



Agricultural Risk Management

Animal and
Plant Health
Inspection
Service

Plant
Protection and
Quarantine

Quarantine
Policy,
Analysis &
Support

July 2024

Job Aid: Work Accomplishment Data Entry for U.S. Customs and Border Protection Agriculture Specialists

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This job aid provides detailed steps for U.S. Customs Border Protection Agriculture Specialists (CBPAS) to enter Work Accomplishment Data (WAD) in the Agricultural Risk Management (ARM) system.

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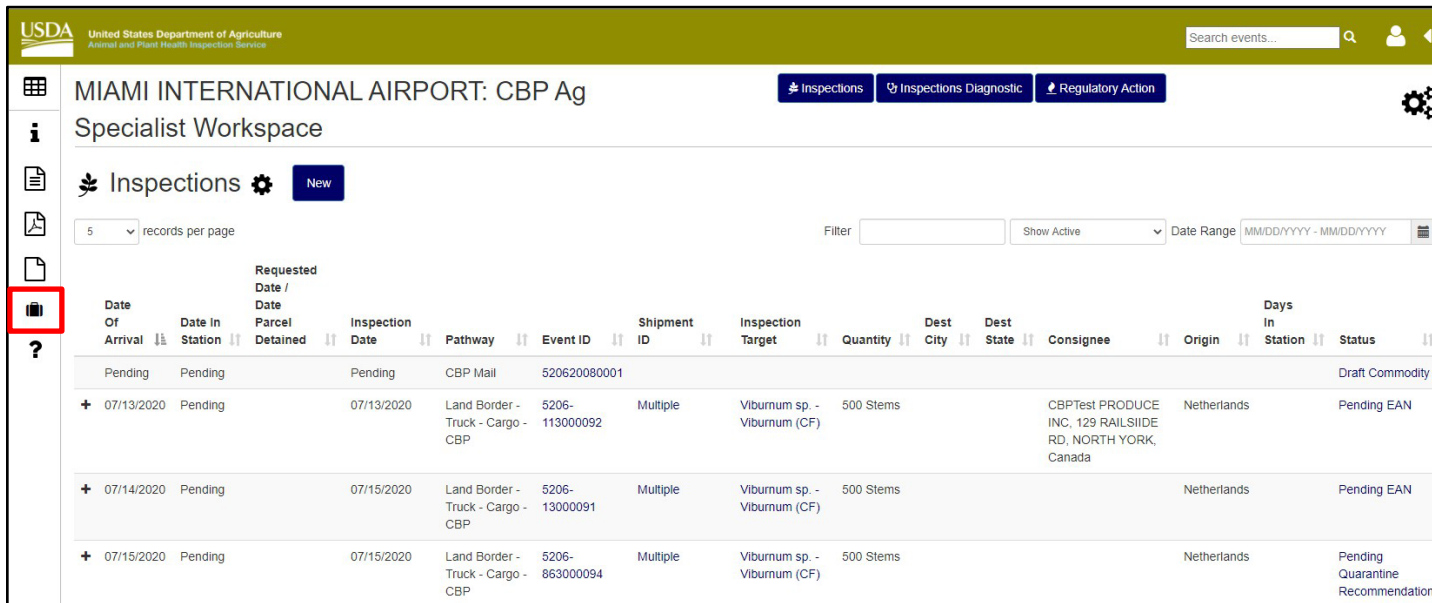


Additional assistance is available by:

- Calling the ARM Help Desk at 1-877-944-8457 (Monday – Friday, 7am – 8pm EST)
- Emailing the ARM Help Desk at Help@usda.gov, typing “ARM CBP WAD” in the subject line.

Access the WAD Page from the ARM Workspace

To access the WAD Page, locate the suitcase icon  on the left-hand panel of the ARM workspace.



MIAMI INTERNATIONAL AIRPORT: CBP Ag
Specialist Workspace

Inspections New

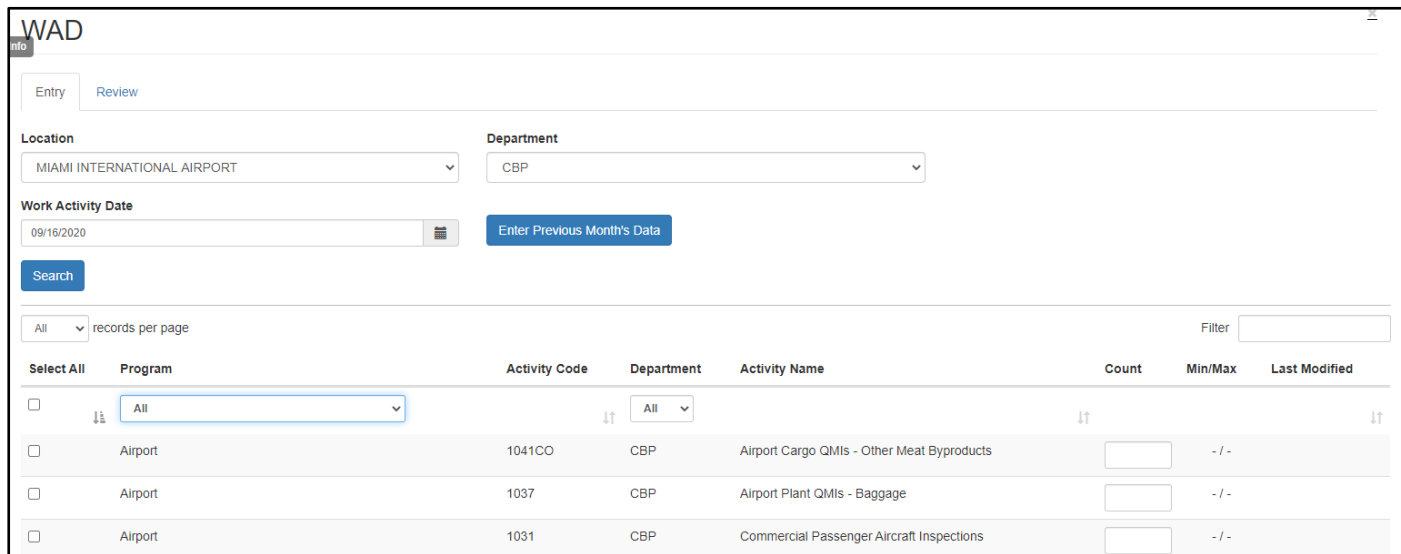
5 records per page

Date Of Arrival	Date In Station	Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Shipment ID	Inspection Target	Quantity	Dest City	Dest State	Consignee	Origin	Days In Station	Status
Pending	Pending	Pending		CBP Mail	520620080001									Draft Commodity
+ 07/13/2020	Pending	07/13/2020	07/13/2020	Land Border - Truck - Cargo - CBP	5206-113000092	Multiple	Viburnum sp. - Viburnum (CF)	500 Stems			CBTest PRODUCE INC, 129 RAILSIDE RD, NORTH YORK, Canada	Netherlands		Pending EAN
+ 07/14/2020	Pending	07/15/2020	07/15/2020	Land Border - Truck - Cargo - CBP	5206-13000091	Multiple	Viburnum sp. - Viburnum (CF)	500 Stems				Netherlands		Pending EAN
+ 07/15/2020	Pending	07/15/2020	07/15/2020	Land Border - Truck - Cargo - CBP	5206-863000094	Multiple	Viburnum sp. - Viburnum (CF)	500 Stems				Netherlands		Pending Quarantine Recommendation



The image below shows the WAD page as it appears once you click on the suitcase icon.

- The location defaults to the user's assigned default location
- The Department field defaults to CBP
- The Work Activity Date field defaults to current date



WAD

Entry Review

Location: MIAMI INTERNATIONAL AIRPORT

Department: CBP

Work Activity Date: 09/16/2020 Enter Previous Month's Data

Search

All records per page

Select All	Program	Activity Code	Department	Activity Name	Count	Min/Max	Last Modified
<input type="checkbox"/>	All		All				
<input type="checkbox"/>	Airport	1041CO	CBP	Airport Cargo QMIs - Other Meat Byproducts		- / -	
<input type="checkbox"/>	Airport	1037	CBP	Airport Plant QMIs - Baggage		- / -	
<input type="checkbox"/>	Airport	1031	CBP	Commercial Passenger Aircraft Inspections		- / -	

Enter and Save CBP Data in the WAD Page

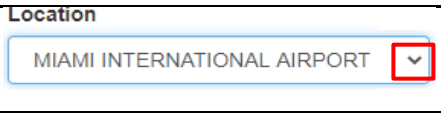

The main goal of the WAD page in ARM is to record and save data for different work activities performed by CBP Agriculture Specialists. The WAD page has two tabs:

- **Entry** – This tab allows users to enter and save WAD counts. Users can add or hide WAD activity codes as described in the *Add or Hide a WAD Code* topic in this job aid.
- **Review** – This tab allows users to review WAD counts before closing month as described in the *Close a Month of WAD Counts* topic in this job aid.

The screenshot shows the WAD page interface. At the top, there are two tabs: 'Entry' and 'Review'. The 'Entry' tab is highlighted with a red box. Below the tabs, there are three main sections: 'Location' with a dropdown menu showing 'MIAMI INTERNATIONAL AIRPORT', 'Department' with a dropdown menu showing 'CBP', and 'Work Activity Date' with a date field showing '09/10/2020'. There is a 'Search' button at the bottom left and an 'Enter Previous Month's Data' button at the bottom right.

The WAD page defaults to the Entry tab which provides users with the option to enter WAD counts on a daily or monthly basis.

Steps to Enter and Save CBP Data in the WAD Page

STEP	ACTION
1	<p>Click on the dropdown arrow to select the location.</p>  <p>Note: This field defaults to the user's location, however, some locations have multiple choices to select from. Skip this step if the correct location is shown.</p>
2	<p>Select a department.</p>  <p>Note: This field defaults to CBP. Skip this step if the correct department is shown.</p>

3

IF ENTERING WAD COUNTS	THEN																																																	
Daily	<p>1. Click on the Calendar icon to select a date if needed.</p> <p>Note: This field will default to current date; however, users can enter previous date's data.</p> <div data-bbox="649 478 1024 940" style="border: 1px solid black; padding: 5px;"> <p>Work Activity Date</p> <p>08/12/2020</p> <p>< Aug 2020 ></p> <table border="1"> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <p>Clear Apply</p> </div> <p>2. Click on Apply.</p> <p>3. Go to Step 4.</p>	Su	Mo	Tu	We	Th	Fr	Sa	26	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
Su	Mo	Tu	We	Th	Fr	Sa																																												
26	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																																												
Monthly	<p>1. Click on Enter Previous Month's Data</p> <div data-bbox="649 1171 974 1224" style="border: 1px solid blue; background-color: #4a86e8; color: white; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> Enter Previous Month's Data </div> <p>Note: The Work Activity Date will automatically change to the last date of the previous month.</p> <p>2. Go to Step 4.</p>																																																	

4

Enter data under the Count Column for applicable activity codes shown.

Select	Program	Activity Code	Department	Activity Name	Count
<input type="checkbox"/>	All		All		
<input checked="" type="checkbox"/>	Airport	1054D	CBP	Airport Cargo Shipments Released under CRA	98
<input type="checkbox"/>	Airport	1046C	CBP	Airport Cargo Violations PPO 518 and CBP AI-518	0
<input checked="" type="checkbox"/>	Airport	1036A	CBP	Airport Miscellaneous Cargo - Document Review/Clearance	75
<input type="checkbox"/>	Airport	1036B	CBP	Airport Miscellaneous Cargo - Inspections	75
<input type="checkbox"/>	Airport	1035A	CBP	Airport Regulated Cargo - Document Review/Clearance	50
<input checked="" type="checkbox"/>	Airport	1035B	CBP	Airport Regulated Cargo - Inspections	75
<input type="checkbox"/>	Airport	1054B	CBP	Airport Total Pest Interceptions Submitted - Cargo	50
<input type="checkbox"/>	Animal Products and Byproducts	1155	CBP	Animal Product Import Certificates Reviewed	100
<input checked="" type="checkbox"/>	Animal Products and Byproducts	1154	CBP	Clean/Disinfect Other	0

Note: Record zero when no activity occurred during a month.

5 Click on Save at the bottom left corner of the page.

<input type="checkbox"/>	Airport	1039AP
<input type="checkbox"/>	Airport	1052
<input type="checkbox"/>	Airport	1035B

Showing 1 to 9 of 9 entries

After saving data, the user's name will appear on the right-hand side of each activity code that data was entered for.

Activity Name	Count	Min/Max	Last Modified
↑↓			
Airport Cargo QMIs - Other Meat Byproducts	<input type="text"/>	- / -	
Airport QMIs Dairy - Baggage	<input type="text"/>	- / -	
Airport Soil QMIs - Cargo	<input type="text"/>	- / -	
Airport Plant QMIs - Baggage	98	- / -	Antonio Velazquez 09-10-20 14:20
Commercial Passenger Aircraft Inspections	45	- / -	Antonio Velazquez 09-10-20 14:20
Commercial Cargo Aircraft Inspections	58	- / -	Antonio Velazquez 09-10-20 14:20
Airport Baggage QMIs Avian	21	- / -	Antonio Velazquez 09-10-20 14:20
Airport Passenger/Crew Secondary Inspections	25	- / -	Antonio Velazquez 09-10-20 14:20
Airport Regulated Cargo - Inspections	18	- / -	Antonio Velazquez 09-10-20 14:20

When you hover your mouse over the WAD code, the instructions for that code appear.



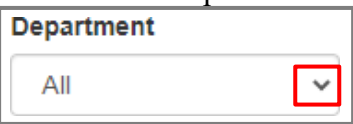

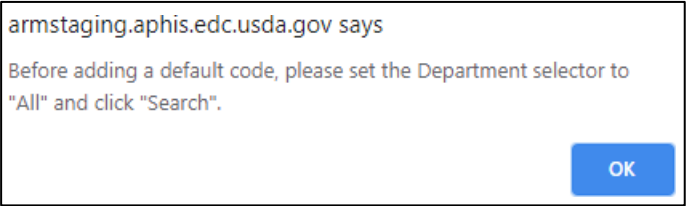

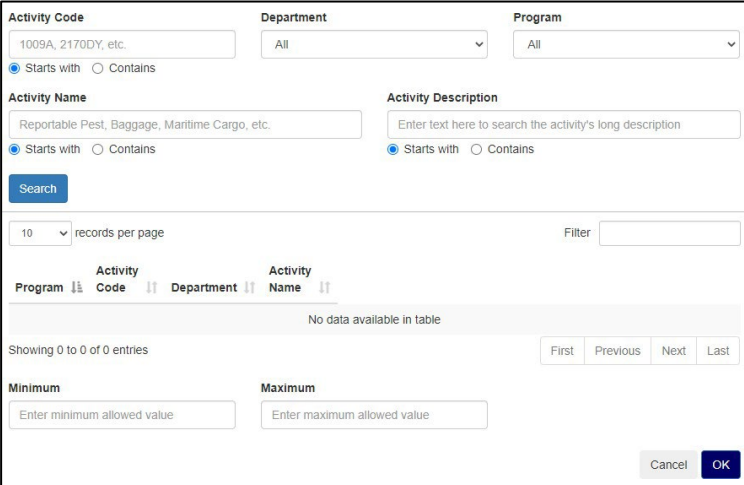
Record the number of plant material interceptions (QMIs) from market, distributor, and related follow-up inspections (retail or wholesale). This includes all plant material requiring action (seizure, treatment, re-export).	Department	Activity Name
	All ▾	
	PPQ	Commerce QMIs, Plant, Wgt
6341	PPQ	Commerce QMIs, Plant


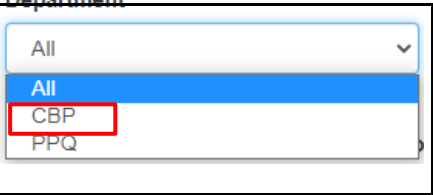
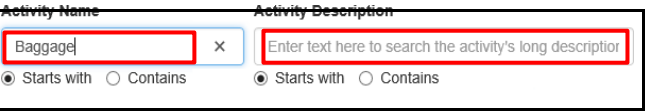

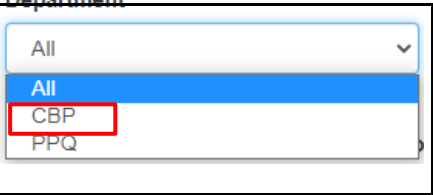
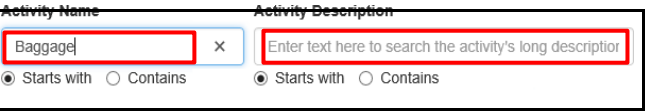

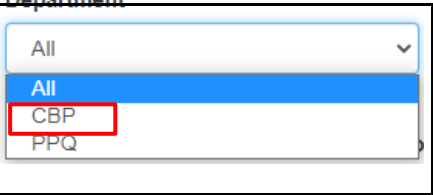
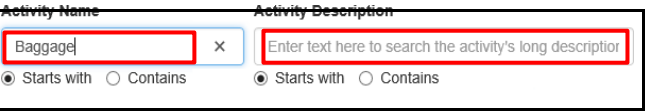
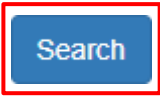

The instruction directs the user to enter an actual count or weight for that WAD code.

Add or Hide a WAD Code

ARM functions are determined on a User Role and Permissions basis. If the User’s Role has this permission, they will be able to add or hide a WAD code. Whenever a user adds or hides a WAD code to his/her page, the change will take effect on the page once it has been saved. WAD codes that are added or hidden for a specific location will also change for all users at that same location.

Steps to Add a WAD Code

STEP	ACTION
1	<p>Click on the Department field dropdown arrow and select All.</p> 
2	<p>Click on the Search Tab.</p>  <p>If you avoid the first step and click on Search, a Warning message with instructions will appear.</p> 
3	<p>Click on the Add Code Tab.</p>  <p>Note: A new window will appear for the user to start adding new WAD Codes.</p> 

<p>4</p>	<p>Search for WAD’s code using the different features in the Add Code window.</p> <table border="1"> <thead> <tr> <th data-bbox="310 233 764 306">IF SEARCHING BY</th> <th data-bbox="764 233 1446 306">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 306 764 558"> <p>Activity code number</p> </td> <td data-bbox="764 306 1446 558"> <p>1. Enter the code number in the Activity Code field.</p>  <p>2. Go to Step 5.</p> </td> </tr> <tr> <td data-bbox="310 558 764 936"> <p>Program</p> </td> <td data-bbox="764 558 1446 936"> <p>1. Click on the Department field dropdown arrow and select CBP.</p>  <p>2. Go to Step 5.</p> </td> </tr> <tr> <td data-bbox="310 936 764 1199"> <p>Activity name or description</p> </td> <td data-bbox="764 936 1446 1199"> <p>1. Enter the Activity Name or Description on the fields.</p>  <p>2. Go to Step 5.</p> </td> </tr> <tr> <td data-bbox="310 1199 764 1304"> <p>No activity code number and activity name nor description</p> </td> <td data-bbox="764 1199 1446 1304"> <p>Go to Step 5.</p> </td> </tr> </tbody> </table>	IF SEARCHING BY	THEN	<p>Activity code number</p>	<p>1. Enter the code number in the Activity Code field.</p>  <p>2. Go to Step 5.</p>	<p>Program</p>	<p>1. Click on the Department field dropdown arrow and select CBP.</p>  <p>2. Go to Step 5.</p>	<p>Activity name or description</p>	<p>1. Enter the Activity Name or Description on the fields.</p>  <p>2. Go to Step 5.</p>	<p>No activity code number and activity name nor description</p>	<p>Go to Step 5.</p>										
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<p>No activity code number and activity name nor description</p>	<p>Go to Step 5.</p>																				
<p>5</p>	<p>Click on the Search button.</p>  <p>Note: Different options will appear on the screen.</p> <table border="1"> <thead> <tr> <th data-bbox="240 1549 321 1577">Program</th> <th data-bbox="391 1549 505 1577">Activity Code</th> <th data-bbox="594 1549 691 1577">Department</th> <th data-bbox="764 1549 886 1577">Activity Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1598 321 1625">Airport</td> <td data-bbox="391 1598 440 1625">1031</td> <td data-bbox="594 1598 643 1625">CBP</td> <td data-bbox="764 1598 1105 1625">Commercial Passenger Aircraft Inspections</td> </tr> <tr> <td data-bbox="240 1646 321 1673">Airport</td> <td data-bbox="391 1646 440 1673">1032</td> <td data-bbox="594 1646 643 1673">CBP</td> <td data-bbox="764 1646 1073 1673">Commercial Cargo Aircraft Inspections</td> </tr> <tr> <td data-bbox="240 1694 321 1722">Airport</td> <td data-bbox="391 1694 440 1722">1033</td> <td data-bbox="594 1694 643 1722">CBP</td> <td data-bbox="764 1694 976 1722">Inspections, Other Aircraft</td> </tr> <tr> <td data-bbox="240 1743 321 1770">Airport</td> <td data-bbox="391 1743 440 1770">1037</td> <td data-bbox="594 1743 643 1770">CBP</td> <td data-bbox="764 1743 1000 1770">Airport Plant QMIs - Baggage</td> </tr> </tbody> </table> <p>You can use the Filter Field on the right side of the screen to minimize your search results.</p> 	Program	Activity Code	Department	Activity Name	Airport	1031	CBP	Commercial Passenger Aircraft Inspections	Airport	1032	CBP	Commercial Cargo Aircraft Inspections	Airport	1033	CBP	Inspections, Other Aircraft	Airport	1037	CBP	Airport Plant QMIs - Baggage
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<p>6</p>	<p>Select an Activity Code.</p> <table border="1" data-bbox="245 233 1458 352"> <thead> <tr> <th>Program</th> <th>Activity Code</th> <th>Department</th> <th>Activity Name</th> </tr> </thead> <tbody> <tr> <td>Airport</td> <td>1031</td> <td>CBP</td> <td>Commercial Passenger Aircraft Inspections</td> </tr> </tbody> </table> <p>Note: After clicking over an Activity Code, the row will turn green.</p>	Program	Activity Code	Department	Activity Name	Airport	1031	CBP	Commercial Passenger Aircraft Inspections								
Program	Activity Code	Department	Activity Name														
Airport	1031	CBP	Commercial Passenger Aircraft Inspections														
<p>7</p>	<p>Enter the minimum and maximum allowed value in the respective fields.</p> <table border="1" data-bbox="245 510 1179 621"> <thead> <tr> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Enter minimum allowed value"/></td> <td><input type="text" value="Enter maximum allowed value"/></td> </tr> </tbody> </table> <p>Note: This step is not required and may be skipped.</p>	Minimum	Maximum	<input type="text" value="Enter minimum allowed value"/>	<input type="text" value="Enter maximum allowed value"/>												
Minimum	Maximum																
<input type="text" value="Enter minimum allowed value"/>	<input type="text" value="Enter maximum allowed value"/>																
<p>8</p>	<p>Click the OK tab.</p> <table border="1" data-bbox="245 772 1305 980"> <thead> <tr> <th>Program</th> <th>Activity Code</th> <th>Department</th> <th>Activity Name</th> </tr> </thead> <tbody> <tr> <td>Airport</td> <td>1031</td> <td>CBP</td> <td>Commercial Passenger Aircraft Inspections</td> </tr> <tr> <td>Airport</td> <td>1032</td> <td>CBP</td> <td>Commercial Cargo Aircraft Inspections</td> </tr> <tr> <td>Airport</td> <td>1033</td> <td>CBP</td> <td>Inspections, Other Aircraft</td> </tr> </tbody> </table> <p>The code (s) selected will show now on the page.</p>	Program	Activity Code	Department	Activity Name	Airport	1031	CBP	Commercial Passenger Aircraft Inspections	Airport	1032	CBP	Commercial Cargo Aircraft Inspections	Airport	1033	CBP	Inspections, Other Aircraft
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Airport	1033	CBP	Inspections, Other Aircraft														
<p>9</p>	<p>Enter a number under the Count Column.</p> <table border="1" data-bbox="245 1129 388 1289"> <thead> <tr> <th>Count</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="123"/></td> </tr> </tbody> </table>	Count	<input type="text" value="123"/>														
Count																	
<input type="text" value="123"/>																	
<p>10</p>	<p>Click on the Save tab.</p>																

Steps to Hide a WAD Code

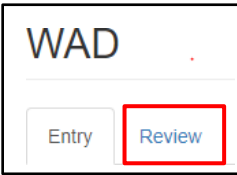
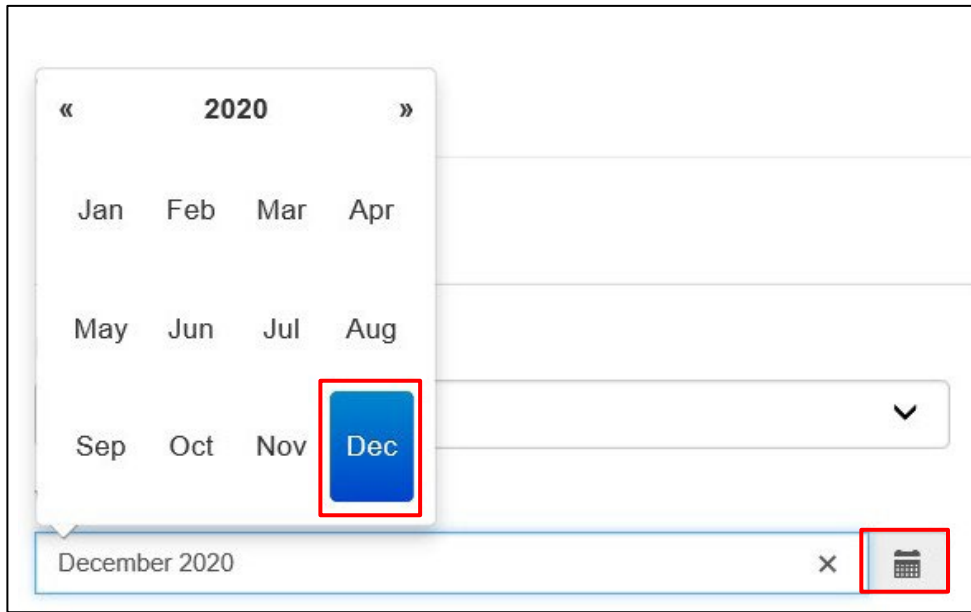
STEP	ACTION																								
1	<p>Select the WAD Code(s) to be removed.</p> <table border="1" data-bbox="235 365 1521 583"> <thead> <tr> <th>Select All</th> <th>Program</th> <th>Activity Code</th> <th>Department</th> <th>Activity Name</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>All</td> <td></td> <td>All</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Airport</td> <td>1041CO</td> <td>CBP</td> <td>Airport Cargo QMIs - Other Meat Byproducts</td> <td></td> </tr> <tr style="background-color: #d4edda;"> <td><input checked="" type="checkbox"/></td> <td>Airport</td> <td>1039AD</td> <td>CBP</td> <td>Airport QMIs Dairy - Baggage</td> <td></td> </tr> </tbody> </table> <p>Note: You can select more than one WAD code at a time. The selected row(s) will have a checkmark in the row block and will be highlighted in green.</p>	Select All	Program	Activity Code	Department	Activity Name	Count	<input type="checkbox"/>	All		All			<input type="checkbox"/>	Airport	1041CO	CBP	Airport Cargo QMIs - Other Meat Byproducts		<input checked="" type="checkbox"/>	Airport	1039AD	CBP	Airport QMIs Dairy - Baggage	
Select All	Program	Activity Code	Department	Activity Name	Count																				
<input type="checkbox"/>	All		All																						
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<input checked="" type="checkbox"/>	Airport	1039AD	CBP	Airport QMIs Dairy - Baggage																					
2	<p>Click on the Hide tab.</p> <table border="1" data-bbox="235 747 704 814"> <tr> <td>Add Code</td> <td style="border: 2px solid red;">Hide Code</td> <td>Save</td> </tr> </table>	Add Code	Hide Code	Save																					
Add Code	Hide Code	Save																							

Close a Month of CBP WAD Counts (CBP Supervisor Role Only)

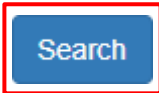
The closing of the WAD function is role-based in ARM. This means not all users will have this function available on their WAD page. Users provisioned with the CBP Supervisor role will have the Review Tab on their WAD Page. The Close Month tab is located on the Review page. If this role applies to you, continue reading the information provided on this topic.

Once all data for WAD is entered for the month, it needs to be closed in the system.

Steps to Close a Month of CBP WAD Counts

STEP	ACTION
1	<p>Click on the Review Tab in your WAD Page.</p> 
2	<p>Click on the Calendar Icon in the Work Activity Month field and select the desired month.</p> 

3 Click on the Search button.



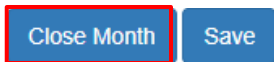
Note: A Table with all WAD Codes entered throughout the month will appear.

Activity Code	Activity Name	Total	9/1/2020	9/2/2020	9/3/2020	9/4/2020	9/5/2020	9/6/2020	9/7/2020	9/8/2020	9/9/2020	9/10/2020
1031	Commercial Passenger Aircraft Inspections	45	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="45"/>
1032	Commercial Cargo Aircraft Inspections	58	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="58"/>
1035B	Airport Regulated Cargo - Inspections	18	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="18"/>
1037	Airport Plant QMIs - Baggage	98	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="98"/>
1039AP	Airport Baggage QMIs Avian	21	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="21"/>
1052	Airport Passenger/Crew Secondary Inspections	25	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="25"/>

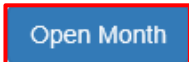
4

Update	<ol style="list-style-type: none"> 1. Update WAD code(s). 2. Click on Save. 3. Go To Step 5.
No Update	Go To Step 5.



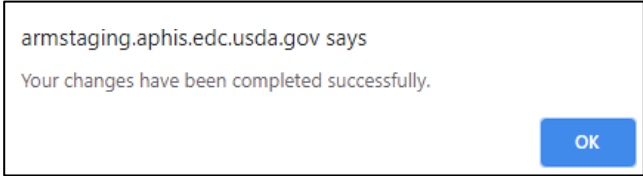
5 Click on the Close Month tab.



Once the month is closed, the Close Month tab will change to Open Month



Steps to Reopen the Month and Modify CBP WAD Count Data

STEP	ACTION																														
1	<p>Click on the Open Month tab.</p>  <table border="1" data-bbox="321 363 1209 747"> <tr> <td>1119B</td> <td>Biological Permits - Pathogens</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>1125</td> <td>Endangered Plants, Units</td> <td>1500</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>1162B</td> <td>Compliance Checks, Approved Facility</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table> <p>Showing 1 to 7 of 7 entries</p> <p>Open Month Save</p>	1119B	Biological Permits - Pathogens	1	0	0	0	0	0	0	0	1125	Endangered Plants, Units	1500	0	0	0	0	0	0	0	1162B	Compliance Checks, Approved Facility	1	0	0	0	0	0	0	0
1119B	Biological Permits - Pathogens	1	0	0	0	0	0	0	0																						
1125	Endangered Plants, Units	1500	0	0	0	0	0	0	0																						
1162B	Compliance Checks, Approved Facility	1	0	0	0	0	0	0	0																						
2	Modify data as needed.																														
3	<p>Click on the Save Tab.</p>  <p>The following warning message will appear. Click OK.</p> 																														
4	<p>Click on the Close Month tab.</p> 