

# User Guide: Entering Data for Determination Information Page in National Specialist ARM Workspace

**Purpose:** This user guide describes how to access and enter information in the Determination Information page. The following areas (with the corresponding number on the image) are covered in this user guide:

- 1. Access Determination Information Page
- 2. Add Determination Information
  - a. Diagnostic Request
  - b. Determination
  - c. Specimen Image and Diagnostic Support Documents
- 3. Undo a Submitted Determination

		ille - Ento orkspace	mology:	Nationa	I		ि ए Dia	ignostic 🛛 🔅 Pest Ce	tegorization				<b>Q</b> °
	iagnostic				Fi	ter		Show All Programs	Show Active - U	irgents v Di	□ Sh	wieige Receipt ow My Records Of	nly 1
Images	Priority (Routing Type) I1 Urgent (Morphological)	DR ID	Inspection Location	Inspection Date U1 09/11/2023	Origin 1	Commodity I Aconitum sp Aconitum sp. (PM)	Discipline Entomology	11 Determination	Taxonomic Order	Determined By Pinto Kathryn A	Assigned To Select Owner	Status NS Pending Specime Receipt	
	Urgent (Morphological)	NJLIN23090001- DR05	Linden PIS	09/11/2023	Netherlands	Achillea sp Achillea sp. (PM)	Entomology	Aphididae	Hemiptera	Pinto Kathryn A	Select Owner	ONS     Pending     Specime     Receipt	 n

Determination Information		
R06		
Diagnostic Request		
DR ID: NJLIN23090001-DR06		
Pest ID:	Inspection Location: Linden PIS	Inspection Date: 09/11/2023
Priority: Urgent	Current Location: USDA Beltsville - Entomology	DR Status: NS Pending Specimen Receipt
Pathway: Air Cargo Acknowledge Receipt * Accept For ID * 2	Assigned to: 	Multi Taxa Present:
2 Determination		Host Information
Identification     C Exception		WPM Present: DR Remarks:
Determination *		1. Commodity: Aconitum sp Aconitum sp. (PM) Shipment Identifier: SB:016-87659256
Aphididae	~ Q	Origin: Netherlands Destination: New Jersey
Determination Type: Final Met	hod *	Host Proximity: On Host Part: Cutting



## **1. Access Determination Information Page**

To access the determination page users must click on a Diagnostic Request (DR) or on a Commodity Determination (CD) Status hyperlink. Users will find different statuses on a DR or on a CD. Refer to table below for the different status hyperlinks on a DR or on a CD and their definition:

Status	Definition
ONS Pending Specimen Receipt	DR or CD still has not been received yet for identification.
NS Specimen Received	DR or CD has been received by the Location/National Specialist (NS) (checked as Acknowledge Receipt in ARM) but the NS has not yet begun the identification process.
NS Diagnostic Request In Progress	DR or CD has been received by the Location/NS (*checked as Acknowledge Receipt and Accepted for ID in ARM), and the NS is currently working on the DR or CD.

The status hyperlink is found on the Determination Pane under the Status column in ARM's National Specialist Workspace.

დ D	iagnostic 🕻	2									cknowledge Receipt Show My Records Only	
	v records per page Priority (Routing		Inspection	Inspection				Filter	Taxonomic	Show Active - Urgents      Date     Determined	Range MM/DD/YYYY - MM/DD/	mm
mages	Type) 1 Urgent (Morphological)	DR ID NJLIN23080002- DR01	Linden PIS	↓ <u>h</u> Date 08/11/2023	• • •	Commodity Anthurium sp Anthurium sp. (PM)	Entomology	Determination		By Assigned To into Kathryn A Select Owner	Status	
	Urgent (Morphological)	NJLIN23090001- DR05	Linden PIS	09/11/2023	Netherlands	Achillea sp Achillea sp. (PM)	Entomology	Aphididae	Hemiptera P	into Kathryn A Select Owner	✓ □NS Pending Specimen Receipt	-
	Urgent (Morphological)	NJLIN23090001- DR01	Linden PIS	09/11/2023	Netherlands	Achillea sp Achillea sp. (PM)	Entomology	Aleyrodidae	Hemiptera P	into Kathryn A Select Owner	✓ □NS Pending Specimen Receipt	
	Urgent (Morphological)	NJLIN23090001- DR06	Linden PIS	09/11/2023	Netherlands	Aconitum sp Aconitum sp. (PM)	Entomology	Aphididae	Hemiptera P	into Kathryn A Select Owner	✓ EINS Specimen Received	
2	Urgent (Digital Imagery)	FLMIA23080002- DR01	Miami PIS	08/28/2023	Costa Rica	Dracaena marginata - Dracaena marginata (PM)	Entomology	Aleyrodidae	Hemiptera S	iantos Jose D Select Owner	<ul> <li>ONS Pending Specimen Receipt</li> </ul>	

After clicking on the status hyperlink, users will be brought to the Determination Page. See screen shot below.

etermination Information		
06		
Diagnostic Request		
DR ID: NJLIN23090001-DR06		
Pest ID:	Inspection Location: Linden PIS	Inspection Date: 09/11/2023
Priority: Urgent	Current Location: USDA Beltsville - Entomology	DR Status: NS Specimen Received
Pathway: Air Cargo		
Acknowledge Receipt * 🖾 Accept For ID * 🗌	Assigned to:	Multi Taxa Present:
	Select	► Split
Determination		Host Information
Identification     Exception		WPM Present: DR Remarks:
Determination *		<ol> <li>Commodity: Aconitum sp Aconitum sp. (PM) Shipment Identifier: SB:016-87659256</li> </ol>
Aphididae	~ Q	Origin: Netherlands Destination: New Jersey
Determination Type: Final	Method *	Host Proximity: On Host Part: Cuting
	Morphological 🗸	-



## 2. Add Determination Information

The Determination Information Page will have all the information submitted by a user through a Diagnostic Request or a Commodity Determination. This information will be prepopulated by ARM. The following information will be found on this page:

- Host Information
- Identification Information
- Inspection Location
- Inspection Date
- DR Priority
- DR ID
- DR Status

Also, Information of the host, identification, and pest are found on the right side of the page.

Host Information WPM Present Y DR Remarks: 1. Commodity: Musa sp. - Plantain (FV) Shipment Identifier: CN:SEGU9629349 Origin: Guatemala Destination: Details Host Proximity: With Host Part: Fruit Identification Information Determination: Opsiphanes cassina C. & R. Felder (Nymphalidae) Determination Type: Tentative ID Determination Method: Morphological Discipline: Entomology Determined By: Leavengood, John M Date Determined: 12/13/2023 Internal Remarks: External Remarks: highly mobile Determination: Lepidoptera Determination Type: Initial ID Determination Method: Morphological Discipline: Entomology Determined By: YESARY ALVARADO Date Determined: 12/13/2023 Pest Information Pest Discipline: Insect Mainland Quarantine Status: Quarantine Hawaii Quarantine Status: Uncategorized Puerto Rico Quarantine Status: Uncategorized Pest Information Pest Classification: Animalia > Arthropoda > Insecta > Lepidoptera > Papilionoidea > Nymphalidae > Opsiphanes > cassina Taxonomy details



This page is divided in three headings. They are shown below (with corresponding letter on the image):

- a- Diagnostic Request
- b- Determination
- c- Specimen Image and Diagnostic Support Documents

Pest ID:	N23090001-DR08 a	7			speation Location: Linden PIS	
Priority: Urgent				c	arrent Location: USDA Boltoville - Entomology	
Pathway: Ar Co	ngo					
Aoknowledge R	eceipt • 🖬	Accept For ID * 🗌			ssigned to:	
					Select	
2 Determin	nation					
· klentificate	on Exception					
Determination *						
Aphididae						
Determination T	Drift: Final			Method *		
				Maphatograd		
Date Determiner	a .			Retained for Collection		
0959/2023						
Infernel Remark	66					
External Remark	ka					
Determined By						
	Annature	Pupe	Aduits		Faas	Cysts
Alve	2					
Determined By - Jose D Series Pest Stages -		Pas	Adults		Kos	Cyris
Alve [	a en Image and Diagnostic Support	Documents				
Alve Dead	en Image and Diagnostic Support acimen Image and Images	Documents				

### a. Diagnostic Request

This heading is identified as heading number one Diagnostic Request in the Determination page in ARM's AI Workspace. This heading is populated with information from the Diagnostic Request or Commodity Determination submitted for identification by PPQ or CBP. The information populated is:

- Diagnostic Request ID (DR ID)
- Pest ID (CBP DRs)
- Priority
- Inspection Location
- Current Location
- Inspection Date
- DR Status
- Pathway

DR ID: NJLIN23090001-DR06		
Pest ID:	Inspection Location: Linden PIS	Inspection Date: 09/11/2023
Priority: Urgent	Current Location: USDA Beltsville - Entomology	DR Status: NS Specimen Received
Pathway: Air Cargo		

Note: Users must fill all require fields before submitting a determination. Remember, all required fields are identified by a red asterisk. \*



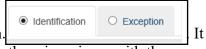
If a user wants to go straight into the determination page to start working on a DR or CD, click on the DR or CD status on the Status column in the Main Workspace. There is no need to Acknowledge Receipt the DR or CD on the Main Workspace. To begin the determination process, refer to steps on table below:

Step	Action
1	Click on the Overtime drop down arrow to select an overtime option.
	Overtime?
	No
	Overtime?
	No Government Overtime Reimbursable Overtime
	Note: The field will default to No. If the determination is not being worked on
	Overtime, skip this step if needed.
2	Click on Accept for ID.
	Acknowledge Receipt * 🗹 Accept For ID * 🗹
	Note: When a DR hasn't been acknowledged on the workspace, users can do so once
	they are in the Determination Page. When Accept for ID it's checked, the
	Acknowledge Receipt box will be auto checked.
3	Select an option from the Assigned to drop down list.
	Assigned to:
	Select
	<b>Note:</b> This step can also be done from the Main Workspace. The list showing on this
	drop down shows the specific users at that location.
	If a user decides to assign the DR or CD to another user, after selecting from the
	dropdown list: Click on Save at the right bottom side of the page.
	Save
4	Skip this step if needed.
4	Click on Split tab if there are multiple taxa present.
	Multi Taxa Present:
	Split
	(To obtain more guidance on this function please refer to the User Guide: How to
	Split a Diagnostic Request).
	Skip this step if needed.



#### b. Determination

This heading is identified as heading number 2 Determination in the Determination page in ARM's NS Workspace. On this heading, users will enter all information leading to a final determination or an exception for a DR or CD.



There are two tabs on this heading; Identification and Exception.

will be defaulted to Identification. Exception must be used when there is an issue with the specimen or specimens submitted in which users could not properly identify it. There are several options to be selected. This will be explained in detail in this section.

Note: Users must fill all require fields before submitting a determination. Remember, all required fields are identified by a red asterisk. \*

To enter an Identification, refer to the table below: To enter an Exception, Skip to next table.

Step	Action								
1	Select a determination.								
	Determination *								
	Select 🗸								
	You must type at least three letters to search for a name already on the list and sel								
	and continue to Step 3.								
	IF DETERMINATION IS:	THEN							
	On the dropdown list	1. Click on dropdown.							
		<ol> <li>Select the determination.</li> <li>Go to step 3.</li> </ol>							
	Not on dropdown list	Got to step 2a							
		-							
2a	Click on the Search Icon in the De	Click on the Search Icon in the Determination field.							
	Determination *								
	Select	✓ Q							



Type a Taxonomic name or	at least the	e first three lett	ers of it. T	hen, click	Search.
Find Pest					
Simple Search					
Taxonomic Name					
pse	×				
Starts with      Contains					
Advanced Search 😌					
Search					
Select an option from the lis	st. Then cli	ck Select.			
Taxonomic Name	Kingdom 🕼	Phylum/Division 🕼	Class	Order 1	Taxonomic Unit
O Pselium sp. (Menispermaceae)	Plantae		Magnoliopsida	Ranunculales	Genus
Pseudacoridium sp. (Orchidaceae)	Plantae		Liliopsida	Asparagales	Genus
<ul> <li>Pseudacysta perseae (Heidemann) (Tingidae)</li> </ul>	Animalia	Arthropoda	Insecta	Hemiptera	Species
O Pseudacysta sp. (Tingidae)	Animalia	Arthropoda	Insecta	Hemiptera	Genus
<ul> <li>Pseudaletia impuncta (Guen_e) (Noctuidae)</li> </ul>	Animalia	Arthropoda	Insecta	Lepidoptera	Species
Showing 1 to 5 of 227 entries		First Previous	1 2 3	4 5	46 Next I
					Cancel
Note: The selected option v	vill show o	n Determinatio	on field.		
1					
Note: Determination Type	will Final				
Determination Type:	Final				
		T 1 1 .1	1	111.1	11 .
<b>Note:</b> <u>If you don't find a Ta</u> nominate a new Taxonomic					
ARM.	name, ple			Tommatil	



3	Select a Method.
	Morphological V
	morphological
	Select Digital Imagery
	Molecular Morphological
	<b>Note:</b> This field is defaulted to Morphological, which is the most common
	Identification method used.
4	Type or select a date from the calendar icon.
	Date Determined
	10/22/2019
	Note: The date will be defaulted to current date. Users may either type or click on the
	calendar icon and select a date.
	< <u>Sep &gt;</u> 2023 > >
	Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2
	3 4 5 6 7 8 9
	10     11     12     13     14     15     16       17     18     19     20     21     22     23
	24         25         26         27         28         29         30           1         2         3         4         5         6         7
	Clear Apply
	Users may skip this step if no changes will be made.
5	Type # Reatined for Collection. If needed.
	# Retained for Collection
6	For Domestic DRs, check on the one that apply. If needed.
	Is New To A State  Is Significant New State Detection
	Is Environmental Detection  Is New To United States
7	Type any Internal Remarks. If needed.
	Internal Remarks
	Note: In this field any kind of remarks could be typed in. These remarks will be visible
	to ARM users only. Although, information typed into this field will not show on
	reports.



8	Type any External Remarks. If needed.									
	External Remarks									
		1:10	1 111 .	1	1 111 1 11	1				
	Note: In this field a	•		• 1						
	to ARM and CBP u reports.	isers. Annoug	gn, mormation t	yped into this he	Id will not show on	L				
9	Click on Determined by dropdown arrow.									
-	Determined By *			1						
	Velazquez, Antonio									
	Note: This field will default to the name of the user logged in. The names showing in this field									
	are those associated to the user location. If needed, select a name from the dropdown list.									
	Pinto, Kathryn A									
	PlantPathology, Miami PlantPathology, TestPIS2									
	Purcell, Peter Quinn, Jeris Rountree, Leslie E Royal, David E Santos, Jose D Sathunuru, Prameela									
	Shadman-Adolpho, Sylvia A Skarlinsky, Thomas L	L								
10	Update the Pest Sta	<u> </u>	on. If needed.							
	Pest Stages *									
	Immature	Pupae	Adults	Eggs	Cysts					
	Alive 1									
	Dead									
	Note: Pest Stage fi	eld will only	show depending	on the pest or dis	scipline selected an	d				
	submitted by a user	. For disciplin	nes like Botany a	and Plant Patholo	ogy this field will n	ot				
	show.									



ARM provides a function for unidentifiable specimens received by NS's. This function is defined as an Exception. On this function NS's will be able to select a reason why a specimen couldn't be identified.

To enter an **Exception**, refer to the table below:

Step	Action				
1	On heading 2, Click on the Exception radio button.				
	O Identification				
2	Select a reason from the list.				
	Reason *				
	Abiotic				
	Dead Organism				
	Debris				
	Feeding Damage				
	Inconsistent Results				
	Injury				
	Insufficient Sample Size				
	Lichen				
	Likely Endemic Non-Quarantine Species				
	Mechanical Damage				
	No Identifiable Specimen Found				
	No nematode found				
	No pathogen found				
	No plant-feeding nematodes present				
	□ Not CITES				
	Not Viable				
	Not a propagule				
	Parasitized Specimen     Poor Sample Quality				
	Saprobe				
	Seprote				
	Secondary Infection				
3	Calasta Mata 1				
3	Select a Method.				
	Method *				
	Morphological 🗸				
	Select				
	Digital Imagery				
	Molecular				
	Morphological				
	Note: This field is defaulted to Morphological, which is the most common				
	Identification method used.				



4	Type or select a date from the calendar icon.          Date Determined         10/22/2019         Note: The date will be defaulted to current date. Users may either type or click on the calendar icon and select a date.         Image: Separate select sele
2	# Retained for Collection         # Retained for Collection
6	For Domestic DRs, check on the one that apply. If needed.         Is New To A State       Is Significant New State Detection         Is Environmental Detection       Is New To United States
7	Type any Internal Remarks. If needed. Internal Remarks Note: In this field any kind of remarks could be typed in. These remarks will be visible to ARM users only. Although, information typed into this field will not show on reports.
8	Type any External Remarks. If needed.  External Remarks  Note: In this field any kind of remarks could be typed in. These emarks will be visible to ARM and CBP users. Although, information typed into this field will not show on reports.



9	Click on Determi	ned by dropdow	vn arrow.			
	Determined By *					
	Velazquez, Antonio		~			
	<b>Note:</b> This field wi are those associated				-	
	Petrillo, Michael D Pinto, Kathryn A PlantPathology, Miami PlantPathology, TestPIS2 Purcell, Peter Quinn, Jeris Rountree, Leslie E Royal, David E Santos, Jose D Sathunuru, Prameela Shadman-Adolpho, Sylvia Skarlinsky, Thomas L Supervisor, Miami				Ĩ	
10	Update the Pest S	tage informatio	n. If needed.			
	Pest Stages *					
	Immature	Pupae	Adults	Eggs	Cysts	
	Alive 1					
	Dead					
	<b>Note:</b> Pest Stage submitted by a us show.	•		-	-	

### c. Specimen Image and Diagnostic Support Documents

ARM provides the capability to upload pest images and submit them electronically for further identification if needed. For more information on how to submit a Specimen image; please refer to the User Guide: How to Upload Digital Imagery on a Diagnostic Determination.



## 3. Undo a Submitted Determination

After a determination has been submitted and finalized by the National Specialist, that DR or CD will no longer show on the Active view in the workspace. Users must change the filter to Show Complete view and search for the completed DR or CD.

On the main workspace, the status will vary depending on the ID Type and the Quarantine Recommendation given to the DR or CD by the NS. For more information on this, refer to the User Guide: ID Types and Determination Page Information Tables Descriptions and Definitions.

To undo a submitted determination, please refer to the table below:

tion				
In the NS Main Workspace, click on the dropdown arrow in the Diagnostic's pane view. This field is defaulted to Active - Urgents.				
Show Active - Urgents				
lect one option from the Show Complete options accordingly.				
Show Active - Urgents Show Active Digital Imagery Show Active Molecular Show Active Morphological Show Atl Active Show Complete: 1 Day Show Complete: 3 Days Show Complete: 30 Days Show Complete: 30 Days Show All				
cate the DR or CD, click on the Undo icon in the Status column hyperlink.				
Pending uarantine ecommendation				
ter this, the DR or CD will be redirected back to the All Active view in the Main				
orkspace. Go to Step 3. Note: If the Undo icon is not available, please contact the RM Help Desk for assistance.				



3	Locate the DR or CD, click on the Status hyperlink to access the Determination Page.			
	Status 🌡			
	<b>NS</b>			
	Diagnostic			
	Request			
	In			
	Progress			
	The status will show as NS Diagnostic Request in Progress.			
4	Edit the information as needed. To resubmit the determination, refer back to the table			
	above for entering an Identification.			