

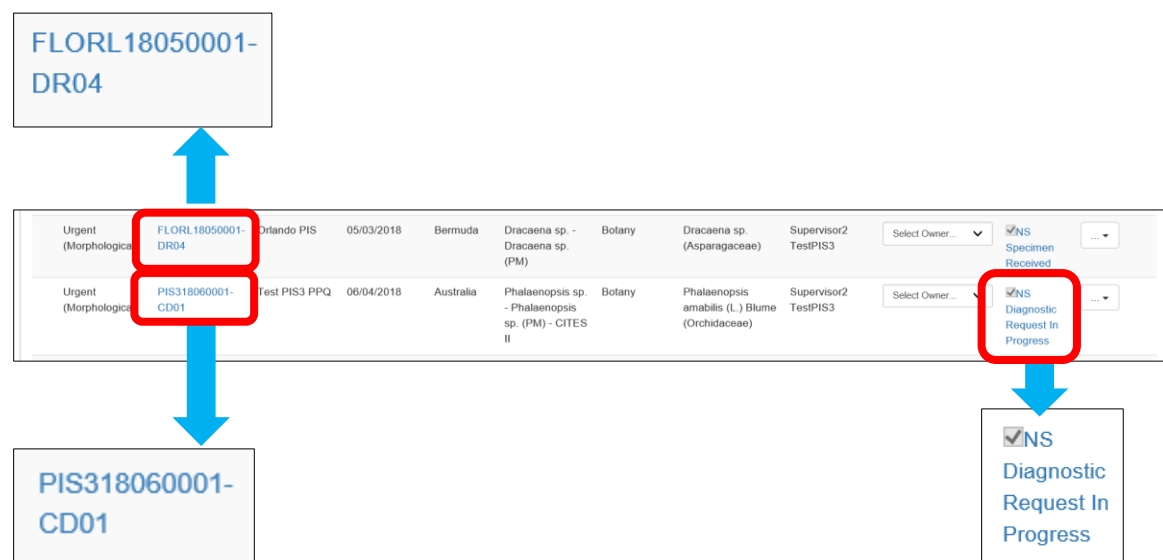
National Specialist: Commodity Determination

In ARM, a request for a Commodity Determination (CD) will arrive for a Botany National Specialist when an Area Identifier has been unable to make a final determination.

As a National Specialist, when you log into your Workspace, you will see the Commodity Determinations that need attention in the “Diagnostic” section at the top of your screen. ARM also displays this information to the Area Identifier who forwarded the Commodity Determination, the Plant Health Safeguarding Specialist who originated it, Supervisors, Officers in Charge and others who need to know.

How to Recognize a Commodity Determination

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



On the Workspace, both Commodity Determination and Diagnostic Request status is listed

using the same terminology, e.g.:

NS Pending Specimen Receipt

NS Specimen Received

The First Step: Acknowledging Receipt

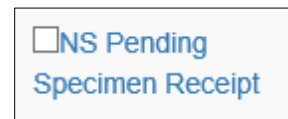
Informing the person who submitted the Commodity Determination that it has been received is called “Acknowledging Receipt” in the ARM system. Acknowledging a Commodity Determination follows the same process as that of a Diagnostic Request. National Specialists can acknowledge receipt of a Commodity Determination both on the Workspace and on the Determination Information page. Acknowledging Receipt on the Workspace notifies those

involved that you are going to make the identification. You need not immediately do the identification.

If you are ready to work on the identification, you can acknowledge receipt and accept for ID on the Determination page and skip the acknowledgment on the Workspace. For guidance, see the the [Accept for ID and Enter a Commodity Determination](#) section below.

Acknowledging Receipt from the Workspace

When a Commodity Determination has been submitted, the status will read “NS Pending Specimen Receipt” in the “Status” column at the far right. “NS Pending Specimen Receipt” means that the Diagnostic Request submitted by the Area Identifier has not yet been officially received in the ARM system by the National Specialist.



Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Determined By	Assigned To	Status
Urgent (Digital Imagery)	H2HG18060001-DR05	APHIS Headquarters	08/19/2018	Mexico	Brassica juncea - MUSTARD GREENS (FV)	Botany	Tridax procumbens L. (Asteraceae)	Haslem Patrick S	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Routine (Morphological)	NJLN18060009-DR01	Linden PIS	06/18/2018	Israel	Gasteria sp. - Gasteria sp. (PM)	Botany	Cadia sp. (Fabaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Prompt (Morphological)	NJLN18060008-DR02	Linden PIS	06/18/2018	Argentina	Colocasia sp. - Colocasia sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	NJLN18060004-DR02	Linden PIS	06/12/2018	Container	56789	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	FLORL18050001-DR04	Orlando PIS	05/03/2018	Bermuda	Dracaena sp. - Dracaena sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Supervisor2 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	PIS318060001-CD01	Test PIS3 PPQ	06/04/2018	Australia	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Botany	Phalaenopsis amabilis (L.) Blume (Orchidaceae)	Supervisor2 TestPIS3	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt

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



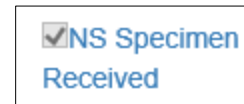
Checked Commodity Determination check box

Click on the Acknowledge Receipt button.

Acknowledge Receipt

Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Determined By	Assigned To	Status
Urgent (Digital Imagery)	HQHQ18080001-DR05	APHIS Headquarters	08/19/2018	Mexico	Brassica juncea - MUSTARD GREENS (FV)	Botany	Tidax procumbens L. (Asteraceae)	Haslem Patrick S	Select Owner...	NS Pending Specimen Receipt
Routine (Morphological)	NJLIN18060009-DR01	Linden PIS	06/18/2018	Israel	Gasteria sp. - Gasteria sp. (PM)	Botany	Cadia sp. (Fabaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Prompt (Morphological)	NJLIN18060008-DR02	Linden PIS	06/18/2018	Argentina	Colocasia sp. - Colocasia sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Urgent (Morphological)	NJLIN18060004-DR02	Linden PIS	06/12/2018		Container: 56789	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Urgent (Morphological)	FLORL18050001-DR04	Orlando PIS	05/03/2018	Bermuda	Dracaena sp. - Dracaena sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Supervisor2 TestPIS3	Select Owner...	NS Specimen Received
Urgent (Morphological)	PIS318060001-CD01	Test PIS3 PPQ	06/04/2018	Australia	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Botany	Phalaenopsis amabilis (L.) Blume (Orchidaceae)	Supervisor2 TestPIS3	Select Owner...	NS Pending Specimen Receipt

The Commodity Determination’s status will now display on the Workspace as “NS Specimen Received.”



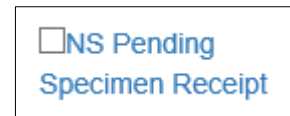
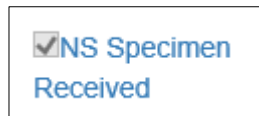
Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Determined By	Assigned To	Status
Urgent (Digital Imagery)	HQHQ18080001-DR05	APHIS Headquarters	08/19/2018	Mexico	Brassica juncea - MUSTARD GREENS (FV)	Botany	Tidax procumbens L. (Asteraceae)	Haslem Patrick S	Select Owner...	NS Pending Specimen Receipt
Routine (Morphological)	NJLIN18060009-DR01	Linden PIS	06/18/2018	Israel	Gasteria sp. - Gasteria sp. (PM)	Botany	Cadia sp. (Fabaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Prompt (Morphological)	NJLIN18060008-DR02	Linden PIS	06/18/2018	Argentina	Colocasia sp. - Colocasia sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Urgent (Morphological)	NJLIN18060004-DR02	Linden PIS	06/12/2018		Container: 56789	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	NS Pending Specimen Receipt
Urgent (Morphological)	FLORL18050001-DR04	Orlando PIS	05/03/2018	Bermuda	Dracaena sp. - Dracaena sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Supervisor2 TestPIS3	Select Owner...	NS Specimen Received
Urgent (Morphological)	PIS318060001-CD01	Test PIS3 PPQ	06/04/2018	Australia	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Botany	Phalaenopsis amabilis (L.) Blume (Orchidaceae)	Supervisor2 TestPIS3	Select Owner...	NS Specimen Received

To begin the determination, click on the link in either the DR ID column or in the Status column, which will take you to the Determination Information page.

Accept for ID and Enter a Commodity Determination

By going straight to the Determination Information page, you can accept the Commodity Determination for ID and automatically acknowledge receipt. Accepting for ID on the Determination Information page allows you to immediately enter your determination as well.

To accept a Commodity Determination for ID, click on the link in the DR ID column or on of the links in the Status column on the Workspace. Examples of such links are shown below:



USDA Beltsville - Botany: National Specialist Workspace

Diagnostic

Diagnostic

15 records per page

Filter: Show Active From Date: MMDDYYYY To Date: MMDDYYYY

Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Determined By	Assigned To	Status
Urgent (Digital Imagery)	HQHQ18080001-DR05	PHIS Headquarters	08/19/2016	Mexico	Brassica juncea - MUSTARD GREENS (FV)	Botany	Tridax procumbens L. (Asteraceae)	Haslem Patrick S	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Routine (Morphological)	NULIN18060009-DR01	nden PIS	06/18/2016	Israel	Gasteria sp. - Gasteria sp. (PM)	Botany	Cadia sp. (Fabaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Prompt (Morphological)	NULIN18060008-DR02	nden PIS	06/18/2016	Argentina	Colocasia sp. - Colocasia sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	NULIN18060004-DR02	nden PIS	06/12/2016		Container : 56789	Botany	Dracaena sp. (Asparagaceae)	Marchena Alex	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	FLORL18050001-DR04	Orlando PIS	05/03/2016	Bermuda	Dracaena sp. - Dracaena sp. (PM)	Botany	Dracaena sp. (Asparagaceae)	Supervisor2 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> NS Specimen Received
Urgent (Morphological)	PIS318060001-CD01	Test PIS3 PPQ	06/04/2016	Australia	Phalaenopsis sp. - Phalaenopsis sp. (PM) - CITES II	Botany	Phalaenopsis amabilis (L.) Blume (Orchidaceae)	Supervisor2 TestPIS3	Select Owner...	<input checked="" type="checkbox"/> NS Specimen Received
Prompt (Morphological)	PIS318030011-DR04	Test PIS3 PPQ	03/22/2016	Argentina	Gaura lindheimeri - Gaura lindheimeri (PM) [Gaura sp. - Gaura sp. (PM)]	Botany	Spathodea sp. (Bignoniaceae)	Supervisor2 TestPIS3	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Prompt (Morphological)	PIS316040046-DR05	Test PIS3 PPQ	02/28/2016	Bangladesh	Achillea sp. - Achillea sp. (PM)	Botany	Agave sp. (Asparagaceae)	Supervisor2 TestPIS3	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	PIS316040046-DR04	Test PIS3 PPQ	02/28/2016	Bangladesh	Achillea sp. - Achillea sp. (PM)	Botany	Achillea sp. (Asteraceae)	Supervisor2 TestPIS3	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt
Urgent (Morphological)	PIS316040046-CD02	Test PIS3 PPQ	02/28/2016	Bangladesh	Achillea sp. - Achillea sp. (PM)	Botany	Achillea sp. (Asteraceae)	Supervisor2 TestPIS3	Select Owner...	<input type="checkbox"/> NS Pending Specimen Receipt

You will be sent to the Determination Information page.

If you had not acknowledged receipt on the Workspace, neither of the boxes shown below will be checked. If you had acknowledged receipt on the Workspace, the “Acknowledge Receipt” box will be checked. Note that the fields on the page are grayed out, as shown below:

Acknowledge Receipt * Accept For ID *

Determination Information

Diagnostic Request
DR ID: PIS31604046-CD02

Pest ID: Inspection Location: Test PIS3 PPO Inspection Date: 05/28/2018
 Current Location: USDA Beltsville - Botany DR Status: NS Pending Specimen Receipt

Acknowledge Receipt * **Accept For ID** *

Determination

Determination * **Method** *

Determination Type: Final # Returned for Collection:

Date Determined: 05/28/2018

Final ID:

Remarks:

Determined By *

Host Information

WPM Present: No
 DR Remarks: 1. Commodity: Achillea sp. - Achillea sp. (PW)
 Origin: Bangladesh
 Destination: Virginia
 Host Proximity: Not Specified
 Host Part: Not Specified

Identification Information

Determination: Achillea sp. (Asteraceae)
 Determination Type: Tentative ID
 Determination Method: Morphological
 Discipline: Botany
 Determined By: Supervisor, TestPIS3
 Date Determined: 07/21/2018
 Det. Remarks:

Begin the diagnostics process from the Determination page by clicking on “Accept for ID” box. If the “Acknowledge Receipt box” was not already checked, it will be checked automatically.

Note that the fields below turn white and are ready to be filled in by you, but you will find the basic information, including the determination, that was submitted by the Area Identifier.

Acknowledge Receipt * Accept For ID *

Determination Information

Diagnostic Request
DR ID: PIS31604046-CD02

Pest ID: Inspection Location: Test PIS3 PPO Inspection Date: 05/28/2018
 Current Location: USDA Beltsville - Botany DR Status: NS Pending Specimen Receipt

Acknowledge Receipt * **Accept For ID** *

Determination

Determination * **Method** *

Determination Type: Final # Returned for Collection:

Date Determined: 05/28/2018

Final ID:

Remarks:

Determined By *

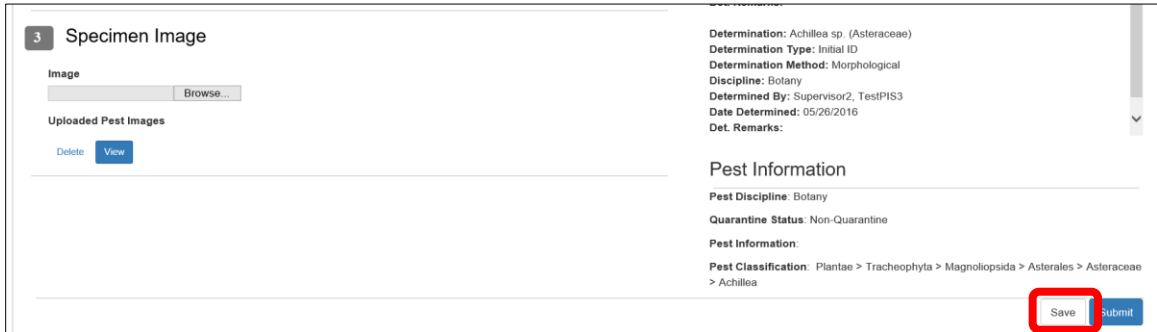
Host Information

WPM Present: No
 DR Remarks: 1. Commodity: Achillea sp. - Achillea sp. (PW)
 Origin: Bangladesh
 Destination: Virginia
 Host Proximity: Not Specified
 Host Part: Not Specified

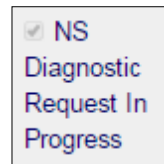
Identification Information

Determination: Achillea sp. (Asteraceae)
 Determination Type: Tentative ID
 Determination Method: Morphological
 Discipline: Botany
 Determined By: Supervisor, TestPIS3
 Date Determined: 07/21/2018
 Det. Remarks:

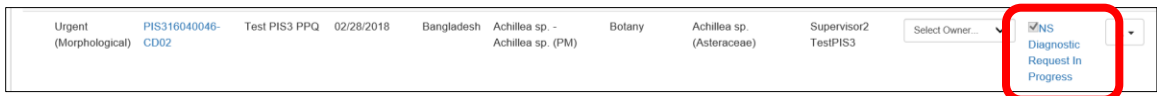
After acceptance and at any time during your examination, you can save this page and return to it later by clicking the **Save** button in the lower right corner of the screen:



The status will automatically change on the Workspace, as shown below:



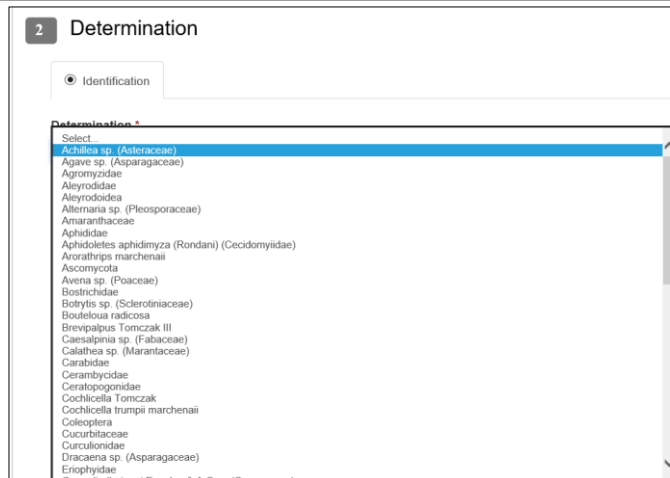
On the Workspace, status has automatically changed:



Completing the Determination Information page

Fill in all required fields, which are indicated by *.

To change the Determination field, click on ▼ to display drop-down menu of the plants and pests in your personal database and select the commodity.



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

Recording Method

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

To enter the determination method, click on the ▼ to display the drop-down menu, then make your selection.

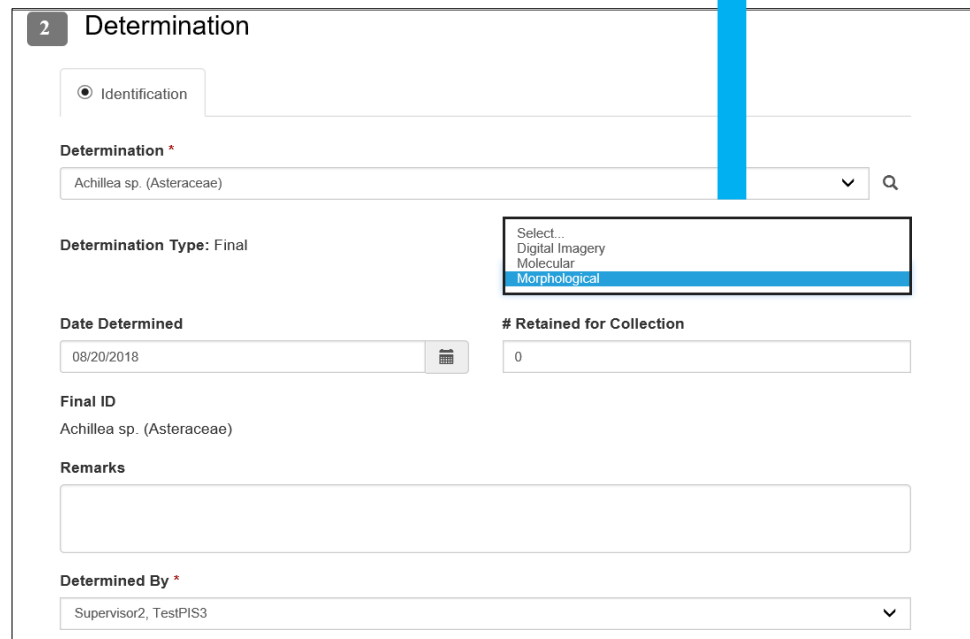


A screenshot of a form field labeled "Method *". The field contains a dropdown menu with "Morphological" selected. A small downward arrow is visible on the right side of the dropdown.

Method field default view



A close-up of the dropdown menu for the Method field. The options are: "Select...", "Digital Imagery", "Molecular", and "Morphological". The "Morphological" option is highlighted in blue.



A screenshot of the "2 Determination" form. The form includes several fields: "Identification" (radio button), "Determination *" (text field with "Achillea sp. (Asteraceae)"), "Determination Type: Final", "Date Determined" (calendar icon, "08/20/2018"), "# Retained for Collection" (text field with "0"), "Final ID" (text field with "Achillea sp. (Asteraceae)"), "Remarks" (text area), and "Determined By *" (text field with "Supervisor2, TestPIS3"). A blue arrow points from the "Determination *" field to a close-up of the Method dropdown menu, which is the same as shown in the previous image.

Determined By Field

The “Determined By” field should be already automatically filled in with your login role. You can also select from the drop-down menu, if you need to, as explained below.


To enter the “Determined By” name, click on the ▼ to display the drop-down menu, then make your selection.

Rountree, Leslie E
 Royal, David E
 Santos, Jose D
 Sathunuru, Prameela
 Shadman-Adolpho, Sylvia A
Specialist, Plantae
 Specialist, Plantae
 Supervisor2, TestPIS3
 Tomczak, Torey K
 Touhey, Peter A
 Tyler, John E
 Vasquez, Emillo
 Velazquez, Antonio
 Velazquez, Antonio
 Zimmerman, Frederick

Uploaded Pest Images

Delete View


Date and Other Fields

The date field is automatically filled in with the current day, but if you need to change it, click on the calendar icon  to display date selections, as shown below:

2 Determination

« August 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

08/20/2018 

Method *
 Morphological

Retained for Collection
 0

Final ID
 Achillea sp. (Asteraceae)

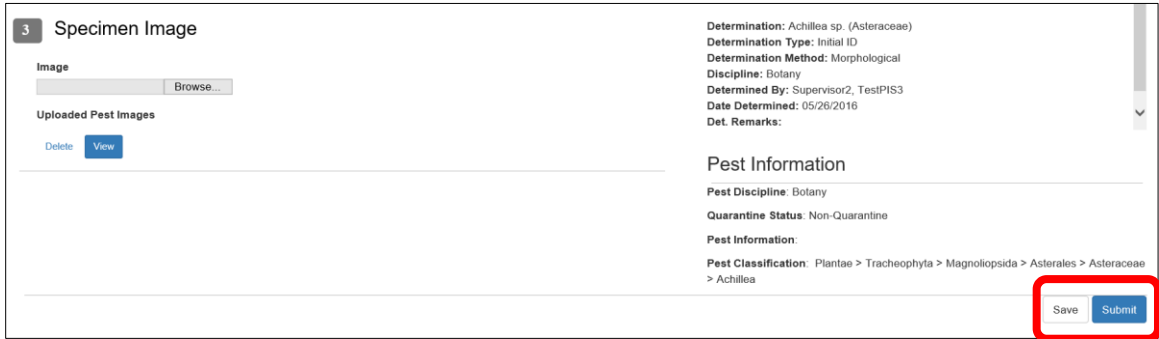
Remarks

Determined By *
 Supervisor2, TestPIS3

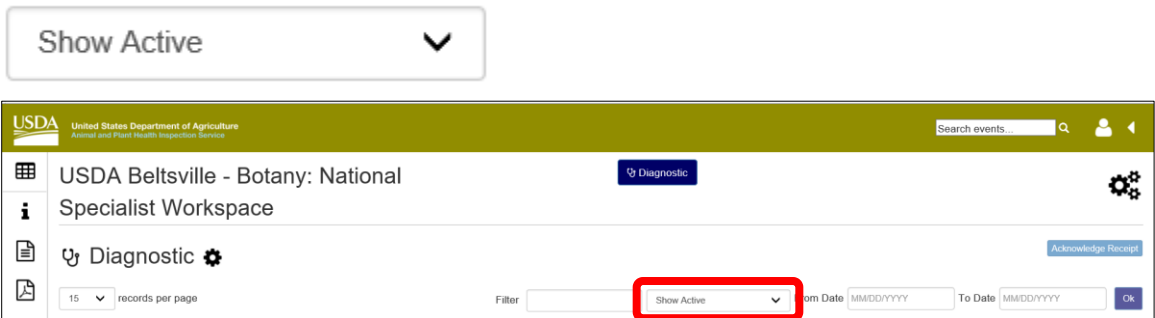
When you have filled in all fields, you are ready to submit the determination;

Click on the **Submit** button to send the final identification to the Plant Inspection Station.

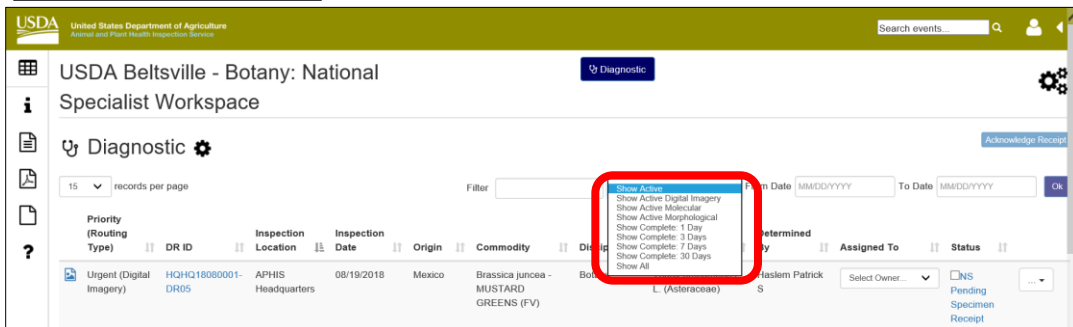
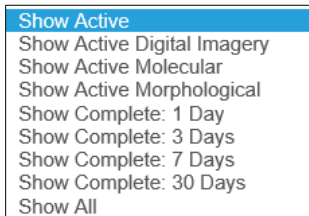
Click on the **Save** button at any time to save your information; it will not be submitted to the PIS until you click “Submit.”



When you return to your Workspace, if you the display status is set to the ARM default – “Show Active” – you will no longer see the Commodity Determination:



To display your completed Commodity Determinations, click on the ▼ to display the drop-down menu, then select from any of the “Show Complete” items.



The Commodity Determination will be displayed with its new status:

The screenshot shows the 'USDA Beltville - Botany: National Specialist Workspace' interface. At the top, there is a 'Show Complete: 1 Day' dropdown menu. Below it is a table of diagnostic requests. The table has columns for Priority, DR ID, Inspection Location, Inspection Date, Origin, Commodity, Discipline, Determination, Determined By, Assigned To, and Status. The 'Status' column for the first entry is highlighted with a red box and shows 'Diagnostics Completed'. A 'Status' sidebar on the right also shows 'Diagnostics Completed' with a checkmark.

Adding to Your Determination list

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

Click on the magnifying glass at right  .

A close-up of a 'Determination *' dropdown menu. The dropdown is currently set to 'Select...'. A magnifying glass icon is located on the right side of the dropdown, enclosed in a red box.

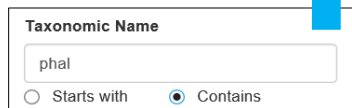
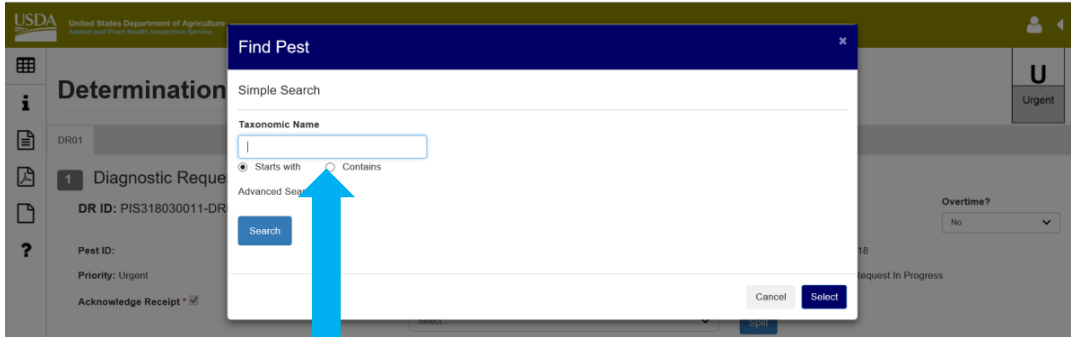
The screenshot shows the 'Determination Information' page for a diagnostic request. The 'Determination' dropdown menu is highlighted with a red box and shows 'Tridax procumbens L. (Asteraceae)'. The page also displays other information such as 'Pest ID', 'Inspection Location', 'Inspection Date', and 'Host Information'.

You will generate a pop-up window that allows you to find the commodity by taxonomic or common name.


By Taxonomic Name

To find the commodity, type several letters into the Taxonomic Name field.

ARM defaults to select names that start with those letters.



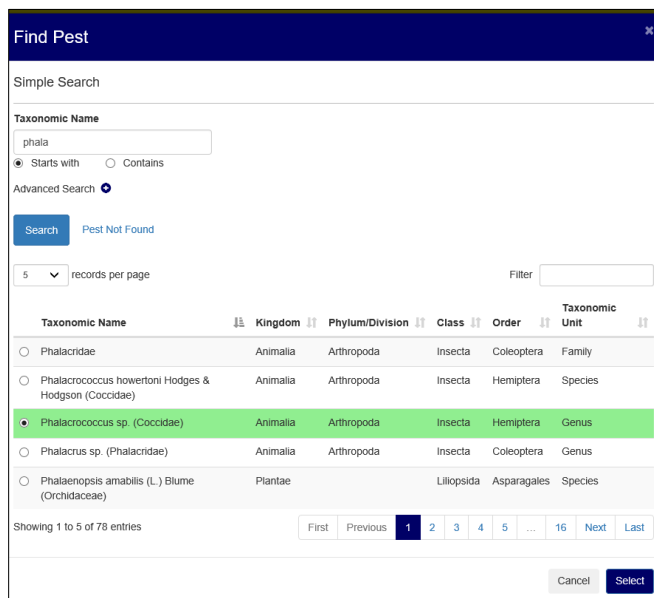
If you prefer, click on the “Contains” button to include names that contain those letters rather than start with them.

Then click the  button below.

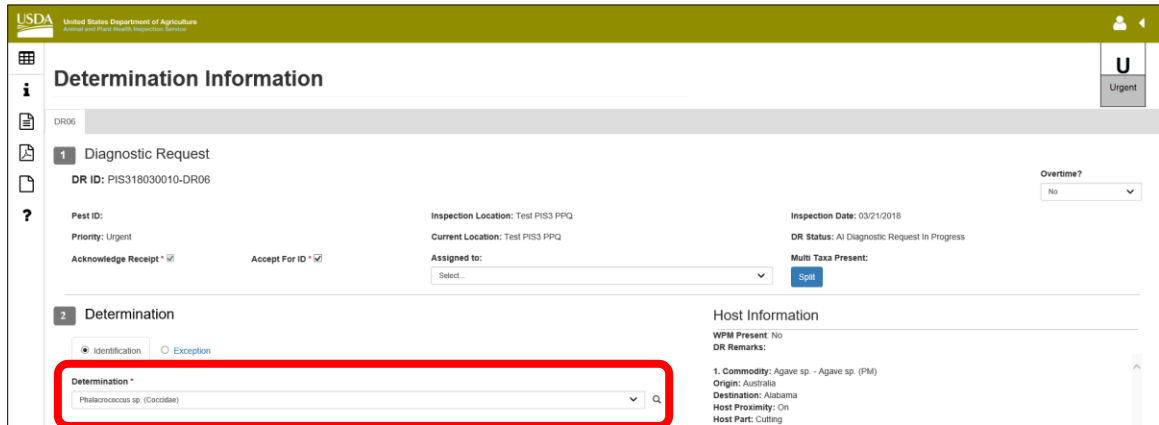
A list of taxonomic names will appear.

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

Click .



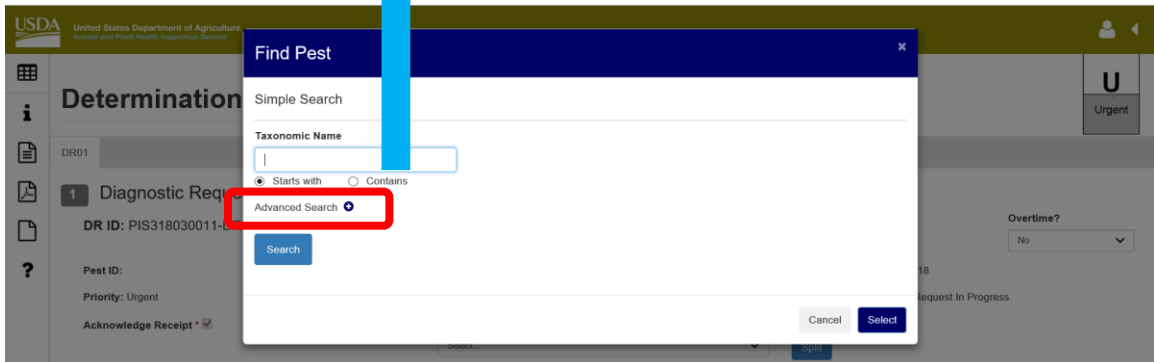
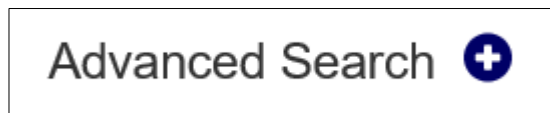
You will be sent back to the Determination Information screen, where you can now use the drop-down menu and the commodity you just added will display in the Determination field:




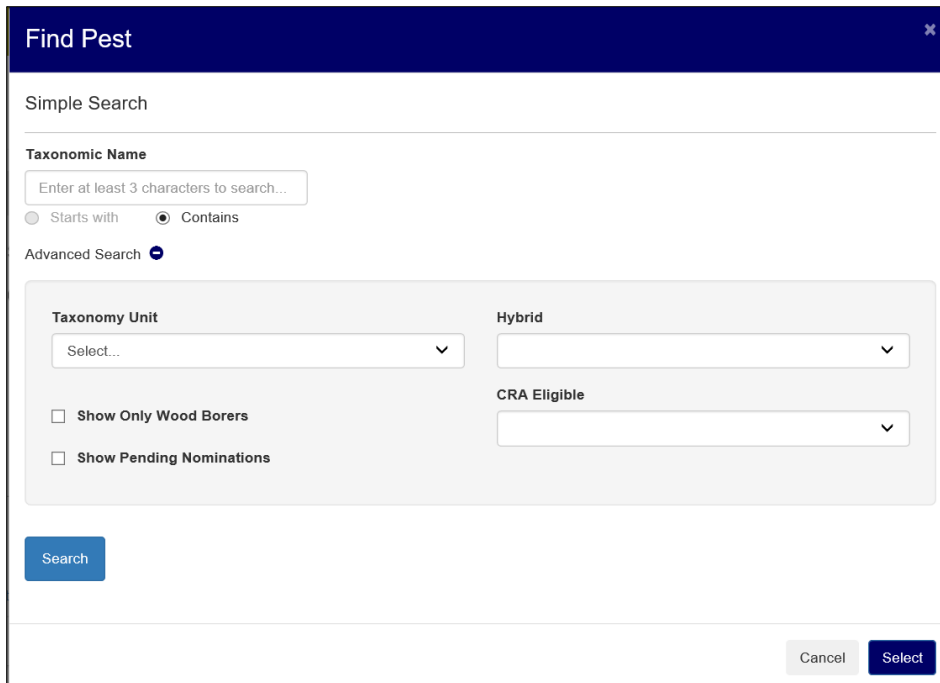
By Common Name – Advanced Search

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

Click on  to display the Advanced Search fields.



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



The screenshot shows a 'Find Pest' search window. It features a 'Simple Search' section with a text input field for 'Taxonomic Name' and radio buttons for 'Starts with' and 'Contains'. Below this is an 'Advanced Search' section with a dropdown for 'Taxonomy Unit', a 'Hybrid' dropdown, checkboxes for 'Show Only Wood Borers' and 'Show Pending Nominations', and a 'CRA Eligible' dropdown. A 'Search' button is located at the bottom left of the form, and 'Cancel' and 'Select' buttons are at the bottom right.

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