Trade	Party Edit Tra	ide Party				
		. 1	1				
4		nation as neede			_		
	Organization Name *	POC	Phone	Fax Number			
	Email	Street Address 1 *	Street Address 2	City *			
		123	Boulevard Street	Maple			
	Country *	State/Province *	Postal Code	County			
	United States of Amer 🗸	Arizona 🗸					
	Latitude Longitude						
]				
		1 (** 1 1 ** 1		1 . 1			
	Note: Require	d fields are ide	ntified with a i	ed asterisk. 🛪			
5	Click on Upda	te Tab.					
	_						