



Animal and
Plant Health
Inspection
Service

Plant
Protection and
Quarantine

Quarantine
Policy,
Analysis &
Support

June 2024

Agricultural Risk Management

User Guide: Domestic Programs

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Table of Contents

This user guide contains several user guides with detailed steps for U.S. Department of Agriculture employees to use the Agricultural Risk Management (ARM) system for the following entry pathways:

- Domestic Submission
- Post Entry Quarantine Pests
- Export Certification Program Pests

Also included are these helpful user guides for using ARM:

- Navigating Common Fields in the ARM Workspace
- Search, Add, and Edit a Trade Party in ARM
- Upload Digital Imagery for a Diagnostic Determination in ARM

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Additional assistance is available by:

- Calling the ARM Help Desk at (301)-851-2252 Hours: 8:00 a.m.-10:00 p.m. ET M-F
- Emailing the ARM Help Desk at ARM-Helpdesk@usda.gov, typing “ARM Domestic” in the subject line.

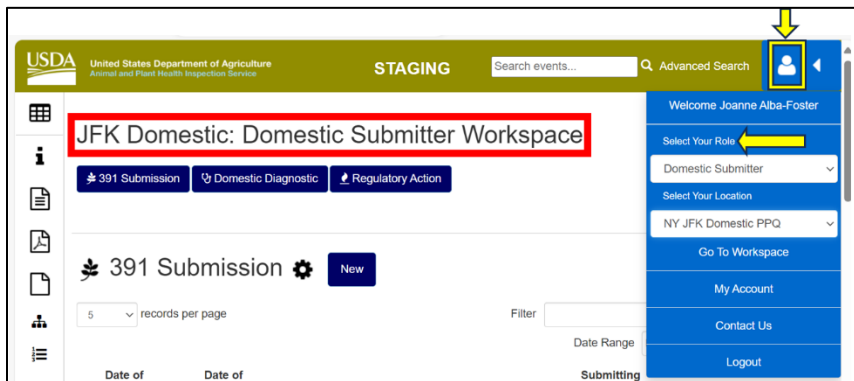
Enter Data for a 391 Submission in the ARM Domestic Module

This section describes how to access and enter information into the ARM Record Information Section. The following topics are included in the Add Record Information section:

1. Create a New Record
 - A. Use an Existing Record
 - B. Upload PPQ Form 391 Data
 - C. Add Record Information
 - D. Add Article Information
 - E. Update and Delete Article Information
 - F. Add and Submit Diagnostic Request Information
 - a. Print Diagnostic Request (DR) Routing Form
 - G. Recall a Diagnostic Request (DR) to Update or Delete
2. Access a Draft Record


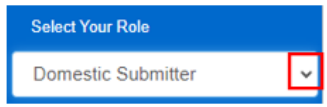
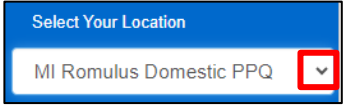
1. Create a New Record

ARM is a permission and role-based system. Some users may have access to different workspaces and multiple active roles and locations in ARM. Before creating a new record, users must check if they are in the correct Workspace. After logging into ARM, refer to the screenshot below on the Domestic workspace.



For the Domestic workspace, users will see their city, location, and role on the top left side of the workspace page. If a user has multiple roles and locations and does not see Domestic workspace on screen, they will have to switch roles and locations using the below steps.

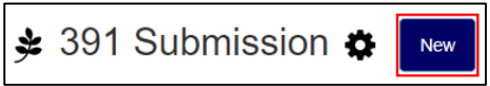
Switch roles and locations:

STEP	ACTION
1	<p>Click on the User Profile Icon.</p>  <p>The user profile icon is located on the top right side of the workspace.</p>
2	<p>Select Domestic or SPHD Submitter Role on the Change Your Role field using the dropdown arrow.</p>  <p>Note: The SPHD Submitter role can also be selected.</p>
3	<p>Select your Domestic or SPHD Location on the Change Your Location field using the dropdown arrow.</p> 

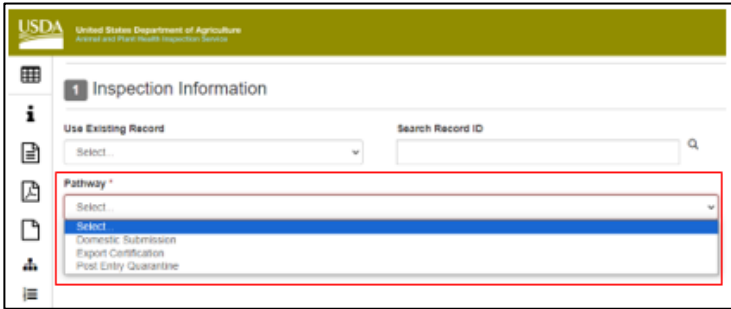
When the page refreshes, the Domestic Workspace will be available.

After users validate being in the correct workspace; refer to the table below on how to enter a new record in the Domestic workspace.

Create a new record:

STEP	ACTION
1	<p>Click on the New tab.</p> 

2	IF	THEN
	Using an Existing Record	GO TO Topic A Use an Existing Record
	Not using an Existing Record	GO TO step 3.

3	<p>Select the Pathway.</p> 
----------	--

After selecting a Pathway, the screen will refresh to show the Record Information Section.

1 Record Information

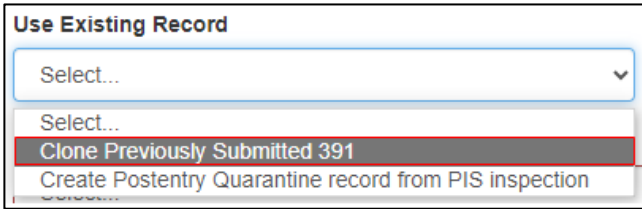
Pathway *
 Domestic Program Pest

Upload 391

Shipment Identifiers Type Select...	Number <input type="text"/>	Name of Collector <input type="text"/>
Program * Select...		Collection Number <input type="text"/>
Date - Submission * MM/DD/YYYY		Submitting Agency * Select...
Date - Collection * MM/DD/YYYY		Sampling Method <input type="text"/>
Interception Site Type Of Property Select...		Source of Sample * Select...
Interception Site * Select...		Pest Found Where? * Select...
Reason For Identification * Select...		

IF	THEN
Uploading PPQ Form 391 PDF	GO TO Topic B Upload PPQ 391 Form Data
Not uploading PPQ Form 391 PDF	GO TO Topic C Add Record Information


A. Use an Existing Record

STEP	ACTION						
1	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Using a previously submitted 391</td> <td>GO TO Step 2.</td> </tr> <tr> <td>Using a Post Entry Quarantine record from the PIS inspection</td> <td>GO TO Step 5.</td> </tr> </tbody> </table>	IF	THEN	Using a previously submitted 391	GO TO Step 2.	Using a Post Entry Quarantine record from the PIS inspection	GO TO Step 5.
	IF	THEN					
	Using a previously submitted 391	GO TO Step 2.					
Using a Post Entry Quarantine record from the PIS inspection	GO TO Step 5.						
2	<p>Select Clone Previously Submitted 391.</p> 						

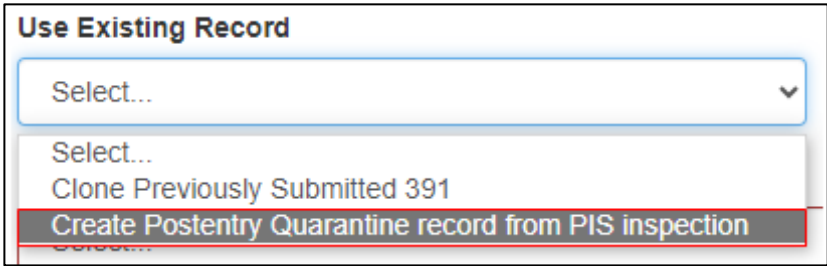
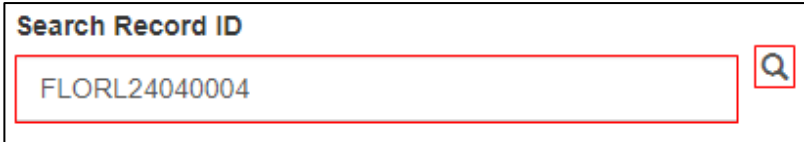
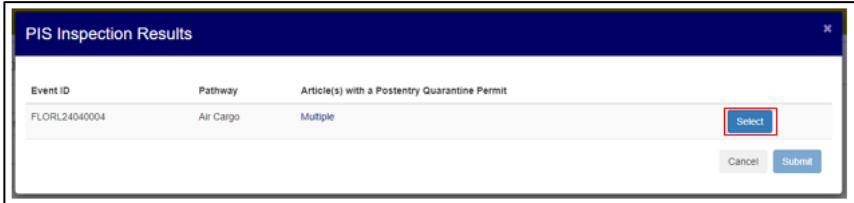
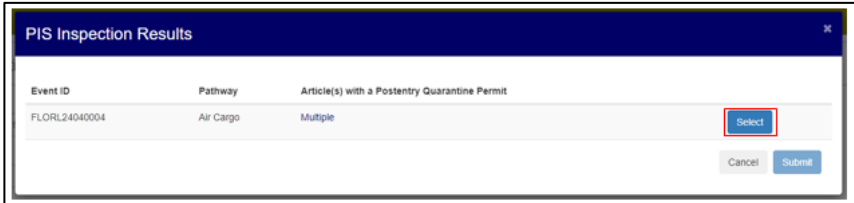
3 Enter the Record ID then click search.

Note: A new dialog box will appear summarizing the data entered in the existing record. This does not mean that all data will populate in ARM.

4 Review the data in the window.


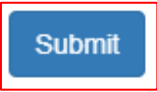
IF DATA IS	THEN
Correct	1. Click on Clone.  Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM. 2. GO TO Step 9.
<u>Not</u> correct	1. Click on Cancel. 2. Repeat Steps 1 to 3. Note: Review the existing record and/or use another one if needed.

Note: You will need to review and validate the transferred data in the Record Information Section. If you don't need the article data from the previous 391 record you can uncheck the Copy article data box. Also, after cloning the 391, you will need to review and validate the transferred data in the Record Information Section.

<p>5</p>	<p>Select Create Postentry Quarantine record from PIS inspection.</p> 
<p>6</p>	<p>Enter the Record ID then click search.</p>  <p>Note: A new dialog box will appear summarizing the data entered in the existing record. This does not mean that all data will populate in ARM.</p> 
<p>7</p>	<p>Click Select.</p> 

8

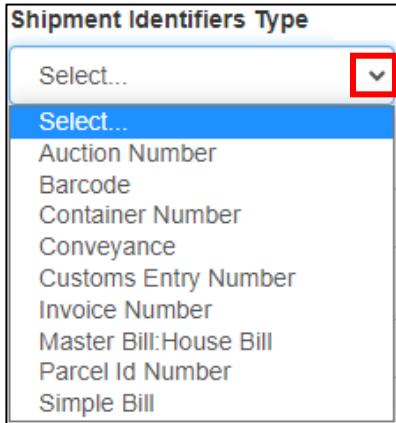
Review the data in the window.

IF DATA IS	THEN
<p>Correct</p>	<ol style="list-style-type: none"> Select the commodity(ies) that requires a 391 submission.  <ol style="list-style-type: none"> Click on Submit.  <p>Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM.</p> <ol style="list-style-type: none"> GO TO Step 9.
<p><u>Not</u> correct</p>	<ol style="list-style-type: none"> Click on Cancel. Repeat Steps 5 to 8. <p>Note: Review the existing record and/or use another one if needed.</p>

Note: You will need to review and validate the transferred data in the Record Information Section. Also, after cloning the 391, you will need to review and validate the transferred data in the Record Information Section.

9

Click on the dropdown arrow and select a Shipment Identifier Type, **IF** needed.



Note: Shipment Identifiers could vary per pathway. This field is not required. **SKIP** this step and the next one if needed. **Continue to Step 13.**

10

Enter the Shipment Identifier Number. Click on the plus sign, **IF** needed.



Note: Some Shipment Identifiers Numbers might have a specific format. If so, a warning message will show in the right format as seen here:




Note: Multiple shipment identifiers and their numbers can be added using the plus symbol on the right-hand side of the number field. Repeat Steps 1 and 2 as needed.

If users enter only one identifier, ARM provides an auto-save capability when users click on the Save or Article tabs on the page's far low left side.



Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM PIS Shipments:

- **Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits; or **xxxx-nnnn** 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits.


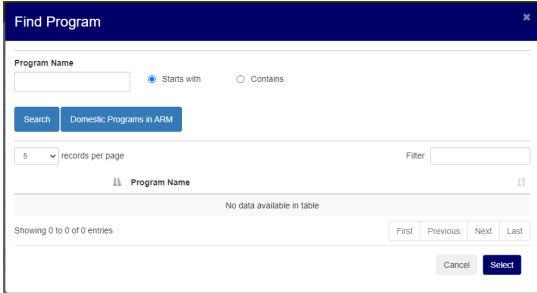
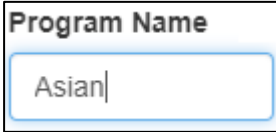
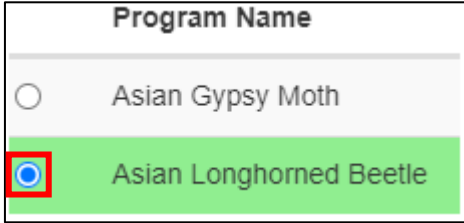
Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.

- **Customs Entry Number- xxx-nnnnnnnn** 3 alphanumeric digits followed by a dash (-) and 8 alphanumeric digits.
- **Container Number- XXXXnnnnnnn** 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between.
- **Master Bill: House Bill- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and 4 alphanumeric digits. This can vary depending on the selected pathway.



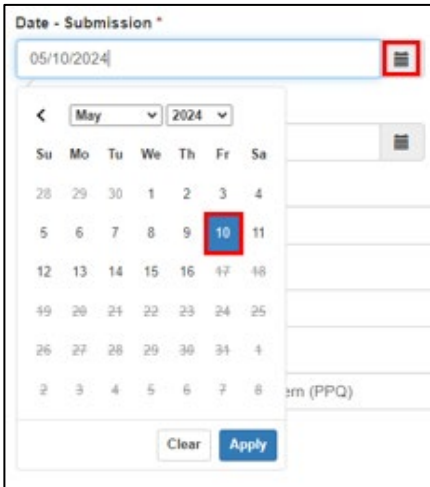
Example: On a Sea Cargo Shipment the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.

11

Select a Program from the dropdown list, **SKIP** this step if needed.

IF THE PROGRAM IS:	THEN:
On the dropdown list	GO TO Step 13.
Federally Recognized State Managed Phytosanitary Program (FRSMP)	GO TO Step 12.
Not on the dropdown list	<ol style="list-style-type: none"> Click on the Search icon.  Note: A Find Program window appears.  Enter a Program Name.  Click on Search. Click on the Program Name you searched for.  Click on Select. GO TO Step 13.

Note: This field only appears on the Domestic Submission Pathway. **GO TO [Domestic Programs in the ARM Domestic Module Section](#)** to see all the Domestic Programs in ARM.

<p>12</p>	<p>Select a FRSMP Taxonomy.</p>  <p>The screenshot shows a dropdown menu titled "FRSMP Taxonomy *". The menu is open, displaying a list of taxonomic options: "Select...", "Agrius planipennis Fairmaire (Buprestidae)", "Lillocercus illii (Scopoli) (Chrysomelidae)", "Bagrada hilaris (Burmeister) (Pentatomidae)", "Bactericera cockerelli (Sulc) (Triozidae)", and "Phytomyza gymnostoma Loew (Agromyzidae)". A red box highlights the dropdown arrow on the right side of the menu.</p>
<p>13</p>	<p>Enter the date of submission.</p>  <p>The screenshot shows a text input field labeled "Date - Submission *". The field contains the date "05/10/2024" and a calendar icon on the right side.</p> <p>OR</p> <p>Click on the calendar icon and select a date.</p>  <p>The screenshot shows the "Date - Submission *" field with the date "05/10/2024" and a calendar icon. The calendar is open, showing the month of May 2024. The date "10" is highlighted with a red box. The calendar includes a "Clear" button and an "Apply" button at the bottom.</p>
<p>14</p>	<p>Click Apply.</p>

15

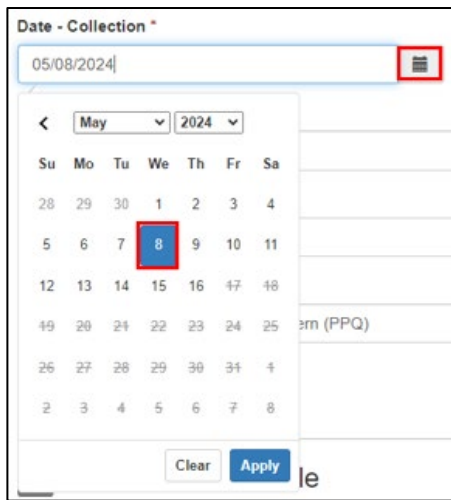
Enter the date of collection.



A screenshot of a web form field labeled "Date - Collection *". The field contains the text "05/08/2024" and a small calendar icon on the right side.

OR

Click on the calendar Icon and select a date.



A screenshot of a date picker interface. At the top, it shows "Date - Collection *" and the current date "05/08/2024" with a calendar icon. Below is a calendar for May 2024. The date "8" is highlighted with a red box. At the bottom, there are "Clear" and "Apply" buttons.

16

Click Apply.

17

Select the type of property where the interception was found from the dropdown list.

Interception Site Type Of Property

Select... ▼

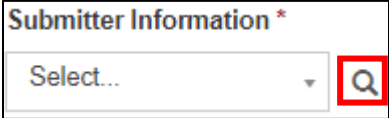
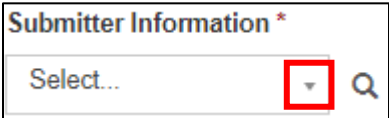
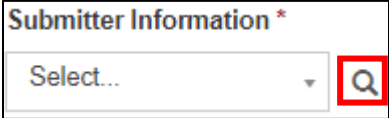
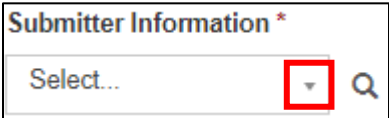
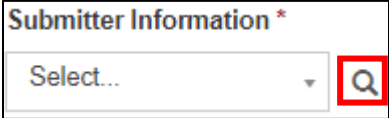
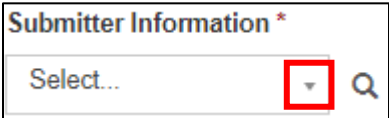
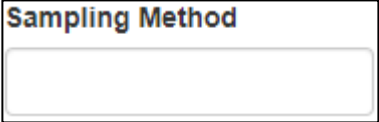
- Commercial Landscape
- Consumer
- Environs
- Farm
- Feedmill
- Other
- Packing House
- Processing Plant
- Residential
- Retail Nursery
- Wholesale Nursery
- Wholesale/Retail Nursery
- Wildland

IF:	THEN:
Other	<p>1. Enter the type of property in the new field that appears.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Type of Property: Other *</p> <p>Local Market</p> </div> <p>2. GO TO Step 18.</p>
Any other option	GO TO Step 18.

Note: This is a non-required field. **SKIP** this step, **IF** needed.

18	<p>Select an Interception Site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%; padding: 5px;">IF THE INTERCEPTION SITE IS:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><u>Not</u> on the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="Q"/> </div> </div> </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 19 after adding an Interception Site.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>On dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="v"/> <input style="margin-left: 5px; width: 20px; height: 20px;" type="button" value="Q"/> </div> </div> </div> <p>2. GO TO Step 19.</p> </td> </tr> </tbody> </table>	IF THE INTERCEPTION SITE IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="Q"/> </div> </div> </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 19 after adding an Interception Site.</p>	<p>On dropdown list</p>	<p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="v"/> <input style="margin-left: 5px; width: 20px; height: 20px;" type="button" value="Q"/> </div> </div> </div> <p>2. GO TO Step 19.</p>
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<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="Q"/> </div> </div> </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 19 after adding an Interception Site.</p>						
<p>On dropdown list</p>	<p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid red;" type="button" value="v"/> <input style="margin-left: 5px; width: 20px; height: 20px;" type="button" value="Q"/> </div> </div> </div> <p>2. GO TO Step 19.</p>						
19	<p>Select a Reason for Identification from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Reason For Identification *</p> <div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select..."/> <div style="margin-left: 5px; border: 1px solid red; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">v</div> </div> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px 5px;">Select... <li style="padding: 2px 5px;">Export Certification <li style="padding: 2px 5px;">Native Pests <li style="padding: 2px 5px;">New Quarantine <li style="padding: 2px 5px;">Other (Explain in Remarks) <li style="padding: 2px 5px;">Quarantine Extension <li style="padding: 2px 5px;">Range Extension - New County Record </div>						

<p>20</p>	<p>Select a Submitting Agency from the dropdown list.</p> <div data-bbox="264 275 565 537" style="border: 1px solid black; padding: 5px;"> <p>Submitting Agency *</p> <p>Select... ▼</p> <p>Select...</p> <p>APHIS PPQ</p> <p>Other</p> <p>State Cooperator</p> <p>University</p> </div> <table border="1" data-bbox="240 583 1333 974" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF THE SUBMITTING AGENCY IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">APHIS PPQ</td> <td style="padding: 5px;">GO TO Step 21A.</td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="padding: 5px;">GO TO Step 22A.</td> </tr> <tr> <td style="padding: 5px;">State Cooperator or University</td> <td style="padding: 5px;">GO TO Step 22B.</td> </tr> </tbody> </table>	IF THE SUBMITTING AGENCY IS:	THEN:	APHIS PPQ	GO TO Step 21A.	Other	GO TO Step 22A.	State Cooperator or University	GO TO Step 22B.
IF THE SUBMITTING AGENCY IS:	THEN:								
APHIS PPQ	GO TO Step 21A.								
Other	GO TO Step 22A.								
State Cooperator or University	GO TO Step 22B.								
<p>21A</p>	<p>Select a PPQ submitter from the dropdown list.</p> <div data-bbox="256 1142 646 1493" style="border: 1px solid black; padding: 5px;"> <p>Submitter Information *</p> <p>Antonio Velazquez ▼</p> <p>Select...</p> <p>Adelmarie MelendezSantiago</p> <p>Alberto L Quinones</p> <p>Alfredo Reyes</p> <p>Alondra Ortiz</p> <p>Ana C Vizcarrondo</p> <p>Ana Laura Hernandez Burgos</p> <p>Angel L Bonilla</p> <p>Antonio Fuminaya</p> </div>								
<p>21B</p>	<p>GO TO Step 23.</p>								
<p>22A</p>	<p>Enter the Submitting Agency name.</p> <div data-bbox="256 1696 641 1803" style="border: 1px solid black; padding: 5px;"> <p>Submitting Agency Other *</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div> <p>Note: This field will appear after selecting “Other” in the Submitting Agency dropdown field.</p>								

<p>22B</p>	<p>Select the submitter's information.</p> <table border="1" data-bbox="240 275 1333 1087"> <thead> <tr> <th data-bbox="240 275 678 373">IF THE SUBMITTER INFO IS:</th> <th data-bbox="683 275 1333 373">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 380 678 779"> <p>Not on the dropdown list</p> </td> <td data-bbox="683 380 1333 779"> <p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 23 after adding a Submitter.</p> </td> </tr> <tr> <td data-bbox="240 785 678 1087"> <p>On the Dropdown list</p> </td> <td data-bbox="683 785 1333 1087"> <p>1. Select a Submitter.</p>  <p>2. GO TO Step 23.</p> </td> </tr> </tbody> </table>	IF THE SUBMITTER INFO IS:	THEN:	<p>Not on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 23 after adding a Submitter.</p>	<p>On the Dropdown list</p>	<p>1. Select a Submitter.</p>  <p>2. GO TO Step 23.</p>
IF THE SUBMITTER INFO IS:	THEN:						
<p>Not on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 23 after adding a Submitter.</p>						
<p>On the Dropdown list</p>	<p>1. Select a Submitter.</p>  <p>2. GO TO Step 23.</p>						
<p>23</p>	<p>Enter a sampling method IF needed.</p>  <p>Note: This is a non-required field. You may SKIP if needed.</p>						

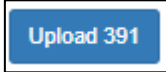
<p>24</p>	<p>Select the source of the sample from the dropdown list.</p> <div data-bbox="250 275 706 810" style="border: 1px solid black; padding: 5px;"> <p>Source of Sample *</p> <p>Post Entry Sample ▼</p> <p>Select...</p> <ul style="list-style-type: none"> Business/Farm Submission CAPS Program Survey Compliance Inspection Crop Consultant Export Sample FRSMP Pest Homeowner Submission Interception, Domestic PPA 7721 Survey PPQ Emergency Pest Program Survey PPQ Established Pest Program Survey PPQ Port Environs/Warehouse Survey PPQ Work Unit Survey Post Entry Sample State Survey (Other than CAPS or PPA) Trace Forward/Back </div>
<p>25</p>	<p>Skip Pest Found Where?</p> <div data-bbox="241 945 883 1083" style="border: 1px solid black; padding: 5px;"> <p>Pest Found Where? *</p> <p style="background-color: #e0e0e0; padding: 2px;">Environment – On Host</p> </div> <p>Note: The Pest Found Where will be grayed out because it is the option selected in the existing record. If you need to change it, you need to delete the article. Go to Topic E: Update and Delete Article Information.</p>
<p>26</p>	<p>Go to Add Article Information Section in the ARM Domestic Module to review all remaining fields in the Article section.</p>

Note: If you still need more help, please see the Domestic 391 Submission Webinar in the ARM Help section or click on the link below.

https://arm.aphis.usda.gov/documents/domestic/ARM_Domestic_391_Submission_Webinar_20240507_20521.mp4

B. Upload PPQ Form 391 Data

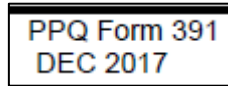
A new Upload 391 functionality has been added to ARM. You will be able to upload an electronically filled 391 PDF form into ARM.



PPQ 391 Form Nuances

You need to consider some nuances before uploading a PPQ 391 Form into ARM. Follow the guidance below when electronically filling out the 391 Form.

1. The only 391 PDF version supported in ARM is the OMB Approved 0579-0010 and 104 (See top right side of the form) Version from December 2017 (See lower left side).



2. The format for submission and collection dates on the form must be XX/XX/XXXX

2A. DATE - SUBMISSION			2.B. DATE - COLLECTION		
MONTH	DAY	YEAR	MONTH	DAY	YEAR
07	28	2023	07	26	2023

3. City and state information on Box Number 5.- **Address of Submitter** must be entered separately on each line:

- 1st line must have the address information.
- 2nd line must have the name of the city spelled out.
- 3rd line must have the name of the state spelled out.

SUBMITTER AND ORIGIN	4A. NAME OF SUBMITTER	4B. NAME OF COLLECTOR
	Kathryn Pinto	Kathryn Pinto
	5. ADDRESS OF SUBMITTER	
	1234 Anywhere Street	
	Orlando	
	Florida	ZIP 08889
	EMAIL ADDRESS OF SUBMITTER kathryn.a.pinto@usda.gov	

4. For Box Number 6.- **Type of Property**, you must enter a value from the options below:
 - a. Commercial Landscape
 - b. Consumer
 - c. Environs
 - d. Farm
 - e. Feedmill
 - f. Other
 - g. Packinghouse
 - h. Processing Plant
 - i. Residential
 - j. Retail Nursery
 - k. Wholesale Nursery
 - l. Wholesale/Retail Nursery
 - m. Wildland

5. Box 10. -**Name of Host Taxonomy**, and Box 20.- **Tentative Determination**, must be entered using Genus and Species.



10. HOST INFORMATION
NAME OF HOST (<i>Scientific name</i>)
Citrus sp.

20. TENTATIVE DETERMINATION
Bactrocera sp.

6. For Box 17.- **Type of Trap and Lure**, you must enter information only about the trap or only about the lure.

17. TYPE OF TRAP AND LURE
Multilure

7. All remarks entered on Box 19.- **Remarks** will appear on ARM’s Remarks field located in the Diagnostic Request Section.

ARM Fields associated with PPQ 391 Form.

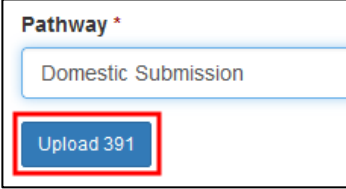
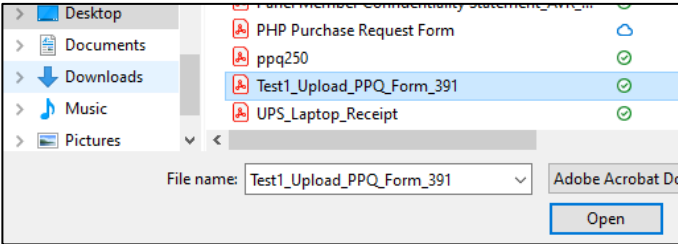
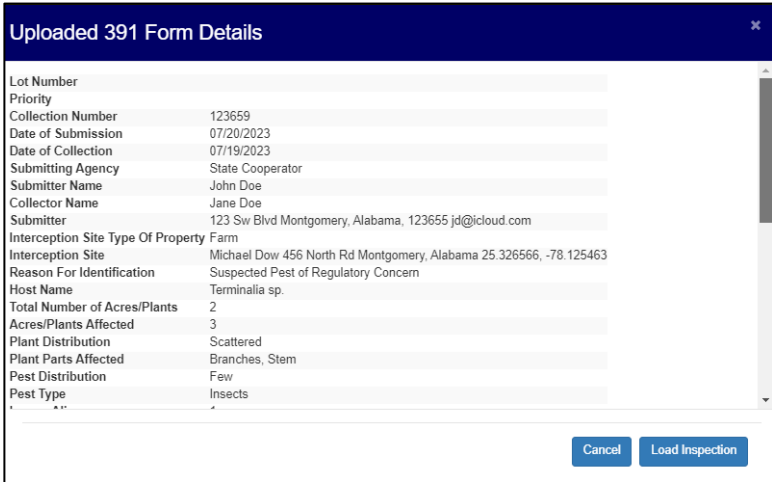
When you hover your mouse over some of the fields on ARM pages, hover text appears explaining the corresponding field number associated with the PPQ 391 Form.


Example:

Name of Collector
Form 391 Field 4b


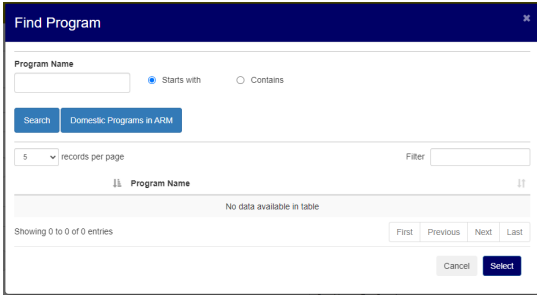
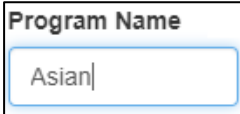
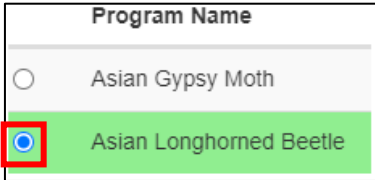
This will help the user to associate corresponding fields on the PPQ 391 Form when creating an ARM Domestic Inspection.

Upload PPQ Form 391 data.


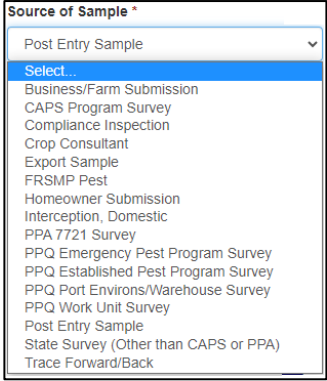
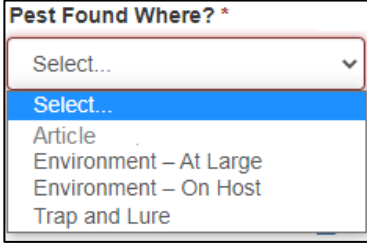
STEP	ACTION
<p>1</p>	<p>Click on Upload 391.</p> 
<p>2</p>	<p>Select the electronic PPQ 391 Form PDF that you would like to upload from your desktop.</p> 
<p>3</p>	<p>Click on Open.</p> <p>OR</p> <p>Hit enter on your keyboard.</p> <p>Note: A new dialog box will appear summarizing the data entered in the form. This does not mean that all data will populate in ARM.</p> 

4	Review the data in the window.	
IF THE DATA IS:		THEN:
Correct	<ol style="list-style-type: none"> 1. Click on the Load Inspection. <div style="text-align: center; margin: 10px 0;">  </div> <p style="margin: 0;">Note: ARM will reload and the data that appeared in the dialog box will load into the corresponding sections in ARM.</p> <ol style="list-style-type: none"> 2. GO TO Step 5. 	
<u>Not</u> correct	<ol style="list-style-type: none"> 1. Click on Cancel. 2. Repeat Steps 1 to 3. <p style="margin: 0;">Note: Review the uploaded form and use another one if needed.</p>	
<p>Note: You will need to review and validate the transferred data in the Inspection Information Section. There are some nuances in ARM to be aware of to complete your record. For instance, some fields in ARM are not found on the PPQ 391 Form that must be populated to continue your record.</p>		

5 Select a Program from the dropdown list.

IF THE PROGRAM IS:	THEN:
On the dropdown list	GO TO Step 7.
Federally Recognized State Managed Phytosanitary Program (FRSMP)	GO TO Step 6.
Not on the dropdown list	<ol style="list-style-type: none"> Click on the Search icon.  Note: A Find Program window appears.  Enter a Program Name.  Click on Search. Click on the Program Name you searched for.  Click on Select. GO TO Step 7.


Note: This field only appears on the Domestic Submission Pathway. **GO TO [Domestic Programs in the ARM Domestic Module Section](#)** to see all the Domestic Programs in ARM.

6	<p>Select a FRSMPTaxonomy.</p> 
7	<p>Select the source of the sample from the dropdown list.</p> 
8	<p>Select an option for Pest Found Where from the dropdown list.</p>  <p>Note: The fields in the Article Section will default differently based on the selected option. Make this selection carefully and thoroughly before you proceed to the Article Section. To update this field once you move forward to the Article Section you will have to navigate to the Diagnostic Section and begin to unwind all steps back to the Article Section.</p>
9	<p>Go to Add Article Information Section in the ARM Domestic Module to review all remaining fields in the Article section.</p>

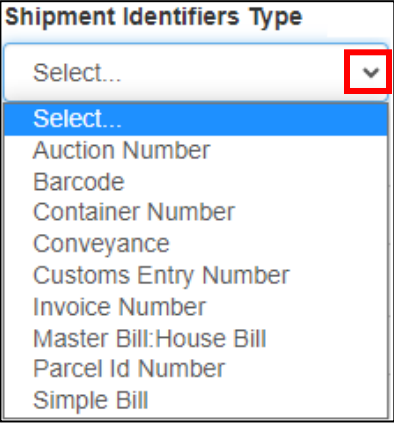
Note: If you still need more help, please see the PPQ Form 391 Upload PDF Functionality in the ARM Help section or click on the link below.


https://arm.aphis.usda.gov/documents/domestic/ARM_EDP_PPQ_391_Upload_Functionality_20230801_094916.mp4

C. Add Record Information







On the Inspection Information section required fields will be identified with a red asterisk . It is recommended to complete as many fields as possible, even though some fields are not required. Remember, ARM is a workflow-based system. Once data has been entered into one section, it will auto-populate on subsequent sections or pages, if needed. Users will not have to enter it again.

Enter data into the Record Information section:

STEP	ACTION
1	<p>Click on the dropdown arrow and select a Shipment Identifier Type, IF needed.</p>  <p>Note: Shipment Identifiers could vary per pathway. This field is not required. SKIP this step and the next one, IF needed. Continue to Step 3.</p>

STEP	ACTION						
2	<p data-bbox="228 268 1133 300">Enter a Shipment Identifier Number. Click on the plus sign, IF needed.</p> <div data-bbox="237 338 594 449" style="border: 1px solid black; padding: 5px;"> <p data-bbox="240 342 337 363">Number</p> <input data-bbox="240 373 521 443" type="text"/> + </div> <p data-bbox="228 499 1481 573">Note: Some Shipment Identifiers Numbers might have a specific format. If so, a warning message will show displaying the correct format as shown below:</p> <div data-bbox="228 617 964 728" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Shipment Identifiers Type</td> <td style="width: 40%; padding: 2px;">Number</td> </tr> <tr> <td style="padding: 2px;">Container Number v</td> <td style="padding: 2px;">CCNU789652] x +</td> </tr> <tr style="border: 2px solid red;"> <td colspan="2" style="padding: 2px; font-size: small;">Please enter container number in the correct format: XXXXnnnnnnn, 4 upper case characters followed by exactly 7 digits.</td> </tr> </table> </div> <div data-bbox="282 779 467 993" style="text-align: center;">  </div> <p data-bbox="532 779 1507 852">Note: Multiple shipment identifiers and their numbers can be added. Repeat Steps 1 and 2 as needed.</p> <p data-bbox="532 890 1481 963">If users enter only one identifier, ARM provides an auto-save capability when users click on the Save or Article tabs on the page's far low left side.</p> <div data-bbox="837 968 1032 1035" style="display: flex; justify-content: center; gap: 10px;"> <div data-bbox="837 968 922 1035" style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Save</div> <div data-bbox="938 968 1032 1035" style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Article</div> </div> <p data-bbox="228 1037 1448 1110">Some Shipment identifiers have a unique _____ format. These are the different formats for the most used shipment identifiers in ARM PIS Shipments:</p> <ul data-bbox="228 1148 1523 1709" style="list-style-type: none"> <li data-bbox="228 1148 1523 1262">• Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits; or xxxx-nnnn 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits. <li data-bbox="228 1297 1523 1371">Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: xxxx-nnnn. <li data-bbox="228 1407 1523 1480">• Customs Entry Number- xxx-nnnnnnnn 3 alphanumeric digits followed by a dash (-) and 8 alphanumeric digits. <li data-bbox="228 1516 1523 1589">• Container Number- XXXXnnnnnnn 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between. <li data-bbox="228 1625 1523 1709">• Master Bill: House Bill- xxx-nnnn 3 alphanumeric digits followed by a dash (-) and 4 alphanumeric digits. This can vary depending on the selected pathway. <p data-bbox="228 1751 1523 1824">Example: On a Sea Cargo Shipment the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: xxxx-nnnn.</p>	Shipment Identifiers Type	Number	Container Number v	CCNU789652] x +	Please enter container number in the correct format: XXXXnnnnnnn, 4 upper case characters followed by exactly 7 digits.	
Shipment Identifiers Type	Number						
Container Number v	CCNU789652] x +						
Please enter container number in the correct format: XXXXnnnnnnn, 4 upper case characters followed by exactly 7 digits.							

Refer to the table below for instructions on how to enter a Master Bill:House Bill in ARM:

STEP	ACTION
<p>1</p>	<p>Select Master Bill: House Bill Shipment identifier, IF needed.</p> <div data-bbox="241 422 599 527" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers Type</p> <p>Master Bill:House Bill ▾</p> </div> <p>Note: Shipment Identifiers could vary per pathway. This field is not required SKIP this step and the next one if needed. Continue to Step 3.</p>
<p>2</p>	<p>Enter a number following the format previously provided. Click on the plus icon.</p> <div data-bbox="241 779 540 905" style="border: 1px solid black; padding: 5px;"> <p>Number</p> <p>123-989966 </p> </div> <p>Note: After clicking the plus icon, another field will show below to enter the House Bill information.</p>
<p>3</p>	<p>Type the House Bill number and then click on the plus icon.</p> <div data-bbox="241 1115 865 1220" style="border: 1px solid black; padding: 5px;"> <p>Master Bill:House Bill House Bill</p> <p>123-989966  1236456  </p> </div> <p>If needed, repeat this step for other House Bills to be entered.</p> <div data-bbox="241 1346 609 1539" style="border: 1px solid black; padding: 5px;"> <p>House Bill</p> <p>789966 </p> <p></p> </div>

To delete a Shipment Identifier or a House Bill Number, click on the trash can icon.




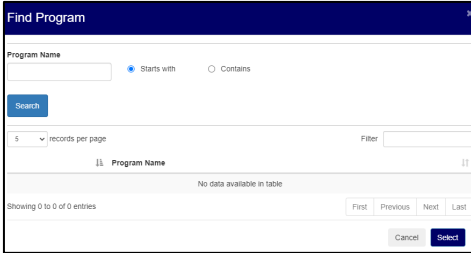
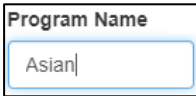
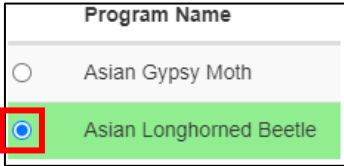
If a Shipment Identifier is entered using an incorrect format, a warning message will show advising the correct format as seen here:

Shipment Identifiers Type	Number
Container Number <input type="text"/>	CCNU789652 <input type="text"/>
<div style="border: 1px solid red; padding: 2px;">Please enter container number in the correct format: XXXXnnnnnnn. 4 upper case characters followed by exactly 7 digits.</div>	

The warning message instructs the user on how to enter the Shipment Identifier properly.


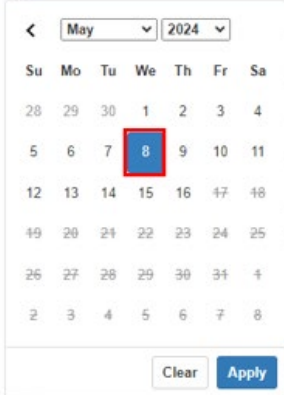
Go to Step 4 to continue the Record Information data entry.

4 Select a Program from the dropdown list.

IF THE PROGRAM IS:	THEN:
On the dropdown list	GO TO Step 6.
Federally Recognized State Managed Phytosanitary Program (FRSMP)	GO TO Step 5.
Not on the dropdown list	<ol style="list-style-type: none"> Click on the Search icon.  Note: A Find Program window appears.  Enter a Program name.  Click on Search. Click on the Program you searched for.  Click on Select. GO TO Step 6.

Note This field only appears on the Domestic Submission Pathway. **GO TO [Domestic Programs in the ARM Domestic Module Section](#)** to see all the Domestic Programs in ARM.

<p>5</p>	<p>Select a FRSMP Taxonomy.</p> <div data-bbox="240 310 1117 499" style="border: 1px solid black; padding: 5px;"> <p>FRSMP Taxonomy *</p> <p>Select...</p> <ul style="list-style-type: none"> Agrilus planipennis Fairmaire (Buprestidae) Lilloceris illii (Scopoli) (Chrysomelidae) Bagrada hilaris (Burmeister) (Pentatomidae) Bactericera cockerelli (Sulc) (Triozidae) Phytomyza gymnostoma Loew (Agromyzidae) </div>																																																	
<p>6</p>	<p>Enter the date of submission.</p> <div data-bbox="248 630 790 735" style="border: 1px solid black; padding: 5px;"> <p>Date - Submission *</p> <p>05/10/2024</p> </div> <p style="text-align: center; margin: 10px 0;">OR</p> <p>Click on the calendar icon and select a date.</p> <div data-bbox="256 949 716 1470" style="border: 1px solid black; padding: 5px;"> <p>Date - Submission *</p> <p>05/10/2024</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>< May 2024</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr> <td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td style="background-color: #007bff; color: white;">10</td><td>11</td></tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</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> </tbody> </table> <p style="text-align: right; margin-top: 5px;">Clear Apply</p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Su	Mo	Tu	We	Th	Fr	Sa																																												
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12	13	14	15	16	17	18																																												
19	20	21	22	23	24	25																																												
26	27	28	29	30	31	1																																												
2	3	4	5	6	7	8																																												
<p>7</p>	<p>Click Apply.</p>																																																	

<p>8</p>	<p>Enter the date of collection.</p> <div data-bbox="250 275 782 375"><p>Date - Collection *</p><input type="text" value="05/08/2024"/></div> <p>OR</p> <p>Click on the calendar Icon and select a date.</p> <div data-bbox="241 585 691 1079"><p>Date - Collection *</p><input type="text" value="05/08/2024"/> </div> 
-----------------	--

10

Select the type of property where the interception was found from the dropdown list.

Interception Site Type Of Property

Select...
▼

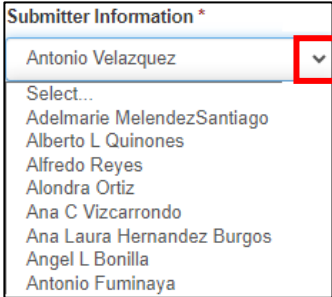


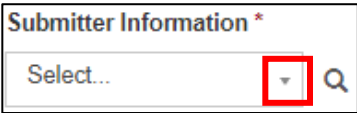

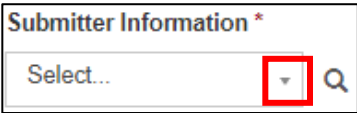

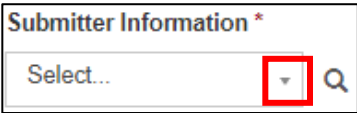
- Commercial Landscape
- Consumer
- Environs
- Farm
- Feedmill
- Other
- Packing House
- Processing Plant
- Residential
- Retail Nursery
- Wholesale Nursery
- Wholesale/Retail Nursery
- Wildland

IF:	THEN:
Other	<ol style="list-style-type: none"> 1. Enter the type of property in the new field that appears, which is required. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Type of Property: Other *</p> <div style="border: 1px solid gray; padding: 2px; width: 100%;">Local Market</div> </div> <ol style="list-style-type: none"> 2. GO TO Step 11.
Any other option	GO TO Step 11.

Note: This is a non-required field **SKIP** this step **IF** needed.

11	<p>Select an Interception Site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%; padding: 5px;">IF THE INTERCEPTION SITE IS:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Not on the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ 🔍 </div> </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 12 after adding an Interception Site.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>On the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ 🔍 </div> </div> <p>2. GO TO Step 12.</p> </td> </tr> </tbody> </table>	IF THE INTERCEPTION SITE IS:	THEN:	<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ 🔍 </div> </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 12 after adding an Interception Site.</p>	<p>On the dropdown list</p>	<p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ 🔍 </div> </div> <p>2. GO TO Step 12.</p>
IF THE INTERCEPTION SITE IS:	THEN:						
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<p>On the dropdown list</p>	<p>1. Select an Interception Site.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Interception Site *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ 🔍 </div> </div> <p>2. GO TO Step 12.</p>						
12	<p>Select a Reason for Identification from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Reason For Identification *</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Select..."/> ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">Select... <li style="padding: 2px;">Export Certification <li style="padding: 2px;">Native Pests <li style="padding: 2px;">New Quarantine <li style="padding: 2px;">Other (Explain in Remarks) <li style="padding: 2px;">Quarantine Extension <li style="padding: 2px;">Range Extension - New County Record </div>						

13	<p>Enter the collector’s name, IF needed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Name of Collector</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This is a non-required field you may SKIP, if needed.</p>								
14	<p>Enter a collection number IF needed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Collection Number</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This is a non-required field you may SKIP, if needed.</p>								
15	<p>Select a Submitting Agency from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Submitting Agency *</p> <div style="border: 1px solid black; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">Select... <li style="padding: 2px;">APHIS PPQ <li style="padding: 2px;">Other <li style="padding: 2px;">State Cooperator <li style="padding: 2px;">University </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 40%; padding: 5px;">IF THE SUBMITTING AGENCY IS:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">APHIS PPQ</td> <td style="padding: 5px;">GO TO Step 16A.</td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="padding: 5px;">GO TO Step 17A.</td> </tr> <tr> <td style="padding: 5px;">State Cooperator or University</td> <td style="padding: 5px;">GO TO Step 17B.</td> </tr> </tbody> </table>	IF THE SUBMITTING AGENCY IS:	THEN:	APHIS PPQ	GO TO Step 16A.	Other	GO TO Step 17A.	State Cooperator or University	GO TO Step 17B.
IF THE SUBMITTING AGENCY IS:	THEN:								
APHIS PPQ	GO TO Step 16A.								
Other	GO TO Step 17A.								
State Cooperator or University	GO TO Step 17B.								

<p>16A</p>	<p>Select a PPQ submitter from the dropdown list.</p> 						
<p>16B</p>	<p>GO TO Step 18.</p>						
<p>17A</p>	<p>Enter the Submitting Agency name.</p>  <p>Note: This field will appear after selecting “Other” in the Submitting Agency dropdown field.</p>						
<p>17B</p>	<table border="1"> <thead> <tr> <th data-bbox="240 1077 675 1178">IF THE SUBMITTER INFO IS:</th> <th data-bbox="675 1077 1320 1178">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1178 675 1591"> <p><u>Not</u> on the dropdown list</p> </td> <td data-bbox="675 1178 1320 1591"> <p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 18 after adding a Submitter.</p> </td> </tr> <tr> <td data-bbox="240 1591 675 1860"> <p>On the dropdown list</p> </td> <td data-bbox="675 1591 1320 1860"> <p>1. Select a Submitter.</p>  <p>2. GO TO Step 18.</p> </td> </tr> </tbody> </table>	IF THE SUBMITTER INFO IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 18 after adding a Submitter.</p>	<p>On the dropdown list</p>	<p>1. Select a Submitter.</p>  <p>2. GO TO Step 18.</p>
IF THE SUBMITTER INFO IS:	THEN:						
<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 18 after adding a Submitter.</p>						
<p>On the dropdown list</p>	<p>1. Select a Submitter.</p>  <p>2. GO TO Step 18.</p>						

<p>18</p>	<p>Enter a sampling method IF needed.</p> <div data-bbox="250 275 625 399" style="border: 1px solid black; padding: 5px;"> <p>Sampling Method</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>Note: This is a non-required field you may SKIP if needed.</p>
<p>19</p>	<p>Select the source of the sample from the dropdown list.</p> <div data-bbox="250 573 699 1100" style="border: 1px solid black; padding: 5px;"> <p>Source of Sample *</p> <div style="border: 1px solid gray; padding: 2px;"> Post Entry Sample ▼ </div> <ul style="list-style-type: none"> Select... Business/Farm Submission CAPS Program Survey Compliance Inspection Crop Consultant Export Sample FRSMP Pest Homeowner Submission Interception, Domestic PPA 7721 Survey PPQ Emergency Pest Program Survey PPQ Established Pest Program Survey PPQ Port Environs/Warehouse Survey PPQ Work Unit Survey Post Entry Sample State Survey (Other than CAPS or PPA) Trace Forward/Back </div>
<p>20</p>	<p>Select an option for Pest Found Where? from the dropdown list.</p> <div data-bbox="256 1232 683 1514" style="border: 1px solid black; padding: 5px;"> <p>Pest Found Where? *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> Select... Article Environment – At Large Environment – On Host Trap and Lure </div> <p>Note: The fields in the Article section will default differently based on the selected option.</p>
<p>21</p>	<p>Go to Add Article Information Section in the ARM Domestic Module to enter the article information.</p>

D. Add Article Information

Date of Submission	Date of Collection	Pathway	Program	Event ID	Submitting Agency	Host
04/26/2024	04/25/2024	Domestic Submission	Emerald Ash Borer	MIRCMDOM24040017	APHIS PPQ	Total Number: 100 Acres
07/28/2023	04/26/2024	Domestic Submission	Emerald Ash Borer	MIRCMDOM24040015	APHIS PPQ	Total Number: 100 Acres
	Pending	Post Entry Quarantine		MIRCMDOM24040013	Not Specified	Malus domestica - Malus domestica (PM)
03/23/2024	03/23/2024	Domestic Submission	Emerald Ash Borer	MIRCMDOM24040012	State Cooperator	Fraxinus sp. - Fraxinus sp. (PM)
03/23/2024	03/23/2024	Domestic Submission	Asian Longhorned Beetle	MIRCMDOM24040010	State Cooperator	Acer sp. - Acer sp. (LC)

This section consists of two Headings:

A. Heading 2 - 2 Articles Master Table

B. Heading 3 - 3 Add Articles

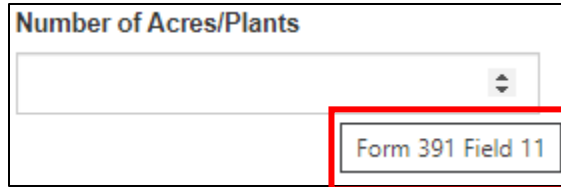
The screenshot shows two sections of the interface. The top section, labeled '2 Articles Master Table' with callout 'a', contains a table with columns: Total Number, Units, Acres/Plants Affected, and Name of Host. The bottom section, labeled '3 Add Articles' with callout 'b', contains a form with fields for: Number of Acres/Plants, Units (dropdown), Acres/Plants Affected (radio buttons for Percentage and Count), and Name of Host (dropdown). An 'Add Article' button is located at the bottom right of the form.

The article information will be entered under Heading 3. Once the information is added by the user, it will show under Heading 2.

Note: All required fields will show a red asterisk *. Users must enter information for these fields.

When you hover your mouse over some fields in this section, hover text appears explaining the corresponding field number associated with the PPQ 391 Form.

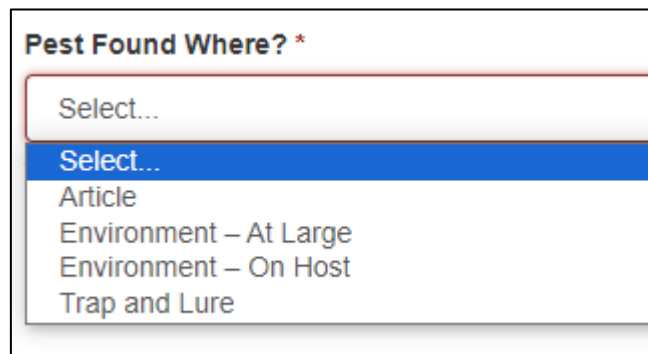
Example: Number of Acres/Plants



A screenshot of a web form field titled "Number of Acres/Plants". The field is a dropdown menu. A red rectangular box highlights a tooltip that appears when the mouse hovers over the field, containing the text "Form 391 Field 11".

This will help the user to associate the PPQ 391 Form information when creating an ARM Domestic Inspection.

The **Pest Found Where?** field is found in the Inspection Information section.




A screenshot of a web form field titled "Pest Found Where? *". The field is a dropdown menu with a red border. The menu is open, showing several options: "Select...", "Select..." (highlighted in blue), "Article", "Environment – At Large", "Environment – On Host", and "Trap and Lure".

Note: If an article has been added, this field will be disabled. If you need to update this field, delete the article to enable the field back. To delete an article, refer to [Topic E. Update and Delete Article Information](#) within this section.

Refer to the table below to add article data:


STEP	ACTION								
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="250 405 862 468" style="width: 50%;">IF THE PEST WAS FOUND ON/IN:</th> <th data-bbox="862 405 1502 468" style="width: 50%;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 468 862 562">Article or Environment-On Host</td> <td data-bbox="862 468 1502 562">GO TO Step 2.</td> </tr> <tr> <td data-bbox="250 562 862 657">Trap and Lure</td> <td data-bbox="862 562 1502 657">GO TO Step 4A.</td> </tr> <tr> <td data-bbox="250 657 862 751">Environment-At Large</td> <td data-bbox="862 657 1502 751">GO TO Step 5.</td> </tr> </tbody> </table> <p data-bbox="250 800 1502 871">Note: The fields on the article section will default to the value selected for the Pest Found Where? field in the Record Information section.</p>	IF THE PEST WAS FOUND ON/IN:	THEN:	Article or Environment-On Host	GO TO Step 2.	Trap and Lure	GO TO Step 4A.	Environment-At Large	GO TO Step 5.
IF THE PEST WAS FOUND ON/IN:	THEN:								
Article or Environment-On Host	GO TO Step 2.								
Trap and Lure	GO TO Step 4A.								
Environment-At Large	GO TO Step 5.								
2	<p data-bbox="250 884 846 919">Select an Article Type from the dropdown list.</p> <div data-bbox="250 961 683 1339" style="border: 1px solid black; padding: 5px;"> <p>Article Type *</p> <p>Propagative Material ▼</p> <p>Select...</p> <ul style="list-style-type: none"> Animal Product Cotton/Cotton Products Cut Flowers & Greenery Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous <li style="background-color: #0070C0; color: white;">Propagative Material Seeds Not for Planting Unknown Plant </div>								

3A Select the Article from the dropdown list or use the search feature to find the Article.

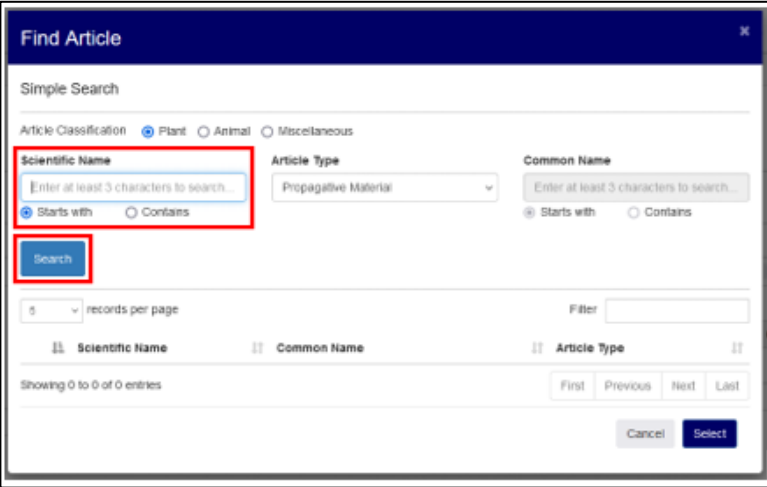


IF THE ARTICLE IS:	THEN:
Not listed	GO TO Step 3B.
Listed	1. Select an article. 2. GO TO Step 4A.

3B Click on the search Icon.



3C Enter at least 3 characters of an article and click Search.



Note: If the article is not found, **contact** the ARM Help Desk.

3D Select an Article using the radio button and then click Select.

Scientific Name	Commodity Type	Common Name
<input type="radio"/> Citharexylum sp.	Propagative Material	Citharexylum sp.
<input type="radio"/> Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa
<input checked="" type="radio"/> Citronella sp.	Propagative Material	Citronella sp.
<input type="radio"/> Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
<input type="radio"/> Citrullus lanatus	Propagative Material	Citrullus lanatus

Showing 1 to 5 of 151 entries

First Previous **1** 2 3 4 5 ... 31 Next Last

Cancel **Select**

4A Identify where the pest was found.

IF THE PEST WAS FOUND ON/IN:	THEN:
Trap and lure	GO TO Step 4B.
Article, Environment-On Host or Environment-At Large	GO TO Step 5.

4B Select a type of trap from the dropdown list.

Type of Trap *

Select... v

- Select...
- Aspirator
- Barrel Trap
- Beat Cloth
- Black Light Trap
- Black Light Trap 12 Watts
- Black Light Trap 22 Watts
- Black Light Trap, 12 Watt Bulb
- Black Light Trap, 12 Watt, AC
- Black Light Trap, 12 Watt, DC
- Black Light Trap, 22 Watt Bulb
- Black Light Trap, 22 Watt, AC
- Black Light Trap, 22 Watt, DC
- Black Light Trap, Bucket Insert
- Black Light Trap, Collection Bag
- Black Multi-funnel Trap, 12 Funnel, Dry
- Black Multi-funnel Trap, 12 Funnel, Wet
- Black Multi-funnel Trap, 12 Funnel, Wet Coated
- Black Multi-funnel Trap, 8 Funnel, Dry
- Black Multi-funnel Trap, 8 Funnel, Wet

<p>4C</p>	<p>Select the type of lure from the dropdown list.</p> <div data-bbox="256 279 777 947" style="border: 1px solid black; padding: 5px;"> <p>Type of Lure *</p> <p>Select... ▼</p> <p>Select...</p> <p>0.1 Mg E:z-11-Tetradecenyl Acetate</p> <p>2 Component Lure</p> <p>3 Component Lure</p> <p>3Z-Lactone + Z-3-hexenol</p> <p>70% alpha-pinene - 30% beta-pinene</p> <p>80 Manuka/20 Phoebe Oil and z-3 hexenol</p> <p>80% Manuka Oil - 20% Phoebe Oil</p> <p>99% Methyl Eugenol by Volume</p> <p>AG</p> <p>Acrolepiopsis assectella Lure</p> <p>Adoxomone</p> <p>Adoxophyes orana Lure</p> <p>Agriotes lineatus Lure</p> <p>Agriotes obscurus Lure</p> <p>Alpha Pinene</p> <p>Alpha Pinene Lure</p> <p>Alpha Pinene UHR Lure</p> <p>Alpha Pinene UHR Lure + Ethanol Lure</p> <p>Alpha Pinene and Ethanol</p> </div>
<p>4D</p>	<p>Enter a trap number.</p> <div data-bbox="256 1083 529 1186" style="border: 1px solid black; padding: 5px;"> <p>Trap Number *</p> <input style="width: 100%; height: 20px;" type="text"/> </div>
<p>5</p>	<p>Enter the quantity, IF needed.</p> <div data-bbox="267 1318 704 1423" style="border: 1px solid black; padding: 5px;"> <p>Quantity</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This is a non-required field for the Domestic Submission pathway. You may SKIP this step if needed when the record is related to that pathway.</p> <p>For Post Entry and Export Certification pathways, this field is required. You must enter a value so you can continue your work.</p> <div data-bbox="253 1713 704 1820" style="border: 1px solid black; padding: 5px;"> <p>Quantity *</p> <input style="width: 100%; height: 20px;" type="text"/> </div>

<p>6</p>	<p>Select Article Units, IF needed.</p> <div data-bbox="269 310 496 432" style="border: 1px solid black; padding: 5px;"> <p>Units</p> <p>Select... ▼</p> </div> <p>Note: This is a non-required field for the Domestic Submission pathway. You may SKIP this step if needed when the record is related to that pathway.</p> <p>For Post Entry and Export Certification pathways, this field is required. You must enter a value so you can continue your work.</p> <div data-bbox="253 722 691 806" style="border: 1px solid black; padding: 5px;"> <p>Units *</p> <p>Select... ▼</p> </div>
<p>7</p>	<p>Click on the Percentage or Count radio buttons under the Acres/ Plants Affected field.</p> <div data-bbox="277 936 561 1146" style="border: 1px solid black; padding: 5px;"> <p>Acres/Plants Affected</p> <p><input type="radio"/> Percentage <input checked="" type="radio"/> Count</p> <p style="border: 1px solid red; height: 20px; width: 100%;"></p> <p>Form 391 Field 11</p> </div> <p>Note: This field will remain disabled until a value is selected. This is a non-required field, SKIP this step if needed.</p>

8 Enter the percentage or count under Acres/Plants Affected.

Acres/Plants Affected
 Percentage Count
 12 Plant Units

Note: If you select Count, the unit of the amount entered will be associated with the value selected under the unit’s field. For example, if you selected Acres then the amount will show acres next to it. If you selected plant units, the amount would show plant units next to it. If you select percentage then the amount will have a percent value next to it.

Acres/Plants Affected
 Percentage Count
 12 %

9 Identify where the pest was found.

IF A PEST WAS FOUND ON/IN:	THEN:
Article or Environment-On Host	GO TO Step 10.
Environment-At Large or Trap and lure	GO TO Step 13A.

10 Select plant distribution from the dropdown and click on the plus sign.

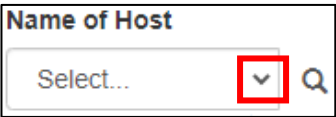
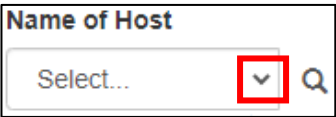
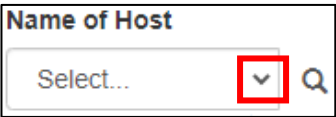

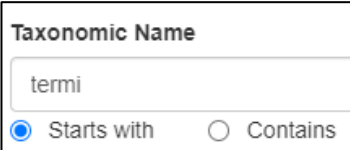
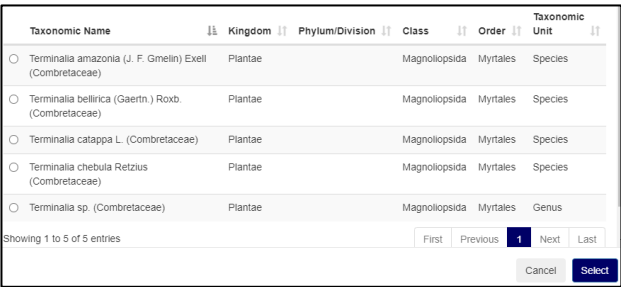

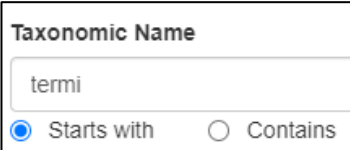
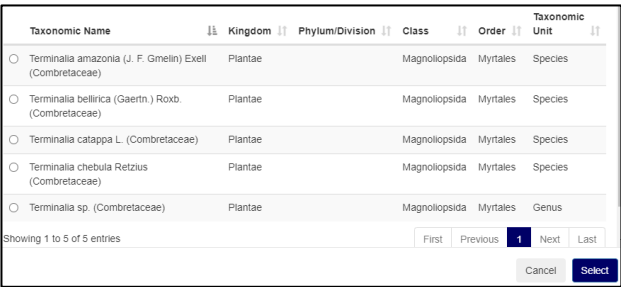

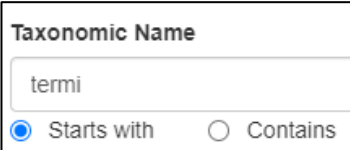
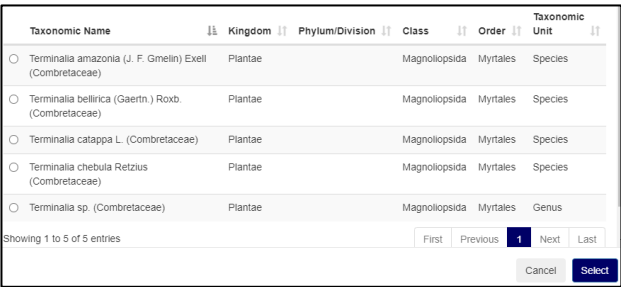
Plant Distribution
 Select...
 Select...
 Limited
 Scattered
 Widespread

Note: You may enter multiple selections in this field. **REPEAT** this step as needed.

Plant Distribution
 Select...
 Limited
 Widespread

Click on the trash can icon to delete a selection.

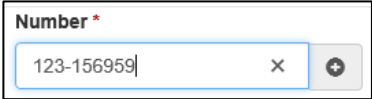

<p>11</p>	<p>Select plant parts affected from the dropdown list and click on the plus sign.</p> <div data-bbox="269 310 659 621" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Plant Parts Affected</p> <p>Select... +</p> <ul style="list-style-type: none"> Select... Branches Buds Bulbs-Tubers-Corms Flowers Fruits or Nuts Growing Tips Leaves-Lower Surface </div> <p>Note: You may enter multiple selections in this field. REPEAT this step as needed.</p> <div data-bbox="269 747 626 974" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Plant Parts Affected</p> <p>Select... +</p> <p>Roots 🗑️</p> <p>Growing Tips 🗑️</p> </div> <p>Click on the trash can icon to delete a selection.</p> <p>Note: This is a non-required field, SKIP this step if needed.</p>
<p>12</p>	<p>GO TO Step 13B</p>

<p>13A</p>	<table border="1"> <tr> <th data-bbox="253 243 678 306">IF THE NAME OF HOST IS:</th> <th data-bbox="678 243 1312 306">THEN:</th> </tr> <tr> <td data-bbox="253 306 678 590"> <p>In the dropdown list</p> </td> <td data-bbox="678 306 1312 590"> <p>1. Select the name of the host from the dropdown list.</p>  <p>2. GO TO Step 21.</p> </td> </tr> </table>	IF THE NAME OF HOST IS:	THEN:	<p>In the dropdown list</p>	<p>1. Select the name of the host from the dropdown list.</p>  <p>2. GO TO Step 21.</p>
	IF THE NAME OF HOST IS:	THEN:			
<p>In the dropdown list</p>	<p>1. Select the name of the host from the dropdown list.</p>  <p>2. GO TO Step 21.</p>				
<table border="1"> <tr> <td data-bbox="253 590 678 1820"> <p>Not in the dropdown list</p> </td> <td data-bbox="678 590 1312 1820"> <p>1. Click on the search icon.</p> <p>Note: A new window will appear.</p>  <p>2. Enter a taxonomic name or at least three letters.</p>  <p>3. Click on Search.</p> <p>Note: All options associated with that taxonomic name will appear.</p>  <p>4. Click on Select.</p> <p>5. GO TO Step 13B.</p> </td> </tr> </table>	<p>Not in the dropdown list</p>	<p>1. Click on the search icon.</p> <p>Note: A new window will appear.</p>  <p>2. Enter a taxonomic name or at least three letters.</p>  <p>3. Click on Search.</p> <p>Note: All options associated with that taxonomic name will appear.</p>  <p>4. Click on Select.</p> <p>5. GO TO Step 13B.</p>			
<p>Not in the dropdown list</p>	<p>1. Click on the search icon.</p> <p>Note: A new window will appear.</p>  <p>2. Enter a taxonomic name or at least three letters.</p>  <p>3. Click on Search.</p> <p>Note: All options associated with that taxonomic name will appear.</p>  <p>4. Click on Select.</p> <p>5. GO TO Step 13B.</p>				

13B	Identify where the pest is found.	
	IF THE PEST WAS FOUND ON/IN:	THEN:
	Article	GO TO Step 14.
	Environment-On Host, Environment-At Large, or Trap and lure	GO TO Step 21.
14	Enter a cultivar IF needed.	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Cultivar</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This field is non-required. SKIP if needed.</p>	
15	Enter article description.	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Description</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This field is non-required. SKIP if needed.</p>	

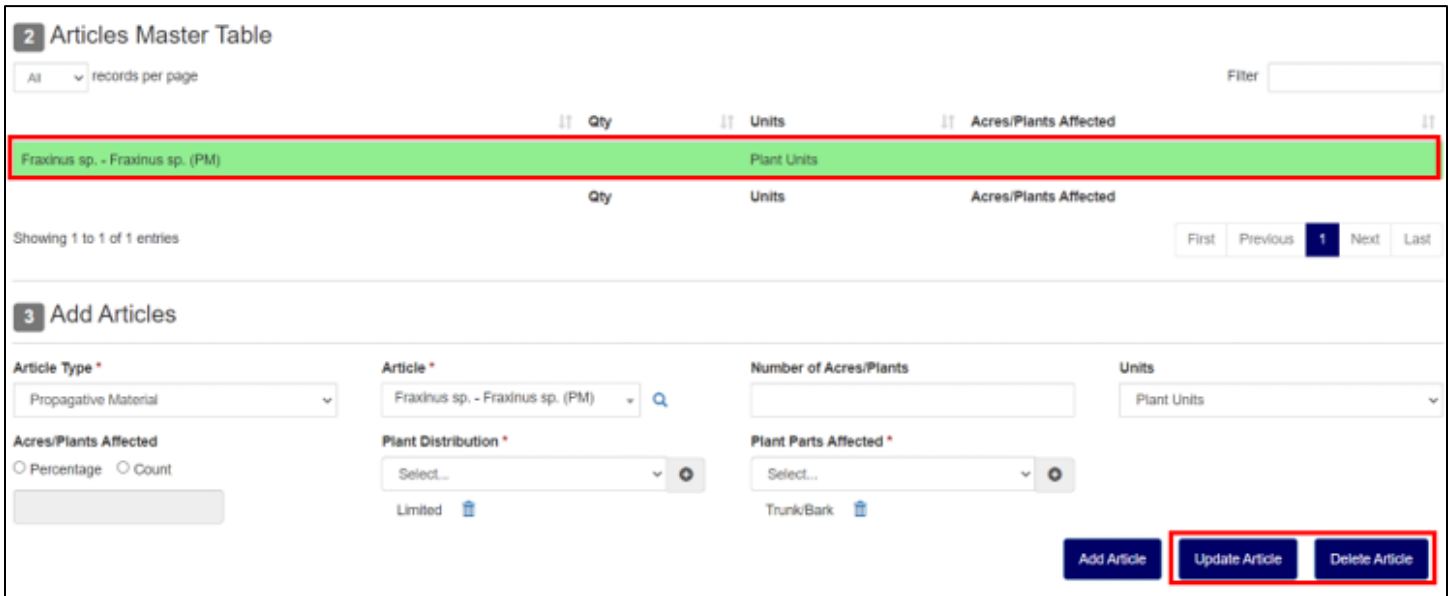
<p>16</p>	<p>Select a consignee or owner from the dropdown list.</p> <div data-bbox="269 275 789 590" data-label="Form"> <p>Consignee/Owner</p> <p>2.40 UAT Consignee, east left, DE</p> <p>Select...</p> <p>2.39 UAT , riverdale, MD</p> <p>2.39 UAT, riverdale, MD</p> <p>2.40 UAT Consignee, east left, DE</p> <p>2.40 UAT Shipper, abc</p> <p>2.41 Consignee UAT, south, AK</p> <p>2.42 Consignee, abc</p> </div> <p>Note: If a value was entered or selected in the previous section, the information will auto-populate. To search and add a Consignee/Owner, refer to the section: Search, Add, or Edit a Trade Party in ARM.</p>
<p>17</p>	<p>Select an Origin.</p> <div data-bbox="269 835 662 1129" data-label="Form"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <p>Select...</p> <p>Select...</p> <p>Afghanistan</p> <p>Aland Islands</p> <p>Albania</p> <p>Algeria</p> <p>American Samoa</p> <p>Andorra</p> <p>Angola</p> </div> <p>Note: If the origin is unknown, click the Origin Unsure box.</p>
<p>18</p>	<p>Select a state of origin from the dropdown list.</p> <div data-bbox="269 1339 570 1661" data-label="Form"> <p>Origin State</p> <p>Michigan</p> <p>Colorado</p> <p>Connecticut</p> <p>Delaware</p> <p>District of Columbia</p> <p>Florida</p> <p>Georgia</p> <p>Guam</p> </div>

<p>19</p>	<p>Select or Add a Shipment ID, if available.</p> <div data-bbox="269 275 695 378" style="border: 1px solid black; padding: 5px;"> <p>Shipment ID</p> <p>Select... ▼ ✎</p> </div> <p>Note: This is a Non-Required Field. SKIP this step if needed.</p> <table border="1" data-bbox="251 506 1507 795" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">IF A SHIPMENT ID IS:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td><u>Not</u> present</td> <td>GO TO Step 20A</td> </tr> <tr> <td>Present</td> <td>GO TO Step 21</td> </tr> </tbody> </table>	IF A SHIPMENT ID IS:	THEN:	<u>Not</u> present	GO TO Step 20A	Present	GO TO Step 21
IF A SHIPMENT ID IS:	THEN:						
<u>Not</u> present	GO TO Step 20A						
Present	GO TO Step 21						
<p>20A</p>	<p>Click on the Pencil Icon ✎</p> <div data-bbox="251 961 805 1144" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers x</p> <p>Shipment Identifiers Type * Number *</p> <p>Select... +</p> <p style="text-align: right;">Cancel Save</p> </div>						
<p>20B</p>	<p>Select a Shipment Identifier Type.</p> <div data-bbox="269 1295 544 1646" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers Type *</p> <p>Select... ▼</p> <ul style="list-style-type: none"> <li style="background-color: #0070c0; color: white; padding: 2px;">Select... <li style="padding: 2px;">Auction Number <li style="padding: 2px;">Barcode <li style="padding: 2px;">Container Number <li style="padding: 2px;">Conveyance <li style="padding: 2px;">Invoice Number <li style="padding: 2px;">Master Bill: Waybill <li style="padding: 2px;">Master Bill:House Bill <li style="padding: 2px;">Parcel Id Number <li style="padding: 2px;">Simple Bill </div>						

20C	Enter a Number. 
20D	Click on Save.
21	Click on Add Article.  Note: After one article is added; most of the fields will remain with the values previously entered. If users need to add more articles; update the fields as needed and click on Add Article.
22	Go to Add and Submit Diagnostic Request Information Section in the ARM Domestic Module to enter the Diagnostic Request information.

E. Update and Delete Article Information

Once an article has been added and appears under the Article Master Table, users can update or delete the information if needed. When users click on the Article, the row will turn green and two additional tabs will show on the screen as shown below in the bottom right-hand corner of the Add Article section.



Users will have the option of updating any information in the fields or to delete the commodity.



Update or delete a commodity already entered:

IF:	THEN:
Updating an article	<ol style="list-style-type: none"> 1. Click on the Article under Heading Number 2. 2. Review data and update fields under Heading Number 3 – Add Articles as needed. 3. Click on Update Article.
Deleting an article	<ol style="list-style-type: none"> 1. Click on the Article under Heading Number 2. 2. Click on Delete Article.

F. Add and Submit Diagnostic Request information.

For ARM to generate a Diagnostic Request Routing form, the information under the following sections must be completed:

- Heading 4 Create Diagnostic Requests
- Heading 5 Diagnostic Requests

All required fields will be identified with a red asterisk . It is recommended users complete as many fields as possible, even though some of those fields are not required.


Note:

When you hover your mouse over some fields on this page, hover text appears explaining the corresponding field number associated with the PPQ 391 form.

Example:



Tentative Determination *

Anastrepha ludens (Loew) (Tephritidae) 

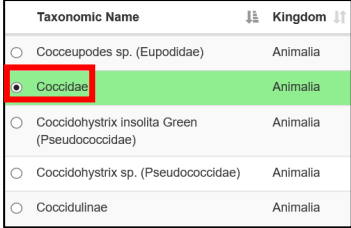
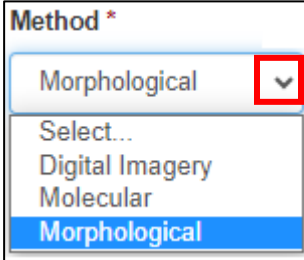
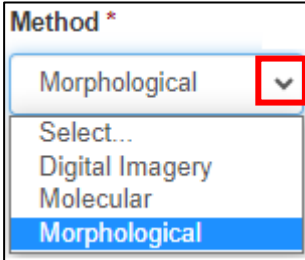
Form 391 Field 20

This will help the user to associate corresponding fields on the PPQ 391 Form when creating an ARM Domestic Inspection.

Enter information in the DR section:

STEP	ACTION
1	<p>Click on the article under Heading 4 - Select Host(s).</p> <div data-bbox="250 401 716 777" style="border: 1px solid black; padding: 5px;"> <p>4 Create Diagnostic Requests</p> <p>Select Host(s)</p> <p>All records per page</p> <p>Article</p> <hr/> <p><input type="checkbox"/> Article</p> <p><input checked="" type="checkbox"/> Fraxinus sp. - Fraxinus sp. (PM)</p> <p>Article</p> </div> <p>Note: The row will turn green after the commodity is checked. If there is only one commodity on the DR page, it will be auto-checked by ARM.</p>

<p>2</p>	<p>Select a Tentative Determination under Heading - Select Pest/Pest Discipline.</p> <div data-bbox="272 275 636 443" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="radio"/> Pest</p> <p>Tentative Determination *</p> <p>Select... <input type="button" value="Q"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF THE PEST IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Not Listed</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on the Search icon.</p> <div data-bbox="760 638 1333 806" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="radio"/> Pest</p> <p>Tentative Determination *</p> <p>Select... <input type="button" value="Q"/></p> </div> <p>2. GO TO Step 3A.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Listed</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select from Pest from list.</p> <div data-bbox="776 1010 1019 1178" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Select...</p> <p>Acari</p> <p>Acrachne sp. (Poaceae)</p> <p>Agallia sp. (Cicadellidae)</p> <p>Agromyzidae</p> <p>Aleyrodidae</p> <p>Aphididae</p> </div> <p>Note: For some programs, the pest will populate automatically. Do not change if there is no need.</p> <p>2. GO TO Step 4.</p> </td> </tr> </tbody> </table>	IF THE PEST IS:	THEN:	<p>Not Listed</p>	<p>1. Click on the Search icon.</p> <div data-bbox="760 638 1333 806" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="radio"/> Pest</p> <p>Tentative Determination *</p> <p>Select... <input type="button" value="Q"/></p> </div> <p>2. GO TO Step 3A.</p>	<p>Listed</p>	<p>1. Select from Pest from list.</p> <div data-bbox="776 1010 1019 1178" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Select...</p> <p>Acari</p> <p>Acrachne sp. (Poaceae)</p> <p>Agallia sp. (Cicadellidae)</p> <p>Agromyzidae</p> <p>Aleyrodidae</p> <p>Aphididae</p> </div> <p>Note: For some programs, the pest will populate automatically. Do not change if there is no need.</p> <p>2. GO TO Step 4.</p>
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<p>3A</p>	<p>Type at least 4 letters from the pest or full taxa. Click on Search or hit Enter.</p> <div data-bbox="272 1482 548 1751" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #003366; color: white; padding: 2px;">Find Pest</p> <p>Simple Search</p> <p>Taxonomic Name</p> <p><input type="text" value="cocc"/> <input type="button" value="x"/></p> <p><input checked="" type="radio"/> Starts with <input type="radio"/> Contains</p> <p>Advanced Search <input type="button" value="⊕"/></p> <p><input checked="" type="button" value="Search"/> Pest Not Found</p> </div>						

<p>3B</p>	<p>Select Pest from the list.</p>  <table border="1" data-bbox="272 317 620 543"> <thead> <tr> <th>Taxonomic Name</th> <th>Kingdom</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Coccoepodes sp. (Eupodidae)</td> <td>Animalia</td> </tr> <tr> <td><input checked="" type="radio"/> Coccidae</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix insolita Green (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix sp. (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidulinae</td> <td>Animalia</td> </tr> </tbody> </table>	Taxonomic Name	Kingdom	<input type="radio"/> Coccoepodes sp. (Eupodidae)	Animalia	<input checked="" type="radio"/> Coccidae	Animalia	<input type="radio"/> Coccidohystrix insolita Green (Pseudococcidae)	Animalia	<input type="radio"/> Coccidohystrix sp. (Pseudococcidae)	Animalia	<input type="radio"/> Coccidulinae	Animalia
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<input type="radio"/> Coccidulinae	Animalia												
<p>3C</p>	<p>Click on Select.</p>												
<p>4</p>	<p>Select a Method.</p>  <p>Note: This field will default to Morphological, but you can also select Digital Imagery or Molecular.</p>												
<p>5</p>	<p>Select a Diagnostic Routing Type.</p>  <p>Note: This field will default to Morphological, but you can also select Digital Imagery or Molecular.</p>												

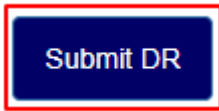
<p>6</p>	<p>Enter a Lab Reference Number and Lab Name, IF available. Click on the plus icon.</p> <div data-bbox="250 315 1273 430" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Lab Reference Number <input type="text"/> Lab Name <input type="text"/> +</p> </div> <p>Note: These are non-required fields that are independent of each other; users will be able to submit the Lab Reference Number, Lab Name, or both. SKIP this step if needed.</p>																																																	
<p>7</p>	<p>Select the Date Determined on the calendar, or type the date in the field.</p> <div data-bbox="266 747 657 1113" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Date Determined 05/08/2024 ☰</p> <p>< May 2024</p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td style="background-color: #007bff; color: white;">8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</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> </tbody> </table> <p style="text-align: right;">Pupae</p> <p>Clear Apply</p> </div> <p>Note: This field will always default to the current date. Users can change dates if needed. SKIP this step if needed.</p>	Su	Mo	Tu	We	Th	Fr	Sa	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Su	Mo	Tu	We	Th	Fr	Sa																																												
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26	27	28	29	30	31	1																																												
2	3	4	5	6	7	8																																												
<p>8</p>	<p>Select Pest distribution.</p> <div data-bbox="272 1430 561 1724" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Pest Distribution</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Select... ▼ </div> <ul style="list-style-type: none"> Select... Abundant Common Extreme Few </div>																																																	

9	<p>Select or enter the name of the individual who tentatively determined the pest.</p>	
	<p>IF THE SUBMITTING AGENCY IS:</p> <p>APHIS PPQ</p>	<p>THEN:</p> <p>1. Select the Determined By.</p> <div data-bbox="771 472 1318 745" style="border: 1px solid black; padding: 5px;"> <p>Determined By *</p> <p>Jose D Santos ▼</p> <hr/> <p>Select...</p> <p>Antonio Velazquez</p> <p>Arlo Wiltenburg</p> <p>Arthur C. Wagner</p> <p>Bliss Coffin</p> <p>Brian B Sullivan</p> <p>Catherine S Katsar</p> <p>Craig Kellogg</p> <p>Daniel Lane</p> </div> <p>Note: This field will default to the user logged into ARM. The list will show all users from the location. Switch names if you are entering information for another coworker. SKIP this step if needed.</p> <p>2. GO TO Step 10.</p>
<p>Other, State Cooperator, University</p>	<p>1. Enter the name of the individual who tentatively determined the pest in the Determined By field.</p> <div data-bbox="776 1186 1416 1318" style="border: 1px solid black; padding: 5px;"> <p>Determined By *</p> <hr/> <hr/> </div> <p>2. GO TO Step 10.</p>	

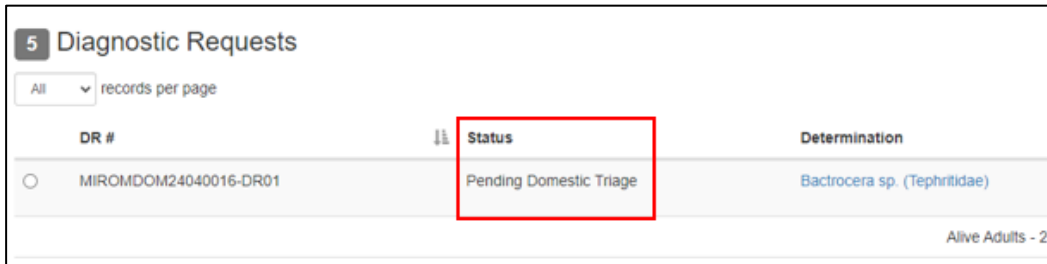
<p>10</p>	<p>Enter a Pest stage, IF required.</p> <table border="1" data-bbox="248 296 1490 926"> <thead> <tr> <th data-bbox="248 296 743 359">IF THE PEST:</th> <th data-bbox="743 296 1490 359">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 359 743 810"> <p>Has a stage</p> </td> <td data-bbox="743 359 1490 810"> <p>1. Enter pest stage data.</p> <div data-bbox="769 489 1446 648" style="border: 1px solid black; padding: 5px;"> <p>Pest Stages</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">Immature</td> <td style="width: 35%; text-align: center;">Pupae</td> </tr> <tr> <td>Alive</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Dead</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div> <p>2. GO TO Step 11.</p> </td> </tr> <tr> <td data-bbox="248 810 743 926"> <p>Does Not have a stage</p> </td> <td data-bbox="743 810 1490 926"> <p>GO TO Step 11.</p> </td> </tr> </tbody> </table>	IF THE PEST:	THEN:	<p>Has a stage</p>	<p>1. Enter pest stage data.</p> <div data-bbox="769 489 1446 648" style="border: 1px solid black; padding: 5px;"> <p>Pest Stages</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">Immature</td> <td style="width: 35%; text-align: center;">Pupae</td> </tr> <tr> <td>Alive</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Dead</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div> <p>2. GO TO Step 11.</p>		Immature	Pupae	Alive	<input type="text"/>	<input type="text"/>	Dead	<input type="text"/>	<input type="text"/>	<p>Does Not have a stage</p>	<p>GO TO Step 11.</p>
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Alive	<input type="text"/>	<input type="text"/>														
Dead	<input type="text"/>	<input type="text"/>														
<p>Does Not have a stage</p>	<p>GO TO Step 11.</p>															
<p>11</p>	<p>Enter remarks if needed. If not needed, SKIP this step.</p> <div data-bbox="272 1024 789 1289" style="border: 1px solid black; padding: 5px;"> <p>Inspector Remarks</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> </div>															
<p>12</p>	<p>Upload Specimen Images or Support Documents, IF needed.</p> <p>Note: If you select Digital Imagery from the Diagnostic Routing Type field, you must upload a pest image to continue your work in ARM. If you do not upload an image ARM will not allow you to continue. Refer to the section: Upload Digital Imagery or Support Documents on a Diagnostic Determination in the ARM.</p>															
<p>13</p>	<p>Click on Add.</p> <div data-bbox="282 1734 431 1850" style="border: 2px solid red; padding: 5px; display: inline-block;"> <div style="background-color: #4a86e8; color: white; padding: 10px 20px; border-radius: 5px;">Add</div> </div>															

14

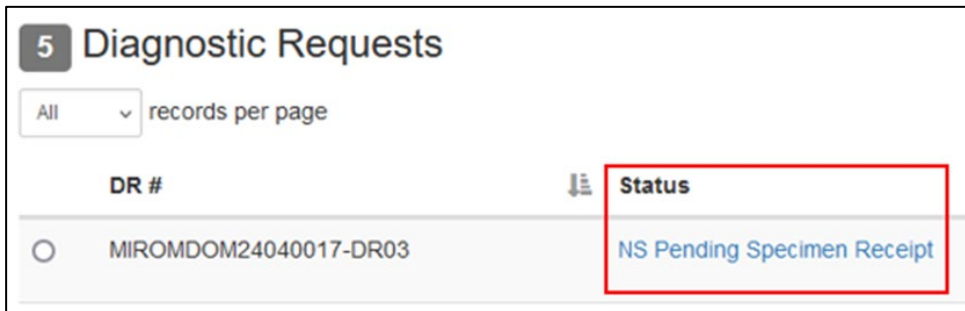
Click on the Submit DR.



Note: Some pests will fall under Pending Domestic Triage status. Domestic Triage will assign a National Specialist to the location where your DR will be routed.



Once the DR has been assigned a National Specialist, you will get an email letting you know what location was assigned with the copy of the DR routing form, and the status will change to NS Pending Specimen Receipt.



15

Select Routing Type.

IF THE ROUTING TYPE IS:	THEN:
Digital Imagery	GO TO Step 16A.
<u>Not</u> Digital Imagery	GO TO Step 17.

<p>16A</p>	<p>Expect a courtesy auto-generated email from ARM for digital imagery routed to a National Specialist</p> <div data-bbox="266 300 1406 701" style="border: 1px solid black; padding: 10px;"> <p>ARM Digital Prompt Notification -- staging</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <p>ARMADMIN@aphis.usda.gov</p> </div> <div style="text-align: right;"> ☺ ↩ Reply ↩ Reply All ➔ Forward 📧 ⋮ </div> </div> <p>To: armNSMycology@mailinator.com Cc: Velazquez, Antonio - MRP-APHIS</p> <p style="font-size: small;">Retention Policy: USDA 7 Year Permanently Delete (7 years) Expires: 7/23/2030</p> <p>Tue 7/25/2023 11:22 AM</p> <p>An ARM Digital Prompt Diagnostic Request has been routed to your location. DR ID: PRCARDOM23070016-DR03 Determination: Phytophthora ramorum Werres, De Cock & Man (Peronosporaceae) Determined by: Velazquez, Antonio Determination Remarks: Date Determined: 07/25/2023</p> <p>This is an auto generated email when a Prompt Digital, Tentative Diagnostic Request is routed to the National Specialist. If you have any questions, then please contact the APHIS helpdesk at 1-877-873-0783 - Option 2 or CEChelpdesk@usda.gov.</p> </div> <p>Note: The screenshot above is a sample email the submitter receives when a DR for digital imagery has been routed to a National Specialist location.</p>						
<p>16B</p>	<p>Determine if a physical specimen is being requested.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF THE NATIONAL SPECIALIST:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Requests the physical specimen</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Check your email for a notification from the National Specialist about the physical specimen being requested. 2. GO TO Step 16C. </td> </tr> <tr> <td style="padding: 5px;">Do not request the physical specimen</td> <td style="padding: 5px;">GO TO Step 16H.</td> </tr> </tbody> </table>	IF THE NATIONAL SPECIALIST:	THEN:	Requests the physical specimen	<ol style="list-style-type: none"> 1. Check your email for a notification from the National Specialist about the physical specimen being requested. 2. GO TO Step 16C. 	Do not request the physical specimen	GO TO Step 16H.
IF THE NATIONAL SPECIALIST:	THEN:						
Requests the physical specimen	<ol style="list-style-type: none"> 1. Check your email for a notification from the National Specialist about the physical specimen being requested. 2. GO TO Step 16C. 						
Do not request the physical specimen	GO TO Step 16H.						

16C

Search for the record by scrolling down on your workspace.

391 Submission New

5 records per page

Date of Submission	Date of Collection	Pathway	Program	Event ID	Submitting Agency
03/23/2024	03/23/2024	Domestic Submission	Emerald Ash Borer	MIROMDOM24040012	State Cooperator
03/23/2024	03/23/2024	Domestic Submission	Asian Longhorned Beetle	MIROMDOM24040011	State Cooperator
03/23/2024	03/23/2024	Domestic Submission	Asian Longhorned Beetle	MIROMDOM24040010	State Cooperator
07/27/2023	04/26/2024	Domestic Submission	Other	MIROMDOM24040014	State Cooperator
04/24/2023	04/26/2024	Domestic Submission	Not Specified	MIROMDOM24040015	Other

OR

Filter by the event number.

Filter

16D

Click on Status.

Status

Finding In Progress

16E

Go to Heading 5- Diagnostic Requests.

5 Diagnostic Requests

All records per page

DR #	Status	Determination
MIROMDOM24040017-DR03	Physical Specimen Requested	Agrius planipennis Fairmaire (Buprestidae)

16F Select the DR #.

5 Diagnostic Requests

All records per page

DR #	Status
MIROMDOM24040017-DR03	Physical Specimen Requested

Note: ARM will populate all the DR information back to the page. The Diagnostic Routing Type will now default to Morphological.

Diagnostic Routing Type *

Morphological

16G Click on Submit DR.

Note: The DR status will change to NS Pending Specimen Receipt.

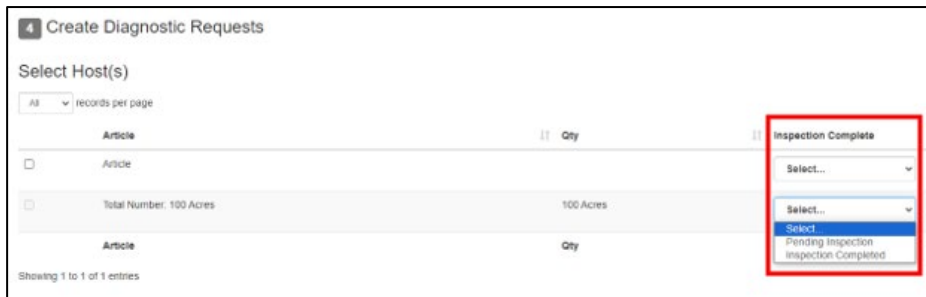
5 Diagnostic Requests

All records per page

DR #	Status
MIROMDOM24040017-DR03	NS Pending Specimen Receipt

16H

Complete inspection in Heading 4 - Create Diagnostic Requests.





IF THE REGULATORY ACTION IS:	THEN:
Needed	Go to the section: Enter Data for Emergency Action Notification in the ARM Domestic Module.
<u>Not</u> needed	The record will be automatically closed. No further action is needed. The record can be found in the Show Complete view on the Workspace.

a. Print Diagnostic Request (DR) 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 and can be accessed in three ways from the record’s Diagnostic Request section.

Print pdf Form from the record’s Diagnostic Request Section:

IF ACCESSING THE ROUTING FORM BY:	THEN:				
<p>ARM Generated Forms Icon </p>	<p>1. Click on the PDF Icon. Note: ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink.</p> <div data-bbox="756 808 1159 940" style="border: 1px solid black; padding: 5px;"> <p>ARM Generated Forms</p> <table border="1"> <tr> <td>Event Id</td> <td>Commodity(ies)</td> </tr> <tr> <td>MDBALTC20020003-DR01</td> <td>Dianthus sp. - Dianthus sp. (PM)</td> </tr> </table> </div>	Event Id	Commodity(ies)	MDBALTC20020003-DR01	Dianthus sp. - Dianthus sp. (PM)
Event Id	Commodity(ies)				
MDBALTC20020003-DR01	Dianthus sp. - Dianthus sp. (PM)				
<p>AI Pending Specimen Receipt Hyperlink</p> <div data-bbox="246 1052 526 1199" style="border: 1px solid black; padding: 5px;"> <p>Status</p> <p>NS Pending Specimen Receipt</p> </div>	<p>Click on the hyperlink located under the Status column.</p>				
<p>Info Icon </p>	<p>1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink from the Diagnostic Request Information Pane.</p> <div data-bbox="750 1503 1230 1554" style="border: 1px solid black; padding: 5px;"> <p>Diagnostic Routing PDF: routing.pdf</p> </div>				

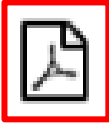
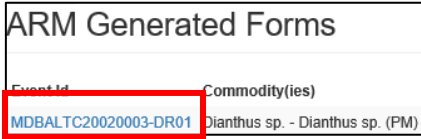


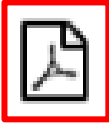
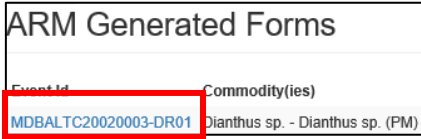


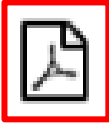
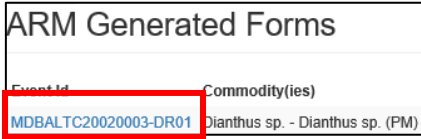


There are also two ways that users can access the Diagnostic Request Routing form from the Main Workspace. The first way is by clicking on the record’s “Findings In Progress” or “Completed” hyperlinks under the Status column.

Date of Submission	Date of Collection	Pathway	Program	Event ID	Submitting Agency	Host	Status
+ 03/08/2024	03/08/2024	Domestic Submission		CASDDOM24040009	APHIS PPQ	Populus sp. - Populus sp. (PM)	Finding In Progress
+ 03/08/2024	03/08/2024	Domestic Submission		CASDDOM24040007	APHIS PPQ	Populus sp. - Populus sp. (PM)	Finding In Progress
+ 03/08/2024	03/08/2024	Domestic Submission	Sudden Oak Death (Phytophthora ramorum)	CASDDOM24040010	APHIS PPQ	Populus sp. - Populus sp. (PM)	Completed

This will redirect users to the 391 Record Page. Once in the Diagnostic Request section, refer to the previous table.

The second way is by using the Single Shipment View. For steps, refer to the table below:

STEP	ACTION
1	<p>Click on the hyperlink under the Event ID column from the Main workspace’s 391 Submission Pane.</p> <p>Note: The Single Shipment View will be enabled.</p>

STEP	ACTION						
2	<p data-bbox="245 275 1136 306">There are two ways to access the routing form from this Single View:</p> <table border="1" data-bbox="245 352 1503 1266"> <thead> <tr> <th data-bbox="245 352 867 415">IF USING:</th> <th data-bbox="867 352 1503 415">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 415 867 856"> <p data-bbox="253 436 610 468">ARM Generated Form Icon</p>  </td> <td data-bbox="867 415 1503 856"> <ol data-bbox="875 436 1495 615" style="list-style-type: none"> 1. Click on the PDF Icon. <p data-bbox="875 489 1495 562">ARM will re-direct users to the ARM Generated forms.</p> <ol data-bbox="875 579 1341 615" style="list-style-type: none"> 2. Click on the Event ID hyperlink.  </td> </tr> <tr> <td data-bbox="245 856 867 1266"> <p data-bbox="253 884 375 915">Info Icon</p>  </td> <td data-bbox="867 856 1503 1266"> <ol data-bbox="875 884 1422 1094" style="list-style-type: none"> 1. Click on the Info Icon. <p data-bbox="875 936 1422 968">ARM will re-direct users to the Info panel.</p> <ol data-bbox="875 989 1422 1094" style="list-style-type: none"> 2. Click on the Diagnostic Routing PDF hyperlink from the Diagnostic Request Information Pane.  </td> </tr> </tbody> </table>	IF USING:	THEN:	<p data-bbox="253 436 610 468">ARM Generated Form Icon</p> 	<ol data-bbox="875 436 1495 615" style="list-style-type: none"> 1. Click on the PDF Icon. <p data-bbox="875 489 1495 562">ARM will re-direct users to the ARM Generated forms.</p> <ol data-bbox="875 579 1341 615" style="list-style-type: none"> 2. Click on the Event ID hyperlink. 	<p data-bbox="253 884 375 915">Info Icon</p> 	<ol data-bbox="875 884 1422 1094" style="list-style-type: none"> 1. Click on the Info Icon. <p data-bbox="875 936 1422 968">ARM will re-direct users to the Info panel.</p> <ol data-bbox="875 989 1422 1094" style="list-style-type: none"> 2. Click on the Diagnostic Routing PDF hyperlink from the Diagnostic Request Information Pane. 
IF USING:	THEN:						
<p data-bbox="253 436 610 468">ARM Generated Form Icon</p> 	<ol data-bbox="875 436 1495 615" style="list-style-type: none"> 1. Click on the PDF Icon. <p data-bbox="875 489 1495 562">ARM will re-direct users to the ARM Generated forms.</p> <ol data-bbox="875 579 1341 615" style="list-style-type: none"> 2. Click on the Event ID hyperlink. 						
<p data-bbox="253 884 375 915">Info Icon</p> 	<ol data-bbox="875 884 1422 1094" style="list-style-type: none"> 1. Click on the Info Icon. <p data-bbox="875 936 1422 968">ARM will re-direct users to the Info panel.</p> <ol data-bbox="875 989 1422 1094" style="list-style-type: none"> 2. Click on the Diagnostic Routing PDF hyperlink from the Diagnostic Request Information Pane. 						

G. Recalling a Diagnostic Request to update or delete.

Before recalling a Diagnostic Request (DR) while still in the DR section, users must be aware of the following:



- The DR has *not* been received nor accepted by a National Specialist (NS).
- Status under Heading 5 on the record’s Diagnostic Request (DR) section must be “NS Pending Specimen Receipt”.

5 Diagnostic Requests	
All records per page	
DR #	Status
CASDDOM24040010-DR01	NS Pending Specimen Receipt

From the Main Workspace, click on one of the following hyperlinks in the status column to access the DR section:







- Completed
- Findings In Progress

Status
Completed
Finding In Progress

391 Submission								New
5 records per page		Filter		Show All	Date Range		MM/DD/YYYY - MM/DD/YYYY	
Date of Submission	Date of Collection	Pathway	Program	Event ID	Submitting Agency	Host	Status	
+ 03/08/2024	03/08/2024	Domestic Submission		CASDDOM24040009	APHIS PPO	Populus sp. - Populus sp. (PM)	Finding In Progress	
+ 03/08/2024	03/08/2024	Domestic Submission		CASDDOM24040007	APHIS PPO	Populus sp. - Populus sp. (PM)	Finding In Progress	
+ 03/08/2024	03/08/2024	Domestic Submission	Sudden Oak Death (Phytophthora ramorum)	CASDDOM24040010	APHIS PPO	Populus sp. - Populus sp. (PM)	Completed	

Recall a Diagnostic Request (DR) from the Diagnostic section:

STEP	ACTION																						
<p>1</p>	<p>Click on the record's DR # radio button.</p> <div data-bbox="266 394 862 621" style="border: 1px solid black; padding: 5px;"> <p>5 Diagnostic Requests</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>DR #</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CASDDOM24040009-DR01</td> <td>NS Pending Specimen Receipt</td> </tr> </tbody> </table> </div> <p>Note: All the information for that DR will populate under the Heading Select Pest/Pest Discipline.</p> <div data-bbox="266 751 1065 1081" style="border: 1px solid black; padding: 5px;"> <p>Select Pest/Pest Discipline</p> <p><input checked="" type="radio"/> Pest</p> <p>Tentative Determination * Anopheles gambiae (Mitschulsky) (Cerambycidae)</p> <p>Method * Morphological</p> <p>Diagnostic Routing Type * Morphological</p> <p>Date Determined 04/05/2024</p> <p>Determined By * Jose D Santos</p> <p>Pest Stages *</p> <table border="1"> <thead> <tr> <th></th> <th>Immature</th> <th>Pupae</th> <th>Adults</th> <th>Eggs</th> <th>Cysts</th> </tr> </thead> <tbody> <tr> <td>Alive</td> <td></td> <td></td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>Dead</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	DR #	Status	CASDDOM24040009-DR01	NS Pending Specimen Receipt		Immature	Pupae	Adults	Eggs	Cysts	Alive			4			Dead					
DR #	Status																						
CASDDOM24040009-DR01	NS Pending Specimen Receipt																						
	Immature	Pupae	Adults	Eggs	Cysts																		
Alive			4																				
Dead																							
<p>2</p>	<p>Click on the Recall Tab under Heading 4.</p> <div data-bbox="266 1199 431 1310" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Recall</p> </div> <p>The status under Heading 5 will change to Draft Diagnostic Request (DR).</p> <div data-bbox="266 1444 1019 1745" style="border: 1px solid black; padding: 5px;"> <p>5 Diagnostic Requests</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>DR #</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CASDDOM24040009-DR01</td> <td>Draft Diagnostic Request</td> </tr> </tbody> </table> </div>	DR #	Status	CASDDOM24040009-DR01	Draft Diagnostic Request																		
DR #	Status																						
CASDDOM24040009-DR01	Draft Diagnostic Request																						

STEP	ACTION						
<p>3</p>	<p>Determine if the DR needs to be updated or deleted.</p> <table border="1" data-bbox="240 352 1490 1117"> <thead> <tr> <th data-bbox="240 352 688 415">IF NEEDING TO:</th> <th data-bbox="688 352 1490 415">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 415 688 766"> <p>Update the DR</p> </td> <td data-bbox="688 415 1490 766"> <p>1. Update field(s) as needed. 2. Click on the Update tab.</p> <div data-bbox="722 548 1031 646" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>3. GO TO Step 4.</p> </td> </tr> <tr> <td data-bbox="240 766 688 1117"> <p>Delete the DR</p> </td> <td data-bbox="688 766 1490 1117"> <p>1. Click on the Delete tab.</p> <div data-bbox="722 863 1019 961" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>2. Enter the required information and refer to section F. Add and Submit Diagnostic Request information.</p> </td> </tr> </tbody> </table>	IF NEEDING TO:	THEN:	<p>Update the DR</p>	<p>1. Update field(s) as needed. 2. Click on the Update tab.</p> <div data-bbox="722 548 1031 646" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>3. GO TO Step 4.</p>	<p>Delete the DR</p>	<p>1. Click on the Delete tab.</p> <div data-bbox="722 863 1019 961" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>2. Enter the required information and refer to section F. Add and Submit Diagnostic Request information.</p>
IF NEEDING TO:	THEN:						
<p>Update the DR</p>	<p>1. Update field(s) as needed. 2. Click on the Update tab.</p> <div data-bbox="722 548 1031 646" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>3. GO TO Step 4.</p>						
<p>Delete the DR</p>	<p>1. Click on the Delete tab.</p> <div data-bbox="722 863 1019 961" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>2. Enter the required information and refer to section F. Add and Submit Diagnostic Request information.</p>						
<p>4</p>	<p>Submit the DR again.</p>						
<p>5</p>	<p>Complete the Inspection.</p>						

2. Access Draft Records

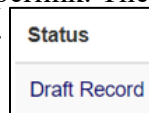
A Draft Record is a record that was saved with only the Record Information data entered. Users may access a Draft Record to update any information or continue the workflow. Once in the Domestic Workspace, users can search for a Draft Record in various ways:

The screenshot displays a table of submissions with the following columns: Date of Submission, Date of Collection, Pathway, Program, Event ID, Submitting Agency, Host, and Status. The table contains several rows, with some marked as 'Draft Record' and others as 'Finding In Progress'. The interface includes a search bar at the top with a filter field and a date range selector. A 'New' button is visible in the top right corner. The pagination controls at the bottom show the current page is 1 of 6.

- A. First, Previous, Next, Last Buttons
- B. Records per Page
- C. Sorting Icons
- D. Filter

For more information on how to search a record using these fields, refer to the section: [Navigating ARM Workspace](#) or in AgLearn - [PDC: Overview of the Agricultural Risk Management System \(ARM\)](#)

Once the record is located, click on the status column hyperlink. The status must be in “Draft Record” to access the Record Information section.



Enter Data for an Emergency Action Notification in the ARM Domestic Module

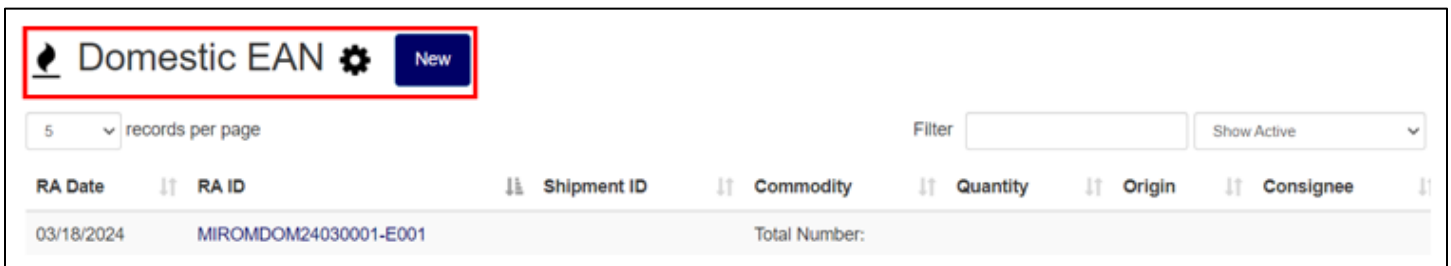
Purpose: This section describes how to access and enter information in the Emergency Action Notification (EAN) Issuance, Acknowledgement, and Exclusion Actions Results pages in ARM Domestic. The following areas are covered in this user guide:

1. Access the EAN Issuance Page
 - A. Use an Existing Record
 - B. Create a New Domestic EAN
 - C. Enter Article Information on the EAN Issuance page.
 - D. Enter EAN Issuance Information
2. Access the EAN Acknowledgement Page
 - A. Enter EAN Acknowledgement Information
3. Access the EAN Exclusion Actions Results Page
 - A. Enter EAN Exclusion Actions Results Data


1. Access the EAN Issuance Page

To access the EAN Issuance Page:

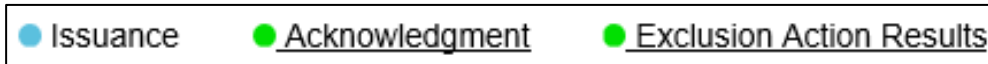
- From the Main Workspace, on the Domestic EAN Pane, click on the New button.



The EAN Issuance page is divided by headings like other pages throughout ARM. These headings have different fields. Many of these fields contain dropdown lists. Some of them will already be populated if the information was previously entered on another page throughout the ARM workflow.

Note: All required fields will show a red asterisk . Users must enter information in this field.

On the EAN Issuance page, users will find a different set of breadcrumb links. Those breadcrumbs at the top of the page indicate which functional area you are working on in ARM.





EAN Issuance
 Event ID: MIDE21030053

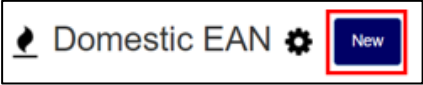
1 Record

Port of Lading	Shipper
Select...	Select...
Consignee/Owner *	Current Location of Commodity *
Select...	Same As Interception Site

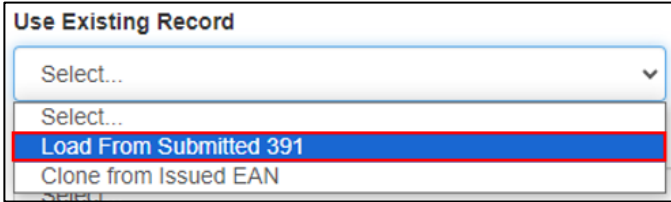


Note: There are two different colors on the dots near the breadcrumbs link.




The blue dot  near a breadcrumb link indicates which page users are on. Links with green dots  indicate the other steps in the EAN process are not active to the user. When they click on a link with a green dot, ARM will redirect users to that page.

Accessing the EAN Issuance Page:

STEP	ACTION						
1	Click on the New tab. 						
2	<table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Using an Existing Record</td> <td>GO TO Topic A Using an Existing Record</td> </tr> <tr> <td>Not using an Existing Record</td> <td>GO TO Topic B Create a New Domestic EAN</td> </tr> </tbody> </table>	IF:	THEN:	Using an Existing Record	GO TO Topic A Using an Existing Record	Not using an Existing Record	GO TO Topic B Create a New Domestic EAN
IF:	THEN:						
Using an Existing Record	GO TO Topic A Using an Existing Record						
Not using an Existing Record	GO TO Topic B Create a New Domestic EAN						

A. Using an Existing Record

STEP	ACTION						
1	<table border="1"> <thead> <tr> <th data-bbox="240 390 824 451">IF:</th> <th data-bbox="824 390 1481 451">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 451 824 564">Loading From a Submitted 391</td> <td data-bbox="824 451 1481 564">GO TO Step 2.</td> </tr> <tr> <td data-bbox="240 564 824 678">Cloning from an Issued EAN</td> <td data-bbox="824 564 1481 678">GO TO Step 5.</td> </tr> </tbody> </table>	IF:	THEN:	Loading From a Submitted 391	GO TO Step 2.	Cloning from an Issued EAN	GO TO Step 5.
IF:	THEN:						
Loading From a Submitted 391	GO TO Step 2.						
Cloning from an Issued EAN	GO TO Step 5.						
2	<p>Select Load From Submitted 391</p> 						
3	<p>Enter the Record ID then click search.</p>  <p>Note: A new dialog box will appear summarizing the data entered in the existing record. This does not mean that all data will populate in ARM.</p> 						

4	<p>Review the data in the window.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%; padding: 5px;">IF THE DATA IS:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Correct</td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click on Load. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM.</p> <ol style="list-style-type: none"> 2. GO TO Step 8. </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"><u>Not</u> correct</td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click on Cancel. 2. Repeat Steps 1 to 3. <p>Note: Review the uploaded form and use another one if needed.</p> </td> </tr> </tbody> </table> <p>Note: You will need to review and validate the transferred data in the Record Information Section. There are some nuances in ARM to be aware of to complete your record. For instance, some required fields in ARM are not found on the PPQ 391 Form, which must be completed to continue your record. The next steps cover these nuances.</p>	IF THE DATA IS:	THEN:	Correct	<ol style="list-style-type: none"> 1. Click on Load. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM.</p> <ol style="list-style-type: none"> 2. GO TO Step 8. 	<u>Not</u> correct	<ol style="list-style-type: none"> 1. Click on Cancel. 2. Repeat Steps 1 to 3. <p>Note: Review the uploaded form and use another one if needed.</p>
IF THE DATA IS:	THEN:						
Correct	<ol style="list-style-type: none"> 1. Click on Load. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM.</p> <ol style="list-style-type: none"> 2. GO TO Step 8. 						
<u>Not</u> correct	<ol style="list-style-type: none"> 1. Click on Cancel. 2. Repeat Steps 1 to 3. <p>Note: Review the uploaded form and use another one if needed.</p>						
5	<p>Select Clone from Issued EAN.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Use Existing Record</p> <div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding: 2px;">Select... ▼</div> <div style="padding: 2px;"> Select... Load From Submitted 391 Clone from Issued EAN </div> </div> </div>						

6 Enter the Record ID then click search.

A search box with the text "MIROMDOM24040001-E001" and a magnifying glass icon to its right. The search box is highlighted with a red border.

Note: A new dialog box will appear summarizing the data entered in the existing record. This does not mean that all data will populate in ARM.

A dialog box titled "EAN Search Results" with a close button (X) in the top right corner. It contains a table with the following data:

Event ID	Pathway	Program	Article(s)	EAN Number(s)
MIROMDOM24040001	Domestic Submission	Roseau Cane Scale	Dracaena bormeensis - Dracaena bormeensis (PM)	MIROMDOM24040001-E001


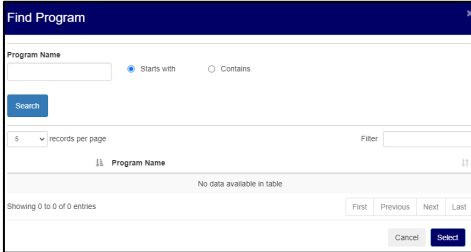
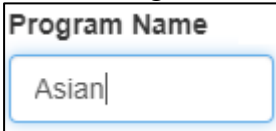
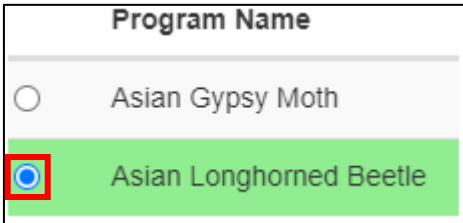
Below the table, there is a checkbox labeled "Copy article data" which is checked. At the bottom right, there are two buttons: "Cancel" and "Clone".

7 Review the data in the window.

IF THE DATA IS:	THEN:
Correct	<ol style="list-style-type: none"> Click on Clone. <p>Note: ARM will reload and the data that appeared in the dialog box will load into the different sections in ARM.</p> <ol style="list-style-type: none"> GO TO Step 8.
<u>Not</u> correct	<ol style="list-style-type: none"> Click on Cancel. Repeat Steps 1 to 3. <p>Note: Review the existing record and/or use another one if needed.</p>

Note: You will need to review and validate the transferred data in the Record Information Section. If you don't need the article data you can uncheck the Copy article data box. Also, after cloning the EAN, you will need to review and validate the transferred data in the Record Information Section.

8 Select a Program from the dropdown list, **IF** needed.

IF THE PROGRAM IS:	THEN:
On the dropdown list	GO TO Step 10.
Federally Recognized State Managed Phytosanitary Program (FRSMP)	GO TO Step 9.
Not on the dropdown list	<p>1. Click on the Search icon.</p>  <p>Note: A Find Program window appears.</p>  <p>2. Enter a Program name.</p>  <p>3. Click on Search.</p> <p>4. Click on the Program you searched for.</p>  <p>5. Click on Select.</p> <p>6. GO TO Step 10.</p>

Note: This field only appears on the Domestic Submission Pathway. Refer to the section: [Domestic Programs in the ARM Domestic Module](#) to see all the Domestic Programs in ARM.

<p>9</p>	<p>Select a FRSMP Taxonomy, IF needed.</p> <div data-bbox="240 275 1292 506" style="border: 1px solid black; padding: 5px;"> <p>FRSMP Taxonomy *</p> <p>Select...</p> <p>Select...</p> <p>Agrius planipennis Fairmaire (Buprestidae)</p> <p>Liliocercus lili (Scopoli) (Chrysomelidae)</p> <p>Bagrada hilaris (Burmeister) (Pentatomidae)</p> <p>Bactericera cockerelli (Sulc) (Triozidae)</p> <p>Phytomyza gymnostoma Loew (Agromyzidae)</p> </div>
<p>10</p>	<p>Enter the Port of Lading, IF needed.</p> <div data-bbox="256 611 540 716" style="border: 1px solid black; padding: 5px;"> <p>Port of Lading</p> </div> <p>Note: This field is not required. SKIP this Step if needed.</p>
<p>11</p>	<p>Select or add a Shipper, IF needed.</p> <div data-bbox="264 932 670 1031" style="border: 1px solid black; padding: 5px;"> <p>Shipper</p> <p>Anne's Designs, Bangkok</p> </div> <p>Note: If this data was entered earlier, then it will populate in this field. The shipper is not a required field. Select from dropdown lists, search, or add. To add a Trade Party, refer to the section: Search, Add, and Edit a Trade Party in ARM.</p>
<p>12</p>	<p>Select the Carrier of the Shipper, IF needed.</p> <div data-bbox="256 1325 573 1440" style="border: 1px solid black; padding: 5px;"> <p>Carrier of Shipper</p> <p>Select...</p> </div> <p>Note: This is a non-required field. You may SKIP it if needed.</p>


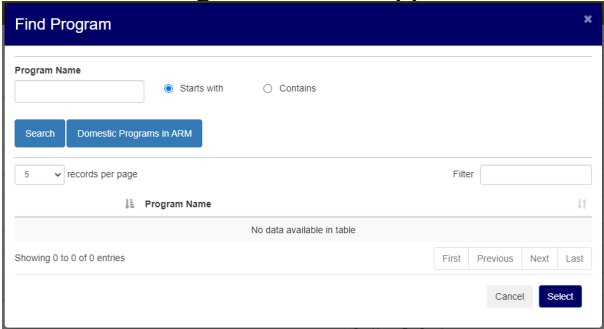
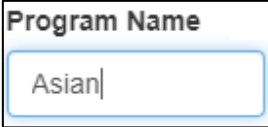

STEP	ACTION
13	<p>Select or add Consignee/Owner.</p> <div data-bbox="272 384 673 495" style="border: 1px solid black; padding: 5px;"> <p>Consignee/Owner *</p> <p>2.42 Consignee, abc ▼ 🔍</p> </div> <p>Note: If this information was provided earlier, then it will already be populated in this field. Broker is not a required field. Select from dropdown lists, search, or add. To add a Trade Party, refer to the section: Search, Add, and Edit a Trade Party in ARM.</p>
14	<p>Select the Current Location of the Commodity.</p> <div data-bbox="272 783 776 884" style="border: 1px solid black; padding: 5px;"> <p>Current Location of Commodity *</p> <p>2.45 testing , CT ▼ 🔍</p> </div> <p>Note: If this information was provided earlier, then it will already be populated in this field. Select from dropdown lists, search, or add. To add a location, refer to the section: Search, Add, and Edit a Trade Party in ARM.</p>
15	<p>Skip Host Type?</p> <div data-bbox="264 1180 1047 1299" style="border: 1px solid black; padding: 5px;"> <p>Host Type? *</p> <p>Environment – On Host ▼</p> </div> <p>Note: The Host Type will be grayed out because is the option selected in the existing record. If you need to change it, you will need to delete the article. Refer to the section: Update and Delete Article Information.</p>
16	<p>Go to Topic C. Enter Article Information in the EAN Issuance page to review all remaining fields in the Article section.</p>

B. Create a New Domestic EAN

STEP	ACTION						
1	<p>Select a Pathway.</p> <div data-bbox="250 422 1078 732" style="border: 1px solid black; padding: 5px;"> <p>Record Issuance</p> <p>Event ID: _____</p> <p>1 Record</p> <p>Use Existing Record</p> <p>Select: _____ Search Record ID: _____</p> <p>Pathway *</p> <ul style="list-style-type: none"> Domestic Submission Select Domestic Submission Export Certification Post Entry Quarantine </div> <table border="1" data-bbox="250 783 1477 1050" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="250 783 649 867">IF THE PATHWAY IS:</th> <th data-bbox="649 783 1477 867">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 867 649 951">Domestic Submission</td> <td data-bbox="649 867 1477 951">GO TO Step 2.</td> </tr> <tr> <td data-bbox="250 951 649 1050">Export Certification or Post Entry Quarantine</td> <td data-bbox="649 951 1477 1050">GO TO Step 4.</td> </tr> </tbody> </table>	IF THE PATHWAY IS:	THEN:	Domestic Submission	GO TO Step 2.	Export Certification or Post Entry Quarantine	GO TO Step 4.
IF THE PATHWAY IS:	THEN:						
Domestic Submission	GO TO Step 2.						
Export Certification or Post Entry Quarantine	GO TO Step 4.						

2

Select a Program from the dropdown list.

IF THE PROGRAM IS:	THEN:
On the dropdown list	GO TO Step 4.
Federally Recognized State Managed Phytosanitary Program (FRSMP)	GO TO Step 3.
<p>Not on the dropdown list</p>	<ol style="list-style-type: none"> Click on the Search icon.  Note: A Find Program window appears.  Enter a Program Name.  Click on Search. Click on the Program Name you searched for.  Click on Select. GO TO Step 4.

Note: This field only appears on the Domestic Submission Pathway. Refer to [Domestic Programs in the ARM Domestic Module Section](#) to see all the Domestic Programs in ARM.


<p>3</p>	<p>Select a FRSMPTaxonomy.</p> <div data-bbox="250 275 1300 506" style="border: 1px solid black; padding: 5px;"> <p>FRSMPTaxonomy *</p> <p>Select...</p> <p>Select...</p> <p>Agnilus planipennis Fairmaire (Buprestidae)</p> <p>Lilloceris lili (Scopoli) (Chrysomelidae)</p> <p>Bagrada hilaris (Burmeister) (Pentatomidae)</p> <p>Bactericera cockerelli (Suic) (Triozidae)</p> <p>Phytomyza gymnostoma Loew (Agromyzidae)</p> </div>
<p>4</p>	<p>Enter the Port of Lading.</p> <div data-bbox="266 638 548 743" style="border: 1px solid black; padding: 5px;"> <p>Port of Lading</p> </div> <p>Note: This field is not required. SKIP this Step if needed.</p>
<p>5</p>	<p>Select or add a Shipper.</p> <div data-bbox="272 957 675 1058" style="border: 1px solid black; padding: 5px;"> <p>Shipper</p> <p>Anne's Designs, Bangkok ▼ 🔍</p> </div> <p>Note: If this data was entered earlier, then it will populate in this field. The shipper is not a required field. Select from dropdown lists, search, or add. To add a Trade Party, refer to the section Search, Add, and Edit a Trade Party in ARM.</p>
<p>6</p>	<p>Select the Carrier of the Shipper, IF needed.</p> <div data-bbox="266 1352 578 1465" style="border: 1px solid black; padding: 5px;"> <p>Carrier of Shipper</p> <p>Select... ▼</p> </div> <p>Note: This is a non-required field. You may SKIP it if needed.</p>

<p>7</p>	<p>Select or add Consignee/Owner.</p> <div data-bbox="272 275 673 388"> <p>Consignee/Owner *</p> <p>2.42 Consignee, abc ▼ 🔍</p> </div> <p>Note: If this information was provided earlier, then it will already be populated in this field. Broker is not a required field. Select from dropdown lists, search, or add. To add a Trade Party, refer to the section Search, Add, and Edit a Trade Party in ARM.</p>
<p>8</p>	<p>Select the Current Location of the Commodity.</p> <div data-bbox="272 663 776 768"> <p>Current Location of Commodity *</p> <p>2.45 testing , CT ▼ 🔍</p> </div> <p>Note: If this information was provided earlier, then it will already be populated in this field. Select from dropdown lists, search, or add. To add a location, refer to the section Search, Add, and Edit a Trade Party in ARM.</p>
<p>9</p>	<p>Select an option for Host Type? from the dropdown list.</p> <div data-bbox="264 1045 1045 1293"> <p>Host Type? *</p> <p>Select... ▼</p> <ul style="list-style-type: none"> Select... Article Environment – At Large Environment – On Host Trap and Lure </div> <p>Note: The fields in the Article section will default differently based on the selected option.</p>
<p>10</p>	<p>Go to Topic C. Enter Article Information on the EAN Issuance page.</p>

C. Enter Article Information on the EAN Issuance page.


STEP	ACTION								
1	<p>Determine Host Type</p> <table border="1" data-bbox="248 407 1498 758"> <thead> <tr> <th data-bbox="248 407 857 470">IF THE HOST TYPE IS:</th> <th data-bbox="857 407 1498 470">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 470 857 564">Article or Environment-On Host</td> <td data-bbox="857 470 1498 564">GO TO Step 2A.</td> </tr> <tr> <td data-bbox="248 564 857 661">Trap and Lure</td> <td data-bbox="857 564 1498 661">GO TO Step 3A.</td> </tr> <tr> <td data-bbox="248 661 857 758">Environment-At Large</td> <td data-bbox="857 661 1498 758">GO TO Step 4.</td> </tr> </tbody> </table> <p>Note: The fields in the Article section will default differently based on the selected option.</p>	IF THE HOST TYPE IS:	THEN:	Article or Environment-On Host	GO TO Step 2A.	Trap and Lure	GO TO Step 3A.	Environment-At Large	GO TO Step 4.
IF THE HOST TYPE IS:	THEN:								
Article or Environment-On Host	GO TO Step 2A.								
Trap and Lure	GO TO Step 3A.								
Environment-At Large	GO TO Step 4.								
2A	<p>Select an Article Type from the dropdown list.</p> <div data-bbox="248 945 682 1314" style="border: 1px solid black; padding: 5px;"> <p>Article Type *</p> <p>Propagative Material ▼</p> <hr/> <p>Select...</p> <p>Animal Product</p> <p>Cotton/Cotton Products</p> <p>Cut Flowers & Greenery</p> <p>Fresh Fruits & Vegetables</p> <p>Grain - DEPRECATED</p> <p>Logs</p> <p>Lumber</p> <p>Miscellaneous</p> <p style="background-color: #e0e0e0;">Propagative Material</p> <p>Seeds Not for Planting</p> <p>Unknown Plant</p> </div>								

2B Select the Article from the dropdown list or use the search feature to find the Article.

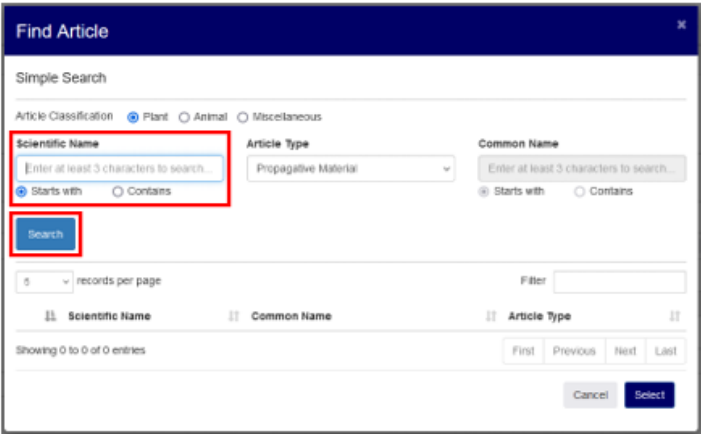


IF THE ARTICLE IS:	THEN:
Not listed	GO TO Step 2C.
Listed	<ol style="list-style-type: none"> 1. Select an article. 2. GO TO Step 3A.

2C Click on the search Icon.



2D Enter at least 3 characters of an article and click Search.



Note: If the article is not found, **contact** the ARM Help Desk.

2E Select an Article using the radio button and then click Select.

	Scientific Name	Commodity Type	Common Name
<input type="radio"/>	Citharexylum sp.	Propagative Material	Citharexylum sp.
<input type="radio"/>	Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa
<input checked="" type="radio"/>	Citronella sp.	Propagative Material	Citronella sp.
<input type="radio"/>	Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
<input type="radio"/>	Citrullus lanatus	Propagative Material	Citrullus lanatus

Showing 1 to 5 of 151 entries

First Previous **1** 2 3 4 5 ... 31 Next Last

Cancel **Select**

3A Identify the Host Type.

IF THE HOST TYPE IS:	THEN:
Trap and lure	GO TO Step 3B.
Article, Environment – On Host, or Environment-At Large	GO TO Step 4.

3B Select a type of trap from the dropdown list.



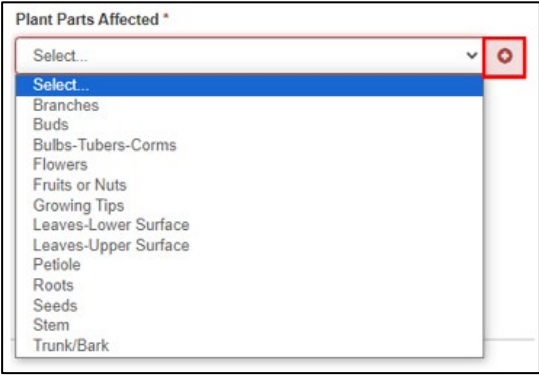

Type of Trap *

Select... ▼

- Select...
- Aspirator
- Barrel Trap
- Beat Cloth
- Black Light Trap
- Black Light Trap 12 Watts
- Black Light Trap 22 Watts
- Black Light Trap, 12 Watt Bulb
- Black Light Trap, 12 Watt, AC
- Black Light Trap, 12 Watt, DC
- Black Light Trap, 22 Watt Bulb
- Black Light Trap, 22 Watt, AC
- Black Light Trap, 22 Watt, DC
- Black Light Trap, Bucket Insert
- Black Light Trap, Collection Bag
- Black Multi-funnel Trap, 12 Funnel, Dry
- Black Multi-funnel Trap, 12 Funnel, Wet
- Black Multi-funnel Trap, 12 Funnel, Wet Coated
- Black Multi-funnel Trap, 8 Funnel, Dry
- Black Multi-funnel Trap, 8 Funnel, Wet

<p>3C</p>	<p>Select the type of lure from the dropdown list.</p> <div data-bbox="251 279 678 829" style="border: 1px solid black; padding: 5px;"> <p>Type of Lure *</p> <p>Select... ▼</p> <p>Select...</p> <p>0.1 Mg E:z-11-Tetradecenyl Acetate</p> <p>2 Component Lure</p> <p>3 Component Lure</p> <p>3Z-Lactone + Z-3-hexenol</p> <p>70% alpha-pinene - 30% beta-pinene</p> <p>80 Manuka/20 Phoebe Oil and z-3 hexenol</p> <p>80% Manuka Oil - 20% Phoebe Oil</p> <p>99% Methyl Eugenol by Volume</p> <p>AG</p> <p>Acrolepiopsis assectella Lure</p> <p>Adoxomone</p> <p>Adoxophyes orana Lure</p> <p>Agriotes lineatus Lure</p> <p>Agriotes obscurus Lure</p> <p>Alpha Pinene</p> <p>Alpha Pinene Lure</p> <p>Alpha Pinene UHR Lure</p> <p>Alpha Pinene UHR Lure + Ethanol Lure</p> <p>Alpha Pinene and Ethanol</p> </div>
<p>3D</p>	<p>Enter a trap number.</p> <div data-bbox="256 926 526 1029" style="border: 1px solid black; padding: 5px;"> <p>Trap Number *</p> <input style="width: 100%; height: 20px;" type="text"/> </div>
<p>4</p>	<p>Enter the Quantity.</p> <div data-bbox="272 1163 722 1268" style="border: 1px solid black; padding: 5px;"> <p>Quantity *</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This field is required. You must enter a value so you can continue your work. This value will appear in box number 3 on the EAN.</p>
<p>5</p>	<p>Select Article Units.</p> <div data-bbox="264 1522 805 1612" style="border: 1px solid black; padding: 5px;"> <p>Units *</p> <p>Select... ▼</p> </div> <p>Note: This field is required. You must enter a value so you can continue your work. This value will appear in box number 3 on the EAN.</p>

<p>6</p>	<p>Click on the Percentage or Count radio buttons under the Acres/ Plants Affected field.</p> <div data-bbox="272 275 581 499" style="border: 1px solid black; padding: 5px;"> <p>Acres/Plants Affected</p> <p><input type="radio"/> Percentage <input checked="" type="radio"/> Count</p> <p>Form 391 Field 11</p> </div> <p>Note: This field will remain disabled until a value is selected.</p>						
<p>7</p>	<p>Enter the percentage or count under Acres/Plants Affected.</p> <div data-bbox="264 716 839 867" style="border: 1px solid black; padding: 5px;"> <p>Acres/Plants Affected</p> <p><input type="radio"/> Percentage <input checked="" type="radio"/> Count</p> <p>12 12 Plant Units</p> </div> <p>Note: If you select Count, the unit of the amount entered will be associated with the value selected under the unit’s field. For example, if you selected Acres then the amount will show acres next to it. If you selected plant units, the amount would show plant units next to it. If you select percentage then the amount will have a percent value next to it.</p> <div data-bbox="264 1115 725 1262" style="border: 1px solid black; padding: 5px;"> <p>Acres/Plants Affected</p> <p><input checked="" type="radio"/> Percentage <input type="radio"/> Count</p> <p>12 12 %</p> </div>						
<p>8</p>	<p>Identify the Host Type.</p> <table border="1" data-bbox="248 1404 1502 1661"> <thead> <tr> <th data-bbox="248 1404 846 1467">IF THE HOST TYPE IS:</th> <th data-bbox="846 1404 1502 1467">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 1467 846 1564">Article or Environment – On Host</td> <td data-bbox="846 1467 1502 1564">GO TO Step 9.</td> </tr> <tr> <td data-bbox="248 1564 846 1661">Environment-At Large or Trap and lure</td> <td data-bbox="846 1564 1502 1661">GO TO Step 12A.</td> </tr> </tbody> </table>	IF THE HOST TYPE IS:	THEN:	Article or Environment – On Host	GO TO Step 9.	Environment-At Large or Trap and lure	GO TO Step 12A.
IF THE HOST TYPE IS:	THEN:						
Article or Environment – On Host	GO TO Step 9.						
Environment-At Large or Trap and lure	GO TO Step 12A.						

<p>9</p>	<p>Select plant distribution from the dropdown and click on the plus sign.</p>  <p>Note: This field is required. You must enter a value so you can continue your work. You may enter multiple selections in this field. REPEAT this step as needed.</p>  <p>Click on the trash can icon to delete a selection.</p>
<p>10</p>	<p>Select plant parts affected from the dropdown list and click on the plus sign.</p>  <p>Note: This field is required. You must enter a value so you can continue your work. You may enter multiple selections in this field. REPEAT this step as needed.</p>  <p>Click on the trash can icon to delete a selection.</p>
<p>11</p>	<p>GO TO Step 12B</p>

12A

Select the Name of the Host from the dropdown list.

IF THE NAME OF HOST IS: THEN:

Not in the dropdown list

1. Click on the search icon.

Note: A new window will appear.

2. Enter a taxonomic name or at least three letters.

3. Click on Search.

Note: All options associated with that taxonomic name will appear.

Taxonomic Name	Kingdom	Phylum/Division	Class	Order	Taxonomic Unit
<input type="radio"/> Terminalia amazonia (J. F. Gmelin) Exell (Combretaceae)	Plantae		Magnoliopsida	Myrtales	Species
<input type="radio"/> Terminalia bellirica (Gaertn.) Roxb. (Combretaceae)	Plantae		Magnoliopsida	Myrtales	Species
<input type="radio"/> Terminalia catappa L. (Combretaceae)	Plantae		Magnoliopsida	Myrtales	Species
<input type="radio"/> Terminalia chebula Retzius (Combretaceae)	Plantae		Magnoliopsida	Myrtales	Species
<input type="radio"/> Terminalia sp. (Combretaceae)	Plantae		Magnoliopsida	Myrtales	Genus

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Cancel Select

4. Click on Select.

5. **GO TO** Step 12B.

In the dropdown list

1. Select a Host.

2. **GO TO** Step 13.

<p>12B</p>	<p>Identify the Host Type.</p> <table border="1" data-bbox="248 296 1341 590"> <thead> <tr> <th data-bbox="248 296 685 359">IF THE HOST TYPE IS:</th> <th data-bbox="685 296 1341 359">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 359 685 457">Article</td> <td data-bbox="685 359 1341 457">GO TO Step 13.</td> </tr> <tr> <td data-bbox="248 457 685 590">Environment-On Host, Environment-At Large, or Trap and lure</td> <td data-bbox="685 457 1341 590">GO TO Step 19A.</td> </tr> </tbody> </table>	IF THE HOST TYPE IS:	THEN:	Article	GO TO Step 13.	Environment-On Host, Environment-At Large, or Trap and lure	GO TO Step 19A.
IF THE HOST TYPE IS:	THEN:						
Article	GO TO Step 13.						
Environment-On Host, Environment-At Large, or Trap and lure	GO TO Step 19A.						
<p>13</p>	<p>Enter a cultivar, IF needed.</p> <div data-bbox="264 716 557 831"> <p>Cultivar</p> <input type="text"/> </div> <p>Note: This field is non-required. SKIP if needed.</p>						
<p>14</p>	<p>Enter article description.</p> <div data-bbox="264 1052 581 1171"> <p>Description</p> <input type="text"/> </div> <p>Note: This field is non-required. SKIP if needed.</p>						
<p>15</p>	<p>Select a consignee or owner from the dropdown list.</p> <div data-bbox="264 1388 784 1703"> <p>Consignee/Owner</p> <p>2.40 UAT Consignee, east left, DE ▼ 🔍</p> <p>Select...</p> <ul style="list-style-type: none"> 2.39 UAT , riverdale, MD 2.39 UAT, riverdale, MD 2.40 UAT Consignee, east left, DE 2.40 UAT Shipper, abc 2.41 Consignee UAT, south, AK 2.42 Consignee, abc </div> <p>Note: If a value was entered or selected on the previous page, the information will auto-populate. To search and add a Consignee/Owner, refer to the section Search, Add, and Edit a Trade Party in ARM.</p>						

16 Select an Origin.

Origin * Origin Unsure

Select... ▼

Select...

Afghanistan

Aland Islands

Albania

Algeria

American Samoa

Andorra

Angola

Note: If the origin is unknown, click the Origin Unsure Box.

17 Select a state of origin from the dropdown list.

Origin State

Michigan ▼

Colorado

Connecticut

Delaware

District of Columbia

Florida

Georgia

Guam


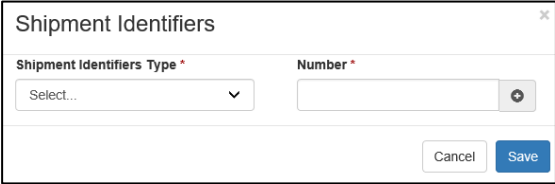
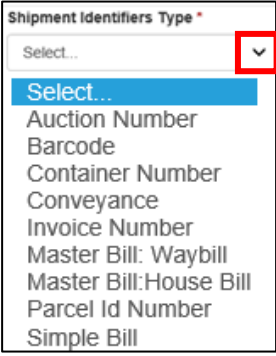


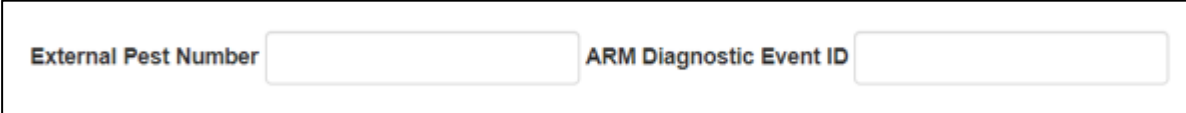
18 Select or Add a Shipment ID, **IF** available.

Shipment ID

Select... ▼ ✎

Note: This is a Non-Required Field. **SKIP** this step if needed.

IF A SHIPMENT ID IS:	THEN:
<u>Not</u> present	GO TO Step 19A.
Present	GO TO Step 20.

<p>19A</p>	<p>Click on the Pencil Icon </p> <div data-bbox="250 275 802 457">  </div>
<p>19B</p>	<p>Select a Shipment Identifier Type.</p> <div data-bbox="266 573 540 926">  </div>
<p>19C</p>	<p>Enter a Number.</p> <div data-bbox="266 1056 634 1157">  </div>
<p>20</p>	<p>Click on an appropriate box(es) under the Regulatory Action Required Column.</p> <div data-bbox="250 1325 881 1482">  </div> <p>Note: For the FRSMP Pest and Suspect Quarantine Pest options, users will have the functionality to enter the External Pest Number and/or ARM Diagnostic Event ID number, if needed.</p> <div data-bbox="250 1696 1430 1808">  </div>







<p>21</p>	<p>Click on Add article.</p> <div data-bbox="256 275 459 373" data-label="Image"> </div> <p>Note: After one article is added, most of the fields will remain with the values previously entered. If users need to add more articles, update the fields as needed and click on Add Article.</p>
<p>22</p>	<p>Upload EAN Support Documents if required and/or if needed.</p> <p>Note: Refer to the Upload Digital Imagery or Diagnostic Support Documents on a Diagnostic Determination Page section.</p>
<p>23</p>	<p>GO TO Heading 2; Select Inspection Completed on Complete Column.</p> <div data-bbox="256 816 685 1062" data-label="Image"> </div>
<p>24</p>	<p>Go to Topic D. Enter EAN Issuance Information.</p>

D. Enter EAN Issuance Information

The EAN Issuance page is divided by headings like other pages throughout ARM. These headings have different fields. Many of these fields are dropdown lists. Some of them will already be populated if the information was previously entered on another page throughout the ARM workflow.

Enter the EAN Issuance Information:

STEP	ACTION						
<p>1</p>	<p>Determine if EAN issuance is for single or multiple articles on Heading 4 Select Article Information.</p> <table border="1" data-bbox="248 625 1511 1549"> <thead> <tr> <th data-bbox="248 625 716 724">IF THE EAN ISSUANCE IS FOR:</th> <th data-bbox="716 625 1511 724">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 724 716 1157"> <p>Single article</p> </td> <td data-bbox="716 724 1511 1157"> <p>1. Click on the article.</p> <div data-bbox="748 835 1206 1050" data-label="Image"> </div> <p>2. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="248 1157 716 1549"> <p>Multiple articles</p> </td> <td data-bbox="716 1157 1511 1549"> <p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • EAN Reason • Exclusion Options • Treatment Schedule, if applicable • Certified Facility Number • Phytosanitary Certificate <p>2. Click on Select all or each for articles that share the same attributes.</p> <p>3. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF THE EAN ISSUANCE IS FOR:	THEN:	<p>Single article</p>	<p>1. Click on the article.</p> <div data-bbox="748 835 1206 1050" data-label="Image"> </div> <p>2. GO TO Step 2.</p>	<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • EAN Reason • Exclusion Options • Treatment Schedule, if applicable • Certified Facility Number • Phytosanitary Certificate <p>2. Click on Select all or each for articles that share the same attributes.</p> <p>3. GO TO Step 2.</p>
IF THE EAN ISSUANCE IS FOR:	THEN:						
<p>Single article</p>	<p>1. Click on the article.</p> <div data-bbox="748 835 1206 1050" data-label="Image"> </div> <p>2. GO TO Step 2.</p>						
<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • EAN Reason • Exclusion Options • Treatment Schedule, if applicable • Certified Facility Number • Phytosanitary Certificate <p>2. Click on Select all or each for articles that share the same attributes.</p> <p>3. GO TO Step 2.</p>						
<p>2</p>	<p>Type the Certified Facility Number and Manufacturer ID (MID) under Heading 5.</p> <div data-bbox="264 1709 1149 1801" data-label="Form"> <table border="1"> <tr> <td data-bbox="264 1709 686 1745">Certified Facility Number</td> <td data-bbox="686 1709 1149 1745">Manufacturer ID (MID)</td> </tr> <tr> <td data-bbox="264 1745 686 1801"><input type="text"/></td> <td data-bbox="686 1745 1149 1801"><input type="text"/></td> </tr> </table> </div> <p>Note: These are non-required fields. SKIP this step if needed.</p>	Certified Facility Number	Manufacturer ID (MID)	<input type="text"/>	<input type="text"/>		
Certified Facility Number	Manufacturer ID (MID)						
<input type="text"/>	<input type="text"/>						

<p>3</p>	<p>Select the Destination of Articles.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF THE DESTINATION OF ARTICLES IS:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><u>Not</u> in the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Search.</p> <div style="text-align: center;">  </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4 after adding a Location.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>In dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select a Location.</p> <div style="text-align: center;">  </div> <p>2. GO TO Step 4.</p> </td> </tr> </tbody> </table>	IF THE DESTINATION OF ARTICLES IS:	THEN:	<p><u>Not</u> in the dropdown list</p>	<p>1. Click on Search.</p> <div style="text-align: center;">  </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4 after adding a Location.</p>	<p>In dropdown list</p>	<p>1. Select a Location.</p> <div style="text-align: center;">  </div> <p>2. GO TO Step 4.</p>
IF THE DESTINATION OF ARTICLES IS:	THEN:						
<p><u>Not</u> in the dropdown list</p>	<p>1. Click on Search.</p> <div style="text-align: center;">  </div> <p>2. Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4 after adding a Location.</p>						
<p>In dropdown list</p>	<p>1. Select a Location.</p> <div style="text-align: center;">  </div> <p>2. GO TO Step 4.</p>						
<p>4</p>	<p>Select an EAN reason(s).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>EAN Reason (select all that apply) *</p> <hr/> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Lack of Documentation/Certification</p> </div> <p>Note: If there is one reason only associated with the Regulatory Action taken, the reason will show selected. If multiple reasons are showing, select all that apply.</p>						

5 Select a CFR.

CFR (select all that apply) *

Select All

<input type="checkbox"/> 7 CFR 301.32: Fruit Flies	<input type="checkbox"/> 7 CFR 301.38: Black Stem Rust
<input type="checkbox"/> 7 CFR 301.51: Asian Longhorned Beetle	<input type="checkbox"/> 7 CFR 301.52: Pink Bollworm
<input type="checkbox"/> 7 CFR 301.75: Citrus Canker	<input type="checkbox"/> 7 CFR 301.76: Quarantine Areas For Citrus Greening Disease (Cg)
<input type="checkbox"/> 7 CFR 301.85: Golden Nematode	<input type="checkbox"/> 7 CFR 301.86: Pale Cyst Nematode
<input type="checkbox"/> 7 CFR 301.91: European Larch Canker	<input type="checkbox"/> 7 CFR 301.92: Phytophthora Ramorum
<input type="checkbox"/> 7 CFR 360: Noxious Weed Regulations	<input type="checkbox"/> 7 USC 7712: Regulation of Movement of Plants, Plant Products, Biological Control Organisms, Noxious Weeds, Articles, And Means of Conveyance

Note: If there is one CFR only associated with the regulatory action taken, the CFR will show selected. If multiple CFRs are showing, select all that apply.

6 Enter the remarks **IF** needed.

Remarks

EAN Remarks

Internal Remarks (Internal Remarks are not displayed on the form.)

Note: These are **non**-required fields. Users can type any remarks in this field. EAN remarks will appear on the generated form. Internal remarks will not appear on the generated form; they will appear only in ARM’s back-end data for internal purposes only.

7

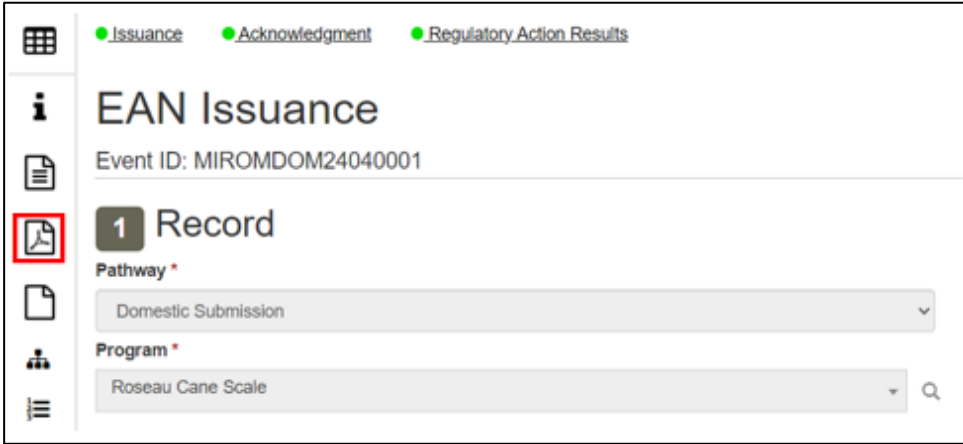


Select an Exclusion from the dropdown list.


IF THE EXCLUSION IS:	THEN:
<ul style="list-style-type: none"> • Destroy, Treat, or Other • Other (Cleaning/Disinfection) • Redirect and Avoid, Destroy or Treat • Treatment Only • Treatment and other 	<p>1. Enter the Treatment schedule number.</p> <div data-bbox="776 837 1127 978" style="border: 1px solid black; padding: 5px;"> <p>Treatment:</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <p>Note: An extra field will populate for the treatment schedule. Enter treatment schedule, if available.</p> <p>2. GO TO Step 8.</p>
<ul style="list-style-type: none"> • Destroy Only • Destroy or Other • Redirect and Avoid Only 	<p>GO TO Step 8.</p>

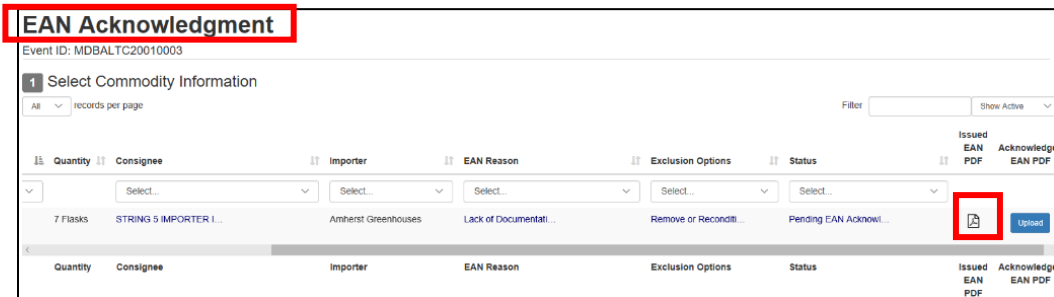
<p>8</p>	<p>Select an issuance date.</p> <div data-bbox="272 275 709 810"> <p>The screenshot shows a date picker interface. At the top, the text 'Date Issued *' is followed by a text input field containing '05/09/2024'. To the right of the input field is a calendar icon. Below the input field is a calendar for May 2024. The date '9' is highlighted with a red box. At the bottom of the calendar are 'Clear' and 'Apply' buttons, with 'Apply' also highlighted with a red box.</p> </div> <p>Note: This field will default to the current date. However, another date can either be typed in the field or users may select one by clicking on the calendar icon. Click Apply.</p>
<p>9</p>	<p>Type response required.</p> <div data-bbox="258 1064 784 1178"> <p>The screenshot shows a text input field with the label 'Response Required *'. The field contains the number '48'.</p> </div> <p>Note: This field will default to 48, but it can be updated to any number depending on the user's selection for the next field.</p>
<p>10</p>	<p>Select a period from the dropdown list.</p> <div data-bbox="264 1430 657 1663"> <p>The screenshot shows a dropdown menu with the label 'Time Unit'. The menu is open, showing options: 'Hours', 'Select...', 'Hours', 'Days', and 'Immediately-Upon Receipt'. The 'Hours' option is highlighted in blue. A red box highlights the dropdown arrow.</p> </div>

<p>11</p>	<p>Enter the Local Officer's Contact Phone Number.</p> <div data-bbox="250 275 891 380" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Local Officer Contact Phone Number *</p> <p>000-000-0000 x</p> </div> <p>Note: If you set a phone number to your profile it will always prepopulate in this field.</p>								
<p>12</p>	<p>Determine if the EAN has to be previewed, saved, or issued.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%;">IF THE EAN HAS TO BE:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Previewed</td> <td> <p>Click on the Preview tab.</p> <div data-bbox="760 730 928 821" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Preview</p> </div> </td> </tr> <tr> <td>Saved</td> <td> <p>Click on the Save tab.</p> <div data-bbox="755 989 911 1083" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Save</p> </div> </td> </tr> <tr> <td>Issued</td> <td> <p>Click on the Issue EANs tab.</p> <div data-bbox="760 1268 980 1356" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Issue EANs</p> </div> <p>Note: The record will no longer show in Active view on the page.</p> </td> </tr> </tbody> </table>	IF THE EAN HAS TO BE:	THEN:	Previewed	<p>Click on the Preview tab.</p> <div data-bbox="760 730 928 821" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Preview</p> </div>	Saved	<p>Click on the Save tab.</p> <div data-bbox="755 989 911 1083" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Save</p> </div>	Issued	<p>Click on the Issue EANs tab.</p> <div data-bbox="760 1268 980 1356" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Issue EANs</p> </div> <p>Note: The record will no longer show in Active view on the page.</p>
IF THE EAN HAS TO BE:	THEN:								
Previewed	<p>Click on the Preview tab.</p> <div data-bbox="760 730 928 821" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Preview</p> </div>								
Saved	<p>Click on the Save tab.</p> <div data-bbox="755 989 911 1083" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Save</p> </div>								
Issued	<p>Click on the Issue EANs tab.</p> <div data-bbox="760 1268 980 1356" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Issue EANs</p> </div> <p>Note: The record will no longer show in Active view on the page.</p>								
<p>13</p>	<p>Go to topic 2. Access the EAN Acknowledgement Page.</p>								

Print the Issued EAN:

STEP	ACTION
<p>1</p>	<p>Click on the ARM Generated Forms Icon.</p>  <p>Note: ARM will redirect you to the ARM Generated Forms Page.</p> 
<p>2</p>	<p>Click on the Event ID EAN link.</p> 

Users can also click on the PDF Icon  located under the Issued EAN PDF column from the EAN Acknowledgment Page.

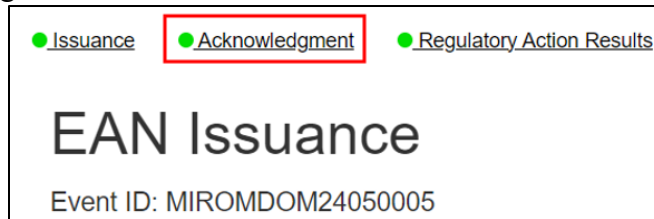


2. Access the EAN Acknowledgement Page

There are two ways to access the EAN Acknowledgement Page:

- From the EAN Issuance page:

Click on the Acknowledgment Breadcrumb link **Acknowledgment** located at the top of the page.



- From the Main Workspace:


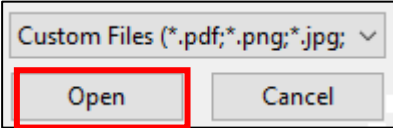

Click on the Pending EAN Acknowledgement hyperlink under the Status column on the Domestic EAN Pane.



Uploading Documents to the EAN Acknowledgement Page

Also, a signed issued EAN form, or any other document can be uploaded to this page.

Refer to the table below to upload a signed EAN to the Acknowledgment Page:

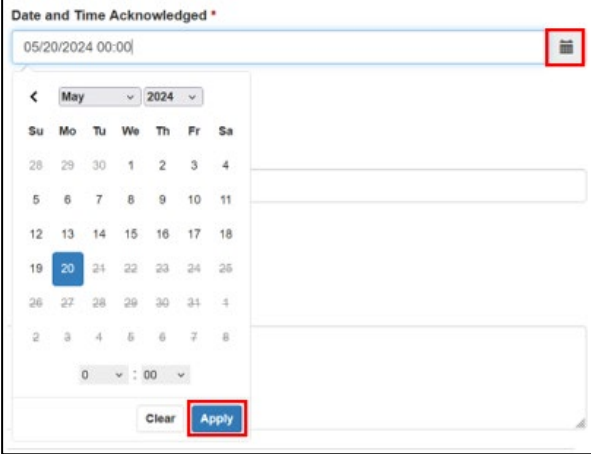
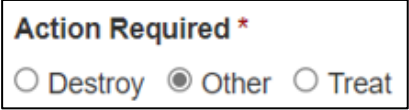

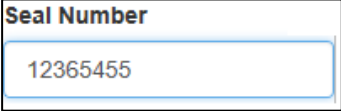
STEP	ACTION
<p>1</p>	<p>Click on the Upload tab under the Acknowledged EAN PDF column.</p> 
<p>2</p>	<p>Select the signed issued EAN file. Click on the Open button or hit enter on the keyboard.</p>  <p>A PDF Icon will show on the Acknowledged EAN PDF Column.</p>  <p>Note: Once you upload the Acknowledged EAN PDF, if you need to delete it or update contact the ARM Help Desk.</p>








A. Enter EAN Acknowledgement Information

On this page, users will enter the required action decided by the owner or representative for the Article at stake.

Enter Acknowledgement Information:

STEP	ACTION												
<p>1</p>	<p>Determine if the EAN acknowledgment is for single or multiple articles.</p> <table border="1" data-bbox="248 556 1511 1423"> <thead> <tr> <th data-bbox="248 556 857 638">IF THE EAN ACKNOWLEDGEMENT IS FOR:</th> <th data-bbox="857 556 1511 638">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 638 857 1108"> <p>Single article</p> </td> <td data-bbox="857 638 1511 1108"> <p>1. Click on the article.</p> <div data-bbox="889 747 1325 911"> <table border="1"> <thead> <tr> <th>EAN ID</th> <th>Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td>Select...</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003-E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Acknowledgement Information will appear.</p> <p>2. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="248 1108 857 1423"> <p>Multiple articles</p> </td> <td data-bbox="857 1108 1511 1423"> <p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • Recipient Name • Exclusion Options <p>2. Click on Select All or Click on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF THE EAN ACKNOWLEDGEMENT IS FOR:	THEN:	<p>Single article</p>	<p>1. Click on the article.</p> <div data-bbox="889 747 1325 911"> <table border="1"> <thead> <tr> <th>EAN ID</th> <th>Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td>Select...</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003-E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Acknowledgement Information will appear.</p> <p>2. GO TO Step 2.</p>	EAN ID	Commodity	<input type="checkbox"/> Select All	Select...	<input checked="" type="checkbox"/> MDBALTC20010003-E001	Hilaria sp. - Hilaria sp. (PM)	<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • Recipient Name • Exclusion Options <p>2. Click on Select All or Click on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p>
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<p>Single article</p>	<p>1. Click on the article.</p> <div data-bbox="889 747 1325 911"> <table border="1"> <thead> <tr> <th>EAN ID</th> <th>Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td>Select...</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003-E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Acknowledgement Information will appear.</p> <p>2. GO TO Step 2.</p>	EAN ID	Commodity	<input type="checkbox"/> Select All	Select...	<input checked="" type="checkbox"/> MDBALTC20010003-E001	Hilaria sp. - Hilaria sp. (PM)						
EAN ID	Commodity												
<input type="checkbox"/> Select All	Select...												
<input checked="" type="checkbox"/> MDBALTC20010003-E001	Hilaria sp. - Hilaria sp. (PM)												
<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> • Recipient Name • Exclusion Options <p>2. Click on Select All or Click on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p>												
<p>2</p>	<p>Enter the recipient's name.</p> <div data-bbox="264 1549 659 1675"> </div> <p>Note: This field will auto-populate if information was provided before in the data entry workflow. If not, enter the information.</p>												

<p>3</p>	<p>Click on the calendar icon to select the date and time acknowledged.</p> 
<p>4</p>	<p>Select the Action Required.</p> 
<p>5</p>	<p>Select a seal type IF available.</p>  <p>Note: This is not a required field. SKIP this step if needed.</p>
<p>6</p>	<p>Enter the Seal Number IF available.</p>  <p>Note: This is not a required field. SKIP this step if needed.</p>

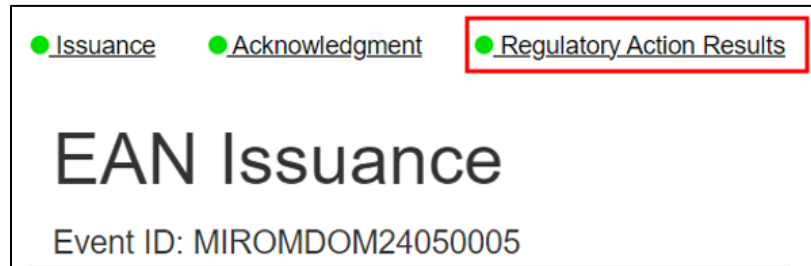
<p>7</p>	<p>Select a Facility.</p> <table border="1" data-bbox="248 275 1515 890"> <thead> <tr> <th data-bbox="248 275 688 338">IF THE FACILITY IS:</th> <th data-bbox="688 275 1515 338">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 338 688 558"> <p>Available</p> </td> <td data-bbox="688 338 1515 558"> <p>Select from the dropdown list.</p>  </td> </tr> <tr> <td data-bbox="248 558 688 890"> <p>Not available</p> </td> <td data-bbox="688 558 1515 890"> <p>Search or add using the lens icon.</p>  <p>Note: Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p> </td> </tr> </tbody> </table> <p>Note: This is not a required field. SKIP this step if needed.</p>	IF THE FACILITY IS:	THEN:	<p>Available</p>	<p>Select from the dropdown list.</p> 	<p>Not available</p>	<p>Search or add using the lens icon.</p>  <p>Note: Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p>
IF THE FACILITY IS:	THEN:						
<p>Available</p>	<p>Select from the dropdown list.</p> 						
<p>Not available</p>	<p>Search or add using the lens icon.</p>  <p>Note: Refer to the section: Search, Add, and Edit a Trade Party in ARM.</p>						
<p>8</p>	<p>Enter the Acknowledgment Remarks IF available.</p>  <p>Note: This is not a required field. SKIP this step if needed.</p>						
<p>9</p>	<p>Click on Submit.</p>						

3. Access the EAN Exclusions Action Results Page

There are two ways to access the EAN Exclusions Action Results Page:

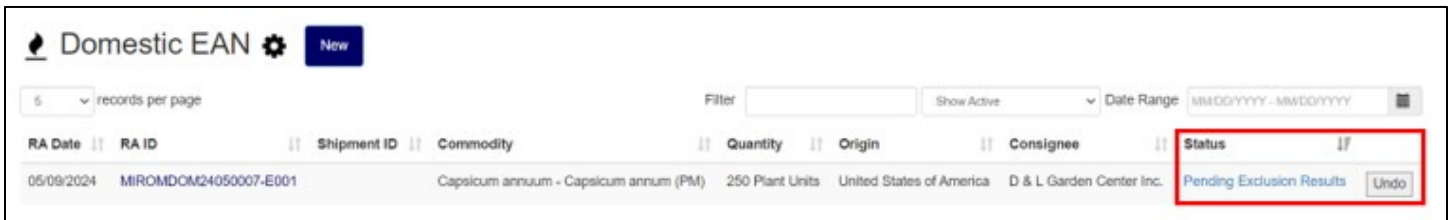
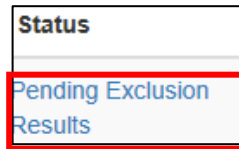
- From the EAN Acknowledgement page:

Click on the Exclusion Action Results Breadcrumb link [Exclusion Action Results](#) located at the top of the page.



- From the main workspace:

Click on the Pending Exclusion Results hyperlink under the Status column from the Domestic EAN Pane.






A. Enter EAN Exclusion Action Results

On this page, users will enter the result of the action taken on the article. The result of the action taken is Successful or Not Successful.

Enter the Exclusion Action Results:

STEP	ACTION												
1	<p>Determine if the EAN exclusion action result is for single or multiple articles.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="248 592 750 688">IF THE EAN EXCLUSION ACTION RESULT IS FOR:</th> <th data-bbox="750 592 1505 688">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 688 750 1178"> <p>Single article</p> </td> <td data-bbox="750 688 1505 1178"> <p>1. Click on the article.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EAN ID</th> <th style="text-align: left; border-bottom: 1px solid black;">Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td><input type="text" value="Select..."/></td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003- E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Exclusion Action Results Information will appear.</p> <p>2. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="248 1178 750 1461"> <p>Multiple articles</p> </td> <td data-bbox="750 1178 1505 1461"> <p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> Action Required Recommended Treatment Schedule <p>2. Click on Select All or on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF THE EAN EXCLUSION ACTION RESULT IS FOR:	THEN:	<p>Single article</p>	<p>1. Click on the article.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EAN ID</th> <th style="text-align: left; border-bottom: 1px solid black;">Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td><input type="text" value="Select..."/></td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003- E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Exclusion Action Results Information will appear.</p> <p>2. GO TO Step 2.</p>	EAN ID	Commodity	<input type="checkbox"/> Select All	<input type="text" value="Select..."/>	<input checked="" type="checkbox"/> MDBALTC20010003- E001	Hilaria sp. - Hilaria sp. (PM)	<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> Action Required Recommended Treatment Schedule <p>2. Click on Select All or on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p>
IF THE EAN EXCLUSION ACTION RESULT IS FOR:	THEN:												
<p>Single article</p>	<p>1. Click on the article.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EAN ID</th> <th style="text-align: left; border-bottom: 1px solid black;">Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td><input type="text" value="Select..."/></td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/> MDBALTC20010003- E001</td> <td>Hilaria sp. - Hilaria sp. (PM)</td> </tr> </tbody> </table> </div> <p>Note: Heading 2 Exclusion Action Results Information will appear.</p> <p>2. GO TO Step 2.</p>	EAN ID	Commodity	<input type="checkbox"/> Select All	<input type="text" value="Select..."/>	<input checked="" type="checkbox"/> MDBALTC20010003- E001	Hilaria sp. - Hilaria sp. (PM)						
EAN ID	Commodity												
<input type="checkbox"/> Select All	<input type="text" value="Select..."/>												
<input checked="" type="checkbox"/> MDBALTC20010003- E001	Hilaria sp. - Hilaria sp. (PM)												
<p>Multiple articles</p>	<p>1. Check if articles share the following attributes:</p> <ul style="list-style-type: none"> Action Required Recommended Treatment Schedule <p>2. Click on Select All or on each article that shares the same attributes.</p> <p>3. GO TO Step 2.</p>												
2	<p>Select Action.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: *</p> <p><input type="radio"/> Success <input type="radio"/> Failure <input type="radio"/> Not Taken</p> </div> <p>Note: If you select Failure or Not Taken, the status of the EAN will be back to Pending EAN Acknowledgment and you will need to submit the Acknowledgement again.</p>												

<p>3</p>	<p>Select the date of Action Taken, IF needed.</p> <div data-bbox="256 310 683 422"> <p>Date Action Taken *</p> <p>02/19/2020 </p> </div> <p>Note: This field will auto-populate to the current date. Change the date if needed, either by typing or selecting from the calendar icon. SKIP this step if needed.</p>
<p>4</p>	<p>Select a Treatment Schedule Taken, IF needed.</p> <div data-bbox="263 669 704 781"> <p>Treatment Schedule Taken</p> <p>T101-a-3 </p> </div> <p>Note: If treatment was previously assigned by the Area Identifier it will appear. If not, select one from the dropdown list.</p>
<p>5</p>	<p>Select overtime, IF needed.</p> <div data-bbox="272 1035 664 1266"> <p>Overtime?</p> <p>No </p> <p>Select...</p> <p>No</p> <p>Government Overtime</p> <p>Reimbursable Overtime</p> </div>
<p>6</p>	<p>Enter Exclusion Results Remarks, IF needed.</p> <div data-bbox="263 1434 667 1667"> <p>Exclusion Results Remarks</p> <p><input type="text"/></p> </div>
<p>7</p>	<p>Click on Submit.</p>

Update or Cancel an Emergency Action Notification (EAN) in the ARM Domestic Module

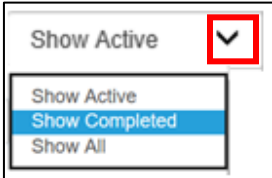
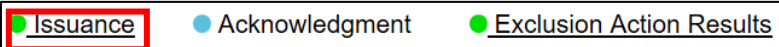
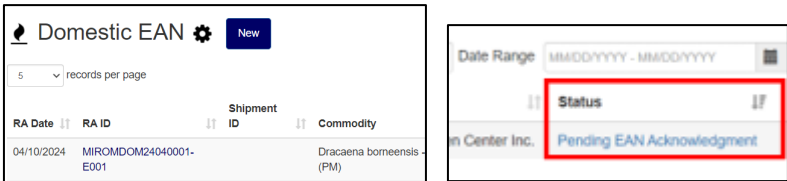
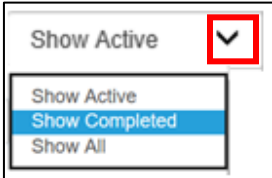
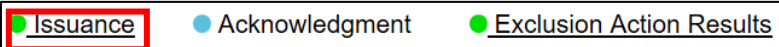
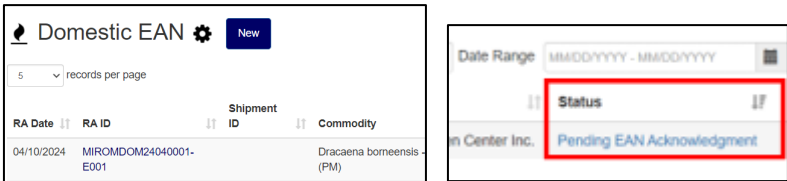
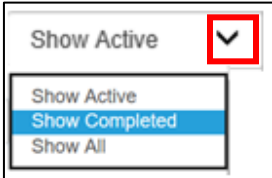
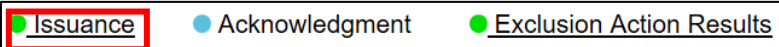
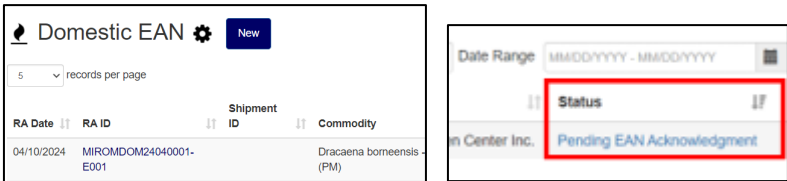
Purpose: This section describes how to update or cancel an Emergency Action Notification (EAN) after being issued, acknowledged, and revoked. The following areas are covered in this section:


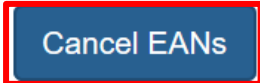

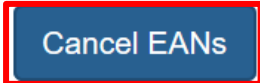

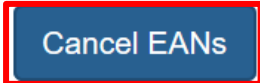
1. Update or Cancel an Issued EAN
2. Update or Cancel an Acknowledged EAN
3. Recall a Revoked EAN Which Needs Updating or Cancelled

1. Update or Cancel an Issued EAN

ARM provides the capability to update or cancel EANs after they have been submitted. For this, users can access any EAN using the status hyperlink on the Domestic EAN.

Update or Cancel an Issued Emergency Action Notification:

STEP	ACTION								
1	<p>Locate the issued EAN for updating or canceling.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">IF YOU ARE ON THE:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 478 623 785">EAN Issuance Page</td> <td data-bbox="623 478 1510 785"> <p>1. Change the Active view field to Show Completed.</p>  <p>2. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="250 785 623 1079">Acknowledgment Page</td> <td data-bbox="623 785 1510 1079"> <p>1. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the EAN Issuance Page.</p>  <p>2. Follow the instructions above on the EAN Issuance Page. 3. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="250 1079 623 1507">Main Workspace</td> <td data-bbox="623 1079 1510 1507"> <p>1. Click on the Pending EAN Acknowledgement Hyperlink under the Status column from the Domestic EAN Pane.</p>  <p>2. Follow the instructions above on the EAN Acknowledgement Page. 3. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF YOU ARE ON THE:	THEN:	EAN Issuance Page	<p>1. Change the Active view field to Show Completed.</p>  <p>2. GO TO Step 2.</p>	Acknowledgment Page	<p>1. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the EAN Issuance Page.</p>  <p>2. Follow the instructions above on the EAN Issuance Page. 3. GO TO Step 2.</p>	Main Workspace	<p>1. Click on the Pending EAN Acknowledgement Hyperlink under the Status column from the Domestic EAN Pane.</p>  <p>2. Follow the instructions above on the EAN Acknowledgement Page. 3. GO TO Step 2.</p>
IF YOU ARE ON THE:	THEN:								
EAN Issuance Page	<p>1. Change the Active view field to Show Completed.</p>  <p>2. GO TO Step 2.</p>								
Acknowledgment Page	<p>1. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the EAN Issuance Page.</p>  <p>2. Follow the instructions above on the EAN Issuance Page. 3. GO TO Step 2.</p>								
Main Workspace	<p>1. Click on the Pending EAN Acknowledgement Hyperlink under the Status column from the Domestic EAN Pane.</p>  <p>2. Follow the instructions above on the EAN Acknowledgement Page. 3. GO TO Step 2.</p>								

<p>2</p>	<p>Click on the EAN ID and scroll down the page.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%; padding: 5px;">IF THE EAN WILL BE:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Updated</p> </td> <td style="padding: 5px;"> <p>1. Click on the Update EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p> <p>Note: When you click the Update EAN tab the previously issued EAN PDF Link will not show on ARM’s Generated form.</p> <p>3. GO TO Step 3.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Canceled</p> </td> <td style="padding: 5px;"> <p>1. Click on the Cancel EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p> </td> </tr> </tbody> </table>	IF THE EAN WILL BE:	THEN:	<p>Updated</p>	<p>1. Click on the Update EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p> <p>Note: When you click the Update EAN tab the previously issued EAN PDF Link will not show on ARM’s Generated form.</p> <p>3. GO TO Step 3.</p>	<p>Canceled</p>	<p>1. Click on the Cancel EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p>
IF THE EAN WILL BE:	THEN:						
<p>Updated</p>	<p>1. Click on the Update EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p> <p>Note: When you click the Update EAN tab the previously issued EAN PDF Link will not show on ARM’s Generated form.</p> <p>3. GO TO Step 3.</p>						
<p>Canceled</p>	<p>1. Click on the Cancel EANs Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; width: fit-content; text-align: center;"> <p style="font-size: small; margin: 0;">arm-staging.aphis.usda.gov says</p> <p style="font-size: x-small; margin: 0;">Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> OK Cancel </div> </div> <p>2. Click on OK.</p>						

Note: When you click on Cancel previously issued EAN PDF link will show on ARM Generated Forms with a cancel watermark.

ARM Generated Forms

Event Id

MDBALTC20020001-E001 - Canceled EAN Form

ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		MDBALTC20020001-E001	
EMERGENCY ACTION NOTIFICATION		1. PPQ LOCATION Baltimore SITC	2. DATE 02/05
3. NAME AND QUANTITY OF ARTICLE(S) Dianthus sp. - Dianthus sp. (PM), 456 Plant Units		4. LOCATION OF ARTICLES 2.45 testing, CT, 22603, USA	
6. SHIPPER Legends ARG		5. DESTINATION OF ARTICLES Legends, ARG	
9. OWNER/CONSIGNEE OF ARTICLES Name: Amherst Greenhouses Address: 644 County Road Harrod, OH, 45850, USA PHONE NO. FAX NO. SS NO. TAX ID NO.		7. NAME OF CARRIER N/A	8. SHIPMENT ID NO.(S)
		10. PORT OF LADING	11. DATE
		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) Prohibited Product	
		12a. PEST ID NO.	12b. DATE
		13. COUNTRY OF ORIGIN Aruba	14. GROSS WEIGHT
		15. FOREIGN CERTIFICATE NO.	
		15a. PLACE ISSUED	15b. DATE

3. **GO TO** Step 3.

3

Select Show Active on the active view field.

A screenshot of a dropdown menu. The top option is 'Show Complete' with a downward arrow. Below it, 'Show Active' is highlighted in blue. Other options include 'Show Completed' and 'Show All'.

Note: The updated or canceled EAN will now show on the active view under Heading 4 Select Article Information.

A screenshot of a web interface titled '4 Select Article Information'. It features a table with columns: EAN ID, Article, Quantity, and Consignee. The first row is highlighted in green and contains: MIROMDOM24050007-E001, Capsicum annum - Capsicum annum (PM), 250 Plant Units, and D & L Garden Center... Below the table, it says 'Showing 1 to 1 of 1 entries'.

4 Click on the EAN ID to be updated.



Heading 5 **Issuance Information** will appear.

5 Issuance Information

Certified Facility Number Manufacturer ID (MID)

Destination of Articles *

EAN Reason (select all that apply) *

Select All

Suspect Quarantine Pest

CFR (select all that apply) *

Select All

<input type="checkbox"/> 7 CFR 301.32: Fruit Flies	<input type="checkbox"/> 7 CFR 301.38: Black Stem Rust
<input checked="" type="checkbox"/> 7 CFR 301.51: Asian Longhorned Beetle	<input type="checkbox"/> 7 CFR 301.52: Pink Bollworm
<input type="checkbox"/> 7 CFR 301.75: Citrus Canker	<input type="checkbox"/> 7 CFR 301.76: Quarantine Areas For Citrus Greening Disease (Cg)
<input checked="" type="checkbox"/> 7 CFR 301.85: Golden Nematode	<input type="checkbox"/> 7 CFR 301.86: Pale Cyst Nematode
<input type="checkbox"/> 7 CFR 301.91: European Larch Canker	<input type="checkbox"/> 7 CFR 301.92: Phytophthora Ramorum
<input type="checkbox"/> 7 CFR 360: Noxious Weed Regulations	<input type="checkbox"/> 7 USC 7712: Regulation of Movement of Plants, Plant Products, Biological Control Organisms, Noxious Weeds, Articles, And Means of Conveyance

5 Update or edit fields as needed. All required fields will show a red asterisk Users must enter information in these fields.

6 Click on the Issue EANs tab.

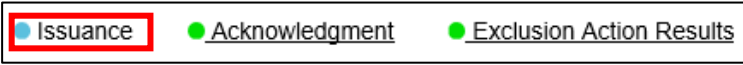
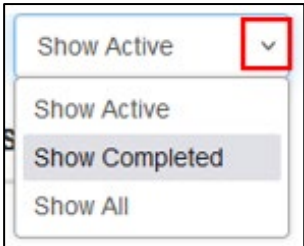

2. Update or Cancel an Acknowledged EAN

The process for updating or canceling an EAN after acknowledgment begins on the Main Workspace. ARM will not allow users to do so from any of the other EAN's pages.

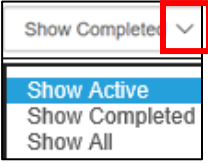


RA Date	RA ID	Shipment ID	Commodity	Quantity	Origin	Consignee	Status
04/10/2024	MIROMDOM24040001-E001		Dracaena borneensis - Dracaena borneensis (PM)	6 Plant Units			Pending Exclusion Results Undo
05/09/2024	MIROMDOM24050007-E001		Capsicum annuum - Capsicum annuum (PM)	250 Plant Units	United States of America	D & L Garden Center Inc.	Pending EAN Acknowledgment

Update or Cancel an EAN from the EAN Acknowledgement Page:

STEP	ACTION
1	<p>Click on the Undo Tab under the Regulatory Action Pane's Status column.</p> <p>Note: Under the Status column the hyperlink will change to Pending EAN Acknowledgement.</p>
2	<p>Click on the Pending EAN Acknowledgement hyperlink.</p> <p>The user will be redirected to the EAN Acknowledgement Page.</p>

STEP	ACTION
3	<p>Click on the Issuance breadcrumb link on the EAN Acknowledgment Page.</p>  <p>Note: The user will be redirected to the EAN Issuance Page.</p>
4	<p>Select Show Completed on Active view in the EAN Issuance Page on Heading 4 – Select Article Information.</p> 
5	<p>Click on the EAN ID to be updated or canceled under Heading 4 - Select Article information.</p> 



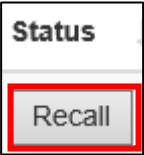

<p>6</p>	<p>Determine if updating or canceling the EAN.</p>	
	<p>IF THE EAN WILL BE:</p>	<p>THEN:</p>
<p>Updated</p>	<ol style="list-style-type: none"> 1. Click on the Update EANs Tab. <div data-bbox="597 485 829 558" style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <p>Update EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="605 688 1149 926" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>arm-staging.aphis.usda.gov says</p> <p>Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="text-align: right;"> <div data-bbox="930 835 1032 905" style="border: 2px solid red; border-radius: 15px; padding: 5px 15px; display: inline-block; margin-right: 10px;"> <p>OK</p> </div> <div data-bbox="1040 842 1117 898" style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; display: inline-block;"> <p>Cancel</p> </div> </div> </div> <ol style="list-style-type: none"> 2. Click on OK. 3. GO TO Step 7. 	
<p>Canceled</p>	<ol style="list-style-type: none"> 1. Click on the Cancel EANs Tab. <div data-bbox="597 1171 829 1245" style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <p>Cancel EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="605 1375 1170 1612" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>arm-staging.aphis.usda.gov says</p> <p>Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="text-align: right;"> <div data-bbox="943 1514 1045 1583" style="border: 2px solid red; border-radius: 15px; padding: 5px 15px; display: inline-block; margin-right: 10px;"> <p>OK</p> </div> <div data-bbox="1053 1520 1130 1577" style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; display: inline-block;"> <p>Cancel</p> </div> </div> </div> <ol style="list-style-type: none"> 2. Click on OK. 3. GO TO Step 7. 	

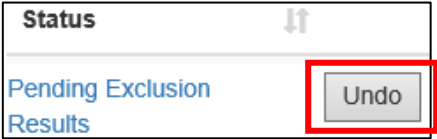
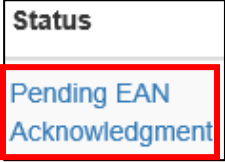



<p>7</p>	<p>Select Show Active on the active view field.</p>  <p>The screenshot shows a dropdown menu with the text 'Show Complete' and a downward arrow. The menu is open, showing four options: 'Show Active' (highlighted in blue), 'Show Completed', 'Show All', and an empty space.</p>
<p>8</p>	<p>Click on the EAN ID to be updated.</p>  <p>The screenshot shows a table with two columns: 'EAN ID' and 'Article'. The first row is highlighted in green and contains 'MIDET21010010-E001' and 'Aircraft (MC)'. A red box highlights a checkmark in the first column of this row. Above the table, there are sorting icons and a 'Select All' checkbox.</p>
<p>9</p>	<p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p>
<p>10</p>	<p>Click on the Issue EANs tab.</p>

3. Recall a Revoked EAN That needs to be Updated or Canceled




A revoked EAN can be recalled after an exclusion result has been submitted. The process starts from the Main Workspace.

Recall a Revoked EAN Which Needs Updated or Cancelled:

STEP	ACTION
<p>1</p>	<p>Select one of the Show Complete options from the Active view field in the Regulatory Action pane.</p>  <p>Note: All completed EANs will appear on the Regulatory Action Pane.</p> 
<p>2</p>	<p>Click on the Recall tab under the Status column from the Regulatory Action Pane.</p>  <p>Note: ARM will redirect users to the Active view. The status of the recalled EAN will now show as Pending Exclusion Results.</p> 

STEP	ACTION
3	<p>Click on the Undo Tab in the Regulatory Action Pane’s Status column.</p> 
4	<p>Click on the Pending EAN Acknowledgement hyperlink.</p> 
5	<p>Click on the Issuance breadcrumb link on the EAN Acknowledgment Page.</p> 
6	<p>Select Show Completed on Active view in the EAN Issuance Page on Heading 4 – Select Article Information.</p> 
7	<p>Click on the EAN ID to be updated on Heading 4 - Select Article Information.</p> 

<p>8</p>	<p>Determine if updating or canceling the EAN.</p>	
	<p>IF THE EAN WILL BE:</p>	<p>THEN:</p>
<p>Updated</p>	<p>1. Click on the Update EANs Tab</p> <div data-bbox="664 445 886 516" style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <p>Update EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="664 648 1206 886" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>arm-staging.aphis.usda.gov says</p> <p>Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="text-align: right;"> <div data-bbox="989 800 1091 863" style="border: 2px solid red; border-radius: 15px; padding: 5px 15px; display: inline-block; margin-right: 10px;"> <p>OK</p> </div> <div data-bbox="1091 810 1175 852" style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; display: inline-block;"> <p>Cancel</p> </div> </div> </div> <p>2. Click on OK.</p> <p>3. GO TO Step 9.</p>	
<p>Canceled</p>	<p>1. Click on the Cancel EANs Tab.</p> <div data-bbox="664 1131 898 1207" style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <p>Cancel EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="649 1335 1213 1564" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>arm-staging.aphis.usda.gov says</p> <p>Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="text-align: right;"> <div data-bbox="989 1472 1091 1535" style="border: 2px solid red; border-radius: 15px; padding: 5px 15px; display: inline-block; margin-right: 10px;"> <p>OK</p> </div> <div data-bbox="1091 1482 1175 1524" style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; display: inline-block;"> <p>Cancel</p> </div> </div> </div> <p>2. Click on OK.</p> <p>3. Go to Step 9.</p>	

<p>9</p>	<p>Select Show Active on the active view field.</p>  <p>The screenshot shows a dropdown menu with the text 'Show Completed' and a downward arrow. The menu is open, showing three options: 'Show Active' (highlighted in blue), 'Show Completed', and 'Show All'.</p>						
<p>10</p>	<p>Click on the article to be updated.</p>  <p>The screenshot shows a table with two columns: 'EAN ID' and 'Article'. The first row is highlighted in green and has a checkmark in a box next to it. The second row is not highlighted. Below the table, the column headers 'EAN ID' and 'Article' are repeated.</p> <table border="1" data-bbox="256 600 862 835"> <thead> <tr> <th>EAN ID</th> <th>Article</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> MIDET21010010-E001</td> <td>Aircraft (MC)</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	EAN ID	Article	<input checked="" type="checkbox"/> MIDET21010010-E001	Aircraft (MC)	<input type="checkbox"/>	
EAN ID	Article						
<input checked="" type="checkbox"/> MIDET21010010-E001	Aircraft (MC)						
<input type="checkbox"/>							
<p>11</p>	<p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p>						
<p>12</p>	<p>Click on the Issue EANs Tab.</p>						

Domestic Programs in the ARM Domestic Module

This section describes how to get to the list of Domestic Programs in the ARM Domestic Module. This field only appears when you select **Domestic Submission** as the Pathway field. Ensure that the pest related to your inspection is on the Domestic Programs' list below, which can be found when you click in the Find Program

Domestic Programs in ARM

window:

Ambrosia Beetles	Federally Recognized State Managed Phytosanitary Program (FRSMP)	Potato Diseases
Animal Products and Byproducts	Flighted Spongy Moth Complex	Potato Virus Y Strains
Asian Citrus Psyllid	Fruit Flies	Potato Wart
Asian Longhorned Beetle	Giant African Snails	Ralstonia
Biological Control	Giant Asian Hornet	Roseau Cane Scale
Biotechnology	Gladiolus Rust	Shot Hole Borers
Black Bean Bug	Glassy-winged Sharpshooter	Sirex Woodways
Black Fig Fly	Golden Nematode	South American Cactus Moth
Black Stem Rust	Grasshopper and Mormon Cricket	Soybean Rust
Boll Weevil	Honey Bee Pests	Spongy Moth
Box Tree Moth	Imported Fire Ant	Spotted Lanternfly
Boxwood Blight	Japanese Beetle	Spotted Wing Drosophila
Chrysanthemum White Rust	Karnal Bunt	Sudden Oak Death (Phytophthora ramorum)
Citrus Black Spot	Khapra Beetle	Sugarcane Diseases
Citrus Canker	Land Border	Sweet Orange Scab
Citrus Greening	Laurel Wilt	Tea Shot Hole Borer
Citrus Yellow Vein Clearing Virus (CYVCV)	Light Brown Apple Moth	Temperate Terrestrial Gastropods
Coconut Rhinoceros Beetle	Mediterranean Fruit Fly	Thousand Cankers Disease
Coffee Berry Borer	Mexican Fruit Fly	Tomato Brown Rugose Fruit Virus (ToBRFV)
Coffee Leaf Rust	Mollusks	Walnut Twig Beetle
Cogongrass	Naval Orangeworm	Witch Weed
Cotton Pests	Old World Bollworm	
Cucumber Green Mottle Mosaic Virus (CGMMV)	Oriental Fruit Fly	
Dickeya	Other	
Emerald Ash Borer	Pale Cyst Nematode	
European Cherry Fruit Fly	Panicle Rice Mite	
European Grapevine Moth	Pine Shoot Beetle	
European Larch Canker	Pink Bollworm	
False Codling Moth	Pink Hibiscus Mealybug	
Federal Noxious Weed	Plum Pox	

Note: If the pest related to your submission does not appear on the above list, then select **Other** from the pathway drop-down options.

Navigating ARM Workspace

This section describes how to navigate through the common fields in the ARM Workspace. The following areas (with the corresponding number on the image) are covered in the User Guide: Navigating ARM Workspace:

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

The screenshot shows the 'Inspections' workspace interface. A red box highlights the top navigation area, and blue circles with numbers 1 through 6 point to specific features:

- 1:** '5 records per page' dropdown menu.
- 2:** Filter input field and 'Show Active' dropdown.
- 3:** 'Showing 1 to 5 of 13 entries' text at the bottom left.
- 4:** Navigation buttons: 'First', 'Previous', '1', '2', '3', 'Next', 'Last'.
- 5:** Sorting icons (up/down arrows) for columns like 'Inspection Target'.
- 6:** Expand/collapse icons (+/-) for each record row.

Date Of Arrival	Inspection Date	Pathway	Event ID	Shipment ID	Inspection Target	Quantity	Addressee	Postmark Country	Status
+ Pending	01/07/2021	CBP Aircraft Mail	520621010009		Mangifera indica - MANGO (FV)	2 Kilograms	Adam Long	Andorra	Inspection In Progress
+ Pending	01/05/2021	CBP Aircraft Mail	520621010008		Echinocereus enneacanthus - STRAWBERRY CACTUS (FV)	15 Kilograms	Katie Pinto Beans LLC.	Anguilla	Inspection In Progress
+ Pending	01/05/2021	CBP Aircraft Mail	520621010007		Mangifera indica - MANGO (FV)	12 Kilograms	ANTHONY ANAST	Azerbaijan	287 In Progress
+ Pending	Pending	CBP Aircraft Mail	520620120016		Carica papaya - Carica papaya (PM)	15 Kilograms	Maria Duby	Antarctica	Inspection In Progress
+ Pending	12/18/2020	CBP Aircraft Mail	520620120011		Live Insects - Live Insects (MC)	3246 Kilograms	Maria Duby	Belarus	Pending Commodity Determination


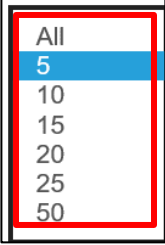
1. Number of Records to Display Per Page

ARM allows 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 more than 10 records per page may affect the software's speed and/or performance.

Change the number of records to display per page:

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

2. Filtering Options

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

Filter Field

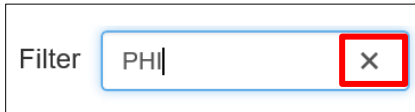

The Filter Field allows users to filter records displayed for a pane. Users can filter any data that is displayed in the pane including, but not limited to:

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

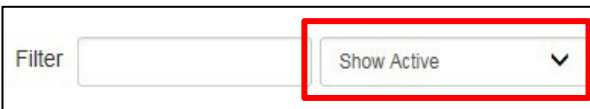
Simply type a full or partial alphanumeric identifier and filtering will occur automatically after a user types three characters. The more alphanumeric identifiers entered will narrow the filtered records displayed.



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



Show Dropdown Menu



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

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




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

Filter records from the Show Dropdown:


STEP	ACTION
1	Click the drop-down arrow in the Show field. <div data-bbox="250 1501 695 1585" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Filter <input type="text"/> Show Active ▼ </div>

STEP	ACTION
2	Select the desired view from the available options. <div data-bbox="250 348 597 592" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Show Active ▼ Show Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All </div>

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.

Filter by a Date Range:

STEP	ACTION
1	Click the drop-down arrow in the Show field. <div data-bbox="250 1360 657 1415" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Filter <input type="text"/> Show Active ▼ </div>
2	Select the Show All view. <div data-bbox="250 1541 498 1713" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Show Active ▼ Show All Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days </div>

3A

Type the dates in the Date Range field using the MM/DD/YYYY format.

Date Range 

Note: The date range must be 90 days or less. If more than 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 

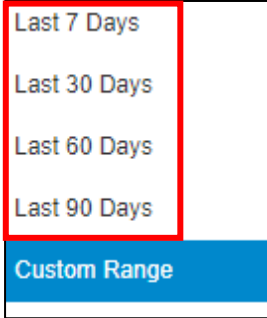

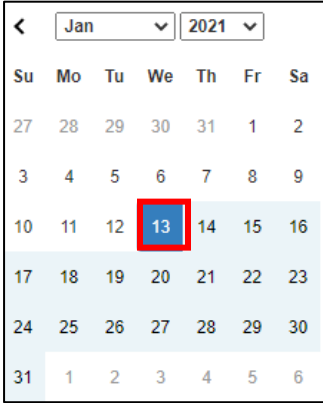
2. **Go to Step 3B.**

3B

Determine if searching by preset or custom range.

Last 7 Days	< <input type="text" value="Oct"/> <input type="text" value="2019"/> >	<input type="text" value="Nov"/> <input type="text" value="2019"/> >
Last 30 Days	Su Mo Tu We Th Fr Sa	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	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	1 2 3 4 5 6 7
	<input type="text" value="10/08/2019 - 10/08/2019"/> <input type="button" value="Clear"/> <input type="button" value="Apply"/>	

Two calendars display simultaneously with a list of various date range options, with the Date Range option defaulted to Custom Range.

<p>3C</p>	<p>Select the date range for the search.</p>	
	<p>IF YOU SEARCH BY A:</p> <p>Preset Range</p>	<p>THEN:</p> <p>1. Click on one of the preset options.</p>  <p>2. GO TO Step 4.</p>
<p>Custom Range</p>	<p>1. Click on the Month and Year dropdown list on the first calendar. This will be the “From” date.</p>  <p>2. Select a day.</p>  <p>3. Repeat Actions 1 and 2 on the second calendar. This will be the “Until” date.</p> <p>4. GO TO Step 4.</p>	

4	<p>Click Apply.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> 08/09/2019 - 10/08/2019 Clear Apply </div> <p>Note: Records acted upon during the defined period will be displayed.</p>
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3. Total Number of Records in a Custom View

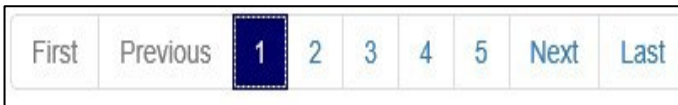
Once a user applies a custom view, the number of records will show in the bottom, left side of each pane. These numbers (with the corresponding number on the image) indicate:

- Number of records displayed per page.
- Number of records for the custom view at the user's location
- 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 available 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 indicates the current page.
- A white button with blue text indicates an available page.
- A white button with light gray text (or a Ø sign when users hover over the button) indicates an inactive button.
- The First button displays the initial page of results.
- The Previous button displays the previous page of results.
- The numbered buttons indicate 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 final page of results.

5. Sorting Icons

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



To sort the data in the columns, the arrows are toggle buttons allowing a user to sort in ascending or descending order. Click the default state icon to see the ascending order and descending order icons. The table below describes the sorting icons.

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

6. Expand or Collapse Record Details View

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



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

Note: For more information on how to search a record using these fields, refer to Aglearn - [PDC: Overview of the Agricultural Risk Management System \(ARM\)](#)

Search, Add, and Edit a Trade Party in ARM

This section describes how to search, add, and edit a Trade Party in ARM. The following areas are covered:

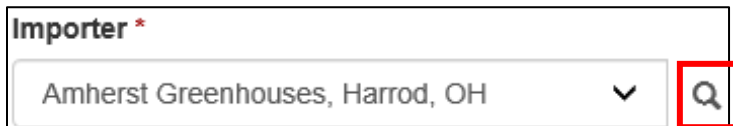
1. Search for a Trade Party
2. Add a Trade Party
3. Edit a Trade Party

1. Search for a Trade Party

The search for a trade party function is found throughout ARM for the following fields:


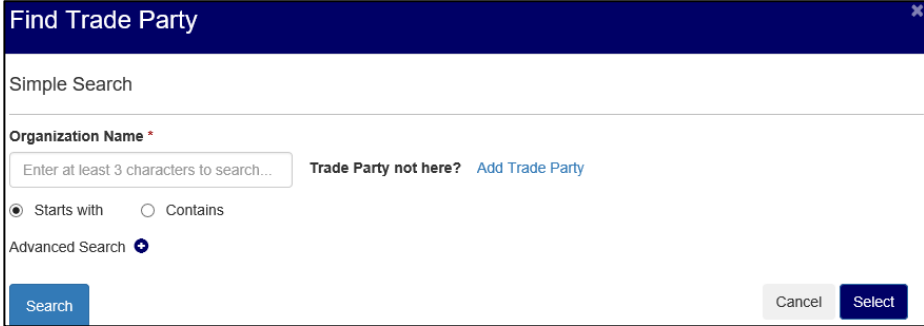
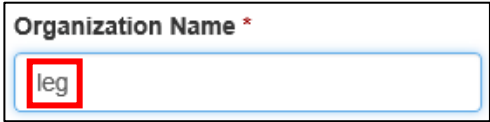

- Importer
- Shipper
- Broker
- Consignee
- Producer
- Applicant
- Addressor
- Addressee
- Current Location of Commodity
- Interception Site

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:



The image shows a screenshot of a web form. At the top left, the text "Importer *" is displayed in a bold font. Below it is a dropdown menu with a white background and a thin border. The dropdown menu is currently open, showing the text "Amherst Greenhouses, Harrod, OH" in a grey font. To the right of the text is a small downward-pointing chevron icon. At the far right of the dropdown menu, there is a search icon (a magnifying glass) which is highlighted with a red square border.

Search for a Trade Party in ARM:

STEP	ACTION
<p>1</p>	<p>Click on the Search icon in the field.</p>  <p>The Find Trade Party window will appear.</p> 
<p>2</p>	<p>Enter at least three characters from the Trade Party’s name in the Organization Name field.</p> 
<p>3</p>	<p>Select a Trade Party from the list.</p> 
<p>4</p>	<p>Click on the Select tab.</p> <p>Note: The selected Trade Party will show in the field dropdown box. It will also be saved to the dropdown list and available to all users in the work location after the record is completed.</p>

2. Add a Trade Party



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

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

Add a Trade Party in ARM:

STEP	ACTION																																
1	<p>Click on the Add Trade Party Hyperlink.</p> <div data-bbox="261 842 837 999" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Simple Search</p> <p>Organization Name *</p> <div style="display: flex; align-items: center;"> <input style="width: 150px;" type="text"/> Trade Party not here? Add Trade Party </div> <p><input checked="" type="radio"/> Starts with <input type="radio"/> Contains</p> </div> <p>A set of fields will show:</p> <div data-bbox="258 1125 1170 1583" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Interception Site Name *</td> <td style="width: 25%;">POC</td> <td style="width: 25%;">Phone</td> <td style="width: 25%;">Fax Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>Street Address 1 *</td> <td>Street Address 2</td> <td>City *</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Country *</td> <td>State/Province *</td> <td>Postal Code</td> <td>County *</td> </tr> <tr> <td><input type="text" value="United States of Ame"/></td> <td><input type="text" value="Florida"/></td> <td><input type="text"/></td> <td><input type="text" value="Miami-Dade"/></td> </tr> <tr> <td>Latitude</td> <td>Longitude</td> <td colspan="2"></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="2"></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> Cancel Add </div> </div> <p>Note: Required fields are identified with a red asterisk *</p>	Interception Site Name *	POC	Phone	Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Email	Street Address 1 *	Street Address 2	City *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Country *	State/Province *	Postal Code	County *	<input type="text" value="United States of Ame"/>	<input type="text" value="Florida"/>	<input type="text"/>	<input type="text" value="Miami-Dade"/>	Latitude	Longitude			<input type="text"/>	<input type="text"/>		
Interception Site Name *	POC	Phone	Fax Number																														
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Country *	State/Province *	Postal Code	County *																														
<input type="text" value="United States of Ame"/>	<input type="text" value="Florida"/>	<input type="text"/>	<input type="text" value="Miami-Dade"/>																														
Latitude	Longitude																																
<input type="text"/>	<input type="text"/>																																

STEP	ACTION				
<p>2</p>	<p>Enter the Organization Name.</p> <div data-bbox="250 352 544 457"> <p>Organization Name *</p> <input type="text" value="Agri Business"/> </div> <p>Note: This is a required field.</p>				
<p>3</p>	<p>Enter a point of contact name, IF available.</p> <div data-bbox="243 667 535 772"> <p>POC</p> <input type="text" value="Blake Anderson"/> </div> <p>Note: This is a not required field. SKIP this step if needed.</p>				
<p>4</p>	<p>Enter phone and fax numbers, IF available.</p> <div data-bbox="250 974 824 1071"> <table border="1"> <tr> <td>Phone</td> <td>Fax Number</td> </tr> <tr> <td><input type="text" value="000-000-0000"/></td> <td><input type="text" value="111-111-1111"/></td> </tr> </table> </div> <p>Note: This is a not required field. SKIP this step if needed.</p>	Phone	Fax Number	<input type="text" value="000-000-0000"/>	<input type="text" value="111-111-1111"/>
Phone	Fax Number				
<input type="text" value="000-000-0000"/>	<input type="text" value="111-111-1111"/>				
<p>5</p>	<p>Enter an email address, IF available.</p> <div data-bbox="250 1272 527 1369"> <p>Email</p> <input type="text" value="agbusiness@agri.com"/> </div> <p>Note: This is a not required field. SKIP this step if needed.</p>				
<p>6</p>	<p>Enter the street address.</p> <div data-bbox="250 1579 868 1680"> <table border="1"> <tr> <td>Street Address 1 *</td> <td>Street Address 2</td> </tr> <tr> <td><input type="text" value="123 Boulevard"/></td> <td><input type="text"/></td> </tr> </table> </div> <p>Note: This is a required field.</p>	Street Address 1 *	Street Address 2	<input type="text" value="123 Boulevard"/>	<input type="text"/>
Street Address 1 *	Street Address 2				
<input type="text" value="123 Boulevard"/>	<input type="text"/>				

<p>7</p>	<p>Enter the city. This is a required field.</p> <div data-bbox="250 275 548 380" style="border: 1px solid gray; padding: 5px;"> <p>City *</p> <input type="text"/> </div> <p>Note: This is a required field.</p>
<p>8</p>	<p>Select a country from the dropdown list.</p> <div data-bbox="256 579 555 953" style="border: 1px solid gray; padding: 5px;"> <p>Country *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> </div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">Select... <li style="padding: 2px;">Afghanistan <li style="padding: 2px;">Aland Islands <li style="padding: 2px;">Albania <li style="padding: 2px;">Algeria <li style="padding: 2px;">American Samoa <li style="padding: 2px;">Andorra <li style="padding: 2px;">Angola </div> <p>Note: This is a required field.</p>
<p>9</p>	<p>Enter a zip code, IF available.</p> <div data-bbox="250 1125 535 1234" style="border: 1px solid gray; padding: 5px;"> <p>Postal Code</p> <input style="border: 1px solid red;" type="text"/> </div> <p>Note: This is a not required field; SKIP this step if needed.</p>
<p>10</p>	<p>Enter the county.</p> <div data-bbox="240 1451 548 1570" style="border: 1px solid gray; padding: 5px;"> <p>County *</p> <div style="border: 1px solid red; padding: 2px;"> <p>Alachua ▼</p> </div> </div> <p>Note: This is a required field.</p>


<p>11</p>	<p>Enter latitude and longitude, IF available.</p> <div data-bbox="256 275 927 415" style="border: 1px solid gray; padding: 5px;"> <p>Latitude Longitude</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px;">18.36459</div> <div style="border: 1px solid gray; padding: 2px;">-64.23696 ×</div> </div> </div> <p>Note: This is a not required field; SKIP this step if needed.</p>
<p>12</p>	<p>Click on Add Tab.</p>

3. Edit a Trade Party

Users can edit/update a Trade Party’s profile in ARM.

Edit a Trade Party:

STEP	ACTION
<p>1</p>	<p>Search for a Trade Party.</p> <div data-bbox="248 1016 602 1281" style="border: 1px solid gray; padding: 5px;"> <p>Find Trade Party</p> <p>Simple Search</p> <p>Organization Name *</p> <div style="border: 1px solid gray; padding: 2px;">legend</div> <p><input checked="" type="radio"/> Starts with <input type="radio"/> Contains</p> </div>
<p>2</p>	<p>Select Trade Party to be edited.</p> <div data-bbox="248 1404 563 1543" style="border: 1px solid gray; padding: 5px;"> <p>Organization Name *</p> <div style="background-color: #c8e6c9; padding: 2px; border: 1px solid gray;"> <input checked="" type="radio"/> Legends </div> </div>
<p>3</p>	<p>Click on the Edit Trade Party hyperlink.</p> <div data-bbox="248 1671 742 1730" style="border: 1px solid gray; padding: 5px;"> <p>Edit a Trade Party Edit Trade Party</p> </div>

STEP	ACTION																																
4	<p>Update information as needed.</p> <div data-bbox="258 352 1045 651" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="0"> <tr> <td>Interception Site Name *</td> <td>POC</td> <td>Phone</td> <td>Fax Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>Street Address 1 *</td> <td>Street Address 2</td> <td>City *</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Country *</td> <td>State/Province *</td> <td>Postal Code</td> <td>County *</td> </tr> <tr> <td><input type="text" value="United States of Ame"/></td> <td><input type="text" value="Florida"/></td> <td><input type="text"/></td> <td><input type="text" value="Alachua"/></td> </tr> <tr> <td>Latitude</td> <td>Longitude</td> <td></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table> </div> <p>Note: Required fields are identified with a red asterisk. </p>	Interception Site Name *	POC	Phone	Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Email	Street Address 1 *	Street Address 2	City *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Country *	State/Province *	Postal Code	County *	<input type="text" value="United States of Ame"/>	<input type="text" value="Florida"/>	<input type="text"/>	<input type="text" value="Alachua"/>	Latitude	Longitude			<input type="text"/>	<input type="text"/>		
Interception Site Name *	POC	Phone	Fax Number																														
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
Country *	State/Province *	Postal Code	County *																														
<input type="text" value="United States of Ame"/>	<input type="text" value="Florida"/>	<input type="text"/>	<input type="text" value="Alachua"/>																														
Latitude	Longitude																																
<input type="text"/>	<input type="text"/>																																
5	Click on the Update Tab.																																

Upload Digital Imagery and/or Support Documents on a Diagnostic Determination in ARM

This section describes how to upload digital imagery for a Diagnostic Determination in ARM.

Users can:

1. Uploading Digital Imagery on a Diagnostic Determination.
2. Uploading Support Documents on a Diagnostic Determination.

1. Uploading Digital Imagery on a Diagnostic Determination

ARM has the functionality that allows Area Identifiers to upload multiple images at once.

Enter all required information on Headings Number 1 and 2. To do so, refer to the [User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace](#).

Once all required data has been entered, refer to the table below for uploading digital imagery into a Diagnostic Determination.

3 Specimen Image and Diagnostic Support Documents

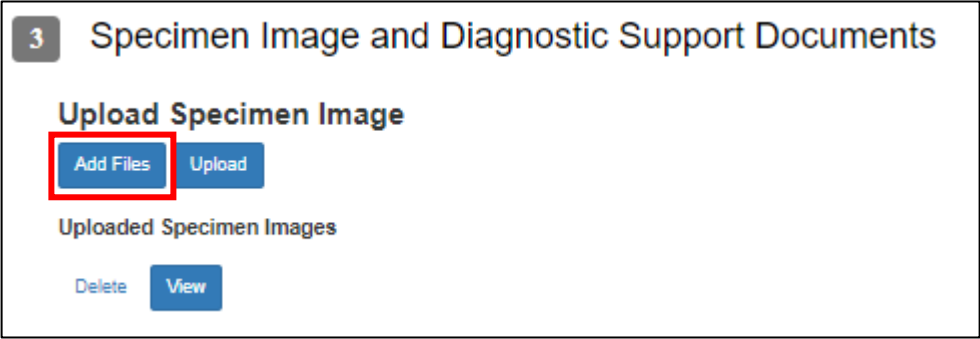
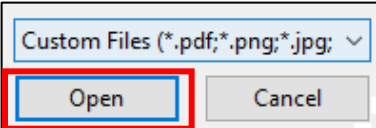
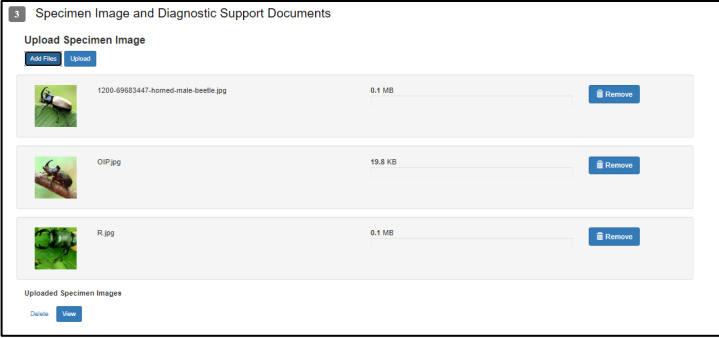
Upload Specimen Image

Uploaded Specimen Images


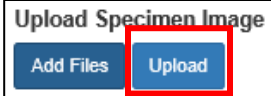
Upload Diagnostic Support Documents

Uploaded Documents

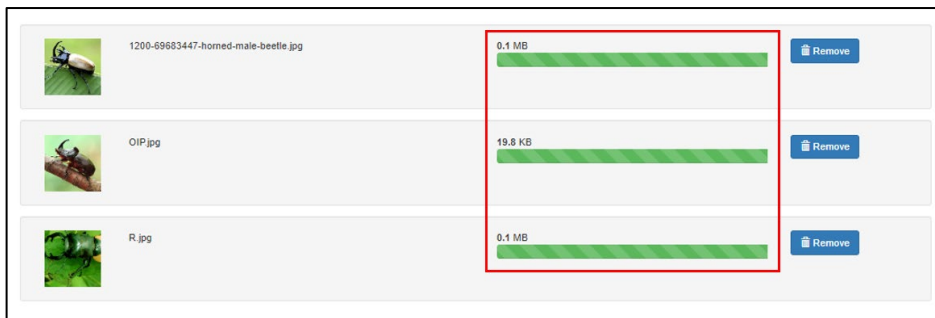
Upload a digital image(s):

<p>1</p>	<p>Click on the Add Files Tab under Heading Number 3 – Upload Specimen Image.</p> 
<p>2</p>	<p>Select the images from files to be uploaded in ARM. Note: Users can select multiple images at once.</p>
<p>3</p>	<p>Click on the Open tab in your browser.</p>  <p>Note: Users could also hit Enter.</p>  <p>Images selected will appear on Heading Number 3.</p>

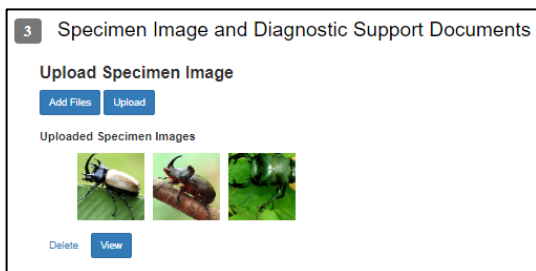
4 Determine if removing or uploading an image(s).




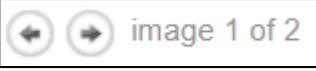







IF:	THEN:
Removing image(s)	Click on the Remove tab near the image line. 
Uploading image(s)	Click on the Upload tab. 

Note: Refer to the screenshot for validation of successful uploading. A green line will show the file size of each image above it.



This is how the uploaded images will appear on Heading Number 3.



5	<p>Determine if opening or deleting an image(s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Opening an image;</td> <td style="padding: 5px; vertical-align: top;"> <p>Click on the View tab.</p> <div style="text-align: center; margin: 5px 0;">  </div> <p>Note: A lightbox Image Viewer will open and facilitate the view of the relevant images.</p> <div style="text-align: center; margin: 5px 0;">  </div> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">Deleting an image;</td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Select the image. 2. Close the lightbox image viewer. 3. Click on the Delete tab. <div style="text-align: center; margin: 5px 0;">  </div> </td> </tr> </tbody> </table> <p>Note: To advance through multiple images click on the arrows on the bottom left corner  and then close the box, and click on the X on the bottom right corner .</p>	IF:	THEN:	Opening an image;	<p>Click on the View tab.</p> <div style="text-align: center; margin: 5px 0;">  </div> <p>Note: A lightbox Image Viewer will open and facilitate the view of the relevant images.</p> <div style="text-align: center; margin: 5px 0;">  </div>	Deleting an image;	<ol style="list-style-type: none"> 1. Select the image. 2. Close the lightbox image viewer. 3. Click on the Delete tab. <div style="text-align: center; margin: 5px 0;">  </div>
IF:	THEN:						
Opening an image;	<p>Click on the View tab.</p> <div style="text-align: center; margin: 5px 0;">  </div> <p>Note: A lightbox Image Viewer will open and facilitate the view of the relevant images.</p> <div style="text-align: center; margin: 5px 0;">  </div>						
Deleting an image;	<ol style="list-style-type: none"> 1. Select the image. 2. Close the lightbox image viewer. 3. Click on the Delete tab. <div style="text-align: center; margin: 5px 0;">  </div>						
6	<p>Refer to User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace.</p>						

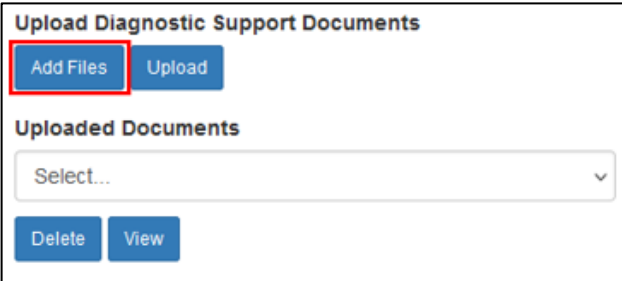
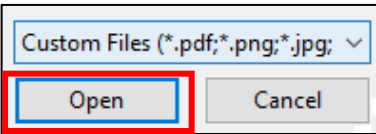
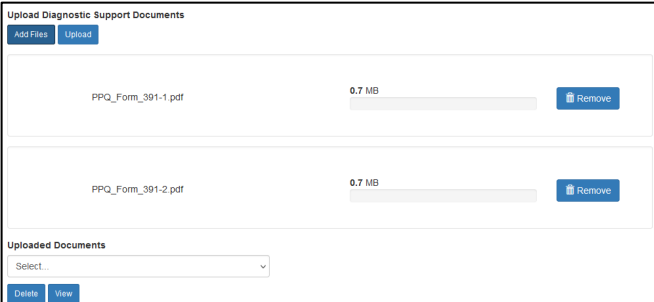
2. Uploading Support Documents on a Diagnostic Determination.

ARM has the functionality to upload multiple documents at once.


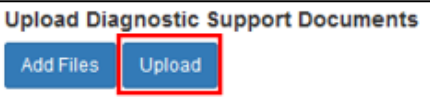
Enter all required information on Headings number 1 and 2. To do so refer to the [User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace](#).

Once all required data has been entered, refer to the table below for uploading documents into a Diagnostic Determination.

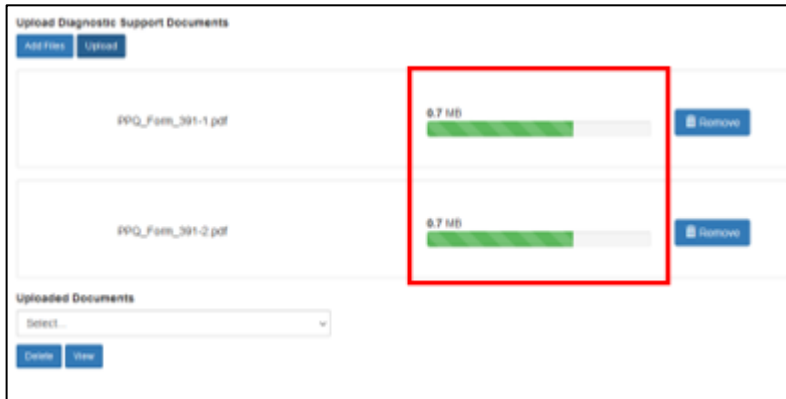
Upload a Document(s):

Step	Action
1	<p>Click on the Add Files Tab under Heading 3 - Upload Diagnostic Support Documents.</p> 
2	<p>Select the documents from the files to be uploaded in ARM. Note: Users can select multiple documents at once.</p>
3	<p>Click on the Open tab in your browser.</p>  <p>Note: Users could also hit Enter.</p>  <p>Documents selected will appear under the heading Upload Diagnostic Support Documents.</p>

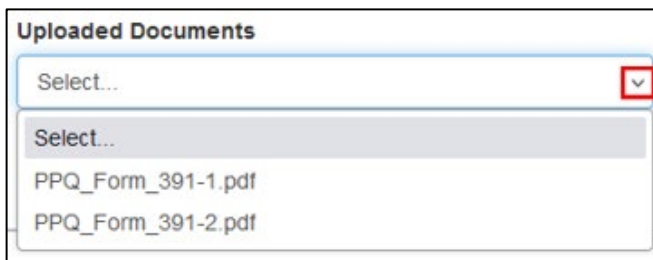
4 Determine if removing or uploading the document.

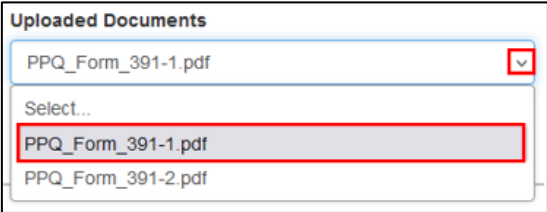

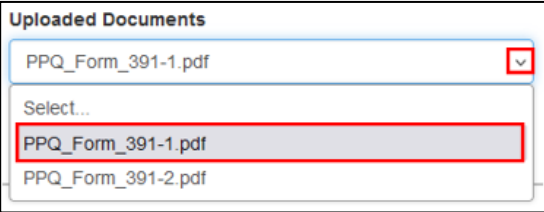

IF:	THEN:
Removing document	Click on the Remove tab near the document line. 
Uploading document(s)	Click on the Upload tab. 

Note: Refer to the screenshot for validation of successful uploading. A green line will show the file size of each document above it.



This is how the uploaded documents will appear on the heading **Uploaded Documents** dropdown.



<p>5</p>	<p>Determine if opening or deleting a document:</p>	
	<p>IF:</p> <p>Opening a document;</p>	<p>THEN:</p> <ol style="list-style-type: none"> 1. Select the document from the dropdown.  <ol style="list-style-type: none"> 2. Click on the View tab.  <p>Note: A new tab will open and facilitate the view of the relevant document.</p>
<p>Deleting a document;</p>	<ol style="list-style-type: none"> 1. Select the document from the dropdown.  <ol style="list-style-type: none"> 2. Click on the Delete tab. 	
<p>6</p>	<p>Refer to User Guide: Entering Data for Determination Page in Area Identifier ARM Workspace.</p>	